

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO.: 7939

ORDINANCE COUNCIL SERIES NO.: 25-

COUNCIL SPONSOR: IMPASTATO/CORBIN/LAUGHLIN PROVIDED BY: COUNCIL OFFICE

INTRODUCED BY: _____

SECONDED BY: _____

ON THE 7TH DAY OF AUGUST, 2025

ORDINANCE TO AMEND ST. TAMMANY PARISH CODE OF ORDINANCES, PART I – CODE OF ORDINANCES; CHAPTER 2 – ADMINISTRATION; ARTICLE III. PARISH COUNCIL; SECTION 2-71. SALARIES AND SECTION 2-79. COUNCIL PERSONNEL, TO MAKE CHANGES RELATIVE THERETO.

WHEREAS, the Council is working to update the Code of Ordinance to ensure the Code is reflective of the current needs of the Council; and,

WHEREAS, the Home Rule Charter established a salary for council members but allows the council, by ordinance, to increase the salary if the ordinance is not adopted the last year of a term and shall not become in effect during the current term; and,

WHEREAS, the Charter allows for reimbursement of expenses incurred in carrying out of official duties; and

WHEREAS, the organizational chart for the Council Office is over five years old and must be upday.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS that St. Tammany Parish Code of Ordinances, Chapter 2 – Administration; Article III. Parish Council; Section 2-71. Salaries and Section 2-79. Council personnel reflected below:

Sec. 2-71. Salaries.

- (a) The monthly compensation salaries to be received by all elected members of the St. Tammany Parish Council shall be as follows:
 - (1) On January 1, 2016, and every January 1 thereafter, councilmember salaries will increase by the average percentage increase of all St. Tammany Parish Government employees for that year as determined by the St. Tammany Parish Director of Finance.
 - (2) Monthly compensation for subsequent years shall remain at this level unless amended by the council pursuant to Parish Charter section 2-05B.
- (b) Reimbursements.
 - (1) Councilmembers are entitled to reimbursement for reasonable expenses incurred in carrying out their official duties. The Council will establish district reimbursement budgets during the annual budgeting process.
 - (2) Reimbursement shall be authorized only upon submission of itemized properly documented receipts. It is the responsibility of the Councilmember to verify funds are available in their district's budget.
 - (3) Authorized items for reimbursement:
 - a. Mileage shall be reimbursed for the use of a personal vehicle for out-of-parish business-related travel. Mileage shall be based on the most current federal/state standard mileage rate. Reimbursement requests shall be documented from the vehicle's actual odometer reading or calculated using the recommended route of travel.
 - b. Expenses incurred for lodging and meals to attend out-of-parish government functions, when such lodging and meals are not prepaid by the parish.
 - c. Expenses incurred for the registration fees for government and/or community educational functions.
 - a. Expenses incurred at meetings in regards to the Parish government business.
- (c) Cellular phone stipend program.
 - (1) Councilmembers are entitled to a cellular phone stipend to cover the reasonable expenses incurred in the performance of their official duties.
 - (2) The amount of the cellular phone stipend will be equal to the Parish President's rate.

~~Stipends will be paid in accordance with a multi-tier program with each tier representing an allotment of minutes and features necessary for councilmembers to conduct business according to individual need.~~

- ~~(3) Councilmembers will each be placed in a tier level of stipend according to the number of minutes and features they require after consulting with the council administrator.~~
- ~~(4) The council administrator will review annually the tier level of stipend with each councilmember to confirm the appropriate amount of stipend is being paid according to actual minutes and features used during the previous year.~~
- ~~(5) Council staff members requiring a cellular phone as part of their duties will also participate in this stipend program.~~

Sec. 2-79. Council personnel.

- (a) The council deems all staff positions listed in this section as necessary to assist it and its members in carrying out its duties and responsibilities.
- (b) The parish council administrator oversees all council office staff and operations associated with the parish council. In conjunction with the clerk of council, assistant council administrator(s), assistant(s) to the council, and the council secretary, the administrator:
 - (1) Gives notice of council meetings to its members and the public;
 - (2) Keeps the journal and records of council proceedings;
 - (3) Prepares the annual budget for the parish council office and reviews all budget submissions from the parish president (executive branch) and administrative departments for briefing to parish council members;
 - (4) Is the parish council liaison and works closely with parish departments and agencies;
 - (5) Is responsible for working with federal and state agencies in furtherance of parish council responsibilities and objectives;
 - (6) Is also the parish council's representative to the media, homeowner associations, professional associations and public interest groups;
 - (7) And performs such other duties as are assigned by the parish council.
- (c) The council adopts its amended staff organizational chart. (Exhibit A.) The St. Tammany Parish Organizational Chart - Council – Legislative Branch is on file in the office of the parish council.

