

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO.: 7793AA

ORDINANCE COUNCIL SERIES NO.: 25-\_\_\_\_\_

COUNCIL SPONSOR: MR. BINDER

PROVIDED BY: COUNCIL OFFICE

INTRODUCED BY: MR. BINDER

SECONDED BY: MR. COUGLE

ON THE 9<sup>TH</sup> DAY OF JANUARY, 2025

ORDINANCE TO AMEND ST. TAMMANY PARISH CODE OF ORDINANCES, PART I, CHAPTER 2 – ADMINISTRATION, ARTICLE III – PARISH COUNCIL, SEC. 2-71 – SALARIES, TO ADD SUBSECTION (d) RELATIVE TO OVERNIGHT AND AIR TRAVEL.

WHEREAS, St. Tammany Parish Council members and staff occasionally have to travel out-of-state and/or overnight for professional development or for education or training to benefit the residents of St. Tammany Parish; and,

WHEREAS, St. Tammany Parish Council strives to minimize the use of public funds for travel purposes and is limited to using budgeted funds for that purpose; and,

WHEREAS, pursuant to the current ordinance, reimbursement of reasonable expenses incurred by a Parish Councilmember in carrying out their official duties is administered by Council staff; and,

THE PARISH OF ST. TAMMANY HEREBY ORDAINS that St. Tammany Parish Code of Ordinances, Part I, Chapter 2 – Administration, Article III – Parish Council, Sec. 2-71 – Salaries, be amended to add subsection (d) relative to out-of-state and overnight travel, as set forth below:

**Sec. 2-71. Salaries.**

- (a) The monthly compensation 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.
- (2) Reimbursement shall be authorized only upon submission of properly documented receipts.
- (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) 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) 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.

(d) Overnight and air travel.

- (1) The use of public funds for overnight and/or air travel by a Parish Council member or Council staff member shall be reviewed by the Council Administrator to confirm funding is available and approved by the Council Chair. The approval must be requested in writing prior to the travel which will include the date of the travel, purpose and estimated cost.
- (2) Overnight and/or air travel expenses requiring approval include rental car fees, airfare, lodging, meals, and incidental expenses.
- (3) At the Agenda Review Committee meeting immediately following the travel, the Council member(s) and/or Council staff member(s) will present what was learned during the travel.

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 6<sup>TH</sup> DAY OF MARCH, 2025; AND BECOMES ORDINANCE COUNCIL SERIES NO. 25-  
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\_\_\_\_\_  
JOE IMPASTATO, COUNCIL CHAIR

ATTEST:

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KATRINA L. BUCKLEY, COUNCIL CLERK

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MICHAEL B. COOPER, PARISH PRESIDENT

Published Introduction: JANUARY 29, 2025

Published Adoption: \_\_\_\_\_, 2025

Delivered to Parish President: \_\_\_\_\_, 2025 at \_\_\_\_\_

Returned to Council Clerk: \_\_\_\_\_, 2025 at \_\_\_\_\_