

The following ordinance was introduced by Mr. William “T-Boo” Adams in regular session convened on January 27, 2026.

### **PROPOSED ORDINANCE**

The following ordinance, having been previously introduced and published, was offered for final adoption by Mr. William “T-Boo” Adams, seconded by Mr. Mark Perque.

### **ORDINANCE NO. 7100**

**AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 2 OF THE LAFOURCHE PARISH CODE OF ORDINANCES AS IT PERTAINS TO “ADMINISTRATION”; AND AUTHORIZING THE PARISH PRESIDENT TO SIGN, EXECUTE AND ADMINISTER ANY AND ALL RELEVANT DOCUMENTS.**

**WHEREAS**, this Ordinance is being presented to amend and re-enact Chapter 2 – Administration; and

**WHEREAS**, this ordinance was sponsored for Administration by Mr. William Adams, Councilman, District 2; and

**WHEREAS**, this ordinance is amending and re-enacting Chapter 2 of the Lafourche Parish Code of Ordinances as it pertains to “Administration” as follows:

Chapter 2 - ADMINISTRATION

ARTICLE I. - IN GENERAL

Sec. 2-1. - Adoption of Home Rule Charter; effective date of Charter; designation of governing body. **REMAINS THE SAME**

Sec. 2-2. - Division of parish into public hearing regions. **REMAINS THE SAME**

Sec. 2-3. - Board membership, absences and removal. **REMAINS THE SAME**

Sec. 2-4. - Definition of parish courthouse. **REMAINS THE SAME**

Sec. 2-5. - Restrictions on smoking in public buildings; violations, penalties. **REMAINS THE SAME**

Sec. 2-6. - Restrictions on smoking in parish council chambers. **REMAINS THE SAME**

Sec. 2-7. - Parish logo required on all parish vehicles and equipment. **REMAINS THE SAME**

Sec. 2-8. - Prohibited use of parish logo. **REMAINS THE SAME**

Sec. 2-9. - All parish vehicles required to display parish logo, vehicle number, and bumper sticker. **REMAINS THE SAME**

Secs. 2-10—2-32. - Reserved. **REMAINS THE SAME**

ARTICLE II. - ELECTIONS

Sec. 2-33. - In general. **REMAINS THE SAME**

Sec. 2-34. - Division of parish into wards and precincts. **REMAINS THE SAME**

Sec. 2-35. - Composition and membership of parish council; creation of election districts; qualifications of members. **REMAINS THE SAME**

Sec. 2-36. - Precinct polling places. **REMAINS THE SAME**

Sec. 2-37. - Division of parish into justice of the peace districts; qualifications of justices and constables. **REMAINS THE SAME**

Secs. 2-38—2-62. - Reserved. **REMAINS THE SAME**

### ARTICLE III. - PROVISIONS GOVERNING OPERATIONS OF PARISH GOVERNING BODY

#### DIVISION 1. - GENERALLY

Sec. 2-63. - Meetings of the parish council. **REMAINS THE SAME**

Sec. 2-64. - Parish administrator. **REMAINS THE SAME**

Sec. 2-65. - General legislative rules of procedure of the parish governing authority. **REMAINS THE SAME**

Sec. 2-66. - Parish executive departments: finance; public works; human resources; permitting and planning; community services; grants and economic development; communications. **REMAINS THE SAME**

Sec. 2-67. - Fiscal year. **REMAINS THE SAME**

Sec. 2-68. - Parish president's salary. **REMAINS THE SAME**

Sec. 2-69. - Reimbursement of travel expenses for members of the parish council, unclassified and classified employees of the legislative branch, the parish president, unclassified and classified employees of the executive branch, classified employees of the civil service department and all boards in the parish that have their own funding source.

- (a) Members of the parish council, unclassified and classified employees of the legislative branch, the parish president, unclassified and classified employees of the executive branch, classified employees of the civil service department and all boards in the parish that have their own funding source are authorized reimbursement in the following manner for expenses incurred while performing official duties:
- (1) All unclassified and classified parish executive branch employees that travel shall receive prior approval from the parish administrator or the parish president regarding reimbursement for travel (travel authorization form).
  - (2) All parish council members and any unclassified and classified legislative branch employees that travel shall receive prior approval from the parish council chairman regarding reimbursement for travel (travel authorization form).
    - a. All travel arrangements shall be the responsibility of each councilman, with the exception of any registration fees (when applicable), which shall be executed through the council clerk(s) office.
  - (3) Classified employees of the civil service department that travel shall receive prior approval from the civil service board or their designee (travel authorization form).
  - (4) All requests for travel approval shall contain a travel authorization form and a conference or workshop registration, agenda and/or itinerary.
  - (5) All requests for reimbursement shall contain a travel expense form and any required itemized receipts. All requests for reimbursement shall be submitted to the appropriate personnel within 90 days of the end date of the approved travel except in the case of travel to and from council meetings which shall be one year of the final date, but no later than the last date of February of the following year. Failure to timely submit all required documentation shall result in non-payment of reimbursement expenses.
  - (6) Air transportation travel shall be made using commercial carrier service at the coach/economy class rates. The parish does not require use of lowest priced airfare where circumstances which can be documented dictate otherwise. Requests for reimbursement for

