

**AGENDA
APRIL 28, 2026
6:30 P.M.**



**SLIDELL CITY COUNCIL
2045 SECOND STREET
SLIDELL, LA 70458**

The Slidell City Council shall have their regularly scheduled meeting on April 28, 2026. The meeting will begin at 6:30 p.m. in the Council Chambers, 2045 Second Street, Suite 319, Slidell, LA. A live broadcast of the meeting can be found on the official "City of Slidell, Louisiana" Facebook page. The meeting will go live at 6:30 p.m.

1. Meeting Called to Order

2. Prayer

3. Pledge of Allegiance

4. Roll Call

5. Consent Calendar:

A. Approval of the Minutes of the April 14, 2026 meeting. (pp. 5-11)

B. Proposed Ordinances:

- 1. Item No. 26-04-3639:** An ordinance providing for an administrative reorganization of the City of Slidell's governmental offices by way of restatement and amendment of Chapter 2, Article III, Division 2 of the City of Slidell's Code of Ordinances, (DiSanti/Brownfield, by request of Administration). **(pp. 12-24)**
- 2. Item No. 26-04-3640 -** An ordinance approving updated job descriptions for the positions of Code Enforcement Officer (with move to 80 hour scale); Grease Trap Inspector (with move to 80 hour scale); CBO/CFM; Utility Technician; Legal Assistant; Legal Secretary III (with renaming); Administrative Secretary; Human Resources Manager; Buyer I; Buyer II; and Buyer III; reclassifying the positions of IT Support Specialist to IT Support Specialist II and Engineering Field Representative to Engineering Inspector II; approving the creation of, and job descriptions for, the positions of IT Support Specialist I; IT Support Specialist III; Human Resources Generalist; Engineering Inspector I; and Engineering Inspector III; and removing from the position/grade classification the position of Warehouse Specialist, (DiSanti/Brownfield, by request of Administration). **(pp. 25-119)**

**AGENDA
SLIDELL CITY COUNCIL
APRIL 28, 2026
PAGE 2**

- 3. Item No. 26-04-3641** - An ordinance approving updated job descriptions for the positions of City Engineer and Director of Airport Operations; and approving the creation of, and job descriptions for, the positions of Director of Community Development and Director of Information Technology, (DiSanti/Brownfield, by request of Administration). **(pp. 120-131)**

Note: A Public Hearing will be held on the above-listed ordinances on Tuesday, May 26, 2026, at 6:30 p.m. in the Council Chambers, 2045 Second Street, Suite 319.

C. Proposed Resolution:

- 1. R26-15:** A resolution of the Slidell City Council obligating funds to land and water conservation fund project, (DiSanti/Brownfield, by request of Administration). **(pp. 132-133)**

D. Reallocation of Funds:

- 1. Reallocation for Municode** **(p. 134)**

Coding	Account Description	Type of Account	Increase	Decrease
92190-62059-New	Municode Update	Expenditure	20,000	
929992-45010	Transfer in from General Fund	Revenue	20,000	
10001-31921	Interest	Revenue	20,000	
109992-95092	Transfer out to City Capital	Expenditure	20,000	

Change on fund balance **\$ -**

E. Project Acceptance:

- 1. Water Meter Replacement Project, Pedal Valves, Inc., Slidell File No. 200-75/Quote #23-P002** **(p.135)**

6. Regular Agenda:

A. Items Removed from Consent Calendar

**AGENDA
SLIDELL CITY COUNCIL
APRIL 28, 2026
PAGE 3**

B. Special Presentations:

1. Recognition of Kenny Altman and Dominic Spadoni (Tamborella)
2. Recognition of Samantha Arcemont (Brownfield)
3. Judge Scott Gardner – Child and Youth Planning Board (Borchert)
4. Desire Line - Mary Simmons, Vacant Commercial Properties Assessment report

C. Public Hearings:

A public hearing shall be opened, held, and closed prior to any action being taken on each of the following items.

1. **Item No. 26-03-3631:** An ordinance amending the Code of Ordinances of the City of Slidell, Chapter 2, Article III, Division 4, Section 2-157 (Mayor Compensation), (DiSanti/Brownfield, by request of Administration).
(pp. 136-137)
2. **Item No. 26-03-3632:** An ordinance amending the Code of Ordinances of the City of Slidell, Chapter 2, Article III, Division 4, Section 2-157 (Chief of Police Compensation), (DiSanti/Brownfield, by request of Administration).
(pp. 138-139)
3. **Item No. 26-03-3633:** An ordinance amending the Code of Ordinances of the City of Slidell, Chapter 2, Article III, Division 4, Section 2-157 (Council Member Compensation), (DiSanti/Brownfield, by request of Administration).
(pp. 149-141)
4. **Item No. 26-03-3634:** An ordinance for the City of Slidell setting forth and designating the City's millage rates, as required by Part II of Article VII of the Constitution of Louisiana and other applicable law, for the purpose of maintenance and operation of general government, garbage collection, a sewerage system, and public works, as well as for providing for the payment of interest and principal on outstanding general obligation bonds, in said City for the fiscal year 2026-2027, (DiSanti/Brownfield, by request of Administration).
(pp. 142-144)
5. **Item No. 26-03-3635:** An ordinance amending Chapter 21 (Personnel),

**AGENDA
SLIDELL CITY COUNCIL
APRIL 28, 2026
PAGE 4**

Article IV (Employee Retirement Systems), Section 21-82 (Municipal police employees' retirement system) of the City's Code of Ordinances to provide for the limited City coverage of four (4%) percent of employee retirement contributions for those unelected City police department employees participating in the Municipal Police Employees' Retirement System or the Municipal Employees Retirement System, (DiSanti/Brownfield, by request of Administration). **(pp. 145-147)**

- 6. Item No. 26-03-3636:** The City of Slidell Revenue, Expense, and Capital Budget for fiscal year 2026-2027, (DiSanti/Brownfield, by request of Administration). **(pp. 148-168)**

- 7. Item No. 26-03-3637:** An ordinance providing a quarterly update to the Unified Development Code and official Zoning Map (TXT2026-0001) as found in Exhibits A & B, (DiSanti/Brownfield, by request of Administration). **(pp. 169-225)**

AMENDMENT A – Replaces Exhibit B in its entirety. **(pp. 226-231)**

- 8. Item No. 26-03-3638:** An ordinance amending Ordinance No. 3594 to allow St. Tammany Parish Hospital Service District No. 2, dba Slidell Memorial Hospital, to relocate its Fitness Park and to provide for ancillary matters in connection therewith, (Haggerty). **(pp. 232-233)**

7. Comments and Reports:

A. Legislative Comments and Reports

B. Administrative Comments and Reports:

1. Mayor

2. Chief of Police

8. Executive Session – Jose Jimenez, Worker's Compensation Claim (p. 234)

9. Adjournment

MINUTES
APRIL 14, 2026
6:30 P.M.



SLIDELL CITY COUNCIL
2045 SECOND STREET
SLIDELL, LA 70458

Council President DiSanti called the regular meeting of the Slidell City Council to order in the Council Chambers. A quorum was present.

PRESENT: Council Members Bill Borchert, Jeff Burgoyne, Leslie Denham, David Dunham, Megan Haggerty, Nick DiSanti, Kenny Tamborella, Trey Brownfield and Cindi King

ABSENT: None

ALSO PRESENT: Mayor Randy Fandal, Acting Police Chief Daniel Seuzeneau, Council Administrator Thomas Reeves, Chief of Staff Mike Noto, and City Attorney Thomas Schneidau

The Council President opened the Consent Calendar for a public hearing. No one from the public appeared to speak. The Council President closed the public hearing on the Consent Calendar.

Councilman Brownfield removed Resolution R26-13 from the Consent Calendar.

Councilman Brownfield seconded by Councilman Tamborella made a motion to adopt the Consent Calendar, as amended.

ROLL CALL	9 Yeas	0 Nays	0 Absent	CARRIED
------------------	---------------	---------------	-----------------	----------------

CONSENT CALENDAR

A. Approval of the Minutes of the March 24, 2026, meeting.

B. Approval of the Minutes of the March 26, 2026, special meeting.

C. Proposed Resolutions:

- 1. R26-12:** An updated resolution designating authorized signatures for the purpose of check writing to sign the Master Signature Card for Depository Accounts for the City of Slidell, (DiSanti/Brownfield, by request of Administration).

MINUTES

SLIDELL CITY COUNCIL

APRIL 14, 2026

PAGE 2

2. R26-14 – A resolution authorizing the D.A.D. Project South School Supply giveaway and Toys for Tots giveaway at the Slidell Auditorium as limited City-sponsored events. (Denham).

D. Reallocation of Funds:

1. Reallocation for lift station fences

Coding	Account Description	Type of Account	Increase	Decrease
30003-85005-New	Fences	Expenditures	22,776	
30003-50202	35 LS Fencing	Expenditures		13,731
30003-50407	37 Fencing at Water Wells	Expenditures		9,045

Change on fund balance

\$ -

2. Reallocation for finance department conference room

Coding	Account Description	Type of Account	Increase	Decrease
92020-85002-NEW	Finance Conference Room	Expenditures	15,000	
92010-85002-0267	Admin Construction	Expenditures		15,000

Change on fund balance

\$ -

E. Bids and Request to Purchase:

1. Submersible Propeller Pump, Gulf States Engineering \$417,891
2. Barricades – Elite Textile Trading, LLC, \$62,140

F. Project Acceptance:

1. Tammany Trace Bayou Ln and West Hall Avenue, Saucier Construction Company, Inc. Slidell Job #600-207.

G. Monthly Financial Report (February 2026)

H. Approval of Mural in Ducksworth Park

MINUTES

SLIDELL CITY COUNCIL

APRIL 14, 2026

PAGE 3

REGULAR AGENDA

ITEMS REMOVED FROM THE CONSENT CALENDAR

Resolution R26-13, a resolution of the Slidell City Council, as the Governing Authority of the City of Slidell, authorizing the Mayor of the City of Slidell to execute any and all agreements and documents with the Louisiana Department of Transportation and Development - Office of Multimodal Commerce pertaining to the Slidell Airport was removed from the Consent Calendar. Councilman Brownfield explained that there was a clerical error wherein the mayor's name was not included in the original resolution. Councilman Brownfield seconded by Councilwoman Denham made a motion to adopt Amendment A to Resolution R26-13.

ROLL CALL 9 Yeas 0 Nays 0 Absent CARRIED

The Council president opened Resolution R26-13 to the public. No one appeared to speak. Councilman Brownfield seconded by Councilwoman Haggerty made a motion to adopt R26-13, as amended.

ROLL CALL 9 Yeas 0 Nays 0 Absent CARRIED

SPECIAL PRESENTATIONS

Charlton Meginley, COL (Ret), USAF, Patrick Duhe and V. Terrance Scott, SFC (Ret), USAF appeared before the Council on behalf of the Louisiana Department of Veterans Affairs and gave a presentation outlining the many services they provide to Veterans as well as the benefits that are provided by the State of Louisiana.

Chris McElroy from the Northshore Disc Golf Association appeared before the Council to talk about disc golf, a game that is similar to golf but uses discs that are thrown at targets. It is a family friendly game that is easy to learn and enjoyable for all ages. He stated that Fritchie Park is the fourth most used park in the area for disc golf according to the UDisc webpage.

POSTPONED PUBLIC HEARING

As advertised, a public hearing was held on Item No. 26-01-3626, an ordinance annexing into the City of Slidell property located at 1450 Gause Blvd W, identified as Parcel No. 113491 containing 21.12 acres, into the City of Slidell and

MINUTES

SLIDELL CITY COUNCIL

APRIL 14, 2026

PAGE 4

establish City zoning classification R3 High Density Residential (Case AZ2025-0001). Paul Mayronne appeared on behalf of the owners and asked the Council for a favorable vote. Next appeared John Grigg who asked if they considered drainage all the way down to the end of the line and have they considered the effect this will have on neighboring properties. Planning Director Danny McElmurray explained that part of the development process is always to look at storm water drainage and that the pre drainage level has to be reduced by 10%.

As there was no further public comment, the Council President closed the public hearing. Councilwoman Denham seconded by Councilman Dunham made a motion to adopt Item No. 26-01-3626, Ordinance No. 4275.

ROLL CALL	8 Yeas	1 Nay (Haggerty)	0 Absent	CARRIED
------------------	---------------	----------------------------	-----------------	----------------

PUBLIC HEARING

As advertised, a public hearing was held on Item No. 26-03-3630, an ordinance authorizing the Mayor of the City of Slidell ("the City") to sell to Textron Systems Corporation ("Textron") and/or its third party agent or designee, certain real property in Section 2, Township 9 South, Range 14 East, Slidell, St. Tammany Parish, Louisiana being approximately 13.239 acres, more or less, encompassing municipal addresses 1010/1020/1030/1040/1044/1050 Gause Boulevard Slidell, LA 70458 and more fully described below (the "Property") and to take all ancillary action in connection therewith as well as Amendment A, which removes a duplicate line in the property description. Jonathan Graffeo Vice President of State and Local Government Relations for Textron appeared before the Council and stated that the work they do at Textron contributes to our Nation's defense and industrial base as well as the local economy. Textron is building next generation armored vehicles, both manned and unmanned, which employs 100 people with an economic impact north of \$33 million dollars. Textron expects to employ an additional 100 people soon to build advance reconnaissance vehicles for the US Marines. Mr. Graffeo ended by saying that the coordination and team work at the City, Parish, State and Federal level has been amazing.

Next appeared Eli Holder who spoke against the sale of this building and property to Textron and respectfully asked for more time for community input before a decision is made.

Next appeared John Grigg who spoke in support of Textron, saying that Textron is an industry who, by building these armored manned and unmanned vehicles, is saving the lives of our service members and preserving our culture.

MINUTES

SLIDELL CITY COUNCIL

APRIL 14, 2026

PAGE 5

Laurn Geosits next appeared before the Council and spoke in opposition of Textron, stating that she is against the fact that they make weapons. She is against being told that this is the only option for this building and ended stating that military contracts are not stable.

Russell Richardson, President and CEO of the St. Tammany Economic Development Corporation next spoke in support of Textron and this project in the City of Slidell, stating that in the next couple of years, Textron will contribute \$5.5 Million Dollars to the local economy.

Lastly, Rose Wolf appeared before the council in opposition to the sale of the building to Textron and urged the Council for more time for public input before making a decision. She recommended looking at redeveloping the site for public housing, public space or a medical facility.

As no one else from the public appeared to speak, the Council President closed the public hearing. Councilman Tamborella seconded by Councilman Dunham made a motion to adopt Amendment A to Item No. 26-03-3630.

ROLL CALL	9 Yeas	0 Nays	0 Absent	CARRIED
------------------	---------------	---------------	-----------------	----------------

Councilman Burgoyne stated that he is excited that Textron wants to stay in Slidell bringing more jobs to our citizens. Councilman Borchert informed everyone that Textron has been in the city for over a decade already, they are not new to our city. He went on to state that he has mixed emotions on the sale of the property, not Textron related, but price related. Councilman Brownfield stated that by selling the building to Textron it will free up tax dollars to get more projects completed around the City and will bring a huge economic impact to the city. Councilwoman King mentioned that she fought hard to keep the out-buildings which were being used for educational purposes, but that she is happy for the wonderful things this will do for the community. Councilman Dunham thanked Textron for their trust in Slidell and for contributing to the economic growth in Slidell. Councilman Tamborella mentioned that for every four jobs, one more indirect job gets created, which is exponential growth. Councilman DiSanti stated that the building is unique and will only make sense for a small amount of businesses. Slowly over time, the city started losing over \$600,000-700,000 a year on the building. This is a step in the right direction in getting high paying jobs back in our city. Councilwoman Denham stated that while she empathizes with the sentiments of the ladies who spoke against the project, she feels this is a wonderful investment in our children, giving them opportunities to stay here in Slidell to work.

1 **MINUTES**
2 **SLIDELL CITY COUNCIL**
3 **APRIL 14, 2026**
4 **PAGE 6**

5 Councilman Brownfield seconded by Councilman Tamborella made a motion
6 to adopt Item No. 26-03-3630, as amended, Ordinance No. 4276.

