**PROCEEDINGS OF THE MAYOR AND THE BOARD OF ALDERMEN OF THE CITY OF RAYNE, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING, HELD ON DECEMBER 11, 2017.**

The Mayor and Board of Aldermen of the City of Rayne, Louisiana, met in regular session at their regular meeting place the City Hall, Rayne, Louisiana, on Monday, December 11, 2017 at 6:00 (six) o’clock p.m.

There were present: Mayor Charles “Chuck” Robichaux, Lendell J. “Pete” Babineaux, Curtrese L. Minix, Kenneth J. Guidry, Calise Michael Doucet and James A. “Jimmy” Fontenot.

There were absent: None.

The Mayor and the Board of Aldermen of the City of Rayne, State of Louisiana, were duly convened as the governing authority of said City, by Mayor Charles “Chuck” Robichaux, who stated that the Board was ready for the transaction of business.

There was a motion by James A. “Jimmy” Fontenot to dispense with the reading of minutes of the November 13, 2017 regular council meeting and approved them as written and distributed. This was seconded by Calise Michael Doucet and motion carried.

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 0

On a motion by Lendell J. “Pete” Babineaux and a second by Kenneth J. Guidry, to open the Public Hearing for the purpose of discussing Ordinance # 2002.

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

            NAYS:  0                   ABSTAIN:  0          ABSENT:  0

1. Proposed Ordinance # 2002, An Ordinance adopting the City of Rayne Public Records Request (PRR) Fee Schedule Implantation

After some discussion there was a motion by Lendell J. “Pete” Babineaux and a second by Curtrese L. Minix, to close the Public Hearing on the purpose of Ordinance # 2002

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

            NAYS:  0                   ABSTAIN:  0          ABSENT:  0

On a motion by James A. “Jimmy” Fontenot and a second by Curtrese L. Minix to amend Ordinance # 2002 to add to Exhibit A #7 “There shall be a minimum of one (1) hour after-work-hour charge …” and to add a change to Exhibit A #8 from “… three pages at $.75 plus $15.00.” to “... three pages at $.75 plus **$20.00**.”

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

            NAYS:  0                   ABSTAIN:  0          ABSENT:  0

The following ordinance was offered by Calise Michael Doucet, seconded by Curtrese L. Minix and duly resolved and adopted on **11th** day of **December**, 2017.

**Ordinance # 2002**

**AN ORDINANCE ADOPTING THE CITY OF RAYNE PUBLIC RECORDS REQUEST (PRR) FEE SCHEDULE IMPLEMENTATION**

**WHEREAS,** by law, a public records request must be responded to within 72 hours which often requires employees to abandon their routine daily duties to fulfill such requests and in order to accommodate such requests for this time, there needs to be a schedule including minimum administration charges; and

**WHEREAS**, the City of Rayne does not currently have a uniform administrative policy which addresses the cost of handling public records requests and providing requested documents; and

**WHEREAS**, there is a need for a uniform fee schedule for public records requests for all departments within the City of Rayne; and

**WHEREAS,** the City Council of the City of Rayne wishes to implement a public records request fee schedule.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Rayne that the following public records request fee schedule attached hereto as Exhibit A, is hereby implemented and will become effective immediately upon adoption of this ordinance:

**BE IT FURTHER ORDAINED** that this ordinance shall take effect immediately upon the signature of the Mayor of Rayne; and

**BE IT FURTHER ORDAINED** that the City Clerk be and she/he is hereby authorized, as the Custodian of City Records per the Lawrason Act, and empowered to take any and all actions which she/he, in the exercise of her/his discretion, deems necessary to promulgate the provisions of this ordinance.

This ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS:5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0

ABSENT: 0

ABSTAIN: 0

This ordinance was declared adopted on this **11th** day of **December**, 2017.

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Charles E. Robichaux, MAYOR Annette R. Cutrera, CITY CLERK

The above ordinance was present to the Mayor by the Clerk, approved by the Mayor and returned to the Clerk on this **11th** day of **December**, 2017.

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CHARLES ROBICHAUX, MAYOR ANNETTE CUTRERA, CITY CLERK

EXHIBIT A

CITY OF RAYNE PUBLIC RECORDS REQUEST FEE SCHEDULE

ADOPTED BY ORDINANCE #2002

(1) Copies - Black & White 0.25 Per Page

(2) Copies – Color 1.00 Per Page

\*Note: A two-sided copy shall be considered two pages.

(3) Pre-Produced/Standardized Maps 5.00 8.5 x 11

7.00 8.5 x 14

10.00 11 x 17

35.00 36 x 36

15.00 Map on CD

20.00 Map on DVD

20.00 Map on USB

(4) Custom/Non Standardized Maps 5.00 8.5 x 11

7.00 8.5 x 14

10.00 11 x 17

35.00 36 x 36

15.00 Map on CD

20.00 Map on DVD

20.00 Map on USB

(5) CD/DVD/USB Reproduction 20.00 0-1 Hour

30.00 1-2 Hours

40.00 2-3 Hours

50.00 3-5 Hours

60.00 5-6 Hours

(6) Document Transcription 250.00 Deposit - Required

(The transcription charge will be calculated at the then prevailing per page customary court reporter rater, plus any additional cost incurred.)

