

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO.: 7793

ORDINANCE COUNCIL SERIES NO.: 25-

COUNCIL SPONSOR: MR. COUGLE

PROVIDED BY: CIVIL DA/COUNCIL OFFICE

INTRODUCED BY: _____

SECONDED BY: _____

ON THE 9TH 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,

WHEREAS, in order to provide greater transparency to the public, the Parish Council must approve by resolution the expenditure of public funds for travel expenses related to overnight and/or travel requiring airfare by a Parish Council member or Council staff, including transportation costs, meals, lodging, and incidental expenses.

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, except as provided in subsection (d).

(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 approved by resolution of the Parish Council. Failure to receive Council approval of overnight and/or air travel expenses shall preclude the use of public funds to prepay or reimburse such expenses.
- (2) Overnight and/or air travel expenses requiring Council approval include rental car fees, airfare, lodging, meals, and incidental expenses.

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 6TH DAY OF FEBRUARY, 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: JANUARY 01, 2025

Published Adoption: _____, 2025

Delivered to Parish President: _____, 2025 at _____

Returned to Council Clerk: _____, 2025 at _____