7 **ROLL CALL 9 Yeas 0 Nays 0 Absent CARRIED**

8 **LEGISLATIVE COMMENTS AND REPORTS**
9

10 Councilman Brownfield stated that Textron is currently hiring and encouraged
11 the public to go to their website to see what is available. He also gave a shout out to
12 Miranda Parker with the Hospice House Crawfish Cookoff, which will be held this
13 weekend.

14 Councilman Tamborella stated that April is Autism Awareness Month and gave
15 a shout out to his friend Landon Leblanc.

16 Councilwoman King mentioned that the One Way Love Fundraiser this
17 weekend in the Slidell Auditorium and encouraged everyone to support them.

18 Councilwoman Haggerty thanked Textron and is thrilled that they are investing
19 in the city. The crawfish cookoff for Hospice House this weekend and the following
20 weekend is Pope John Paul High's crawfish cookoff. You can go to their website for
21 details.

22
23 **ADMINISTRATIVE COMMENTS AND REPORTS**

24 Mayor Fandal stated that 45,000 pounds of crawfish will be cooked this
25 Saturday. Next Saturday, April 25th is Keep Slidell Beautiful's clean-up day and next
26 Sunday, April 26th is the Spring Bayou Jam series from 5:00 to 7:00 p.m. in Heritage Park
27 with Amanda Shaw.

28 Mayor Fandal went on to state that the garbage contract surcharge has kicked
29 in due to the high fuel prices. He recommends that the city absorbs the cost and not pass
30 along to our residents.

31 Lastly, Mayor Fandal thanked Textron, stating that this is one heck of a boost
32 for Slidell.

33
34 **POLICE CHIEF COMMENTS AND REPORTS**
35

36 Daniel Seuzeneau stated that this week is National Public Safety
37 Telecommunicator's Week. They are the unsung heroes behind the scenes and the first
38
39

MINUTES
SLIDELL CITY COUNCIL
APRIL 14, 2026
PAGE 7

voice people hear when they need help. If anyone wants to go to the Lacombe facility to visit with them, let him know and he will go as well.

As there was no further business, the meeting was adjourned at 7:48 p.m.



Nick DiSanti
President of the Council
Councilman, District D



Thomas P. Reeves
Council Administrator

COUNCIL ACTION: DATE APPROVED _____ DATE AMENDED _____

1 Introduced April 28, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4
5 **Item No. 26-04-3639**

6 **ORDINANCE NO.**

7
8 An ordinance providing for an administrative reorganization of the City of
9 Slidell's governmental offices by way of restatement and amendment of Chapter 2, Article
10 III, Division 2 of the City of Slidell's Code of Ordinances.

11 WHEREAS, Article IV, Section 4-07 of the City of Slidell's Home Rule Charter
12 provides for a process by which the Slidell City Council may evaluate and approve an
13 administrative reorganization plan; and
14

15
16 WHEREAS, the Mayor of the City of Slidell has proposed an administrative
17 reorganization as set forth below to better align and streamline municipal functions and
18 duties, and the Council is agreeable to same.
19
20

21
22 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council as follows:
23

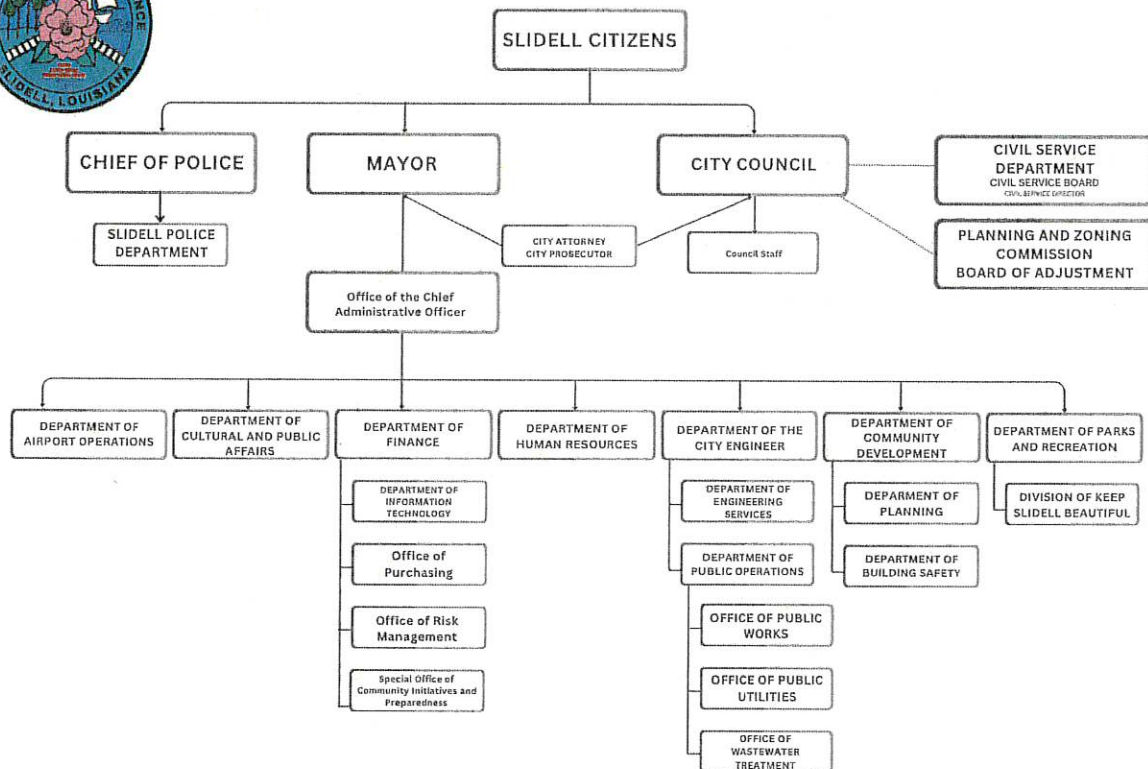
- 24
25 1. Chapter 2, Article III, Division 2 of the City of Slidell's Code of Ordinances is
26 amended and restated to read as follows:

27 **Sec. 2-96. – Organizational Structure.**

28
29 The following organizational plan for city government is hereby adopted.
30
31
32
33
34
35
36
37
38
39



ORGANIZATIONAL CHART



Sec. 2-97. – Mayor.

The mayor is the chief executive officer of the city. The mayor shall have all such powers and duties as authorized and assigned to the mayor in the city's Home Rule Charter and other applicable laws.

Sec. 2-98. – City Council.

The city council is the legislative authority of the city. The council and its members shall have all such powers and duties as authorized and assigned to them in the city's Home Rule Charter and other applicable laws.

Sec. 2-99. – Chief of Police; Slidell Police Department.

1 **ORDINANCE NO.**
2 **ITEM NO. 26-04-3639**
3 **PAGE 3**

4 The chief of police is the chief law enforcement official of the city. The chief of police
5 shall have all such powers and duties as authorized and assigned to the chief in the
6 city's Home Rule Charter and other applicable laws.

7 The chief of police is the head of the Slidell Police Department, whose members perform
8 those law enforcement functions authorized by applicable law for the service and
9 protection of the public. The Slidell Police Department is also responsible for animal
10 control functions in the city.

11 **Sec. 2-100. -- Civil Service Department.**
12

13 The civil service department consists of the Civil Service Board and the Civil Service
14 Director, who have all such powers and duties as authorized and assigned to them in the
15 city's Home Rule Charter.

16 **Sec. 2-101. -- City Attorney and City Prosecutor.**
17

18 The city attorney and the city prosecutor have all such powers and duties as respectively
19 authorized and assigned to them in the city's Home Rule Charter and other applicable
20 laws.

21 The term of the city attorney and the city prosecutor shall expire when the term of the
22 appointing authority expires, provided that the city attorney and the city prosecutor shall
23 serve at the pleasure of the mayor but may also be removed by a majority vote of the
24 authorized membership of the council.

25 **Sec. 2-102. -- Office of the Chief Administrative Officer (Chief of Staff).**
26

27 The office of the chief administrative officer provides direct support to, and management
28 services for, the mayor with respect to the day-to-day operations and oversight of the city
29 and its various executive departments, offices, and divisions, including through policy
30 issuance and personnel/work management. The office assists the Mayor in executing his
31 duties under applicable law and in implementing his public policy directives.

32 **Sec. 2-103. -- Department of Finance.**
33

34 The department of finance shall have all such powers and duties as authorized and
35 assigned to the department or its director in the city's Home Rule Charter and other
36 applicable laws, including but not limited to:

- 37 (a) Responsibility with respect to the preparation and administration of city
38 budgets;
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-04-3639**
3 **PAGE 4**

- 4 (b) Oversight and management of city revenues and expenditures/purchasing,
5 including utility revenue collection, cost centers, contractual payments,
6 grants, and bonded indebtedness;
7 (c) Preparation of relevant reports on the financial condition of the city and data
8 processing administration;
9 (d) Investment of idle city funds; and
10 (e) Property inventory cataloging.

11 The department of finance provides supervisory oversight for the department of
12 information technology, the office of purchasing, the office of risk management, and the
13 special office of community initiatives and preparedness.

14 **Sec. 2-104. – Department of Human Resources.**

15 The department of human resources provides workforce management services for the
16 city. The department's responsibilities include but are not limited to:

- 17
18 (a) employee recruitment;
19 (b) employee hiring and onboarding management;
20 (c) employee payroll and benefit processing;
21 (d) city policy development, review, and promulgation assistance;
22 (e) personnel record compilation;
23 (f) complaint review and investigation; and
24 (g) offboarding.

25 The department also performs those additional functions as may be directed by the
26 mayor. The department often works in coordination with the civil service department.

27 **Sec. 2-105. – Department of the City Engineer.**

28 The department of the city engineer provides oversight and management with respect to
29 the maintenance, repair, and development of all city infrastructure and for the planning
30 and implementation of city capital improvement projects and quality of life code
31 enforcement matters. The department also performs those additional functions as may
32 be directed by the mayor.

33 The department of the city engineer provides supervisory oversight for the department of
34 engineering services and the department of public operations and its subsidiary offices.

35
36 **Sec. 2-106. – Department of Community Development.**
37
38
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-04-3639**
3 **PAGE 5**

4 The department of community development provides oversight and management with
5 respect to city review, permitting, and support of physical development in the city,
6 including matters of land use rights and administration, building requirements, and
7 growth opportunities. The department also performs those additional functions as may be
8 directed by the mayor.

9 The department of community development provides supervisory oversight for the
10 department of planning and the department of building safety.

11 **Sec. 2-107. – Department of Parks and Recreation.**
12

13 The department of parks and recreation is responsible for the beautification,
14 maintenance, and management of the city's public parks/recreational spaces and other
15 select public grounds. The department also performs those additional functions as may
16 be directed by the mayor.

17 The department of parks and recreation provides supervisory oversight for the division of
18 Keep Slidell Beautiful, which partners with public and private stakeholders to build and
19 sustain a vibrant, clean community.

20 **Sec. 2-108. – Department of Cultural and Public Affairs.**
21

22 The department of cultural and public affairs is responsible for fostering the arts and
23 humanities in the city through cultural presentations, civic events, and educational
24 undertakings. It is further responsible for disseminating information to the public on the
25 happenings of city government and for the promotion of the city and its interests through
26 varied media. The department also performs those additional functions as may be
27 directed by the mayor.

28 **Sec. 2-109. – Department of Airport Operations.**
29

30 The department is responsible for the oversight, management, and marketing of the
31 Slidell Airport. The department also performs those additional functions as may be
32 directed by the mayor.

33 **Sec. 2-110. – Department of Information Technology.**
34

35 The department of information technology is responsible for the purchasing, oversight,
36 management, and upkeep of all IT resources, infrastructure, and assets of city
37 government, except to the extent such functions may be reserved by the city council or
38 chief of police. Reporting to the department of finance, the department of information
39 technology also performs those additional functions as may be directed by the mayor.

4 **Sec. 2-111. – Department of Engineering Services.**

5
6 The department of engineering services manages all public works contracts of the city
7 and advises the city engineer as to the maintenance and development needs of the city's
8 public infrastructure for purposes of sustainable growth initiatives. It conducts and
9 procures, as necessary, studies related to these duties and assists with the permitting
10 and inspection of projects that impact city services and infrastructure. It also compiles,
11 performs, and preserves GIS mapping of the city and various infrastructure within public
12 lands or servitudes. Reporting to the department of the city engineer, the department of
13 engineering services also performs those additional functions as may be directed by the
14 mayor.

14 **Sec. 2-112. – Department of Public Operations.**

15
16 The department of public operations is responsible for the day-to-day maintenance and
17 upkeep of city buildings, vehicles, and systems, including but not limited to: city offices,
18 work vehicles, roads, ditches, drainage, water, sewer, and wastewater treatment.
19 Reporting to the department of the city engineer, the department of public operations
20 also performs those additional functions as may be directed by the mayor.

21 The department of public operations fulfills its functions through three subsidiary offices:

- 22 (a) the office of public works, handling matters including:
23 1. Roads and bridges;
24 2. Drainage;
25 3. Property code enforcement;
26 4. Property maintenance; and
27 5. Vehicle maintenance;
28 (b) the office of public utilities, handling matters including:
29 1. Water service; and
30 2. Sewer services;
31 (c) the office of wastewater treatment.

31 **Sec. 2-113. – Department of Planning.**

32
33 The department of planning is tasked with oversight and management of orderly growth
34 in the city through issuance of relevant reports, studies, plans, permits, and
35 recommendations on development, with a special emphasis on compliance with
36 subdivision and zoning-related regulations. The department works closely with the
37 planning and zoning commissions and the board of adjustment and provides staff
38 support to same.
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-04-3639**
3 **PAGE 7**

4 Reporting to the department of community development, the department of planning also
5 performs those additional functions as may be directed by the mayor.

6
7 **Sec. 2-114. – Department of Building Safety.**

8 The department of building safety is responsible for construction permitting and code-
9 compliance, and it performs reviews and inspections in relation thereto.

10 Reporting to the department of community development, the department of planning also
11 performs those additional functions as may be directed by the mayor.

12
13 **Secs. 2-115—2-130. – Reserved.**

14
15 **[END OF CODAL RESTATEMENT]**

- 16 2. This ordinance shall take effect July 1, 2026. Its provisions shall supersede and
17 replace any contrary provisions in the July 1, 2026-June 30, 2027 budget/budget
18 booklet.

19
20
21
22 **ADOPTED** this day of , 2026.

