

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO: 5503

ORDINANCE COUNCIL SERIES NO: \_\_\_\_\_

COUNCIL SPONSOR: TANNER/BRISTER

PROVIDED BY: LEGAL

INTRODUCED BY: MR. GROBY

SECONDED BY: MR. BELLISARIO

ON THE 3 DAY OF DECEMBER , 2015

ORDINANCE TO AMEND CHAPTER 2, SEC. 2-091.00 AND SEC.  
2-092 00 OF THE ST. TAMMANY PARISH CODE OF ORDINANCES  
FOR THE REORGANIZATION OF PARISH DEPARTMENTS.

WHEREAS, in accordance with Section 4-12 of the Home Rule Charter for St. Tammany Parish, and as per law, the President submits the following proposed Administrative reorganization plan.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS: that the Parish Code of Ordinances, Chapter 2, Sections 2-091.00 and 2&092.00 be amended and restated as follows:

**SEC. 2-091.00 Establishment Of Departments**

The Parish Administration shall be divided into specific offices and departments. The President hereby creates effective as per Sections 2-12(C) or 4-12(C) of the Home Rule Charter, and to take effect immediately from the time of abolition of all prior parish governmental departments, agencies and/or offices, the following Parish departments, offices and agencies, as per law and the Home Rule Charter. Each of the following departments shall be staffed by one or more Directors as designated by the Parish President according to the Parish Charter:

Office of the President

~~Department of Intergovernmental Relations~~ -Department of Finance

Department of Public Works

Department of Facilities Management

Department of Environmental Services

Department of Planning and Development

(All references in the Code of Ordinances to the Department of Planning shall mean the Department of Planning and Development)

Department of Human Resources

Legal Department

Department of Technology

Department of Animal Services

Department of Fire Services

Department of Homeland Security and Emergency Operations

Department of Health and Human Services

Department of Public Information

Department of Grants

Department of Culture, Recreation and Tourism

Department of Economic Development

Department of Procurement

Department of Inspections and Enforcement

**SEC. 2-092.00 Duties Of Departments**

**DUTIES AND RESPONSIBILITIES**

The general duties and responsibilities of each office and/or department herein shall be as follows:

- A. To perform such services as is necessary to carry out its legislative functions.
- B. To ensure the safety, health and well-being of the citizens of this Parish.
- C. To be responsive and responsible to the needs of the citizens of St. Tammany Parish.

D. To perform other such activities not enumerated herein as directed by the President, Chief Administrative officer and/or Deputy Chief Administrative Officer(s).

The further duties of these offices, agencies and/or departments shall be as follows:

1. The Office of the President shall include the Parish President, Chief Administrative Officer, one or more Deputy Chief Administrative Officers, Chief Financial Officer, ~~Chief Operating Officer~~, Executive Counsel, ~~Legislative liaison~~, and such administrative assistants and clerical staff necessary to perform the charges mandated by the Charter and effectively govern the day to day affairs of parish government. The President shall also possess those powers outlined in the Parish Charter, together with those inherent duties and powers not otherwise enumerated in the Charter as are necessary to operate the affairs of this Parish. All duties previously listed for the Parish Manager under section 2-048 shall now be transferred to the position of the Chief Administrative Officer (CAO); the CAO is directly answerable to the President. The CAO shall have the authority to establish a hierarchy and/or chain-of-command between and among the Departments and Officers, except the Legal Department and Finance Department, who shall answer directly to the President. The prior Parish code is amended accordingly.

(a) The Office of the CAO shall include the Legislative Liaison and shall carry out intergovernmental relations.

~~2. The Department of Intergovernmental Relations shall provide such administrative and technical support as is necessary to service the needs of the Parish of St. Tammany and shall provide such intergovernmental and intra-governmental support as is necessary. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.~~

2.3. The Department of Finance, under the direction of the Chief Financial Officer, shall provide such administrative and technical support to ensure that the finances of St. Tammany Parish are maintained and fiscally sound. This department shall maintain all Parish accounting, budgeting, collection of funds, financial reporting, investing and maintenance of indebtedness; distribution of Parish funds shall be included in the powers and duties of this Department. Custodian of securities for developmental obligations to this Parish shall likewise be responsibility of this Department. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

