

**For the Meeting of Mayor and Council  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, September 08, 2026, 6:30 P.M.**

**A. CALL TO ORDER**

Mayor McDavid called the meeting to order at 6:33 p.m., on Tuesday, September 08, 2026, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation by Councilwoman Landry  
Pledge of Allegiance by D'Monda Hill

**C. OPENING PROCEDURES**

**1. ROLL CALL**

MAYOR

David McDavid

COUNCIL MEMBERS

Brandy Westmoreland – District 1

John LeBlanc– District 2

Ambre DeVirgilio – District 3

Jennifer Landry – District 5

MEMBERS ABSENT

James Graves – District 4

**2. READING OF CITY POLICY RELATIVE TO OPEN MEETINGS**

Before proceeding with the meeting, Mayor McDavid read a statement into the record regarding the Open Meetings Law, and citizens' right to participate in public meetings. The statement sets forth general rules of conduct of the public meeting and outlined the process through which a citizen can have items placed on the Council agenda. A copy of the rules is available at City Hall, Mayor's Office or by calling the Clerk of the City Council. The rules will also be available at every Council meeting.

**3. CHANGES/ADDITIONS TO AGENDA**

**D. READING OF THE MINUTES**

**1. Approval of Minutes August 25, 2026, regular meeting, and approve them as written.**

The motion was made by Councilwoman Westmoreland

The motion was seconded by Councilwoman DeVirgilio

To approve the minutes of August 25, 2026, regular meeting, and approve them as written.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Landry

NAYS: None

ABSENT: Graves

ABSTAINED: None

**E. HONORS, RECOGNITIONS, AND INTRODUCTIONS**

1. Proclamation of September as Suicide Prevention Month.  
Councilman LeBlanc declared September as Suicide Prevention Month. Dr. Chris Yandle and Licensed Counselor Myiesha Spears-Beard were present to speak as advocates for suicide prevention and to raise awareness of suicide prevention efforts.

**F. CONTRACT ITEMS/CONTRACTS OR ITEMS RELATING TO PROJECTS**

1. Street/Road Projects
2. Sewer
3. Subdivision Inspections
4. Water and Gas Projects
5. Other Projects

**G. PRESENTATION OF DELEGATIONS**

1. Request to Speak
  - a) Presentation of Vietnam Moving Wall and Veterans Day Historical Archives to the City of Zachary.  
Councilwoman DeVirgilio presented the Mayor and Administration with historical photographs and articles pertaining to the Vietnam Moving Wall and Veterans Day.
2. Hardship Waivers
3. Other Variances
4. Exceptions of Regulations

**H. ACTION MANDATED BY HOME RULE CHARTER**

**I. PLANNING & ZONING MATTERS**

1. Receive Minutes of the Regular meeting of \_\_\_\_\_, of the Planning Commission and the Minutes of the Regular meeting of \_\_\_\_\_, of the Zoning Commission.
2. Planning matters REQUIRING a Public Hearing
3. Planning Matters NOT requiring a Public Meeting
4. Zoning Matters REQUIRING a Public Hearing
5. Zoning Matters NOT Requiring Public Hearing
6. Other Matters

**J. RECEIVE RECORD OF PAYMENT OF ACCOUNTS PAYABLE**

1. Receive the accounts payable report as of August 2026.  
The motion was made by Councilwoman DeVirgilio  
The motion was seconded by Councilwoman Westmoreland  
To approve receiving the accounts payable report as of August 2026.  
YEAS: Westmoreland, LeBlanc, DeVirgilio, Landry  
NAYS: None  
ABSENT: Graves  
ABSTAINED: None

**K. BUDGET AND FINANCIAL MATTERS**

**L. OLD BUSINESS PENDING FOR FINAL ACTION**

**M. OLD BUSINESS PENDING**

**N. NEW BUSINESS**

1. **Introduction of Ordinance 2026-17** - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND CHAPTER 86 OF THE CITY'S CODE OF ORDINANCES TO ADDRESS CHANGES TO UTILITIES FEES AND CHARGES FOR THE CITY OF ZACHARY AND FOR RELATED MATTERS.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve **Introduction of Ordinance 2026-17** - ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO AMEND CHAPTER 86 OF THE CITY'S CODE OF ORDINANCES TO ADDRESS CHANGES TO UTILITIES FEES AND CHARGES FOR THE CITY OF ZACHARY AND FOR RELATED MATTERS.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Landry

NAYS: None

ABSENT: Graves

ABSTAINED: None

2. **Introduction of Ordinance 2026-18** - ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DISPOSAL, DONATION OR ABANDONMENT IN PLACE.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Westmoreland

To approve **Introduction of Ordinance 2026-18** - ORDINANCE PERTAINING TO THE DECLARATION OF INTENT BY THE CITY OF ZACHARY TO HAVE CERTAIN MOVABLE PROPERTY DECLARED TO BE SURPLUS AND ALLOWING FOR THE DISPOSAL, DONATION OR ABANDONMENT IN PLACE.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Landry

NAYS: None

ABSENT: Graves

ABSTAINED: None

3. Discussion of Administrative Check Signing/Disbursement Policy.  
Councilwoman DeVirgilio led a discussion with the Council regarding the Administrative Check Signing/Disbursement Policy. Discussion included check signing procedures, participation by Council members in the check-signing process, and access to CEA information. The Mayor stated that he would like check signing to be a team effort with participation from all Council members and that the Council has access to the CEA information.

4. Discussion and possible resolution of speed bumps in 25 mph areas starting with Roosevelt Street.

The motion was made by Councilwoman DeVirgilio

The motion was seconded by Councilwoman Landry

To table discussion and possible resolution of speed bumps in 25 mph areas starting with Roosevelt Street.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Landry

NAYS: None

ABSENT: Graves

ABSTAINED: None

**O. CONDEMNED BUILDINGS – PUBLIC HEARINGS OR OTHER ACTION  
REGARDING BUILDINGS BEING CONSIDERED FOR CONDEMNATION**

Attorney Wilson stated there will be a meeting at the end of this month.

**P. REPORTS FROM DEPARTMENT HEADS**

1. Receive the August Monthly Inspection Report.

The motion was made by Councilwoman Landry

The motion was seconded by Councilwoman Westmoreland

To approve receiving the August Monthly Inspection Report.

YEAS: Westmoreland, LeBlanc, DeVirgilio, Landry

NAYS: None

ABSENT: Graves

ABSTAINED: None

**Q. COUNCIL DISCUSSION OF BUSINESS NOT ON AGENDA**

(No Action May Be Taken Unless Declared an Emergency)

Councilwoman Landry announced that the District 4 and District 5 Joint Quarterly Community Meeting will be held on September 15, 2026, from 6:00 p.m. to 8:00 p.m. at the Zachary Branch Library.

The Mayor announced that a Water Management class will be held in October in Alexandria, Louisiana, and encouraged Council members to attend.

**R. ADJOURNMENT**

The meeting was adjourned at 7:19 p.m.

**Karen Burdette  
Clerk of City Council  
CITY OF ZACHARY  
PARISH OF EAST BATON ROUGE  
STATE OF LOUISIANA**

**CERTIFICATION**

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Karen Burdette  
Clerk of the City Council  
CITY OF ZACHARY  
PARISH OF EAST BATON ROUGE  
STATE OF LOUISIANA

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David McDavid, Mayor

I, Karen Burdette, do hereby certify that I am the duly appointed 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 Mayor and Council of the City of Zachary, Louisiana, held on Tuesday, September 08, 2026, a proper quorum being there and then present.

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Karen Burdette, Clerk of the City Council