23
24
25 Nick DiSanti
26 President of the Council
27 Councilman, District D

28
29 Randy Fandal
30 Mayor

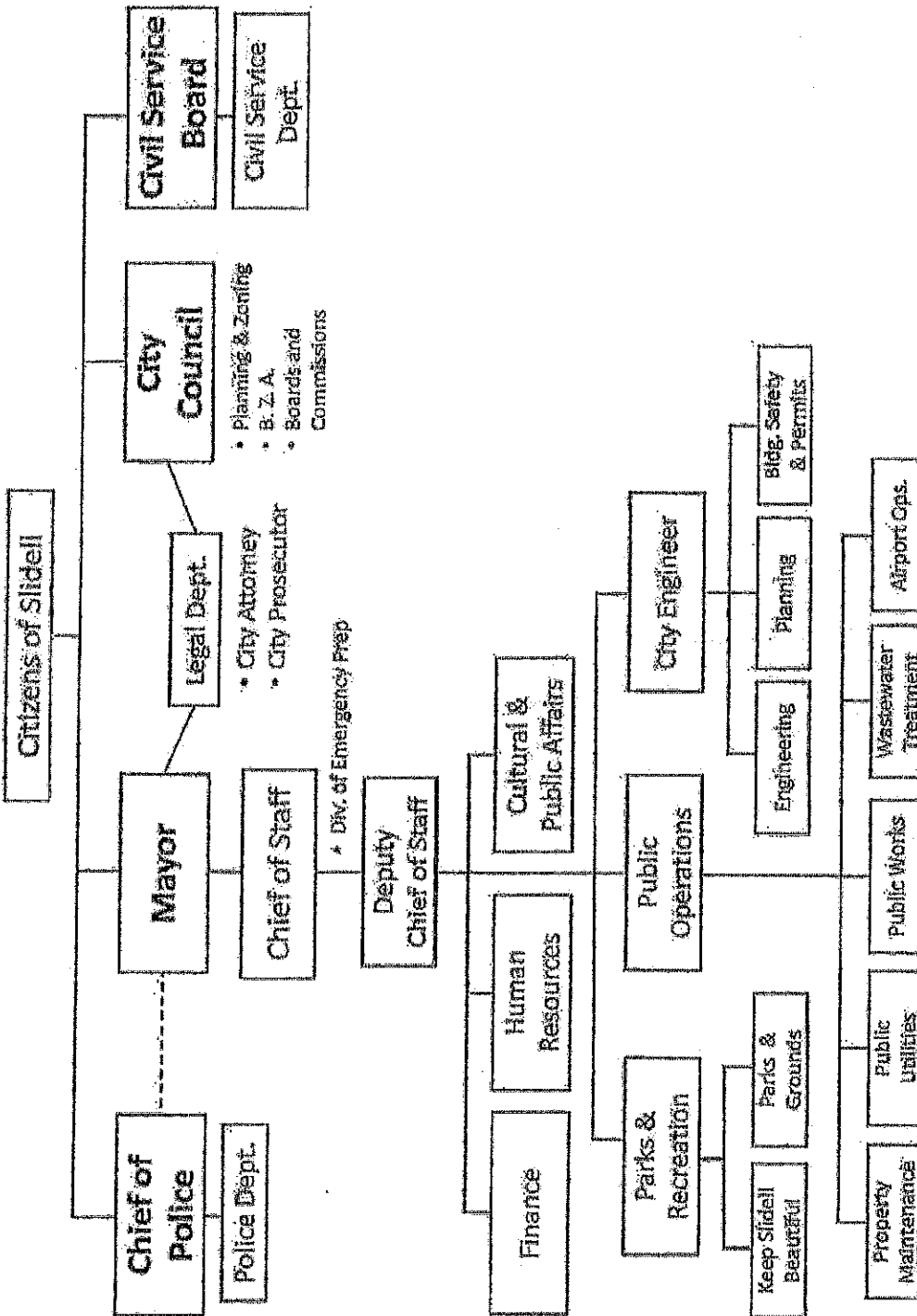
31
32 Thomas P. Reeves
33 Council Administrator

DELIVERED
<i>to the Mayor</i>
RECEIVED
<i>from the Mayor</i>

ORDINANCE NO.
ITEM NO. 26-04-3639
PAGE 8

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

Organization Plan Government of the City of Slidell



Sec. 2-97. Mayor.

The mayor is the chief executive officer of the city. The mayor shall have all such powers and duties as are authorized and assigned to him by the Home Rule Charter of the city.

(Code 1966, § 2-162)

Charter reference—Executive branch, art. III.

Sec. 2-98. Police chief; police department.

The police chief directs and is responsible for the preservation of public peace and order; prevention of crime; apprehension of criminals; assistance to the courts and other law enforcement officials; and the enforcement of the laws of the state and the ordinances of the council. The police chief is responsible for the general administration of the city police department. The police department is responsible for the administration of animal control, including keeping stray, lost, surrendered and vicious animals from becoming a hazard to the health and safety of the community. As well as, providing for humane treatment and/or humane disposal of all animals under its care and jurisdiction.

(Code 1966, § 2-163; Ord. No. 3949, 6-25-2019)

Charter reference—Police department, § 4-05.

Sec. 2-99. Legal department.

This department consists of the city attorney and the city prosecutor. The functions and duties of this department are detailed in the Home Rule Charter of the city.

(Code 1966, § 2-164)

Charter reference—City attorney and city prosecutor, § 4-01 et seq.

Sec. 2-100. City attorney and city prosecutor; appointment, confirmation and term.

(a) Prior to taking office the city attorney and the city prosecutor shall be confirmed by the council after being appointed by the mayor.

(b) Prior to confirmation the appointees may be placed under oath and questioned by the council.

(c) The term of the city attorney and the city prosecutor shall expire when the term of the appointing authority expires, provided that the

city attorney and the city prosecutor shall serve at the pleasure of the mayor, but may also be removed by a majority vote of the council.

(Code 1966, § 2-14)

Charter reference—Similar provisions, § 4-01.

Sec. 2-101. Office of the chief of staff.**(1) Chief of staff.**

- (a) The office of the chief of staff assists the mayor in seeing that all laws, provisions of this Charter and acts of the council subject to enforcement by the mayor or by officers subject to the mayor's direction and supervision, are faithfully executed. For administrative purposes, the Division of Emergency Preparedness reports directly to this office.
- (b) This office assists the mayor in direction and supervision of the administration of all offices, departments and agencies of the city.
- (c) This office also assists the mayor in the day to day administration of city government and other duties as assigned by the mayor.

(2) Deputy chief of staff.

- (a) The deputy chief of staff works under the direction of the chief of staff.
- (b) This office is accountable for the departments of parks and recreation; building safety; planning and permits; airport and public operations; and neighborhood empowerment and other related duties as assigned by the mayor and/or chief of staff.

(Code 1966, § 2-165; Ord. No. 3099, 12-17-2002; Ord. No. 3949, 6-25-2019)

Sec. 2-102. Department of administration.

This department serves mainly as a cost center to support the functions of the mayor, the chief of staff and advisory boards. It is also the cost center for general dues and memberships of the city, and election expenses.

(Code 1966, § 2-166)

Sec. 2-103. Department of finance.

The department of finance assists the mayor in the preparation of the operating budget and capital improvement program, and:

- (1) Ascertains that funds are available for payment of all contracts, purchase orders and any other documents which incur financial obligation for the city, and that such documents are in accordance with established procedures.
- (2) Prepares a monthly statement of revenues and expenditures to show the financial condition of the city.
- (3) Administers a uniform central accounting system for all city departments using nationally accepted standards.
- (4) Coordinates, directs and is responsible for preparing all intergovernmental grant applications on behalf of the city and keeping city departments, offices and agencies informed of all relevant local, state and federal programs.
- (5) Provides general administration services.
- (6) Supervises central purchasing plan and coordinates data processing, city property records, the handling of all city funds and city contracts.
- (7) Supervises purchasing, data processing, property management and contracts, financial administration and risk management and loss control divisions.
- (8) Other duties as assigned by the mayor.
(Code 1966, § 2-167)

Charter reference—Department of finance, § 4-04.

Sec. 2-104. Department of city engineer.

- (a) Primary advisory to the city government for the development, maintenance and expansion of the city's infrastructure system, growth of the city, building safety and permitting (including code compliance).

- (b) Leads and provides direction for the department of engineering, department of planning, and the department of building safety.

- (c) Directs defining, studying, developing and administering capital improvement projects related to the city's infrastructure system.

- (d) Performs other duties as assigned by the mayor or chief of staff.

(Ord. No. 3949, 6-25-2019)

Sec. 2-105. Department of engineering.

The department of engineering:

- (1) Is the advisory to the city engineer for the development, maintenance and expansion of the city's infrastructure systems.
- (2) Defines, studies, develops and administers capital improvement projects related to the city's infrastructure systems.
- (3) Coordinates and supervises private consultants and contractors employed by the city on infrastructure systems projects.
- (4) Administers subdivision and development codes and ordinances as they fall under the responsibility of the city engineer.
- (5) Performs other duties as assigned by the mayor or the chief of staff.

(Code 1966, § 2-170; Ord. No. 3949, 6-25-2019)

Editor's note—Formerly § 2-106.

Sec. 2-106. Department of planning.

The general responsibilities of the department of planning shall provide studies, reports, plans and recommendations that support the orderly growth of the city with special emphasis on zoning and subdivision regulations, and:

- (1) Provide staff support to the planning and zoning commissions and the board of adjustment.
- (2) Review development proposals for conformance with zoning and subdivision regulations.

- (3) Enforce zoning and subdivision regulations.
- (4) Other duties as assigned by the mayor.
(Code 1966, § 2-168; Ord. No. 3949, 6-25-2019)
Editor's note—Formerly § 2-104.

Sec. 2-107. Department of building safety.

The department of building safety:

- (1) Issues permits for development activities.
- (2) Inspects construction for conformance with city codes.
- (3) Enforces compliance with various city codes.
- (4) Acts as staff support to city electrical, plumbing and mechanical boards.
- (5) Issues general, electrical, plumbing and mechanical licenses.
- (6) Makes recommendations on building codes and other related codes.
- (7) Performs all code enforcement for the City of Slidell.
- (8) Performs other duties as assigned by the mayor.
(Code 1966, § 2-169; Ord. No. 3157, 12-16-2003; Ord. No. 3949, 6-25-2019)
Editor's note—Formerly § 2-105.

Sec. 2-108. Department of public operations.

The department of public operations:

- (1) Supervises the offices of public works, public utilities, wastewater treatment, property maintenance and airport operations.
- (2) Programs, prioritizes and schedules all in-house construction on the city's infrastructure systems.
- (3) Coordinates, as may be required, various functions relating to the city's infrastructure systems with the city engineer.

- (4) Performs other duties as assigned by the mayor or the chief of staff.
(Code 1966, § 2-170.1; Ord. No. 3949, 6-25-2019)
Editor's note—Formerly § 2-107.

Sec. 2-109. Office of public works.

The office of public works:

- (1) Reports directly to the department of public operations.
- (2) Supervises the following operations for the city: Streets, bridges, drainage, vehicle maintenance, electrical, general maintenance and ground maintenance.
- (3) In coordination with the director of public operations, schedules the work of the above departments.
- (4) In coordination with the director of public operations, inspects in-house construction projects and furnishes advice on in-house construction projects and equipment purchases.
(Code 1966, § 2-171; Ord. No. 2959, 8-22-2000; Ord. No. 3099, 12-17-2002; Ord. No. 3949, 6-25-2019)
Editor's note—Formerly § 2-108.

Sec. 2-110. Office of public utilities.

The office of public utilities:

- (1) Reports directly to the department of public operations.
- (2) Supervises the operations of the water maintenance and wastewater collection divisions; provides administrative oversight for the divisions of water production and wastewater collection; provides oversight for portions of the utility billing and collection system. This is also the cost center for solid waste disposal contracts and collection.
- (3) In coordination with the director of public operations, plans and schedules the work of these departments.
(Code 1966, § 2-172; Ord. No. 3949, 6-25-2019)
Editor's note—Formerly § 2-109.

Sec. 2-111. Office of wastewater treatment.

The office of wastewater treatment:

- (1) Reports directly to the department of public operations.
- (2) Supervises and maintains the wastewater treatment facilities.
- (3) In coordination with the director of public operations, plans and schedules the work for this division.

(Code 1966, § 2-173; Ord. No. 3949, 6-25-2019)

Editor's note—Formerly § 2-110.

Sec. 2-112. Office of property maintenance.

The office of property maintenance:

- (1) Reports directly to the department of public operations.
- (2) Supervises and maintains the city's office and event facilities.
- (3) In coordination with the director of public operations, plans and schedules the work of this division, including event schedules.

(Ord. No. 3949, 6-25-2019)

Sec. 2-113. Office of airport operations.

The office of airport operations:

- (1) Reports directly to the department of public operations.
- (2) Is responsible for the operations of the Slidell Airport.
- (3) In coordination with the director of public operations, plans and schedules the work of this division, is the marketing center for the Slidell Airport and performs other related duties.

(Ord. No. 3949, 6-25-2019)

Sec. 2-114. Department of parks and recreation.

The department of parks and recreation:

- (1) Plans, promotes and administers a comprehensive program, to maintain the beautification of Slidell's resources, and

recreation service by investigating and evaluating various city recreation programs, coordinating recreation activities, and overseeing maintenance, repair and operations of all parks, recreational facilities, and public grounds.

- (2) Supervises the division of recreational services, parks and ground services.

- (3) Supervises the division of Keep Slidell Beautiful.

(Code 1966, § 2-174; Ord. No. 2959, 8-22-2000; Ord. No. 3099, 12-17-2002; Ord. No. 3949, 6-25-2019)

Editor's note—Ord. No. 3949, adopted June 25, 2019, repealed § 2-114, which pertained to the department of airport manager and derived from Code 1966, § 2-177; Ord. No. 2946, 5-9-2000. Subsequently, § 2-111 was renumbered as § 2-114.

Sec. 2-115. Department of cultural and public affairs.

(a) The department of cultural and public affairs consists of two divisions:

- (1) *Division of cultural affairs.* This division is responsible for fostering the arts, humanities, cultural events and certain civic events of the city.

- (2) *Division of public affairs.* This division is responsible for the dissemination of information regarding the city, including the activities of the administrative and legislative branches, to the public. The duties of this division will be centered around the following functions:

- a. Provide timely and accurate information to the printed and electronic press regarding the activities of the city.
- b. Design the annual report of the city and oversee citizen distribution.
- c. Produce relevant programming on city issues for cable television.
- d. Produce public service announcements.
- e. Promote the city as the ideal place to live, work and play.

1 Introduced April 28, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4 **Item No. 26-04-3640**

5
6 **ORDINANCE NO.**

7
8 An ordinance approving updated job descriptions for the positions of Code
9 Enforcement Officer (with move to 80 hour scale); Grease Trap Inspector (with move to 80
10 hour scale); CBO/CFM; Utility Technician; Legal Assistant; Legal Secretary III (with
11 renaming); Administrative Secretary; Human Resources Manager; Buyer I; Buyer II; and
12 Buyer III; reclassifying the positions of IT Support Specialist to IT Support Specialist II and
13 Engineering Field Representative to Engineering Inspector II; approving the creation of,
14 and job descriptions for, the positions of IT Support Specialist I; IT Support Specialist III;
15 Human Resources Generalist; Engineering Inspector I; and Engineering Inspector III; and
16 removing from the position/grade classification the position of Warehouse Specialist.

17
18 WHEREAS the City's Home Rule Charter (Sec. 7-08) requires Council
19 approval for changes to any pay plans or position classification plans; and

20
21 WHEREAS the City's Civil Service Rules (Rule 2.18) contemplate "job
22 descriptions" and "minimum qualifications" as being part of a classification plan; and

23
24 WHEREAS Council approval also is generally required to amend, change,
25 increase, or reallocate any Municipal Service Pay Grade levels or staffing;

26
27 WHEREAS the respective new or updated job descriptions are attached *in*
28 *globo* hereto, and these proposals have been presented to the Civil Service Board.

29
30 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council that it:
31
32 approves updated attached respective job descriptions for the positions of Code
33 Enforcement Officer (with move to 80 hour scale); Grease Trap Inspector (with move to 80
34 hour scale); CBO/CFM; Utility Technician; Legal Assistant; Legal Secretary (renamed from
35 Legal Secretary III); Administrative Secretary; Human Resources Manager; Buyer I; Buyer
36
37
38
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-04-3640**
3 **PAGE 2**

4 II; and Buyer III; approves reclassifying the positions of IT Support Specialist to IT Support
5 Specialist II (72 hour scale; Grade 9) and Engineering Field Representative to Engineering
6 Inspector II (72 hour scale; Grade 15); approves the creation of, and attached respective
7 job descriptions for, the positions of IT Support Specialist I (72 hour scale; Grade 7); IT
8 Support Specialist III (72 hour scale; Grade 11); Human Resources Generalist (72 hour
9 scale; Grade 9); Engineering Inspector I (72 hour scale; Grade 14); and Engineering
10 Inspector III (72 hour scale; Grade 16); and approves removing from the position/grade
11 classification the position of Warehouse Specialist. Requisite adjustments to the city's
12 respective pay plan and staffing levels, consistent with the city's 2026-2027 budget, are to
13 be made accordingly.
14
15
16
17
18
19

20
21 The changes reflected in this ordinance shall take effect June 29, 2026.
22

23 **ADOPTED** this day of , 2026.
24

25
26 Nick DiSanti
27 President of the Council
28 Councilman, District D
29

30 Randy Fandal
31 Mayor
32

33 Thomas P. Reeves
34 Council Administrator
35
36
37
38
39

DELIVERED

to the Mayor

RECEIVED

from the Mayor

City of Slidell Job Description



Job Title: Code Enforcement Officer	Effective Date: 03/04/2020	Revised Date: July 1, 2026	Grade: 5
Job Class Code: 2306			

Department:	Public Operations	FLSA:	Non-Exempt
Division:	Public Works		

GENERAL PURPOSE:

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

SUPERVISION RECEIVED:

Works under the general guidance and direction of a Sr. Crew Chief, Assistant Superintendent, and Superintendent.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Periodically patrols or inspects an assigned area to monitor for violations of local codes or other hazardous situations.
2. Responds to complaints of potential code violations and other hazards relating to illegal or improper signage, abandoned and illegally parked vehicles, nuisances, or other conditions, abandoned or un-maintained properties or other code related matters.
3. Conducts field investigations of potential violations, gathers evidence, interviews complainants, witnesses and suspects, compares facts to code requirements, makes findings, and issues warnings, correction notices, or citations.
4. Researches ownership of real estate property as part of notification process to achieve compliance.
5. Maintains a variety of logs and records related to complaints received.
6. Coordinates efforts with the police, planning, building and related departments, the City Prosecutor, and other staff or agencies, as needed.
7. Works with police and prosecutors to obtain written statements, depositions, or admissions, as needed.
8. Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecution. Prepares detailed reports of activities and investigations made, consults with prosecutors, prepares case report for court action, and testifies in court.
9. Assists department in obtaining, preparing or presenting exhibits or other evidence in court, as required.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:**Education and Experience:**

1. High school diploma or General Equivalency Development (GED) certificate, and
2. Two (2) years' experience related to inspection, law enforcement, building inspection, land use, public administration or a related field.
3. Any equivalent combination of related higher education, training, certifications or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance and public safety codes; working knowledge of inspection techniques.
2. Skill in operating the listed tools and equipment.
3. Ability to prepare, organize and maintain inspection field data, reports and systems.
4. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
5. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner.
6. Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits.
7. Ability to communicate effectively orally and in writing.
8. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
9. Ability to follow verbal and written instructions, handle stressful situations and effectively deal with difficult or angry people.
10. Must be proficient in all indicated Tools and Equipment Used.