3.4. The Department of Public Works shall include but is not limited to Infrastructure Maintenance, Drainage Maintenance, Vehicle Maintenance and Tammany Trace Maintenance. This Department shall be responsible for the scheduling, coordinating and administration of Public Works activities in this Parish that involve or that in anyway are related to the maintenance of all Parish roads, bridges and/or drainage structures. This Department shall also be responsible for administration of the District Capital projects and the Lighting Districts. This Department shall oversee all activities and maintain all documentation for Parish road and/or drainage maintenance activity. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department. This Department shall include the Sub-Department of Engineering which shall be supervised by a director who, in turn, is under the supervision of the director of the Department of Public Works. The Sub- Department of Engineering shall include but is not limited to the oversight and administration of major road, drainage and capital projects. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department as provided for in the Code of Ordinances, Subdivision Regulatory Ordinance No. 499 and any other applicable regulations. The Director of Engineering shall be, at the time of his/her appointment, a Professional Engineer licensed by the Louisiana Professional Engineering and Land Surveying Board and shall have been engaged in the practice of engineering for a period of five years.

4.5. The Department of Facilities Management shall include but is not limited to the general upkeep, maintenance and repair of all Parish owned grounds, buildings and movables. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

5.6. The Department of Environmental Services shall provide control, monitoring and inspection of water and sewer services as well as regulatory authority over solid waste collection, hauling, transfer and disposal, septage, on-site wastewater treatment, individual water wells and litter enforcement and abatement. The Department shall also continue to implement the authorities of the former Environmental Services Commission (R.S. 33:4064.1, et seq) transferred to the Parish by Act 146 of the First

Extraordinary Session of the 2000 Louisiana Legislature, and operate and maintain Parish-owned water and sewer utility systems. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

6.7. The Department of Planning and Development shall serve as a one-stop Department for all permitting, planning, development, zoning and land use regulation within the Parish. This Department shall oversee the administration of all land use control and building ~~inspection-permitting~~ activities of the Parish, including but not limited to permitting of land clearing and site development. Said duties shall include those outlined in Louisiana Revised Statutes 33:101-119 (Planning), 33:4771-4777 (~~Building Code~~), 33:4780.40-4780.50, and/or the St. Tammany Parish Code of Ordinances, as same may be amended, restated and/or recodified from time to time. ~~This Department shall include the Sub-Department of Planning and Sub-Department of Permits, and each sub-department may be supervised by a director who, in turn, is under the supervision of the director of the Department of Development.~~ Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

All references in the Code of Ordinances to the Department of Planning shall mean the Department of Planning and Development.

7.8. The Department of Human Resources. This Department shall administer all payroll functions and general oversight of payroll; recruiting and staffing; employment and regulatory compliance; employee orientation, development and training; personnel rules and policy development and documentation; compensation and benefits administration; employee safety, welfare, wellness and health; records management; administration of employee grievance procedure for dismissals, demotions and other disciplinary matters; and employee services and counseling. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

8.9. The Legal Department. In accordance with Home Rule Charter Section 4-03(A) Legal Department, the District Attorney of the judicial district serving St. Tammany Parish shall serve as legal adviser to the Council, President and all departments, offices and agencies and represent the Parish government in legal proceedings. Counsel serving as legal adviser to the Parish President shall be under the direction of the President in carrying out the President's duties as Chief Executive Officer of the Parish government. The legal department shall include the ~~Insurance Office, of Risk Management and Code Enforcement.~~ The Assistant District Attorney serving as Director of the legal department will be responsible for coordination of the provision of legal services for Parish government. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

9.10. The Department of Technology shall provide technology systems and services, geographical information services and archive management to the Parish. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

10.11. The Department of Animal Services shall pursue the health, safety and welfare needs of animals and citizens in St. Tammany Parish by protecting citizens from dangers and nuisances caused by uncontrolled animals, enforcing the legal protections of animals from mistreatment and by promoting, motivating and enforcing responsible pet ownership. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

11.12. The Department of Fire Services shall serve as liaison among the independent fire districts and St. Tammany Parish. The Department shall assist the independent fire districts to provide the best available fire protection to their communities. The Department shall assist the Homeland Security and Emergency Operations Department in planning and preparing for emergencies. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

