

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO: 5638

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

COUNCIL SPONSOR: MR. STEFANCIK

PROVIDED BY: COUNCIL OFFICE

INTRODUCED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ON THE 7 DAY OF JULY, 2016

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

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

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

WHEREAS, it is deemed necessary for the Parish Council and its members to have the appropriate staff to review, analyze, assist and advise in various matters which include legislative, planning, zoning, administrative, legal and ethical issues; and

WHEREAS, the Parish Council deems it necessary to have its own Council Attorneys to insure the nature, scope and sanctity of the attorney-client relationship which is so critical to the effective operation of Parish Government and to safeguard the public fisc; and

WHEREAS, the Parish Council has accomplished staffing administratively and desires to codify the provision of Council staff and adopt a staff organizational chart in furtherance of its duties and responsibilities; and

WHEREAS, the Parish Council staff operates at the direction of a Parish Council Chairman, and is supervised by a Council Administrator and a Council Attorney as organizationally identified on the attached 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 to include a new section entitled Council Personnel as follows:

Section 2-035.00 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) works with the Parish Council Attorney(s) and paralegal(s) to address legal matters related to Parish Council business; (8) and performs such other duties as are assigned by the Parish Council.

c. The Council shall appoint one (1) or more attorneys as necessary Council staff members and who shall serve at the pleasure of the Council. The Council Attorney(s) shall (1) serve as legal advisor(s) to the

Council, respective staff members, and boards and commissions established by Council, all as directed by the Council; (2) represent and/or direct representation for the Council in conjunction with Parish Government in legal proceedings; (3) represent boards and commissions established by the Council and as directed by the Council; and (4) co-administer Parish litigation with Parish President appointed attorneys and jointly represent the Parish Government with Parish President attorneys.

d. The Council adopts its staff organizational chart as follows: See attached Exhibit "A" - St. Tammany Parish Organizational Chart - Council - Legislative Branch.

e. All employees shall serve at the pleasure of the Council.

f. The Council staff shall function and operate at the direction of the Parish Council Chairman and is supervised by a Council Administrator and a Council Attorney as organizationally identified in this section and chart.

g. The assigned duties and responsibilities of all staff members shall be reviewed by members of a personnel committee appointed by the Chairman.

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 4 DAY OF AUGUST , 2016 ; AND BECOMES ORDINANCE COUNCIL SERIES NO \_\_\_\_\_.

\_\_\_\_\_  
MARTY DEAN, COUNCIL CHAIRMAN

ATTEST:

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THERESA L. FORD, COUNCIL CLERK

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PATRICIA P. BRISTER, PARISH PRESIDENT

Published Introduction: JUNE 30 , 2016

Published Adoption: \_\_\_\_\_, 2016

Delivered to Parish President: \_\_\_\_\_, 2016 at \_\_\_\_\_

Returned to Council Clerk: \_\_\_\_\_, 2016 at \_\_\_\_\_

Exhibit "A"

ST. TAMMANY PARISH ORGANIZATIONAL CHART  
COUNCIL - LEGISLATIVE BRANCH

ORGAN - 1 - COUNCIL