TOOLS AND EQUIPMENT USED:

Personal computer, including word-processing and data base software, motor vehicle, phone, mobile or portable radio, camera, and copy and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee is occasionally required to stand, walk, talk or hear, use hands to fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters and the employee is regularly exposed to inclement weather and extreme weather conditions (e.g., extremely hot or cold, humid, raining, windy, and/or a combination thereof).

The employee occasionally works in high, precarious places and is occasionally exposed to wet conditions, with potential exposure to fumes, airborne particles / toxins, caustic chemicals, and biological hazards, and is occasionally at risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate and occasionally loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Approval: _____
Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: Grease Trap Inspector	Effective Date: November 21, 2011	Revised Date: July 1, 2026	Grade: 5
Job Class Code: 0108			

Department:	Public Operations	FLSA:	Non-Exempt
Division:	Public Utilities		

GENERAL PURPOSE:

Grease Trap Inspector is responsible for inspecting all Grease Traps within the City of Slidell. These inspections are used to ensure that all businesses are in compliance with all City and State Plumbing Codes. Position educates businesses of the requirements and proper maintenance of grease traps.

SUPERVISION RECEIVED:

This person works under the close supervision of the Senior Crew Chief, Superintendent, or Director.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Manages State and City required Grease Trap program.
2. Inspects all businesses in the City on a scheduled basis.
3. Inspects all grease traps to ensure that they are installed and functioning properly by opening all grease traps in order to perform a visual inspection and reviewing all grease trap related records from the customer.
4. Sends letters and makes phone calls to customers informing them that there is an issue with their grease trap. Notify customers of any noncompliance issues.
5. Records and files all inspections and noncompliance issues.
6. Works with businesses/customers in educating them of proper procedures for maintaining grease traps.
7. Works with Grease Trap haulers/companies to perform inspections and witness cleaning procedures.
8. Issues Violation Notices/citations for customers/businesses found to be in non-compliance, and make court appearances if necessary.
9. Maintain the City's database and hard copy filing system.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Conducts readings of wastewater lift stations.
2. Assists co-workers within the wastewater division as directed by Supervisor(s).
3. Assists with any other job related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or General Equivalency Development (GED) certificate, and
2. Two (2) years' experience working with a Wastewater System.
3. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.
2. Must be eighteen (18) years of age or older.

Special Requirements:

None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge and understanding of how to maintain all State and City requirements, as applicable.
2. Knowledge and understanding of, and ability to maintain, compliance with applicable Federal, State (Louisiana State Plumbing Codes) and local laws, codes, regulations, operations, policies and procedures.
3. Understand how grease traps function and the impact on the city's wastewater system if not working properly.
4. Must be familiar with the City's Wastewater Collection System.
5. Must be proficient in all indicated Tools and Equipment Used.
6. Ability to read and understand blueprints and building plans.
7. Ability to communicate effectively orally and in writing with other employees and with citizens.

TOOLS AND EQUIPMENT USED:

Personal computer with application software, including word processing and data base management, motor vehicle, phone, mobile or portable radio, copy and fax machines, basic hand tools, such as screwdrivers, hammers, wrenches, shovels, manhole hooks, weed eaters, and lawn mowers, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee is occasionally required to stand, walk, talk or hear, use hands to fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, if accommodations can be made without causing the department and "undue hardship".

Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters and the employee is regularly exposed to inclement and extreme weather conditions (e.g., extremely hot or cold, humid, raining, windy, and/or a combination thereof).

The employee occasionally works in high, precarious places and is occasionally exposed to wet conditions, with potential exposure to fumes, airborne particles / toxins, caustic chemicals, and biological hazards, and is occasionally at risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate and occasionally loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Approval: _____
Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: CBO / CFM	Effective Date: August 19, 2021	Revised Date: July 1, 2026	Grade: 20
Job Class Code: 3111			

Department:	Building Safety	FLSA:	Exempt
Division:			

GENERAL PURPOSE:

This is a highly technical position that involves specialized management and inspection skills. This position is responsible for conducting the day-to-day operations, overseeing production of clerical and inspection staff, as well as reviewing and authorizing the issuance of permits for construction, as well as responsibility for administration and enforcement of the Building Codes as set forth by City Ordinance. Serves as the City's Chief Building Official. The Floodplain Manager is the principal city administrator in the daily implementation of Slidell's flood loss reduction activities including enforcing the city's flood damage prevention ordinance, updating flood maps, plans, and policies of the city, and any of the activities related to administration of the National Flood Insurance Program (NFIP).

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Building Safety.

SUPERVISION EXERCISED:

Position is responsible for supervision of the Department of Building Safety. Exercises supervision of Building Inspectors and Administrative Staff and/or other temporary staff assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Serves as the principal community administrator in the daily implementation of the City's flood loss reduction activities which includes serving as the City's project manager for mitigation, risk assessment and analysis of floodplain activities.
2. Plans, directs, manages, and supervises the Department of Building Safety, and interprets all building code requirements.
3. Works closely with the State Fire Marshal's office and Health Department in matters involving commercial projects under construction as well as hazardous and health safety issues.
4. Coordinates and assists the Director of Planning regarding inter-related department actions.
5. Recommends programs and policies and prepares status reports as requested. Assists in preparing and reviewing the yearly budget, and assists the department director in interviewing employee candidates.
6. Consults and provides technical information with the Director and Assistant Director of Public Operations on proposed City buildings. Inspects, consults, and works with the Assistant Director of Facility Operations and the Director and Assistant Director of Public Operations on

- the maintenance, renovation and construction of city buildings.
7. Assists the Planning Department and U.S. Post Office in assigning municipal addresses to new developments.
 8. Reviews and makes recommendations on building code revisions to determine applicability and need when such revisions are published by the adopted model code administration, and supervises maintenance of departmental technical codes, reference material, product literature, and permit records.
 9. Supervises issuance of local contractors' licenses., ensures that all necessary requirements are met prior to issuance of licenses, and communicates regularly with current and prospective licensed contractors to clarify requirements or resolve problems.
 10. Supervises cash flow through department for permits and license purchases.
 11. Composes and occasionally revises departmental building permit applications, notices of violation and citations, and other department applications and forms issued by the Permit Department.
 12. Consults with contractors, architects, engineers, building owners, and the public regarding the building code and permitting process. Recommends compliance procedures to contractors, craft workers, design professionals etc.
 13. Supervises inspectors and engages in the enforcement of and engages in the enforcement of the International Building Codes and City Ordinances relative to the construction of residential and commercial buildings.
 14. Works closely with the City Attorney on all legal matters between the city and building code/property maintenance code issues, provides all documentation for cases of blighted property brought before the City Council, and testifies before the City Council for cases of blighted property brought before it.
 15. Researches property to determine ownership as part of the enforcement process when complaints are received due to code and ordinance violations, obtains evidence and prepares reports concerning violations of current codes or standards that have not been met or corrected, and records and maintains inspection records for use by administrative or judicial authorities.
 16. Issues notice of violations and summons for court for violations of the International Property Maintenance Code and City Ordinances relative to the maintaining of residential and commercial buildings. Prepares reports, files, photographs, etc. for the City Attorney in conjunction to and in preparation of the filing of legal injunctions or other legal remedies for violations of the Building Codes, the International Property Maintenance Code and City Ordinances. Prepares for and attends court both in civil and criminal matters involving enforcement activities.
 17. Supervises the inspections of departmental inspectors as construction activity progresses on permitted projects.
 18. Mediates disputes that may occur between the public and department staff, or between contractors, developers, homeowners, and business tenants.
 19. Attends "after hour" meetings and functions such as homeowner meetings, public hearings, City Council meetings, and enforcement activities, and responds to afterhours call outs.
 20. Reviews and makes recommendations on proposed ordinances related to building code standards as well as community abatement provisions such as dilapidated structures.
 21. Oversees the review of residential and commercial plans for permits including shopping centers, hospitals, schools, office buildings, new homes, garages, signs, tree removal, public facilities, and other various projects requiring permits.
 22. Coordinates inspections on residential and commercial projects, including to determine building code compliance in Plumbing, Mechanical, Gas, Electrical and Building fields
 23. Inspects major construction sites and develops working relationships with contractors, engineers, architects, and building owners.
 24. Conducts code and product research for various projects when plans are submitted to the office for review, and esearches manufacturer's products for approved and listed usage in specific job applications.

25. Provides Floodplain advice, information and recommendations to City Officials, Department Directors, contractors, homeowners, business owners, and design professionals. Reviews elevation certificates for completeness and accuracy.
26. Reviews and issues all commercial and residential building plans and permit applications for compliance with the City Floodplain Ordinance and FEMA regulations for structures within the Special Flood Hazard Area.
27. Inspects and determines if buildings located within the Special Flood Hazard Area that have been damaged due to storms or other causes are to be considered Substantially Damaged as required by FEMA rules. Inspects and determines if buildings located within the Special Flood Hazard Area undergoing renovations are to be considered a Substantial Improvement as required by FEMA rules.
28. Assist in the adaption, revision, maintenance and enforcement of the City's flood damage prevention ordinance.
29. Works with the city's CRS coordinator to maintain records and documents necessary to keep the community eligible to participate in the FEMA's NFIP and CRS. Helps to maintain all records and reference materials in regards to floodplain administration.
30. In emergency situations, including disaster response and recovery, participates on the Emergency Response Team in a capacity specified by the City's CAO.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists with any other job related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or General Equivalency Development (GED) certificate, and
2. In accordance with the adopted building code, the Building Official shall have at least ten (10) years' experience or equivalent, as an architect, engineer, inspector, contractor, or superintendent of construction, or any combination of these, five years of which shall have been the responsible official of the work, or
 - college training in Architecture, Engineering, Construction Management or related field may be substituted for up to five years' work experience on a year for year basis with the remaining years' experience being in responsible charge of the work.
3. Must possess and maintain the International Construction Code (ICC) certification as an ICC Certified Building Official as required by state law.
4. Must maintain proper registration with the Louisiana State Uniform Construction Code Council (LSUCCC) as a certified Building Official as per State law.
5. Must possess and maintain certification as an Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager.
6. Must possess and maintain the International Construction Code (ICC) certification as a Disaster Response Inspector within one year of acceptance of this job position.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

1. Must possess and maintain any certifications that may become required by law and City Ordinance to be designated as the City of Slidell Building Official.

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. The Chief Building Official must have knowledge of the functions and interrelationships of the City and other governmental agencies.
2. Knowledge of City ordinances, State adopted building codes, and State and Federal regulations as they pertain to the duties and responsibilities of the position, and be highly knowledgeable of ordinances, codes, and regulations pertaining to department activities and

- functions, and able to ensure the implementation and enforcement of same.
3. Ability to understand and apply principals, practices, and methods associated with planning and zoning activities, and how to coordinate, plan, direct, and supervise inspections and permitting regulated by the City of Slidell Department of Building Safety..
 4. Substantial knowledge of the methods associated with resolving zoning issues, policy development, enforcing codes and regulations, maintaining required documentation, and providing overall guidance and advice, and a basic knowledge of principals of surveying, building construction, hydrology and hydraulics.
 5. Comprehensive knowledge of the terminology, principals, and methods utilized within the department, and the operations of a modern building department, including legal requirements, staff management, computer technology, and public relations.
 6. Ability to comprehend, interpret, and apply regulations, procedures, and related information, use independent judgment as needed in performing routine and non-routine tasks, interpret ordinances, laws, regulations, blue prints, charts, specifications and other related materials, and plans and specifications as they pertain to building construction.
 7. Ability to professionally and effectively communicate with all groups involved with department and City operations, representatives of public agencies and law enforcement, and the public.
 8. Understanding of and ability to apply supervisory and managerial concepts and principals, and offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
 9. Knowledge of electrical, plumbing, mechanical and building terminology, as well as engineering terminology and principals, and thorough knowledge of applicable local and State laws and regulations governing electrical, mechanical, plumbing and building standards.
 10. Comprehensive knowledge of and ability to perform inspections in both residential and commercial buildings for electrical, mechanical, gas, plumbing and building trades, and to utilize current practices and methods employed in building, plumbing, electrical, mechanical, and utility gas inspections.
 11. Highly knowledgeable in floodplain management and the rules and laws that govern construction within the flood zones, and thorough knowledge in FEMA regulations and requirements as to construction / renovation of structures in the Special Flood Hazard Area, and in the use of FEMA flood insurance rate maps for determining flood zones and establishing base flood elevation.
 12. Ability to learn and utilize various computer programs related to the National Flood Insurance Program (NFIP) permit requirements. Knowledge in criminology or law enforcement training or experience, or combination of both, or a bachelor's degree in criminology or similar law is desirable due to the high level of enforcement involved in the job responsibilities for the role / responsibility of the Building Official designation for the City.
 13. Must be proficient in all indicated Tools and Equipment Used.

TOOLS AND EQUIPMENT USED:

Included by not limited to motor vehicles, two-way radio, telephone, cell phone, moisture meter, computer, camera and video equipment, stepladder, and extension ladder.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is regularly required to reach with hands and arms. Some tasks may involve the ability to exert moderate physical activity involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling. Performance of these duties require a considerable amount of time standing and walking.

The employee occasionally lifts and/or moves up to 25 pounds and rarely lifts and/or moves more than 40 pounds. Specific vision abilities required by this job include close and distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud during indoor or outdoor night shift operations.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Approval: _____
Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: Utility Technician	Effective Date: February 2015	Revised Date: July 1, 2026	Grade: 7
Job Class Code: 3014			

Department:	Public Operations or Data Processing	FLSA:	Non-Exempt
Division:	Public Utilities - Water		

GENERAL PURPOSE:

Performs a variety of routine clerical and semi-skilled utility work in the reading and operation of utility meters.

SUPERVISION RECEIVED:

Works under the general supervision of the Senior Crew Chief.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Travels assigned meter routes and obtains meter readings through the City's radio read meter system using an onboard computer. Reviews data received for reading errors. Records any problems observed and reports directly to his/her supervisor.
2. Inspects meters and connections for defects, damage and unauthorized connection or use; assists in the maintenance and repair of meters; replaces defective meters; tests meters for accuracy; reports findings to supervisor; rechecks readings as needed to determine abnormal consumption patterns and analyzes possible causes for fluctuation or consumption.
3. Maintains, cleans, and performs routine inspection and preventive maintenance on assigned tools and equipment, and refers defects or needed repairs to supervisor.
4. Responds to work orders for utility disconnections, reconnections, new orders, fire hydrant maintenance and other Public Operations department service requests, as assigned.
5. Assists in the analysis and improvement of assigned routes.
6. Performs all duties in conformance to appropriate safety and security standards.
7. Performs required labor involved in projects as part of a maintenance crew.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists with any other job related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:**Education and Experience:**

1. High School diploma or General Equivalency Development (GED) certificate; and
2. One (1) year experience with the City of Slidell or one (1) year experience in reading meters, utility, or maintenance work.
3. Any equivalent combination of related higher education, corresponding training, certifications, or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess valid state driver's license.
2. Must be eighteen (18) years or older.

