

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO: 6331

ORDINANCE COUNCIL SERIES NO: _____

COUNCIL SPONSOR: MR. LORINO

PROVIDED BY: CIVIL DIVISION ADA

INTRODUCED BY: _____

SECONDED BY: _____

ON THE 6 DAY OF FEBRUARY , 2020

ORDINANCE TO AMEND THE ST. TAMMANY PARISH CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE III, PARISH COUNCIL, SECTION 2-79 ENTITLED: COUNCIL PERSONNEL.

WHEREAS, the St. Tammany Parish Charter Section 2-10 authorizes the Parish Council, as the legislative branch of Parish Government, to employ personnel as may be necessary to assist the Council in carrying out its duties and responsibilities; and

WHEREAS, all Parish Council employees serve at the pleasure of the Council; and

WHEREAS, due to projected budgetary concerns, the position of Special Assistant to the Council will be eliminated; and,

WHEREAS, the Parish Council desires to codify the Council personnel changes and adopt an amended organizational chart of Parish Council employees, attached hereto as Exhibit "A", to remove the position of Special Assistant to the Council; and,

WHEREAS, the Parish Council staff continues to operate at the direction of a Parish Council Chairman, and is supervised by a Council Administrator as organizationally identified on the attached organizational chart.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS: that the St. Tammany Parish Code of Ordinances, Chapter 2, Administration, Article III, Parish Council, be amended as follows.

BE IT FURTHER ORDAINED that Municode be directed to codify the amended Parish Council staff organizational chart, attached hereto as Exhibit "A".

Section 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. The St. Tammany Parish Organizational Charter - Council - Legislative Branch is on file in the office of the Parish Council Secretary.

(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 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 5 DAY OF MARCH, 2020; AND BECOMES ORDINANCE COUNCIL SERIES NO _____.

MICHAEL R. LORINO, JR., COUNCIL CHAIRMAN

ATTEST:

THERESA L. FORD, COUNCIL CLERK

MICHAEL B. COOPER, PARISH PRESIDENT

Published Introduction: JANUARY 29, 2020

Published Adoption: _____, 2020

Delivered to Parish President: _____, 2020 at _____

Returned to Council Clerk: _____, 2020 at _____

**ST. TAMMANY PARISH ORGANIZATIONAL CHART
COUNCIL – LEGISLATIVE BRANCH**

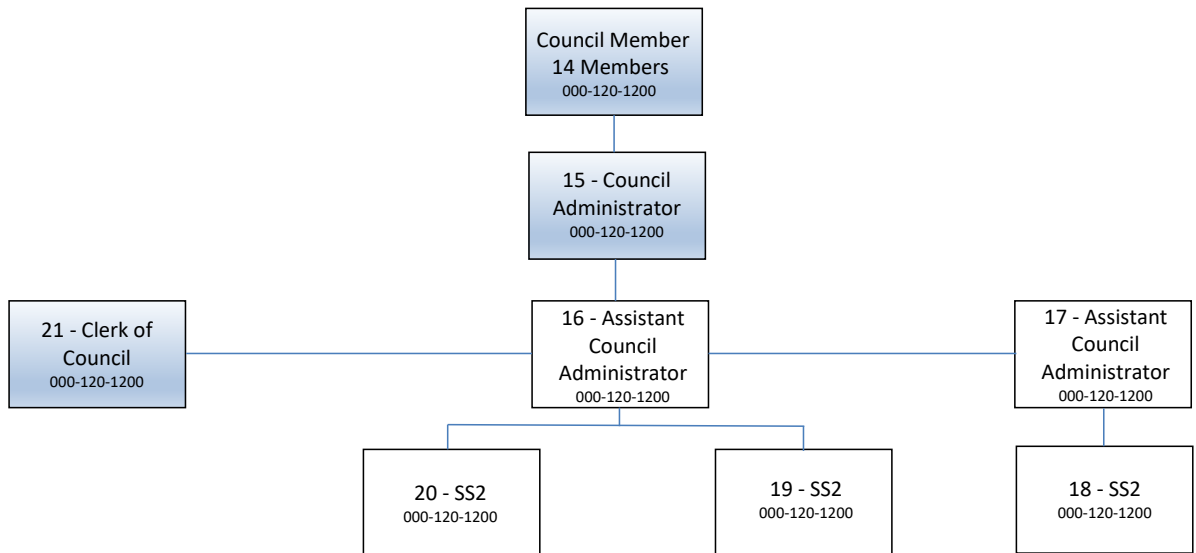


EXHIBIT "A"