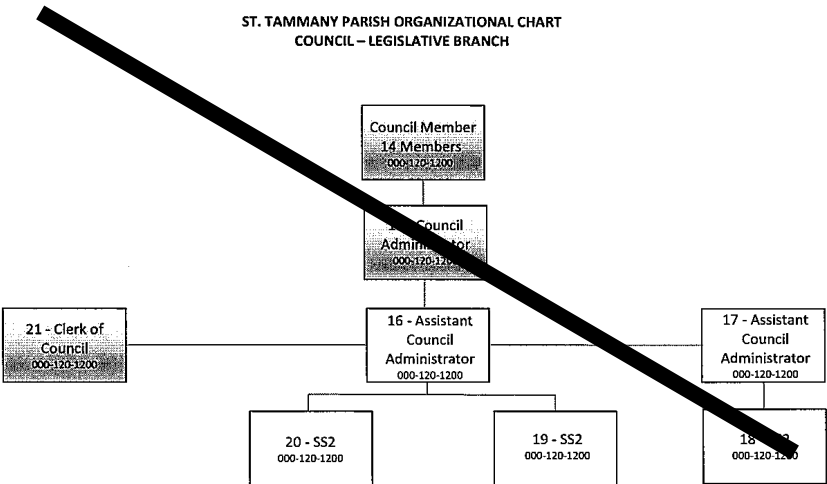
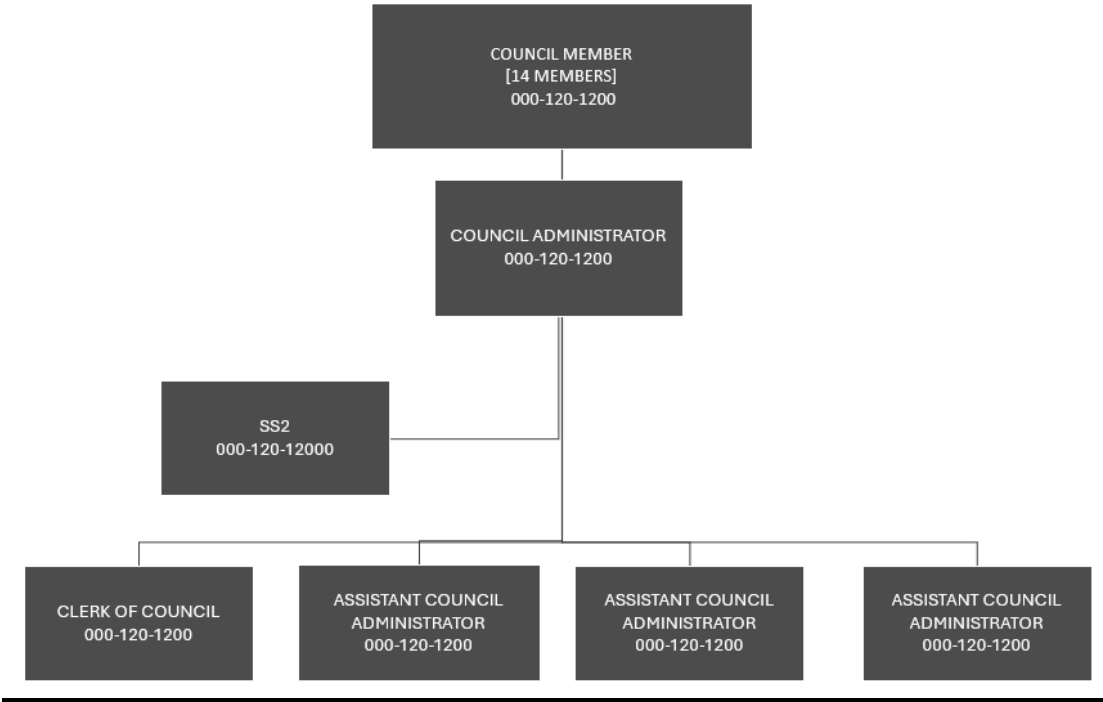


Exhibit A.



- (d) All employees shall serve at the pleasure of the council.
- (e) The council staff shall function and operate at the direction of the parish council chairperson and is supervised by a council administrator as organizationally identified in this section and the chart.
- (f) The assigned duties and responsibilities of all staff members shall be reviewed by members of a personnel committee appointed by the chairperson.

REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SEVERABILITY: If any provision of this Ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this Ordinance are hereby declared to be severable.

EFFECTIVE DATE: This Ordinance shall become effective fifteen (15) days after adoption.

MOVED FOR ADOPTION BY: _____

SECONDED BY: _____

WHEREUPON THIS ORDINANCE WAS SUBMITTED TO A VOTE AND RESULTED IN THE FOLLOWING:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

THIS ORDINANCE WAS DECLARED DULY ADOPTED AT A REGULAR MEETING OF THE PARISH COUNCIL ON THE 4TH DAY OF SEPTEMBER, 2025; AND BECOMES ORDINANCE COUNCIL SERIES NO. 25-
_____.

JOE IMPASTATO, COUNCIL CHAIR

ATTEST:

KATRINA L. BUCKLEY, COUNCIL CLERK

MICHAEL B. COOPER, PARISH PRESIDENT

Published Introduction: JULY 30, 2025

Published Adoption: _____, 2025

Delivered to Parish President: _____, 2025 at _____

Returned to Council Clerk: _____, 2025 at _____