(7) After-Hours Review and Copying: If the amount of documents or records requested is too vast to reasonably & timely review, count and copy during normal working hours, the party making the request must contact the City Attorney to schedule a time and place for such after-hour review. There shall be a minimum of one (1) hour after-work-hour charge, maximum three (3) hour after-work-hours appointment, at the cost of time and a half hour of the City Clerk and/or hers/his designee’s hourly wage, in order for the party to view the requested documents at City Hall. Each after-hour review shall be deemed separate for the purpose of payment. During such review(s), the party may designate a list of documents to be copied and the City will prepare the documents and provide the requested documents, as per law, upon the pre-payment of the fees as provided herein.

(8) It is specifically determined by the City that any document or material transferred to any media (i.e. such as more than one map transferred to digital CD or DVD media), then each document transferred shall be considered as separate items. For example, three one-page documents transferred to a CD shall be considered as three pages at $.75 plus $20.00. The requesting party shall be responsible to pay the cost of each document transferred and the hereinabove scheduled cost of the applicable media used.

(9) Any requests that the City is incapable of producing in-house and must be done by a third-party vendor, will be charged at the vendor’s rate.

(10) Postage & Handling Actual Cost

(11) Electronic transmission of any and all public records requests shall be charged at the same rate as regular reproduction per page and per department.

(12) City of Rayne Police Department Public Records Request Fee Schedule:

Criminal History Record Inquiry:

Search for record, none found $5.00

Record located, information provided $5.00

Search for records and issuance of letter of

good conduct for visa and other purposes $25.00

Photostat of official offense report:

One through ten pages in length $25.00

More than ten pages in length,

Each additional page $0.25

Photostat of official police accident report

If report does not exceed 2 pages $5.00

If report exceeds 2 pages $7.50

Official police investigation photographs, per print $10.00

Official police investigation audio or video $35.00

\*Note: File will be on CD, DVD or USB Drive

Fingerprint search or fingerprinting $25.00

(13) Computer printout request:

An estimated cost will be given for reproduction of public records stored in a computer which requires program modification specialized program, or the purchase and installation of new software. Work done by a third-party vendor will be charged at the vendor’s rate.

\*Note: that in the event that the vendor’s actual cost exceeds the estimate; the requesting party will be charged the difference.

(14) Charge for any public document or record not specifically governed by the ordinance will be charged at the then prevailing rate as established by the State of Louisiana in the Uniform Fee Schedule contained in the Louisiana Administrative Code.

(15) Should the rates established by the State of Louisiana in the Uniform Fee Schedule contained in the Louisiana Administrative Code (LAC 4:301) be amended, then the City's rates will likewise be amended in conformity therewith automatically, and any such State prevailing rates shall become the new governing rates for the City.

All payments must be prepaid.

The proposed Ordinance #2003 has been introduced by Curtrese L. Minix and will be considered for final passage on January 8, 2018 at 6:00 p.m. in the Council Chambers. The title of the proposed Ordinance is “UTILITIES REVENUE BONDS GENERAL BOND ORDINANCE,A GENERAL BOND ORDINANCE AUTHORIZING THE ISSUANCE FROM TIME TO TIME OF UTILITIES REVENUE BONDS OF THE CITY OF RAYNE STATE OF LOUISIANA; PRESCRIBING THE FORM, AND CERTAIN TERMS AND CONDITIONS OF SAID BONDS; ESTABLISHING FUNDS AND ACCOUNTS RELATING TO SAID BONDS; PROVIDING FOR THE PAYMENT THEREOF IN PRINCIPAL AND INTEREST INCLUDING A RATE COVENANT RELATING THERETO; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.”

On a motion by James A. “Jimmy” Fontenot for the approval to conduct a **PUBLIC** **HEARING** onJanuary 8, 2018 at 6:00 p.m. in the City of Rayne Council Chambers at 801 The Boulevard during the next regular City Council Meeting for Ordinance #2003,UTILITIES REVENUE BONDS GENERAL BOND ORDINANCE,A GENERAL BOND ORDINANCE AUTHORIZING THE ISSUANCE FROM TIME TO TIME OF UTILITIES REVENUE BONDS OF THE CITY OF RAYNE STATE OF LOUISIANA; PRESCRIBING THE FORM, AND CERTAIN TERMS AND CONDITIONS OF SAID BONDS; ESTABLISHING FUNDS AND ACCOUNTS RELATING TO SAID BONDS; PROVIDING FOR THE PAYMENT THEREOF IN PRINCIPAL AND INTEREST INCLUDING A RATE COVENANT RELATING THERETO; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**.** This was seconded by Curtrese L. Minix and motion carried.