Special Requirements:

None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of data entry and basic arithmetic.
2. Proficient in the use of all indicated Tools and Equipment Used.
3. Ability to adhere to strict attendance requirements.
4. Ability to perform and record arithmetic computations accurately and quickly.
5. Ability to accurately read and record data from various types of meter dials.
6. Ability to understand and carry out written and oral instructions and to communicate effectively verbally and in writing with other employees and citizens.
7. Ability to establish successful working relationships, and to work with angry or difficult customers.
8. Ability to work overtime, as scheduled.

TOOLS AND EQUIPMENT USED:

Micro-computing device, City's radio read meter system using an onboard computer, computer, calculator, portable or mobile radio, motorized vehicles and equipment, including pickup truck, common hand and power tools, shovels, wrenches, and detection devices.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is required to reach with hands and arms, use hands to fingers, handle, feel and operate objects, tools, or controls. The employee is constantly required to stand and walk, occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is occasionally required to work in an outdoor setting and be exposed to inclement weather. The noise level in the work environment is usually light to moderate and occasionally loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Approval: _____
Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: Legal Assistant	Effective Date: October 7, 1999	Revised Date: July 1, 2026	Grade: 13
Job Class Code: 0130			

Department:	Legal, City Prosecutor	FLSA:	Non-Exempt
Division:	N/A		

GENERAL PURPOSE:

Specialized and highly responsible paralegal and clerical work involving complex work methods of a legal nature.

SUPERVISION RECEIVED:

Works under the supervision of the City Attorney or City Prosecutor and Assistant City Attorney.

SUPERVISION EXERCISED:

May supervise interns, temporaries or other clerical personnel, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Establishes and maintains effective working relationships with attorneys, directors, employee litigants, other employees, and the general public.
2. Receives and screens telephone calls from litigants, attorneys, court personnel, and other persons seeking information regarding the operation of the legal office, provides general information and directs visitors and callers to proper City departments.
3. Schedules meetings, appointments and conferences, maintains attorneys' calendars, and makes all travel arrangements.
4. Assists in drafting, typing and compiling routine and difficult non-routine letters, correspondence and pleadings, proofreads and sends out correspondence and pleadings prepared by City Attorney / City Prosecutor, answers routine emails, replies, scans and attaches files to incoming messages, and retrieves, opens, sorts and calendars incoming mail twice daily.
5. Composes and types routine legal documents, such as extensions of time and motions to continue, public works contracts and change orders for filing with the clerk of court of various courts, responds to garnishments, and assists in preparation of leases, contracts, and donations.
6. Establishes case files, files correspondence, pleadings, documents and resolutions as directed, and organizes and maintains filing system.
7. Completes all city forms in accordance with City Procedure, reconciles monthly bills, completes annual inventory, completes payroll timekeeping, and orders supplies and equipment.
8. Maintains law library.

City Attorney

9. Prepares routine easements, servitude agreements, settlement documents of lawsuits, Acts of Sale, ordinances and resolutions for approval, signatures and filing.
10. Conducts abstract and title search to determine ownership of property for condemnation, demolition, and code enforcement procedures, and participates in a bi-weekly meeting for review.
11. Prepares sale documents for cemetery plots for Greenwood Cemetery, arranges closing dates, collects fees and records deeds.
12. Assists in the collection of past due water accounts of flat fee customers.
13. Prepares letters to delinquent liquor license applicants and to previous year's delinquent occupational licenses, determines if licensee is still in business, and discusses course of action with City Attorney.
14. Review new lawsuits with City Attorney for course of action, draft and prepare routine correspondence and pleadings, monitors calendar deadlines, records documents with Clerk of Court.
15. Assists City Attorney with trial preparation to include organization of exhibits, deposition abstractions, and witness notifications, reviews case records, assembles necessary information for legal proceedings, and prepares trial books.
16. Assists City Attorney with preparation for Civil Service hearings to include organization of exhibits and assembly of necessary information for Civil Service Board, and assists City Attorney with presentation of case at Civil Service Board hearing.
17. Receives and reviews public records requests, forwards to necessary City departments for response(s), assimilates information, prepares invoice and forwards to requester.
18. Reviews notices from bankruptcy court, prepares memo to Finance for outstanding fees, and monitors proceedings for filing of claims.
19. Reviews fee statements of outside counsel, prepares for approval by all parties and forwards to third party administrator for payment.
20. Prepares Oaths of Office for various Boards and arranges meetings with City Attorney for notarizing signatures.
21. Receives and reviews questionable rap sheets of liquor licenses and taxicab applicants from Slidell Police Department. If arrest has no disposition, calls jurisdiction to ascertain disposition in preparation for discussion with City Attorney.
22. Reviews all liquor license packets for accuracy and completion and completes local background checks for review by City Attorney.
23. Works with local high school interns and occasional temporary help.

City Prosecutor

24. Maintains and organizes physical and electronic case files, including legal documents, correspondence, and filings.
25. Coordinates the collection, review, and distribution of evidence and discovery materials.
26. Prepares and verifies court dockets and related documentation for hearings.
27. Utilizes law enforcement and prosecutorial systems to obtain and manage case and defendant information.
28. Prepares subpoenas, witness lists, and other required legal documents.
29. Provides in-court administrative support, including coordinating witnesses, assisting attorneys, and maintaining accurate records of proceedings.
30. Collaborates with law enforcement agencies to manage active cases and ensure proper disposition of closed cases.
31. Administers and monitors compliance for pre-trial diversion programs.
32. Maintains and updates internal databases, systems, and procedural documentation.
33. Performs administrative operations, including reporting, financial reconciliation, payroll support, inventory control, and procurement.
34. Prepares statistical reports and data summaries for management and budget planning.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Two (2) years of training in a legal related field or paralegal certificate (60 hours minimum) experience in related field and five (5) years legal secretary experience; or
3. Seven (7) years of legal secretary experience if no legal related training or paralegal certificate.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers.
2. Ability to use computers to access databases for research purposes.
3. Ability to perform basic arithmetic computations accurately.
4. Ability to establish successful working relationships.
5. Ability to work under pressure and/or with demanding conditions, frequent interruptions or distractions, and with difficult clients.
6. Ability to maintain confidentiality.
7. Ability to work with little or no supervision.
8. Proficient in the use of all indicated Tools and Equipment Used.

TOOLS AND EQUIPMENT USED:

Phone switchboard, personal computer including word processing, spreadsheet, and database software, copy, scan, fax machine, calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle or feel objects, or tools, reach with hands and arms, and bend / stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: Legal Secretary	Effective Date: April 20, 2016	Revised Date: July 1, 2026	Grade: 12
Job Class Code: 3105			

Department:	Legal, City Prosecutor	FLSA:	Non-Exempt
Division:	N/A		

GENERAL PURPOSE:

Perform a variety of routine and complex clerical work of a legal nature.

SUPERVISION RECEIVED:

Works under the supervision of the City Attorney or City Prosecutor, Assistant City Attorney, and Legal Assistant.

SUPERVISION EXERCISED:

May assist in supervising interns and temporary workers as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Establishes and maintains effective working relationships with attorneys, directors, employee litigants, other employees, and the general public, answers and screens incoming calls with courtesy, providing caller appropriate information as well as maintaining confidentiality of information that is not to be disseminated.
2. Receives and screens calls from litigants, attorneys, court personnel, and other persons seeking information regarding the operation of the legal office, and provides general information and directs visitors and callers to proper City departments.
3. Schedules meetings, appointments and conferences, maintains calendars, and makes all travel arrangements.
4. Assists in drafting, typing and compiling routine and difficult non-routine letters, correspondence and pleadings, proofreads and sends out correspondence and pleadings prepared by City Attorney / City Prosecutor, answers routine emails, replies, scans and attaches files to incoming messages, and retrieves, opens, sorts and calendars incoming mail twice daily.
5. Establishes case files, files correspondence, pleadings, documents and resolutions, as directed, and organizes and maintains filing system.
6. Assists with maintaining law library.

City Attorney

7. Assists in the collection of past due water accounts of flat fee customers.
8. Prepares letters to delinquent liquor license applicants and to previous year's delinquent occupational licenses, determines if licensee is still in business, and discusses course of action with City Attorney.

9. Receives and reviews public records requests, forwards to necessary City departments for response(s), assimilates information, prepares invoice and forwards to requester.
10. Prepares Oaths of Office for various Boards and arranges meetings with City Attorney for notarizing signatures.
11. Works with local high school interns and occasional temporary help.

City Prosecutor

12. Assists with maintaining and organizing case files, documents, and records.
13. Supports preparation of discovery materials and case-related paperwork.
14. Assists with reviewing dockets and preparing materials for court proceedings.
15. Helps prepare subpoenas, witness lists, and communicates basic information to witnesses.
16. Enters and retrieves information using law enforcement and case management systems.
17. Provides general support during court proceedings, including tracking case activity.
18. Processes routine court paperwork, citations, and data entry tasks.
19. Assists with maintaining office databases and record systems.
20. Supports bond forfeiture tracking and related administrative tasks.
21. Performs basic administrative duties, including filing, inventory, and supply ordering.
22. Provides general support to office staff.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Performs any other job-related duties, as required or assigned.
2. Assists the Legal Assistant in duties for the office, as necessary.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Two (2) years of training in a legal related field or paralegal certificate (30 hours minimum) experience in related field and four (4) years legal secretary experience; or
3. Five (5) years of legal secretary experience if no legal related training or paralegal certificate.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers.
2. Ability to use computers to access databases for research purposes.
3. Ability to execute internet searches for information.
4. Ability to perform basic arithmetic computations accurately.
5. Ability to establish successful working relationships.
6. Ability to work under pressure and with demanding conditions, handle stressful situations, work with frequent interruptions or distractions, and with difficult clients.
7. Ability to work with little or no supervision.
8. Ability to maintain confidentiality.

9. Ability to prepare all written materials using good judgment as to the content, accuracy and completeness.
10. Ability to receive / greet the public and answer questions in a professional, knowledgeable manner.
11. Proficient in the use of all indicated Tools and Equipment Used.

TOOLS AND EQUIPMENT USED:

Phone switchboard, personal computer including word processing, spreadsheet, and database software, copy, scan, fax machine, calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, or tools, reach with hands and arms, and bend / stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title:	Administrative Secretary	Effective Date:	October 5, 2022	Revised Date:	July 1, 2026	Grade:	9
Job Class Code:	0010						

Department:	Airport, Engineering, Finance, Planning, Public Operations, Recreation, City Prosecutor	FLSA:	Non-Exempt
--------------------	---	--------------	-------------------

General Purpose:

Position performs a variety of routine and complex clerical, secretarial, and administrative work in keeping official records, providing administrative support to the head of a department or a higher-level executive, and assisting in the administration of the standard operating policies and procedures of the department.

Supervision Received:

Position works under the general supervision of the Department Head.

Supervision Exercised:

Position may supervise other non-exempt full-time, part-time or temporary staff.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.
2. Answers in-coming calls and routes callers or provides information, as required.
3. Receives the public and answers questions, responds to inquiries from employees, citizens, and others, and refers, when necessary, to appropriate persons.
4. Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness. Assists the department head in researching, writing, and editing data for reports, budgets, contracts, etc.
5. Schedules meetings and arranges the physical space for various boards, commissions, or committee meetings and attends meetings as required by department head. Coordinates travel plans for staff.
6. Prepares records such as payroll, notices, minutes, and resolutions.
7. Acts as a custodian of departmental documents and records, establishes and maintains filing systems, records relating to the departmental budget, control records, and indexes using moderate independent judgment.
8. Maintains inventories and orders office supplies and materials.
9. Schedules appointments and performs other administrative and clerical duties in the maintenance of the department head's calendar, and maintains a suspense file on upcoming department matters to be handled or that require the attention of the department head.
10. Operates a vehicle to conduct department business, as requested by department head.

AIRPORT

1. Performs customer service duties by taking service requests for fuel, oil, towing and lavatory service. Reserves and secures rental cars, hotel reservations, and catering orders as requested by airport customers. Insures customer service delivery levels are maintained at the highest level. Keeps Line Technicians and Operations Supervisor informed of all customer service issues and complaints in a timely manner.
2. Assists Operations Supervisor with tracking fuel inventory levels and information and completion of grant paperwork.
3. Serves as a liaison between Operations Supervisor and the EAA, LADOTD and FAA regarding airport issues.
4. Maintains and disseminates FAA Notifications, Airport Operational Policies and Notice to Airman (NOTAMS) to airport patrons.
5. Responsible for data entry utilizing accounts receivable and securing payment for all services rendered, including processing credit cards and accepting cash for services rendered. Under supervision of the Public Operations Department, performs all close out procedures daily for balancing monies received.
6. Prioritizes tasks and issues fuel orders and all other related services and needs to line technicians. Monitors and dispatches on the Unicom radio. Answers emergency communications and communicates proper notification to internal staff.
7. Maintains terminal building housekeeping and appearance and performs other collateral duties as assigned.

ENGINEERING

1. Assists Director with administration of engineering capital projects.
2. Assists Director with correspondence relating to all Engineering projects, regulatory agency issues, citizen requests, and any other City matter related to Engineering.
3. Assists citizens, contractors, and engineering firms with development permit applications both residential and commercial and maintains permit log.
4. Assists citizens, engineering firms and surveying companies with flood zone information.
5. Catalogs and maintains the flood information records for audits by FEMA, including (but not limited to) elevation certificates, flood insurance rate maps, and letters of flood insurance rate map revisions and amendments.
6. Assists Director with all contract payments for Engineering projects and maintains files on such payments.
7. Assists other departments and citizens in printing and scanning large format maps, plans, drawings.
8. Responsible for hyperlinking development permits, both residential and commercial, to the City's GIS mapping program.
9. Responsible for selling bid, proposal, or quote packets to Engineering projects, when applicable.

FINANCE

1. Assists Director in the preparation of budget. Assembles all data and prepares final budget document packet.
2. Handles special projects for the Finance Department as assigned by the Department Director.
3. Assists Director in the preparation of the Comprehensive Annual Finance Report.
4. Maintains originating file and database on contract payments. Records payments and files original contracts.
5. Serves as backup for telephone operator when the telephone operator is away, e.g., lunch, vacation, sick leave, etc.
6. Responsible for purchasing supplies for department and maintaining inventory.
7. Processes and records receipt of Franchise Tax Payments, City Court Payments, & Miscellaneous Revenue Payments.
8. Receive bids, proposals, and/or quotes, and then compiles documents required to document proper procurement.
9. Acts as liaison between Finance and other departments.

PLANNING

1. Coordinates meeting activities for the Planning and Zoning Commissions and Board of Zoning Adjustments, including compiling and distribution of detailed agendas, issuance of required notification letters, and the scheduling of adequate meeting locations and facilities.
2. Properly and timely posting properties affected by various land use hearings before the Planning and Zoning Commissions and the Board of Zoning Adjustments with meeting notices according to State and local law. Prepares public meeting notices for said hearings for publication in the official journal of the City according to State and local law.
3. Attends all meetings of the Planning and Zoning Commissions and the Board of Zoning Adjustments to record the minutes of said meetings for subsequent transcription and recordation of those minutes in appropriate public format.
4. Prepares and composes routine correspondence and memorandums; types reports, letters, memorandums, etc. for Director and professional staff. Maintains files on all activities of the Planning and Zoning Commissions and Board of Zoning Adjustments.
5. Prepares and maintains time sheets for office staff, recording all work and leave periods for entire department, and ensures that time sheets are signed by the Director.
6. Responds to, forwards, and records complaints and work requests from the public, Council, Planning and Zoning Commissions, and the Board of Zoning Adjustments.
7. Assists or coordinates in the special departmental projects.
8. Opens, date-stamps, routes, and distributes incoming mail, and processes outgoing mail.
9. Maintains the City property files.
10. Maintains annexation lists.
11. Hyperlinks planning documents to the GIS base map on a monthly basis.