12.13. The Department of Homeland Security and Emergency Operations shall develop, manage, coordinate and maintain a comprehensive and effective preparation and response to all hazards that may occur or which pose a threat to property, health, safety and/or welfare of residents of St. Tammany Parish. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

13.14. The Department of Health and Human Services shall include serving as liaison for community service and health care agencies, programs and facilities. The Department shall coordinate emergency

special needs shelters and coordinate with the Department of Homeland Security and Emergency Operations. The Department shall coordinate outreach services to outlying areas of the Parish to provide health and human services. This Department shall be responsible to provide information and the processing of applications for community service programs and homeless shelter assistance programs. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

14.15. The Department of Public Information shall include the ~~Information Services Agency~~Public Information Office and Access St. Tammany, and the Government Access Channels, and other related communications/information functions as deemed necessary by St. Tammany Parish Government. The Department shall be responsible for all related communications and information distribution functions as deemed necessary by St. Tammany Parish Government. These offices shall provide such administrative and technical support as is necessary to service the needs of the Parish of St. Tammany, and its citizens. Said duties shall include, but not be limited to, Media Relations, Access St. Tammany production and programming, maintenance of the Parish websites, responsibility for the Parish's social media outlets and any and all other actions necessary to carry out the functions of the Department.

15.16. The Department of Grants shall include the preparation of all intergovernmental grant applications on behalf of the Parish; oversight, financial administration and general administration of and compliance with awarded grants; and informing departments, offices and agencies of all relevant local, state and federal grant programs. The Department shall be responsible for administration of the Transit Program. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

16.17. The Department of Culture, Recreation and Tourism shall be responsible for administration of programs and initiatives related to culture, recreation and/or tourism, such as arts programs, Camp Salmen, I-10 Twin Span Fishing Pier, Tammany Trace and other public recreation venues and programs. The Department shall promote and encourage tourism in St. Tammany Parish. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

17.18. The Department of Economic Development shall be responsible for promoting St. Tammany Parish for attraction of business; increasing business investment; developing economic opportunity; retaining of existing businesses; and developing of business recruitment capabilities. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

18.19. The Department of Procurement shall be responsible for all procurement, purchasing of goods, materials and services and contracting on behalf of the Parish. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

19. The Department of Inspections and Enforcement shall be responsible for enforcing the St. Tammany Parish Code of Ordinances and conducting inspections, under the direction of the Parish Chief Building Official, relative to land use regulations; permitting; building, electrical, mechanical, and plumbing codes; and fill ordinances. Said duties shall include, but not be limited to, any and all actions necessary to carry out the functions of the Department.

All director appointments existing as of the adoption of this Ordinance are confirmed.

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 14 DAY OF JANUARY , 2016 ; AND BECOMES ORDINANCE COUNCIL SERIES NO \_\_\_\_.

\_\_\_\_\_, COUNCIL CHAIRMAN

ATTEST:

\_\_\_\_\_  
THERESA L. FORD, COUNCIL CLERK

\_\_\_\_\_  
PATRICIA P. BRISTER, PARISH PRESIDENT

Published Introduction: NOVEMBER 26 , 2015

Published Adoption: \_\_\_\_\_, 2015

Delivered to Parish President: \_\_\_\_\_, 2015 at \_\_\_\_\_

Returned to Council Clerk: \_\_\_\_\_, 2015 at \_\_\_\_\_

## **ADMINISTRATIVE COMMENT**

### **ORDINANCE TO AMEND ORDINANCE SEC. 2-091.00 AND SEC. 2-092 00 OF THE ST. TAMMANY PARISH CODE OF ORDINANCES FOR THE REORGANIZATION OF PARISH DEPARTMENTS.**

The revision of this ordinance provides for the elimination of the Department of Intergovernmental Relations and the creation of a Department of Inspections and Enforcement. The name of the Department of Development was changed to “Department of Planning and Development” to more accurately describe its duties. The Chief Operating Officer position was eliminated and the position of Legislative Liaison has been moved from the Office of the President to the Office of the CAO. The revision clarifies that the Legal Department and the Finance Department answer directly to the President. The division of Code Enforcement was moved from the Legal Department to the newly created Department of Inspections and Enforcement and clarifications were made to the duties of the Department of Public Information.