

Introduced July 12, 1988, by
Councilwoman Williams, Councilman
at-Large Martinez, and Councilman
Salvaggio, seconded by Councilman
Van Sandt, and Councilman Berault

VR 88-6

A verbal resolution establishing new job descriptions for the
Executive Secretary to the Council and the Council Administrator/
Clerk of the Council.

BE IT RESOLVED by the Slidell City Council that Appendix B-Rules
of Procedure Chapter 2. Officers, Sections 2.9 Clerk of Council; duties
and Section 2.11 Council Administrator; duties are hereby
rescinded and reenacted as follows:

Section 2.9 Executive Secretary to the Council; duties

The duties and responsibilities of the Executive Secretary are as
directed by the Council Administrator/Clerk of the Council and in
the absence of the Council Administrator/Clerk of the Council by
the Council President, as outlined in detail below:

1. Types the City Council's agenda and presents it to the
Administrator/Clerk for approval. Reproduces the agenda
and distributes to Council members, the administration, press,
public, etc.
2. Takes minutes of all meetings of the City Council and maintains
a journal of the minutes of the proceedings of the Council.
3. States motions offered at the discretion of the presiding
officer of the Council and reads motions presented in writing.
4. Retains and maintains an extensive filing system of all
ordinances, resolutions, papers and records of the Council.
5. Numbers every ordinance and resolution in its regular order
upon its first reading and keeps a list of all adopted
ordinances and resolutions.
6. Reproduces all ordinances and resolutions in typewritten form
and distributes to each Council member prior to consideration.
7. Number and records all enacted ordinances and resolutions.
8. Indexes and codifies all ordinances and resolutions and
pertinent information.
9. Provides for the yearly codification of all ordinances.
10. Records each resolution approved by the Council to be
recorded in the journal of the minutes of the Council
meeting at which the resolution was approved.
11. Sets publication dates for all legislation and prepares
publication and publication notices.
12. Prepares routine letters, ordinances, resolutions and motions
as prepared by the Council Administrator/Clerk.
13. Performs routine legislative research activities.
14. Provides instructions to all alcoholic beverage license
applicants on procedures, accept applications, provides copies
of Ordinance No. 2018 to applicants, process applications,
gathers pertinent information required by the Council prior
to Council approval of application and presents application to
Council Administrator/Clerk for approval.

15. Maintains a use log of Council Chambers.
16. Notifies Council members and the public of all Council meetings.
17. Accepts, prepares and distribute work requests by Council members and maintains and updates work request records.
18. Assists in preparation of the Legislative Budget.
19. At the direction of the Council Administrator/Clerk, represents the Council at bid openings.
20. Performs the secretarial/receptionist duties for the Council Office and the Council Administrator/Clerk.
21. Serves as secretary of the Ethics Board.
22. Makes minor purchases for the Council Office subject to the approval of the Council Administrator/Clerk.
23. Maintains confidentiality individually and/or collectively in all matters pertaining to the Slidell City Council as directed until authorized to make public said information by Council/Council member.
24. Performs such other duties as may be required by the laws of this state, the charter of the city and the Slidell City Council and performs other duties as may be required by the Council Administrator/Clerk that are essential to the orderly operation of this office consistent with general office practices.

Sec. 2.11 Council Administrator/Clerk of the Council; duties

The Administrator/Clerk of the Council will be responsible for the total operation of the Slidell City Council. The Administrator/Clerk of the Council will report to the Council President for the day to day operation of the Council Office and must be responsive to the daily requirements of each City Council Member.

1. Supervise the day to day operation of the Council staff as provided for by the rules of procedure for the Slidell City Council.
2. Organization of all Council meetings.
3. Be responsible for the keeping of all ordinances, resolutions, papers and records of the Council.
4. Responsibility for Journal of Minutes with authorization to make corrections in the Journal whenever necessary and to record members present and those absent in the journal.
5. Deliver each ordinance enacted by the Council to the Mayor. Accepts each ordinance returned to the Council by the Mayor.
6. The publishing of the Mayor's veto statement in full in the official journal in timely manner consistent with the charter and ordinances regulating same.
7. Provides that ordinances vetoed by the Mayor are submitted to the Council at the next regular or special meeting held at least ten (10) days after publication of the Mayor's veto statement. Notify Council members immediately of any ordinances that are vetoed.
8. Provide that any emergency ordinance adopted by the Council shall be signed by the presiding officer of the Council and presented to the Mayor within six (6) hours after adoption.
9. Execute proper notice of all Council meetings to the Council members and the public.

10. Maintains appropriate files on "financial disclosure" documents in accordance with applicable laws.
11. Advises the presiding officer of the Council on parliamentary procedures, using Roberts Rules of Order as appropriate, when called upon to do so.
12. Prepares ordinances, motions and resolutions for the Council and submits ordinances to the city attorney as may be requested by the Council individually or collectively.
13. Prepares summaries of pending legislation, ordinances and other matters that appear before the Council for a public hearing or a public discussion.
14. Performs research into the formulation and preparation of legislation.
15. Analyzes and evaluates municipal programs, projects, budgets and financial reports, and provides comments/recommendations to the Council as appropriate.
16. Monitors monthly the revenues and expenditures of the city as they relate to the approved fiscal year budget and keeps the Council informed of any major changes.
17. Conducts research into administrative or executive departments or other city affairs as the Council may direct.
18. Prepares and submits the legislative budget to the Council for approval. Assists in the preparation of the Council's Capital Improvement Program Budget.
19. Responds to the individual requirements of Council members in areas of legislation, budgets, projects, administrative, etc.
20. Serves as liaison officer between the Council and local, state and federal agencies as the Council may direct.
21. Represents the Council or Council members at Council related activities as the Council may direct.
22. Serves on such committees or their staff as the Council may direct.
23. Attends the Planning and Zoning, Board of Zoning Adjustment and St. Tammany Police Jury meetings at the direction of the Council and keeps the Council aware of any significant problems.
24. Attend bid openings.
25. Continuously reviews the Code of Ordinances and recommends changes/up-dates to the Council.
26. Prepares special bid packages for Council procurements, i.e. auditing, equipment procedures, etc., and submits to the Council for approval.
27. Interfaces with the Council's auditing firm on yearly audit preparations and advises the Council of any significant problems/actions required.

28. Serves as a general information/reference office for the Council and public, and provides for the necessary information and research on Council matters as needed.
29. Provides the administrative services in support of all Council activities.
30. Maintains confidentiality individually and/collectively in all matters pertaining to the Slidell City Council until authorized to make public said information by the Slidell City Council/Council members.
31. Prepares staff members' semi-annual performance evaluation reports, critiques employees, and submits report to the Council. Has responsibility for hiring or dismissal of Council staff with prior authorization of the Council.
32. Approves Council purchases for normal operating supplies and seeks the Council President's approval for leases and all equipment purchases.
33. As a member of the Development Review Committee the Council Administrator/Clerk will keep the Council members aware of development activities in their respective councilmanic districts.
34. Coordinates the Town Meeting Calendar and maintains a journal of speakers and a synopsis of each town meeting.
35. Performs other duties as may be required by the laws of this state, the charter of this city, and the Slidell City Council.
36. Notify Council members of absence from office (Vacation/Sick Leave/Seminars/Meetings).
37. Provide that office is maintained on a full time basis.

ADOPTED this 26th day of July, 1988.


Richard B. Van Sandt
Councilman, District C
President of the Council


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Council Administrator/Clerk of the Council