RECREATION

1. Assists Director in the preparation of the annual report and the budget.
2. Prepares contracts for booking Park services and venues. Assists with proper scheduling of facilities and fields.
3. Schedules concessions staff based upon bookings.
4. Coordinates new hire paperwork for all seasonal staff with Human Resources.
5. Trains seasonal staff on park procedures and may provide supervision over volunteers, seasonal employees and some subordinate recreation workers.
6. Provides administrative oversight for Summer Recreation Program.
7. Schedules parent/staff disciplinary meetings, obtains applications, medical verification, birth certificate verification and other documents needed for Summer Recreation Program.
8. Maintains Gym membership program and oversees free-play activity.
9. Serves as the point of contact for Parks & Recreation in the absence of the Director.

CITY PROSECUTOR

1. Processes mandatory citations and payments within applicable computer systems.
2. Establishes and maintains physical and electronic case files, including correspondence, pleadings, and related documents.
3. Assists with preparation of court dockets and related materials.
4. Contacts witnesses regarding court appearances and provides general information as needed.
5. Maintains departmental records and filing systems, ensuring organization and accessibility.
6. Assists with maintaining legal reference materials and law library resources.
7. Monitors office supply levels and assists with ordering and inventory control.
8. Schedules appointments and maintains the department head's calendar.
9. Provides general administrative and clerical support to the City Prosecutor and office staff, as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or General Equivalency Development (GED) certificate, with specialized course work in general office practices such as keyboarding, filing, accounting, and bookkeeping, and
2. Four (4) years of related clerical experience as a clerk or secretary with the City, or
3. Two (2) years of increasingly responsible secretarial experience.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers, word processing, spreadsheet and data base software, and modern office practices and procedures.
2. Some knowledge of accounting principles and practices.
3. Ability to transcribe information from machines (may be required based on department needs).
4. Ability to perform cashier or accounting duties accurately.
5. Ability to effectively meet and deal with the public.
6. Ability to communicate effectively verbally and in writing.
7. Ability to handle stressful situations and handle multiple tasks and meet deadlines.
8. Ability to travel between city properties and facilities.
9. Proficient in the use of all indicated Tools and Equipment Used.

TOOLS AND EQUIPMENT USED:

Multi-line phone, personal computer including word processing, spreadsheet and database software, transcription machine, voice recorder, copy machine, postage machine, fax machine, and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: Human Resources Manager	Effective Date: February 4, 2015	Revised Date: July 1, 2026	Grade: 15
Job Class Code: 0127			

Department:	Human Resources	FLSA:	Non-Exempt
Division:			

GENERAL PURPOSE:

Serves as principal assistant to the Director of Human Resources. Position is responsible for conducting the daily operations associated with the employment process, retirement and the management of employee data and records.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Human Resources.

SUPERVISION EXERCISED:

Supervises the Human Resources Assistant, Payroll Specialist, and other positions within the Human Resources Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

RECRUITMENT:

1. Develops and implements appropriate recruitment strategies in helping department directors fill their staffing requirements. Ensures such programs comply with Federal, State, Municipal regulations, and Civil Service Rules.
2. Partners with hiring managers to understand their staffing needs and business requirements and guides them through the hiring process. Maintains good working relationships at all levels of the organization.
3. Receives and processes job requisitions for posting.
4. Oversees the Civil Service Examination process for applicants to ensure that testing requirements are met and testing procedures are properly followed by the Municipal Administration.
5. Administers Police department New Hire Civil Service Examinations to qualified applicants.
6. Performs a full range of recruiting responsibilities for all Classified positions including review of position descriptions, pre-screening applicants, determining applicant eligibility for open positions, reference checking, and maintaining eligibility and certification listings.
7. Performs searches for qualified job candidates, using sources such as computer databases, networking, job fairs and employee referrals.
8. Selects qualified applicants to refer to Department Directors, making hiring recommendations when appropriate.
9. Ensures that all post-offer employment screening is conducted on candidates for hire.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS):

10. Maintains log of employment requests; tracks all employment actions through computer, providing status reports as requested.
11. Reviews and analyzes HRIS systems capabilities and makes recommendations for upgrades to Director.
12. Initiates all paperwork necessary to hire candidates and activates payroll status.
13. Maintains Human Resources database, personnel records, employee medical files, and office files.
14. Composes, types and edits a variety of correspondence, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.
15. Responds to inquiries from employees regarding policies and rules, as well as assists employees with information regarding retirement plans.

RETIREMENT AND OTHER PAY RELATED BENEFITS:

16. Maintains Municipal Employee Retirement Systems, Municipal Police Employee's Retirement Systems, Police State Supplemental Pay, Deferred Compensation and Louisiana State Employees' Retirement System (LASERS) retirement records.
17. Conducts new hire onboarding and exit processing for all employees entering or exiting City of Slidell employment.
18. Supervises the Employer Information Report EEO-1 report that must be reported to the U.S. Equal Employment Opportunity Commission.
19. Assists Director in studies, performs research, and compiles data for the compensation survey as well as help with maintaining City department organizational charts.
20. Maintains and provides regular recruitment status reports on all open positions.
21. Assists Director in completing various administrative tasks and supervises day-to-day operations of department in Director's absence.
22. May attend meetings at the Director's request.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and five (5) years progressive experience working in a Human Resources department.
2. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

- 1) Must possess a valid state driver's license.

Special Requirements:

None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of computers and word processing; working knowledge of modern office practices and procedures.
2. Excellent business writing and public relations skills, and skill in the operation of listed tools and equipment used.
3. Ability to establish successful working relationships, execute internet research using search engines, and handle sensitive information with a high level of confidentiality.
4. Ability to effectively meet and deal with the public, communicate effectively verbally and in writing, and multi-task.
5. Ability to appropriately handle stressful situations and/or emergency calls with professionalism and a calm demeanor, work under pressure and/or with frequent

- interruptions, and work without direct supervision.
6. Must have sound reasoning and critical thinking abilities.
 7. Human Resources Certification through HRCI, SHRM or IPMA preferred.

TOOLS AND EQUIPMENT USED:

Phone switchboard, personal computer including word processing, spreadsheet, database software, copy, scan, fax machine, and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or listen, stand, and bend/stoop. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Approval: _____
Additional Authorizer (if needed)

City of Slidell Job Description



Job Title:	Buyer I	Effective Date:	November 20, 2024	Revised Date:	July 1, 2026	Grade:	8
Job Class Code:	0051						

Department:	Finance	FLSA:	Non-Exempt
Division:	Purchasing		

GENERAL PURPOSE:

Performs warehouse inventory and purchasing functions for all city departments. Responsible for receiving, storing, issuing, and maintaining inventory of equipment and supplies, as well as processing purchase requisitions and coordinating procurement activities in accordance with City purchasing procedures.

SUPERVISION RECEIVED:

Works under the supervision of the Purchasing Agent or the Buyer III in the absence of the Purchasing Agent.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Reviews and processes incoming City department purchase requisitions for goods and services in compliance with the City's Purchasing Procedures and assigns purchase order numbers utilizing the daily Purchase Order, Blanket and Contract purchase order logs.
2. Assists with preparation and obtainment of written, faxed, emailed or verbal quotes and conducts price comparisons.
3. Enters all requisition data into the network computer finance program.
4. Enters required Purchase Order maintenance and other adjustments such as freight charges, discounts and credits.
5. Maintains purchasing records in accordance with established procedures.
6. May interact with vendors and departments regarding procurement process and status of orders.
7. Uses the telephone, fax, and mail services to interface with suppliers.
8. Works from vendor catalogs, price lists, Internet, State contracts and similar sources to obtain item sourcing, pricing and information.
9. Maintains an inventory control system by keeping records, maintaining inventory, compiling reports, and entering all data and adjustments into Munis inventory module daily.
10. Writes requisitions for restocking and assists with all phases of the stock procurement, receipt and physical restocking of shelves.
11. Safely operates 4000 lb. fork lift, maintains fueling and coordinates related maintenance.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists with any other job-related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate, and one (1) year direct purchasing experience or related field, or
2. Bachelor's degree in a related field.
3. Any equivalent combination of related higher education, corresponding training, certifications, or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

- 1) Must possess a valid state driver's license.

Special Requirements:

- 1) None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to analyze purchasing requests for compliance with established purchasing procedures, evaluate quotes, conduct cost comparisons, and document work in process.
2. Working knowledge of computers and electronic data processing.
3. Working knowledge of modern office practices and procedures.
4. Some knowledge of engineering, construction, and ADPE terminology.
5. Ability to execute Internet research using search engines.
6. Ability to handle sensitive information with a high level of confidentiality.
7. Ability to effectively meet and deal with the public and communicate effectively verbally and in writing.
8. Ability to appropriately handle stressful situations with a calm demeanor and work with frequent interruptions.
9. Physical ability, visual aptitude and skill to safely operate, load and unload using a forklift.
10. Knowledge of hazardous materials.

TOOLS AND EQUIPMENT USED:

Phone switchboard; personal computer including word processing, spreadsheet, and database software; copy machine; fax machine; calculator, hand truck, pallet jack, forklift.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear and is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Approval: _____
Additional Authorizer (if needed)

City of Slidell Job Description



Job Title:	Buyer II	Effective Date:	November 20, 2024	Revised Date:	July 1, 2026	Grade:	11
Job Class Code:	0147						

Department:	Finance	FLSA:	Non-Exempt
Division:	Purchasing		

General Purpose:

Performs purchasing functions for all city departments for services, office supplies, equipment, parts, repairs, etc. confirming budget authorizations; responsible for the operation of the Purchasing office and Warehouse functions in the absence of the Purchasing Agent and Buyer III.

SUPERVISION RECEIVED:

Works under the supervision of the Purchasing Agent or the Buyer III in the absence of the Purchasing Agent.

SUPERVISION EXERCISED:

Will fulfill the duties of the Buyer I in his/her absence. May provide direct guidance and supervision to the Buyer I.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Reviews and processes incoming City department purchase requisitions for goods and services in compliance with the City's Purchasing Procedures and assigns purchase order numbers utilizing the daily Purchase Order, Blanket and Contract purchase order logs.
2. Prepares and obtain written, faxed, emailed or verbal quotes and conducts price comparisons.
3. Enters all requisition data into the network computer finance program.
4. Enters required Purchase Order maintenance and other adjustments such as freight charges, discounts and credits.
5. Maintains purchasing records in accordance with established procedures.
6. Interacts with vendors and departments regarding procurement process and status of orders.
7. Uses the telephone, fax, and mail services to interface with suppliers.
8. Works from vendor catalogs, price lists, Internet, State contracts and similar sources to obtain item sourcing, pricing and information.
9. May assist the Purchasing Agent with formal bid openings when required.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists with any other job-related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or General Equivalency Development (GED) certificate; and four (4) years' experience in direct purchasing; or
2. Bachelor's degree in a related field plus one (1) year's experience in direct purchasing; or
3. Certified Professional Public Buyer or Certified Public Procurement Officer.
4. Any equivalent combination of related higher education, corresponding training, certifications, or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

1. Buyer II must possess the knowledge, skills, and abilities required to perform all duties of the Buyer I position and is expected to assume those responsibilities as needed to ensure continuity of operations during workload demands or staff absences.

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to analyze purchasing requests for compliance with established purchasing procedures, evaluate quotes, conduct cost comparisons, and document work in process.
2. Working knowledge of computers, electronic data processing, and modern office practices and procedures.
3. Some knowledge of engineering, construction, and ADPE terminology.
4. Ability to execute Internet research using search engines.
5. Ability to handle sensitive information with a high level of confidentiality.
6. Ability to effectively meet and deal with the public and communicate effectively verbally and in writing.
7. Ability to appropriately handle stressful situations with a calm demeanor and work with frequent interruptions.

TOOLS AND EQUIPMENT USED:

Phone switchboard, personal computer, including word processing, spreadsheet, and database software, copy machine, fax machine, calculator, hand truck, pallet jack, forklift.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of the various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Approval: _____
Additional Authorizer (if needed)

City of Slidell Job Description



Job Title:	Buyer III	Effective Date:	November 20, 2024	Revised Date:	July 1, 2026	Grade:	16
Job Class Code:	0106						

Department:	Finance	FLSA:		Non-Exempt	
Division:	Purchasing				

GENERAL PURPOSE:

Performs purchasing functions for City services, equipment, parts, repairs, etc. from budget authorizations; responsible for the operation of the Purchasing office and Warehouse functions in the absence of the Purchasing Agent.

SUPERVISION RECEIVED:

Works under the supervision of the Purchasing Agent.

SUPERVISION EXERCISED:

Will fulfill the duties of the Buyer I and II in his/her absence. Will provide direct guidance and supervision to the Buyer II and Buyer I.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Purchase of a variety of commodities to include highly technical items such as computer hardware, software, and related items, electronic communication equipment, HVAC equipment, water and waste treatment motors, pumps, piping, and fittings, copiers, law enforcement equipment, electrical panels and related materials, and construction materials.
2. Stay up to date with Louisiana State Bid Law and recognize when to utilize bid law.
3. Review and process incoming City department purchase requisitions and specifications for goods and services in compliance with the City's Purchasing Procedures and assign purchase order numbers utilizing the daily purchase order log.
4. Responsible for researching and comparing suppliers, goods and services while preparing and obtaining written, faxed, or verbal quotes.
5. Maintain purchasing records in accordance with established procedures.
6. Interact with vendors and departments regarding procurement process and status of orders.
7. Use the telephone, fax, and mail services to interface with suppliers.
8. Work from vendor catalogs, price lists, Internet, State contracts and similar sources to obtain item sourcing, pricing and information while also maintaining and updating vendor catalogs, as needed.
9. Assist the Purchasing Agent with compiling bid specifications, formal bid openings and evaluating potential or existing bids or procedural protests.
10. Assist the Purchasing Agent with resolving problems related to the preparation, advertising, presentation, and reception of specialized and technical specifications and bids; and assist with

- the resolution of any vendor-related problems.
- 11. Assist the Purchasing Agent with annual inventory and movable property surplus auction.
- 12. Fulfill the duties as Purchasing Agent in his/her absence. This includes supervising Purchasing personnel, assigning workflow, conducting formal bids and attending bid openings.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assist with any other job-related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school graduation or General Equivalency Development (GED) certificate; and eight (8) years direct purchasing experience; or
2. Bachelor's Degree in related field plus three (3) years direct purchasing experience; or,
3. CPPB, CPPO certification plus three (3) years direct purchasing experience.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

1. Must have purchasing experience in at least two of the following commodity areas.
 - a) Water and Treatment Plant Materials and Equipment
 - b) ADPE Computer Systems, Hardware, Software, and related Equipment
 - c) Electronic Communication Equipment
 - d) HVAC Equipment
 - e) Construction Materials
2. Buyer III must possess the knowledge, skills, and abilities required to perform all duties of the Buyer II position and is expected to assume those responsibilities as needed to ensure continuity of operations during workload demands or staff absences.

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to analyze purchasing requests for compliance with established purchasing procedures, evaluate quotes, conduct cost comparisons, and document work in process.
2. Working knowledge of computers and electronic data processing, modern office practices and procedures, and knowledge of engineering, construction, and ADPE terminology.
3. Ability to execute Internet research using search engines.
4. Ability to handle sensitive information with a high level of confidentiality.
5. Ability to effectively meet and deal with the public and communicate effectively verbally and in writing.
6. Ability to appropriately handle stressful situations with a calm demeanor and work with frequent interruptions.
7. Ability to read and interpret plans, technical drawings and formulate specifications.

TOOLS AND EQUIPMENT USED:

Phone switchboard; personal computer including word processing, spreadsheet, and database software; copy machine; fax machine; calculator, hand truck, pallet jack, forklift.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is mainly an indoor, climate-controlled office. The noise level in the work environment is light to moderate. The employee occasionally works in precarious places and is sometimes exposed to fumes, or toxic or caustic chemicals. The noise level in the environment is moderate and occasionally loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: IT Support Specialist II	Effective Date: November 20, 2024	Revised Date: July 1, 2026	Grade: 9
Job Class Code:			

Department:	Finance	FLSA:	Non-Exempt
Division:	Data Processing		

GENERAL PURPOSE

The IT Support Specialist II is responsible for providing technical support to municipal departments. This role requires a blend of technical expertise and customer service skills to ensure efficient IT operations. This position provides troubleshooting on both hardware and software, as well as maintains client/server application software.

