

1 Introduced February 27, 2007, by Councilman  
2 Kingston, seconded by Councilman Canada

3  
4 **Item No. 07-02-2629**

5 **ORDINANCE NO. 3382**

6  
7 An ordinance amending the Code of Ordinances of the City of Slidell,  
8 Appendix C Rules of Procedure to provide for additional duties for the Administrative  
9 Assistant to the Slidell City Council.

10 WHEREAS, the Slidell City Council adopted Ordinance No. 3376 on February  
11 13, 2007, establishing the Keep Slidell Beautiful (KSB) organization and its Bylaws; and

12  
13 WHEREAS, the Slidell City Council appointed the members of the Board of  
14 Directors for KSB at its meeting of February 13, 2007; and

15  
16 WHEREAS, the Mayor has appointed an Executive Director of KSB and  
17 assistance is needed to perform the duties of the KSB Board.  
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20 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does  
21 hereby amend the Code of Ordinances of the City of Slidell, Appendix C Rules of  
22 Procedure, Chapter 2. Officers, as follows:  
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24  
25 **2.9 Administrative assistant; duties.**

26 In Item (14) remove the word "Reserved" and replace with the following:

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28 "(14) Serve as the secretary to the KSB Board of Directors, with the following  
29 duties:  
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- 31 (a) Maintain a written record of all actions of KSB Board of Directors and  
32 preserve all reports and documents.
  - 33 (b) Handle KSB correspondence.
  - 34 (c) Maintain a current list of KSB Members and membership status.
  - 35 (d) Give notice of Meetings.
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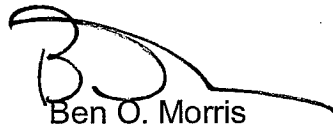
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- 4 (e) Provide all members with basic files, including Rules of Procedure and  
5 membership lists.  
6  
7 (f) Work with the Executive Director in preparing official reports and grants.  
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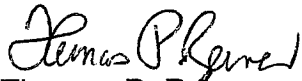
9 **ADOPTED** this 27th day of March, 2007.

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12 Kevin Kingston  
13 President of the Council  
14 Councilman-at-Large

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17 Ben O. Morris  
18 Mayor

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21 Thomas P. Reeves  
22 Council Administrator  
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