airline tickets shall contain an itemized receipt along with a travel expense form and shall be submitted within 90 days.

- (7) Single day travel. Allowable expenses such as meals, parking and cab fares incurred while conducting parish business during single day travel may be reimbursed based on itemized receipts being furnished by the employee upon supervisor approval. ~~If reimbursement is approved, single day travel reimbursement amounts will be reimbursed up to the amounts listed in tier 2 [H] of the state travel guide.~~ **Meals and Incidental Reimbursement for Single Day Travel - Meals are not eligible for reimbursement on single day travel. When an authorized traveler of Lafourche Parish is in travel status where no overnight stay is required, meals are not eligible for reimbursement. However, the department head is allowed to authorize single day meal reimbursements on a case-by-case basis or by types(s) of single day travel when it is determined to be in the best interest of the agency. In those cases, the agency must keep the approvals in the travel file and agencies are responsible for reporting the reimbursement as taxable wages to the traveler. Each department head or his/her designee is to determine whether the travel is best suited for single day or overnight.** Failure to furnish an itemized receipt will prevent the employee from being reimbursed.
- a. **If a department head or his/her designee determines that single day meals will be reimbursed, they must adhere to the following allowances: To receive meal reimbursements on single day travel, a traveler must be in travel status for more than 12 but less than 24 hours. Reimbursements for single day travel must not exceed 75 percent of the total M&IE rate for the applicable travel location meal rates. This rate is listed as the first and last day of travel on the M&IE rates page of the applicable location. The current GSA rate can be found at [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates) of the Louisiana State Travel Guide.**
- (8) Overnight expenses.
- a. Travel out of the parish but within the state that requires overnight stay will be reimbursed upon submission of the travel expense form as follows:
1. Lodging will be reimbursed the actual amount of a reasonable single room rate (itemized receipts must be furnished) and shall not be in excess of 25 percent of the approved single room conference rate stated in the conference brochure. Amounts in excess of the 25 percent allowance will not be reimbursed. In instances where travel is not due to a conference or a workshop, a reasonable rate will be reimbursed.
  2. Whenever an unclassified or classified employee of the executive branch, **Parish President**, parish council member, unclassified or classified employee of the legislative branch, or classified employee of the civil service department, **and all boards in the Parish that have their own funding sources**, is required to stay overnight, the **parish** employee, **Parish President**, or **Parish** council member shall receive a per diem for meals and tips at the rates provided ~~per tier II~~ **by the GSA rate that can be found at [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)** of the state travel guide. If meals are provided with registration of conference/workshop, the per diem for the meal(s) provided will not be issued to the employee, **Parish President** or **Parish** council member. Itineraries/agendas shall be submitted with request for per diems.
  3. Expenses such as parking, internet service, cab fare, etc will be reimbursed actual cost from itemized receipts furnished by the traveler. Failure to furnish receipts will result in non-payment of expenses.
- b. Travel out-of-state or to another country will be reimbursed upon submission of the travel expense form as follows:
1. Lodging will be reimbursed the actual amount of a reasonable single room rate (itemized receipts must be furnished) and shall not be in excess of 25 percent of the approved single room conference rate stated in the conference brochure. Amounts in excess of the 25 percent allowance will not be reimbursed. **In instance when travel is not associated with a conference or workshop, the median rate will be reimbursed for a hotel stay within three miles of the meeting site. In no case will the parish reimburse for such an expense without the employee's supervisors' approval, when applicable.**