SUPERVISION RECEIVED

Works under the general supervision of the Computer Systems Manager, IT Director, or Director of Finance.

SUPERVISION EXERCISED

Fulfill the duties of the IT Support Specialist I in his/her absence. May provide direct guidance to IT Support Specialist I.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the first point of contact for technical assistance via phone, email, or in-person.
2. Supports network and computer users by providing technical assistance, phone support, and hardware and software troubleshooting, services user equipment or systems quickly and efficiently with minimal disruption.
3. Troubleshoots problems related to all computers and data communications equipment and takes appropriate actions.
4. Performs minor repairs and upgrades as required.
5. Documents and tracks issues using a ticketing system, ensuring timely resolution.
6. Undertakes special projects at the direction of the Computer Systems Manager.
7. Originates and maintains personal computer inventory records.
8. Maintains endpoint security software and Multi-factor Authorization (MFA) software.
9. Installs software, printers, and hardware.
10. Maintains a hybrid Active Directory environment.
11. Assists with utility bill run process, as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Post secondary classes and/or certifications through college or other technical school in computer related subjects required.
3. Four (4) years of experience as a PC Support Specialist, Network Administrator or closely related position.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

- 1) Must possess a valid state driver's license.

Special Requirements:

1. May be required to work overtime or adjust working hours to address problems or assist with afterhours/weekend computer updates and/or server work.
2. Maintain technical expertise and competence by attending classes and seminars.

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to interact effectively with users.
2. Capable of working under stress to meet deadlines.
3. Must maintain strict confidentiality.
4. Ability to read, write, understand and follow oral and written instructions.
5. Working knowledge of Microsoft Windows, Microsoft Office, Microsoft 365, network protocols, Internet and intranet.

TOOLS AND EQUIPMENT USED:

Personal computers, computer servers, network cable testers, and network printers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle or feel objects, or tools, and reach with hands and arms. Vision abilities required by this job include close vision and ability to adjust focus.

The employee may be required to push, pull, lift, and carry up to 40 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: Engineering Inspector II	Effective Date: September 5, 2007	Revised Date: July 1, 2026	Grade: 15
Job Class Code: 0102			

Department:	Engineering	FLSA:	Non-Exempt
Division:			

GENERAL PURPOSE:

A technical position performing inspections and intense coordination with contractors, utility workers, developers, and engineers.

SUPERVISION RECEIVED:

Works under the supervision of the Department Director and/or Assistant Director.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Coordinates the City's annual maintenance contract for repairing and installing streets, drainage, water, and sewer.
2. Meets with contractors and homeowners to discuss City code and/or project plan and specification requirements when necessary.
3. Performs the final acceptance and one-year warrant inspections for capital projects and subdivisions, then prepares a written review of the deficient items and coordinates resolution of these items with the responsible parties.
4. Sets up and disassembles traffic counters in the field.
5. Performs elevations for residential and commercial drainage, streets, and sewer projects for the purpose of verifying compliance with construction plans and specifications and City code.
6. Makes a written determination, based on the City code, for establishments requesting a liquor license.
7. Gathers documentation, photographs, and other evidence necessary for legal action when violations are pursued for compliance.
8. Maintains daily records of inspection and construction activities.
9. Attends pre-bid and pre-construction meetings.
10. Attends progress meetings on projects.
11. Assists City Engineer in estimating project costs.

CAPITAL PROJECTS

1. Conducts inspections on water, sewer, streets, and drainage projects under construction to verify plans and specifications compliance as well as City code compliance.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on construction projects related to plan discrepancies, citizen complaints, and other issues.
4. Performs necessary investigative actions and suggests solutions relative to project functionality, product installation and performances, and peripheral areas adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Communicates directly with product manufacturers concerning the installation and application of various construction products.
7. Coordinates with City and other utility workers, such as water, sewer, gas, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.
8. Attends pre-bid, preconstruction, and progress meetings.

ANNUAL MAINTENANCE PROJECTS

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project specifications.
2. Calculates quantities for unit pay items and reviews invoices.
3. Coordinates directly with Contractor when quantity discrepancies arise.
4. Responsible for reviewing site location prior to construction to anticipate potential problems and to verify nature of work to be done.
5. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
6. Performs necessary investigative action and suggest solutions relative to project functionality, project installation and performances, and peripheral areas potentially adversely affected by the project.
7. Makes minor decisions in field of construction techniques, dimensions, etc. that require an intimate knowledge of construction and engineering judgment, but do not require an Engineer's analysis.
8. Communicates directly with product manufacturers concerning installation and application of various construction products.
9. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

SUBDIVISION FINAL AND ONE-YEAR WARRANTY APPROVAL

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project plans and specifications.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.

4. Performs necessary investigative action and suggest solutions relative to project functionality, product installation and performances, and peripheral areas potentially adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or General Equivalency Development (GED) certificate, and ten (10) years' experience as a construction inspector, contractor, engineer, architect, or as a superintendent, foreman in charge of construction.
2. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.
3. Training as an Inspector for the construction and repairs for water and sewer lines, asphalt and concrete streets, and subsurface drainage system is preferred.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers, word processing, and modern office practices and procedures.
2. Excellent business writing skills, public relations skills, and skill in the operation of listed tools and equipment.
3. Ability to understand and follow oral or written instructions, communicate effectively verbally and in writing, observe proper safety precautions, establish effective working relationships with other employees, supervisors and the public, perform heavy manual tasks under varying weather conditions, and work from construction specifications.
4. Must be proficient in all indicated Tools and Equipment Used.

TOOLS AND EQUIPMENT USED:

Included but not limited to motor vehicles, two-way radio, telephone, cell phone, measuring tape, measuring wheel, level rod, flashlight, computer, camera, video equipment, traffic counter, stepladder, and extension ladder.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee (including but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NON-PHYSICAL DEMANDS:

Included but not limited to are time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship."

The employee may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity, darkness, poor lighting, mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, and communicable diseases.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: IT Support Specialist I	Effective Date: July 1, 2026	Revised Date:	Grade: 7
Job Class Code:			

Department:	Finance	FLSA:	Non-Exempt
Division:	Data Processing		

GENERAL PURPOSE:

The IT Support Specialist is responsible for providing technical support to municipal departments. This role requires a blend of technical expertise and customer service skills to ensure efficient IT operations. This position provides troubleshooting on both hardware and software, as well as maintains client/server application software.

SUPERVISION RECEIVED:

Works under the general supervision of the Computer Systems Manager, IT Director, or Director of Finance.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Serves as the first point of contact for technical assistance via phone, email, or in-person.
2. Supports network and computer users by providing technical assistance, phone support, and hardware and software troubleshooting, services user equipment or systems quickly and efficiently with minimal disruption.
3. Performs minor repairs and upgrades as required.
4. Documents and tracks issues using a ticketing system, ensuring timely resolution.
5. Undertakes special projects at the direction of the Computer Systems Manager.
6. Originates and maintains personal computer inventory records.
7. Maintains endpoint security software.
8. Assists with utility bill run process, as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:**Education and Experience:**

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Post secondary classes and/or certifications through college or other technical school in computer related subjects required.
3. Two (2) years of experience as a PC Support Specialist, Network Administrator or closely related position.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

1. Maintain technical expertise and competence by attending classes and seminars
2. May be required to work overtime or adjust working hours to address problems or assist with afterhours / weekend computer updates and/or server work.

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to interact effectively with users.
2. Capable of working under stress to meet deadlines.
3. Must maintain strict confidentiality.
4. Ability to read, write, understand and follow oral and written instructions.
5. Working knowledge of Microsoft Windows, Microsoft Office, Microsoft 365, network protocols, Internet and intranet.
6. Must be proficient in all indicated Tools and Equipment Used.

TOOLS AND EQUIPMENT USED:

Personal computers, computer servers, network cable testers, and network printers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle or feel objects, or tools, and reach with hands and arms. Vision abilities required by this job include close vision and ability to adjust focus.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: IT Support Specialist III	Effective Date: July 1, 2026	Revised Date:	Grade: 11
Job Class Code:			

Department:	Finance	FLSA:	Non-Exempt
Division:	Data Processing		

GENERAL PURPOSE

The IT Support Specialist III is responsible for providing technical support to municipal departments. This role requires a blend of technical expertise and customer service skills to ensure efficient IT operations. This position provides troubleshooting on both hardware and software, as well as maintains client/server application software.

SUPERVISION RECEIVED

Works under the general supervision of the Computer Systems Manager, IT Director, or Director of Finance.

SUPERVISION EXERCISED

Will fulfill the duties of the IT Support Specialist I and II in his/her absence. May provide direct guidance to IT Support Specialist I and II.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the first point of contact for technical assistance via phone, email, or in-person.
2. Supports network and computer users by providing technical assistance, phone support, and hardware and software troubleshooting, services user equipment or systems quickly and efficiently with minimal disruption.
3. Troubleshoots problems related to all network computers and data communications equipment and takes appropriate actions.
4. Performs PC and Server repairs and upgrades as required.
5. Documents and tracks issues using a ticketing system, ensuring timely resolution.
6. Undertakes special projects at the direction of the Computer Systems Manager.
7. Originates and maintains personal computer inventory records.
8. Administers endpoint security software and Multi-factor Authentication (MFA) software.
9. Installs software, printers, and hardware.
10. Administers a hybrid Active Directory environment.
11. Maintains switches and routers.
12. Assists with utility bill run process as needed.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and
2. Post secondary classes and/or certifications through college or other technical school in computer related subjects required.
3. Six (6) years of experience as a PC Support Specialist, Network Administrator or closely related position.
4. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

1. Maintain technical expertise and competence by attending classes and seminars.

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to interact effectively with users.
2. Capable of working under stress to meet deadlines.
3. Must maintain strict confidentiality.
4. Ability to read, write, understand and follow oral and written instructions.
5. Working knowledge of Microsoft Windows, Microsoft Office, Microsoft 365, network protocols, Internet and intranet.
6. Proficient in the use of all indicated Tools and Equipment Used.

TOOLS AND EQUIPMENT USED:

Personal computers, computer servers, network cable testers, and network printers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle or feel objects, or tools, and reach with hands and arms. Vision abilities required by this job include close vision and ability to adjust focus.

The employee must occasionally lift and/or move up to 40 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title:	Human Resources Generalist	Effective Date:	July 1, 2026	Revised Date:		Grade:	9
Job Class Code:	0226						

Department:	Human Resources	FLSA:	Non - Exempt
Division:	N/A		

GENERAL PURPOSE:

Provides administrative support to the Human Resources department and administers various Human Resources functions such as recruitment, onboarding, employee records administration, and compliance with employment laws and City policies. Coordinates new hire processing, mandatory reporting requirements, and employee documentation.

SUPERVISION RECEIVED:

Duties and responsibilities are performed without close supervision. Works under the general supervision of the Human Resources Manager or Human Resources Director.

SUPERVISION EXERCISED:

May serve as a lead worker and direct the work of temporaries and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Performs general administrative duties such as answering phones, managing correspondence, mail courier for interoffice items, preparing documents, and scheduling appointments for the Human Resources Manager and Director.
2. Coordinates recruitment activities including posting job vacancies, reviewing applications, scheduling interviews, and communicating with applicants. Screens applications to identify candidates that meet Required Minimum Qualifications, checks references, schedules pre-screens, interviews and all pre-employment health tests and screenings.
3. Administers and scores individual, position specific pre-employment Civil Service Examinations.
4. Facilitates onboarding for new employees, including preparing hiring documentation, assisting with new employee orientation, and ensuring completion of required forms.
5. Creates and maintains employment files, ensuring that documents are filed correctly and promptly; updates employee files to document personnel actions and provides information for payroll and other uses, as required, using moderate independent judgment.
6. Electronically reports new-hires to the Social Security Administration, Child Support Enforcement Agency, and E-Verify. Verifies I-9 documents and police background packets for completion and maintains compliance.
7. Gathers and processes data for multiple time sensitive reports, such as EEO.

8. Assists with employee training programs, certifications, and required compliance training.
9. Processes incoming income verifications and telephone verifications of employment on current employees.
10. Tracks employee birthdays through HRIS and sends out birthday cards via inter-office mail.
11. Generates newly hired employee photo identification/facility access badges and current employee replacement badges.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Assists with any other job-related duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High School diploma or General Equivalency Development (GED) certificate; and
2. Four (4) years of clerical experience preferably in Human Resources.
3. Any equivalent combination of related higher education, training or experience that provides the required knowledge, skills and abilities and demonstrates the ability to successfully perform the job may be evaluated for consideration.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

1. None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of human resources principles and practices, including recruitment, onboarding, and applicable federal and state employment laws and reporting requirements.
2. Knowledge of HR records management, confidentiality standards, and modern office practices and procedures.
3. Skill in effective verbal, written, and telephone communication and in operating computers and standard office equipment.
4. Ability to accurately enter and maintain data in computer systems while maintaining confidentiality of sensitive information.
5. Ability to interact professionally with employees, supervisors, and the public.
6. Ability to manage multiple tasks, prioritize work, meet deadlines, and remain professional in a fast-paced environment with frequent interruptions.

TOOLS AND EQUIPMENT USED:

Phone, personal computer including word processing, spreadsheet, graphics, database software, copy machine, scanner, fax machine, camera, and employee ID badge printer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if the accommodations can be made without causing the department an "undue hardship".

The employee is frequently required to sit and talk or hear, walk, use hands to fingers, handle or feel objects, tools, or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, if the accommodations can be made without causing the department an "undue hardship".

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____
Civil Service Director

Approval: _____
Department Director

Approval: _____
Human Resources Director

Approval: _____
Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: Engineering Inspector I	Effective Date: July 1, 2026	Revised Date:	Grade: 14
Job Class Code:			

Department:	Engineering	FLSA:	Non-Exempt
Division:			

GENERAL PURPOSE:

A technical position performing inspections and intense coordination with contractors, utility workers, developers, and engineers.

SUPERVISION RECEIVED:

Works under the supervision of the Department Director and/or Assistant Director.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Coordinates the City's annual maintenance contract for repairing and installing streets, drainage, water, and sewer.
2. Meets with contractors and homeowners to discuss City code and/or project plan and specification requirements when necessary.
3. Assists in the final acceptance and one-year warrant inspections for capital projects and subdivisions, then prepares a written review of the deficient items and coordinates resolution of these items with the responsible parties.
4. Sets up and disassembles traffic counters in the field.
5. Assists in surveying elevations for residential and commercial drainage, streets, and sewer projects for the purpose of verifying compliance with construction plans and specifications and City code.
6. Assists in making a written determination, based on the City code, for establishments requesting a liquor license.
7. Assists in gathering documentation, photographs, and other evidence necessary for legal action when violations are pursued for compliance.
8. Maintains daily records of inspection and construction activities.
9. Assists with any other job related duties as assigned.
10. Attends pre-bid and pre-construction meetings.
11. Attends progress meetings on projects.
12. Assists City Engineer in estimating project costs.

CAPITAL PROJECTS

1. Conducts inspections on water, sewer, streets, and drainage projects under construction to verify plans and specifications compliance as well as City code compliance.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on construction projects related to plan discrepancies, citizen complaints, and other issues.
4. Performs necessary investigative actions and suggests solution relative to project functionality, product installation and performances, and peripheral areas adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Communicates directly with product manufacturers concerning the installation and application of various construction products.
7. Coordinates with City and other utility workers, such as water, sewer, gas, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.
8. Attends pre-bid, preconstruction, and progress meetings.