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

            NAYS:  0                   ABSTAIN:  0          ABSENT:  0

The proposed Ordinance #2004 has been introduced by Calise Michael Doucet and will be considered for final passage on January 8, 2018 at 6:00 p.m. in the Council Chambers. The title of the proposed Ordinance is “FIRST SUPPLEMENTAL BOND ORDINANCE, A SUPPLEMENTAL BOND ORDINANCE AUTHORIZING THE ISSUANCE IN ONE OR MORE SERIES OF NOT EXCEEDING ONE MILLION EIGHT HUNDRED FORTY-ONE THOUSAND DOLLARS ($1,841,000) OF [TAXABLE] UTILITIES REVENUE BONDS, SERIES 2018, OF THE CITY OF RAYNE, STATE OF LOUISIANA, IN ACCORDANCE WITH THE TERMS OF THE UTILITES REVENUE BONDS GENERAL BOND ORDINANCE; PRESCRIBING THE FORM, AND CERTAIN TERMS AND CONDITIONS OF SAID BONDS; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH..”

On a motion by Kenneth J. Guidry for the approval to conduct a **PUBLIC** **HEARING** onJanuary 8, 2018 at 6:00 p.m. in the City of Rayne Council Chambers at 801 The Boulevard during the next regular City Council Meeting for Ordinance #2004,FIRST SUPPLEMENTAL BOND ORDINANCE, A SUPPLEMENTAL BOND ORDINANCE AUTHORIZING THE ISSUANCE IN ONE OR MORE SERIES OF NOT EXCEEDING ONE MILLION EIGHT HUNDRED FORTY-ONE THOUSAND DOLLARS ($1,841,000) OF [TAXABLE] UTILITIES REVENUE BONDS, SERIES 2018, OF THE CITY OF RAYNE, STATE OF LOUISIANA, IN ACCORDANCE WITH THE TERMS OF THE UTILITES REVENUE BONDS GENERAL BOND ORDINANCE; PRESCRIBING THE FORM, AND CERTAIN TERMS AND CONDITIONS OF SAID BONDS; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH. This was seconded by Curtrese L. Minix and motion carried.

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

            NAYS:  0                   ABSTAIN:  0          ABSENT:  0

The proposed Ordinance #2005 has been introduced by Kenneth J. Guidry and will be considered for final passage on January 8, 2018 at 6:00 p.m. in the Council Chambers. The title of the proposed Ordinance is “AN ORDINANCE AMENDING (REVISION 1) THE CITY OF RAYNE BUDGET OF REVENUES AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017.”

On a motion by Kenneth J. Guidry for the approval to conduct a **PUBLIC** **HEARING** onJanuary 8, 2018 at 6:00 p.m. in the City of Rayne Council Chambers at 801 The Boulevard during the next regular City Council Meeting for Ordinance #2005,AN ORDINANCE AMENDING (REVISION 1) THE CITY OF RAYNE BUDGET OF REVENUES AND EXPENDITURES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017**.** This was seconded by Curtrese L. Minix and motion carried.

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

            NAYS:  0                   ABSTAIN:  0          ABSENT:  0

The City Clerk, Mrs. Annette R. Cutrera, presented the City of Rayne Monthly Financial Update as of October 31, 2017 to the Council.

Kathryn Fenstermaker gave a Walkthrough Presentation on the GIS Digital Mapping for the City of Rayne.

Mayor announced Christmas Parade rescheduled time and date will be on Tuesday, December 19, 2017 at 6 PM, lineup starts at 5:15 PM at the Rayne Civic Center ends at Depot Square.

Mayor announced Christmas Season fireworks are allowed from 12-15-2017 thru 1-2-2018 until 9:00 PM except for Christmas Eve and New Year’s Eve for which there is NO curfew per the City of Rayne Ordinance.

On a motion by James A. “Jimmy” Fontenot and a second by Calise Michael Doucet, the City Council approved declaring the following equipment surplus property per the request of Public Works Department:

1. Weed Eater – Shindaiwa Model # T282 Serial # T75114003205

2. Weed Eater – Shindaiwa Model # T282 Serial # T09612020016

3. Weed Eater – Shindaiwa Model # T282 Serial # T751003189

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 0

There being no further business to come before the Council, there was a motion by James A. “Jimmy” Fontenot that the meeting be adjourned, this was seconded by Kenneth J. Guidry carried.

YEAS: 5 – Curtrese L. Minix, Kenneth J. Guidry, Lendell J. “Pete” Babineaux, Calise Michael Doucet and James A. “Jimmy” Fontenot.

NAYS: 0 ABSTAIN: 0 ABSENT: 0

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