2. Whenever a ~~parish employee~~, an unclassified or classified employee of the executive branch, parish president unclassified or classified employee of the legislative branch, classified employee of the Civil Service Department, all boards of the Parish that have their own funding sources or parish council member travels out-of-state or to another country, ~~the parish employee~~, an unclassified or classified employee of the executive branch, parish president unclassified or classified employee of the legislative branch, classified employee of the Civil Service Department, all boards of the Parish that have their own funding sources or parish council member will receive a per diem for meals and tips at the rates provided by ~~tier IV~~ GSA rate that can be found at [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates) of the state travel guide. If meals are provided with registration of conference/workshop, the per diem for the meal(s) provided will not be issued to the employee. Itineraries/agendas shall be submitted with request for per diems.
3. Expenses such as parking, internet service, cab fare, etc. will be reimbursed at actual cost from itemized receipts furnished by the traveler. Failure to furnish receipts will result in non-payment of expenses.
  - c. Advance receipt of per diems may be provided to those employees earning less than ~~\$30,000.00~~ \$40,000.00. Copies of registration and itineraries must be provided upon request of per diem. Should the detailed itinerary/agenda not be available upon request of advance per diem, the employee shall reconcile the advance received to the itinerary/agenda received at the conference/workshop within 90 days of return from travel or future request for advance payment will be denied (travel expense form).
- (9) The members of the parish council and parish employees, are authorized to receive a mileage allowance at the state approved rate for use of his personally owned vehicle while in the conduct of official parish business. Employees or council members seeking a mileage reimbursement shall submit a travel expense form to the appropriate personnel within 90 days of the final date of the related travel. In the case of ongoing travel, requests for reimbursement shall be submitted in 90 days.

Sec. 2-70. - Reproduction fee schedule. **REMAINS THE SAME**

Sec. 2-71. - Parish employees; holidays designated.

- (a) The employees of the parish council are hereby granted the following paid holidays: New Years Day, the day before or after New Year's Day, Martin Luther King, Jr. Day, the day before Mardi Gras, Mardi Gras, ~~Good Friday~~, Memorial Day, Juneteenth, Independence Day, Labor Day, Federal Elections Day, Veterans Days Thanksgiving Day, ~~the day after Thanksgiving Day~~, Christmas Day, and ~~either~~ the day before ~~or day after~~ Christmas. (Day to be selected annually by the parish president.)
- (b) When a holiday falls on a weekend. The appointing authority may designate either the preceding Friday or following Monday as the holiday.
- (c) Parish employees may be given holidays on other days declared as state holidays by the governor of the state.

Sec. 2-72. - Saturday established as legal holiday. **REMAINS THE SAME**

Sec. 2-73. - Martin Luther King, Jr. Day established as a legal holiday. **REMAINS THE SAME**

Sec. 2-74. - Compensatory leave policy. **REMAINS THE SAME**

Sec. 2-76. - Parish council's salary. **REMAINS THE SAME**

Secs. 2-77—2-93. - Reserved. **REMAINS THE SAME**

## DIVISION 2. - BY-LAWS AND STANDARD OPERATING PROCEDURES OF THE PARISH COUNCIL

Sec. 2-94. - Applicability. **REMAINS THE SAME**

Sec. 2-95. - By laws and operating procedures of the parish council. **REMAINS THE SAME**

Sec. 2-96. - By-laws and operating procedure of the parish council; board appointments. **REMAINS THE SAME**

Sec. 2-97. - By-laws and operating procedures of the parish council; special districts and parish agencies. **REMAINS THE SAME**

Sec. 2-98. - Council staff. **REMAINS THE SAME**

Sec. 2-99. - By-laws and operating procedures. **REMAINS THE SAME**

Sec. 2-100. - Maintenance of insurance for parish councilmen and parish president. **REMAINS THE SAME**

Sec. 2-101. - Threshold for settlement of liability and workers' compensation settlements. **REMAINS THE SAME**

Sec. 2-102. - Parish president to advise council of deviations in parish revenues, expenditures, and fund balances. **REMAINS THE SAME**

Sec. 2-103. - Procedures to be followed by persons wishing to address the parish council during all regular and special meetings.

Sec. 2-104. - Use of parish-owned vehicles policy. **REMAINS THE SAME**

Sec. 2-105. - Definition of terms for use in capital outlay projects for the annual parish operating and capital budgets. **REMAINS THE SAME**

Secs. 2-106—2-123. - Reserved. **REMAINS THE SAME**

#### ARTICLE IV. - ORGANIZATIONAL STRUCTURE OF LOCAL AGENCIES AND CERTAIN SPECIAL DISTRICTS

Sec. 2-124. - Local agencies, programs and certain special districts. **REMAINS THE SAME**

Sec. 2-125. - Board, agencies and nonprofits required to submit current audited financial reports. **REMAINS THE SAME**

Sec. 2-126. - Board, agency and committee meetings not to conflict with council meetings. **REMAINS THE SAME**

Sec. 2-127. - Regulations governing bonding and surety companies when parish is beneficiary. **REMAINS THE SAME**

Sec. 2-128. - Vendors preference. **REMAINS THE SAME**

Sec. 2-129. - Contractor minimum insurance requirements. **REMAINS THE SAME**

Secs. 2-130—2-156. - Reserved. **REMAINS THE SAME**

#### ARTICLE V. - SOCIAL SECURITY

Sec. 2-157. - Declaration of intention to have parish council enrolled in Social Security. **REMAINS THE SAME**

Sec. 2-158. - President authorized to enter into agreement with public employees board. **REMAINS THE SAME**

Sec. 2-159. - Employees contributions; withholdings from wages. **REMAINS THE SAME**

Sec. 2-160. - Employer contributions; administrative expenses. **REMAINS THE SAME**

Sec. 2-161. - Secretary-treasurer to maintain records and prepare reports. **REMAINS THE SAME**

Secs. 2-162—2-175. - Reserved. **REMAINS THE SAME**

ARTICLE VI. - RESERVED

Sec. 2-176. - Reserved. **REMAINS THE SAME**

**WHEREAS**, it is recommended by the Administration that the Council does hereby amend and re-enact Chapter 2 of the Lafourche Parish Code of Ordinances as it pertains to “Administration”; and authorizes the Parish President to sign, execute and administer any and all relevant documents.

**THEREFORE, BE IT ORDAINED**, that the Lafourche Parish Council convened in Regular Session on February 10, 2026, and hereby amends and re-enacts Chapter 2 of the Lafourche Parish Code of Ordinances as it pertains to “Administration”; and authorizes the Parish President to sign, execute and administer any and all relevant documents.; and

**BE IT FURTHER ORDAINED**, that a certified copy of this Ordinance shall be forwarded to: MUNICODE; and Lafourche Parish Government: Department Finance, Department of Human Resources and the Office of the Parish President.

**BE IT FURTHER ORDAINED**, that;

**SECTION 1.** If any provision or item of the ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or application of this ordinance which can be given affect without the invalid provisions, items or application, and to this end the provisions of the ordinance are declared severable.

**SECTION 2.** All Ordinances by the Lafourche Parish Council conflicting with or inconsistent with the provisions of these regulations are hereby repealed.

**SECTION 3.** This Ordinance shall be published in the Official Journal of the Lafourche Parish Council in the manner provided by law.

**SECTION 4.** This Ordinance, having been submitted in writing, having been read and adopted by sections at a public meeting of said Council, was then submitted to an official vote as a whole, the vote thereon being as follows:

**YEAS:** Mr. William “T-Boo” Adams  
Mr. Mark Perque  
Mr. Aaron “Bo” Melvin  
Mr. Terry Arabie  
Mr. Armand “Noonie” Autin  
Mrs. D’Lynn Chiasson  
Mr. Daniel Lorraine

**NAYS:** None

**ABSENT:** Mr. DeJae Broomfield  
Mr. Terry Pierce

**SECTION 5.** This Ordinance shall become effective on the tenth day after final publication.

/s/ Armand Autin

**ARMAND AUTIN, CHAIRMAN  
LAFOURCHE PARISH COUNCIL**

/s/ Carleen B. Babin

**CARLEEN B. BABIN, COUNCIL CLERK  
LAFOURCHE PARISH COUNCIL**

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**Delivered to the Parish President on**

**February 11, 2026, at 4:30 p.m.**

**APPROVED:**            X    

**UNAPPROVED:**              

**VETOED:**                   

          /s/ Mitch Orgeron          

**Lafourche Parish President**

**Returned to the Council Clerk on**

**February 18, 2026, at 10:00 a.m.**

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I, CARLEEN B. BABIN, Council Clerk for the Lafourche Parish Council, do hereby certify that the foregoing is a true and correct copy of Ordinance No.7100, enacted by the Assembled Council in Regular Session on February 10, 2026, at which a quorum was present, and was finally adopted on February 18, 2026.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE ON THIS 18TH DAY OF FEBRUARY, 2026.

          /s/ Carleen B. Babin          

**CARLEEN B. BABIN, COUNCIL CLERK  
LAFOURCHE PARISH COUNCIL**

DATE PUBLISHED:        FEBRUARY 25, 2026

DATE EFFECTIVE:        MARCH 7, 2026