ANNUAL MAINTENANCE PROJECTS

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project specifications.
2. Calculates quantities for unit pay items and reviews invoices.
3. Coordinates directly with Contractor when quantity discrepancies arise.
4. Responsible for reviewing site location prior to construction to anticipate potential problems and to verify nature of work to be done.
5. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
6. Assists in necessary investigative action and suggest solutions related to project functionality, project installation and performances, and peripheral areas potentially adversely affected by the project.
7. Makes minor decisions in field of construction techniques, dimensions, etc. that require an intimate knowledge of construction and engineering judgment, but do not require an Engineer's analysis.
8. Communicates directly with product manufacturers concerning installation and application of various construction products.
9. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

SUBDIVISION FINAL AND ONE-YEAR WARRANTY APPROVAL

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project plans and specifications.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
4. Performs necessary investigative action and suggest solutions relative to project functionality, product installation and performances, and peripheral areas potentially adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:***Education and Experience:***

1. High school diploma or General Equivalency Development (GED) certificate; and five (5) years' experience as a construction inspector, contractor, engineer, architect, or as a superintendent, foreman, in charge of construction.
2. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.
3. Training as an Inspector in the construction and repairs for water and sewer lines, asphalt and concrete streets, and subsurface drainage system is preferred.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

1. None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers, word processing, and modern office practices and procedures.
2. Excellent business writing skills, public relations skills, and skill in the operation of listed tools and equipment.
3. Ability to understand and follow oral or written instructions, communicate effectively verbally and in writing, observe proper safety precautions, establish effective working relationships with other employees, supervisors and the public, perform heavy manual tasks under varying weather conditions, and work from construction specifications.

TOOLS AND EQUIPMENT USED:

Included but not limited to motor vehicles, two-way radio, telephone, cell phone, measuring tape, measuring wheel, level rod, flashlight, computer, camera, video equipment, traffic counter, stepladder, and extension ladder.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NON-PHYSICAL DEMANDS:

Included but not limited to are time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship."

The employee may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity, darkness, poor lighting, mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, and communicable diseases.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

City of Slidell Job Description



Job Title: Engineering Inspector III	Effective Date: July 1, 2026	Revised Date:	Grade: 16
Job Class Code:			

Department:	Engineering	FLSA:	Non-Exempt
Division:			

GENERAL PURPOSE:

A technical position performing inspections and intense coordination with contractors, utility workers, developers, and engineers.

SUPERVISION RECEIVED:

Works under the supervision of the Department Director and/or Assistant Director.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude those from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Supervises the City's annual maintenance contract for repairing and installing streets, drainage, water, and sewer.
2. Meets with contractors and homeowners to discuss City code and/or project plan and specification requirements when necessary.
3. Supervises the final acceptance and one-year warrant inspections for capital projects and subdivisions, then prepares a written review of the deficient items and coordinates resolution of these items with the responsible parties.
4. Sets up and disassembles traffic counters in the field.
5. Supervises surveying elevations for residential and commercial drainage, streets, and sewer projects for the purpose of verifying compliance with construction plans and specifications and City code.
6. Supervises in making a written determination, based on the City code, for establishments requesting a liquor license.
7. Supervises the gathering of documentation, photographs, and other evidence necessary for legal action when violations are pursued for compliance.
8. Maintains daily records of inspection and construction activities.
9. Assists with any other job related duties as assigned.
10. Attends pre-bid and pre-construction meetings.
11. Attends progress meetings on projects.
12. Assists City Engineer in estimating project costs.

CAPITAL PROJECTS

1. Conducts inspections on water, sewer, streets, and drainage projects under construction to verify plans and specifications compliance as well as City code compliance.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on construction projects related to plan discrepancies, citizen complaints, and other issues.
4. Performs necessary investigative actions and suggests solution relative to project functionality, product installation and performances, and peripheral areas adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.
6. Communicates directly with product manufacturers concerning the installation and application of various construction products.
7. Coordinates with City and other utility workers, such as water, sewer, gas, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.
8. Attends pre-bid, preconstruction, and progress meetings.

ANNUAL MAINTENANCE PROJECTS

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project specifications.
2. Calculates quantities for unit pay items and reviews invoices.
3. Coordinates directly with Contractor when quantity discrepancies arise.
4. Responsible for reviewing site location prior to construction to anticipate potential problems and to verify nature of work to be done.
5. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
6. Performs necessary investigative action and suggest solutions relative to project functionality, project installation and performances, and peripheral areas potentially adversely affected by the project.
7. Makes minor decisions in field of construction techniques, dimensions, etc. that require an intimate knowledge of construction and engineering judgment, but do not require an Engineer's analysis.
8. Communicates directly with product manufacturers concerning installation and application of various construction products.
9. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

SUBDIVISION FINAL AND ONE-YEAR WARRANTY APPROVAL

1. Conducts inspections on water, sewer, streets, and drainage projects to verify compliance with project plans and specifications.
2. Responsible for reviewing plans and specifications approved by the City Engineer in order to assure familiarity with every nuance of the project.
3. Responds to complaints on projects related to plan discrepancies as well as complaints by citizens.
4. Performs necessary investigative action and suggest solutions relative to project functionality, product installation and performances, and peripheral areas potentially adversely affected by the project.
5. Communicates directly with engineers, architects, and contractors as part of the construction process.

6. Coordinates with City and other utility workers, such as water, gas, sewer, electric, and telephone when lines are damaged or in need of relocation to ensure expeditious project completion.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs any other job-related duties, as required or assigned.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. High school diploma or General Equivalency Development (GED) certificate; and fifteen (15) years' experience as a construction inspector, contractor, engineer, architect, or as a superintendent, foreman, in charge of construction.
2. Any equivalent combination of related higher education, corresponding training, certifications or experience that provides the required knowledge, skills and abilities, and demonstrates the ability to successfully perform the job may be evaluated for consideration.
3. Training as an Inspector in the construction and repairs for water and sewer lines, asphalt and concrete streets, and subsurface drainage system is preferred.

General Requirements:

1. Must possess a valid state driver's license.

Special Requirements:

1. None

MINIMUM REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers, word processing, and modern office practices and procedures.
2. Excellent business writing skills, public relations skills, and skill in the operation of listed tools and equipment.
3. Ability to understand and follow oral or written instructions, communicate effectively verbally and in writing, observe proper safety precautions, establish effective working relationships with other employees, supervisors and the public, perform heavy manual tasks under varying weather conditions, and work from construction specifications.

TOOLS AND EQUIPMENT USED:

Included but not limited to motor vehicles, two-way radio, telephone, cell phone, measuring tape, measuring wheel, level rod, flashlight, computer, camera, video equipment, traffic counter, stepladder, and extension ladder.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship".

The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NON-PHYSICAL DEMANDS:

Included but not limited to are time pressures, noisy/distracting environment, performing multiple tasks simultaneously, danger/physical abuse, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the Essential Duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties, if accommodations can be made without causing the department an "undue hardship."

The employee may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity, darkness, poor lighting, mechanical hazards, chemical hazards, electrical hazards, fire hazards, explosives, and communicable diseases.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are only an example of various types of work that may be performed. Omission of specific statements of duties does not exclude those from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change and evolve.

Approval: _____ Approval: _____
Civil Service Director Department Director

Approval: _____ Approval: _____
Human Resources Director Additional Authorizer (if needed)

FY2027 Budget Changes Summary

IT Support Specialist I, II, III (Classified)

Administration is proposing reorganization of the existing IT Support Specialist position into three levels: IT Support Specialist I, II, and III. This change is intended to support career growth, improve role clarity, and better align responsibilities with the level of work being performed. Currently, the City of Slidell maintains a single IT Support Specialist position at pay grade 7. To promote internal advancement opportunities and align with the City of Slidell's broader goal of creating clear career pathways across all departments, this position will be reclassified as IT Support Specialist II at pay grade 9. Two additional levels are being created, IT Support Specialist I and IT Support Specialist III, proposed at pay grades 7 and 11. These new classifications introduce a structured progression that reflects increasing levels of responsibility, technical expertise, and independence in job performance. The proposed changes include adjustments to duties and responsibilities, as evaluated in coordination with the Finance Director and lead IT position. The restructuring primarily formalizes the scope of work already being performed while clearly defining expectations at each level. This classification structure enhances employee development opportunities, improves retention by providing upward mobility, and ensures that the City of Slidell's IT support functions are appropriately aligned with operational demands.

Grade 7 \$33,461.65, \$42,462.35, \$53,884.11

Grade 9 \$36,891.47, \$46,814.74, \$59,407.23

Grade 11 \$40,672.85, \$51,613.26, \$65,496.48

Job Pricing Report

PC Maintenance Technician II (IT100000069)

Install, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a project leader or supervisor.

A02-Intermediate : Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.

Competencies/Skills

Computer Maintenance | Computer Repair | Computer Service | Desktop Administration | Disk Imaging | Hardware Installation | Hardware Troubleshooting | IT Support | Software Installation | User Administration | General Office Software | IT Help Desk Software | Operating System

Level	Experience	FLSA Status
Intermediate (II)	1 - 3 Years	Typically Non-Exempt
Education	Manage People	Reports To
Associate	No	Project Leader or Supervisor
Job Family	Job Function	Job Focus
Information Technology	IT Support	Device Management

Alternate Job Titles

Computer Technician - Intermediate | Desktop Support Tech II | PC Helpdesk Technician II

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
50.0	53.8	56.1	62.5	56.7	57.0	57.0	63.9	47.4	57.6	68.3	4.0

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
50.3	54.1	56.4	62.9	57.0	57.3	57.3	64.3	47.7	57.9	68.7	4.0

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment

NOTES:

All orgs/lncs are at least the number specified

† Analysis based on at least this many orgs/lncs that partially match the selected scope.

‡ Analysis based on all orgs/lncs adjusted for selected scope.

Displayed as general business information only, not legal advice

Report Date: 03/06/2026

© Copyright Salary.com 2026. All Rights Reserved.

Age to date 7/1/2026
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
PC Maintenance Technician II (IT10000069)	3/1/2026	\$ 50,000	\$ 53,800	\$ 56,100	\$ 62,500	\$ 50,334	\$ 54,160	\$ 56,475	\$ 62,918
Market Composite \$ 50,334 \$ 54,160 \$ 56,475 \$ 62,918									

FY26 Pay Scale

Company Job Title	P40	Scale	Target	Grade	Min	Mid	Max	%
IT Support Specialist I	\$ 54,160	Classified	P20	7	\$ 33,462	\$ 42,462	\$ 53,884	127.5%

Note

Market has moved up slightly, but since this job was just created in November 2024 I would recommend the entry level position to remain a grade 7. If the position continues to fall out of line in the future, then we can discuss increasing the grade.

Human Resources Director Approval:

Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
PC Maintenance Technician II (IT10000069)	Install, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a project leader or supervisor. A02-Intermediate : Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.	Current match for the IT Support Specialist position effective Nov 20, 2024. Job Class Code: 0149

PC Maintenance Technician II (IT100000069)

Install, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a project leader or supervisor.

A02-Intermediate : Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.

Competencies/Skills

Computer Maintenance | Computer Repair | Computer Service | Desktop Administration | Disk Imaging | Hardware Installation | Hardware Troubleshooting | IT Support | Software Installation | User Administration | General Office Software | IT Help Desk Software | Operating System

Level	Experience	FLSA Status
Intermediate (II)	1 - 3 Years	Typically Non-Exempt
Education	Manage People	Reports To
Associate	No	Project Leader or Supervisor
Job Family	Job Function	Job Focus
Information Technology	IT Support	Device Management

Alternate Job Titles

Computer Technician - Intermediate | Desktop Support Tech II | PC Helpdesk Technician II

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
52.5	56.5	58.9	65.6	59.5	53.1	59.8	67.1	49.8	60.5	71.7	4.0

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
52.8	56.8	59.2	66.0	59.9	53.4	60.2	67.5	50.1	60.8	72.1	4.0

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 5.0% Adjustment

Notes:
All orgs/incs are at least the number specified.
† Analysis based on at least this many orgs/incs that partially match the selected scope.
‡ Analysis based on all orgs/incs adjusted for selected scope.
Displayed as general business information only; not legal advice.

Age to date 7/1/2026

Aging factor 2%

Survey Job Title **Effective Date** **P25** **P40** **P50** **P75** **Aged P25** **Aged P40** **Aged P50** **Aged P75**

PC Maintenance
Technician II
(IT10000069)

3/1/2026 \$ 52,500 \$ 56,500 \$ 58,900 \$ 65,600 \$ 52,851 \$ 56,878 \$ 59,294 \$ 66,039

Market Composite \$ 52,851 \$ 56,878 \$ 59,294 \$ 66,039

FY26 Pay Scale

Company Job Title	P40	Scale	Target	Grade	Min	Mid	Max	%
IT Support Specialist II	\$	56,878	Classified P20	9	\$ 36,891	\$ 46,815	\$ 59,407	121.5%

Note

Same match as level I position with a 5% increase for advancement. I would recommend a grade 9 for this position.

Human Resources Director Approval:

Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
PC Maintenance Technician II (IT10000069)	Install, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a project leader or supervisor. A02-Intermediate : Works under moderate supervision. Gaining or has attained full proficiency in a specific area of discipline. Typically requires 1-3 years of related experience.	Same match for IT Support Specialist I with a 5% increase to account for advancement of position.

Job Pricing Report

PC Maintenance Technician III (IT100000070)

Installs, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a supervisor or manager.

A03-Senior : Works independently within established procedures associated with the specific job function. Has gained proficiency in multiple competencies relevant to the job. Typically requires 3-5 years of related experience.

Competencies/Skills

Computer Maintenance | Computer Repair | Computer Service | Desktop Administration | Disk Imaging | Hardware Installation | Hardware Troubleshooting | IT Support | Software Installation | User Administration | General Office Software | IT Help Desk Software | Operating System

Alternate Job Titles

Computer Technician -Senior | Desktop Support Tech III | PC Helpdesk Technician III

Level	Experience	FLSA Status
Senior (III-VI)	3 - 5 Years	Typically Non-Exempt
Education	Manage People	Reports To
Associate	No	Supervisor or Manager
Job Family	Job Function	Job Focus
Information Technology	IT Support	Device Management

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
57.3	61.7	64.3	72.5	65.3	58.3	65.4	74.5	54.6	65.5	77.7	5.6

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
57.6	62.0	64.7	73.0	65.7	58.6	65.8	75.0	55.0	65.9	78.2	5.6

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment

Age to date 7/1/2026
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
PC Maintenance Technician III (IT10000070)	3/1/2026	\$ 57,300	\$ 61,700	\$ 64,300	\$ 72,500	\$ 57,683	\$ 62,112	\$ 64,730	\$ 72,985
Market Composite \$ 57,683 \$ 62,112 \$ 64,730 \$ 72,985									

FY26 Pay Scale				
Company Job Title	P40	Scale	Target	Grade
IT Support Specialist III	\$ 62,112	Classified	P20	11
				Min
				Max
				%
				120.3%

Note
Next level match for the position. I would recommend a grade 11 for this position.

Human Resources Director Approval: Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
PC Maintenance Technician III (IT10000070)	Installs, troubleshoots, and repairs computer systems, hardware, and computer peripherals. Resolves internal user problems and ensures correct operation of personal computers. Maintains parts inventory and logs all service/repair activity. May perform system setups for new hires. May require an associate degree or equivalent. Typically reports to a supervisor or manager. A03-Senior : Works independently within established procedures associated with the specific job function. Has gained proficiency in multiple competencies relevant to the job. Typically requires 3-5 years of related experience.	Next level of the same match used for IT Support Specialist levels I & II.

FY2027 Budget Changes Summary

Engineering Inspector I, II, III (Classified)

Administration is proposing the funding and restructuring of the Engineering Inspector position within the Engineering Department to address increasing workload demands and support organizational career progression goals. The Engineering Inspector position exists but is not funded and hasn't been for many years, however, due to the growing volume and complexity of engineering projects, the department has identified the need to fund this role in the upcoming budget cycle to ensure adequate oversight and project support. In alignment with the City of Slidell's commitment to establishing clear career pathways, Administration is recommending the creation of multiple levels within this classification. Under this proposal, the existing Engineering Field Representative position will be reclassified as Engineering Inspector II at Pay Grade 15, based on compensation data and the scope of responsibilities currently defined. Additionally, a new entry-level Engineering Inspector I position is proposed at Pay Grade 14, along with an advanced Engineering Inspector III position at Pay Grade 16. This structure establishes a clear progression of responsibility, experience, and technical expertise within the classification. The current Engineering Field Inspector position, which is filled, will be reclassified to Engineering Inspector II to align with this updated structure. This proposal supports operational needs within the Engineering Department while advancing the City's goal of providing defined career growth opportunities, improving retention, and ensuring appropriate alignment between job responsibilities and compensation.

Grade 14 \$47,083.90, \$59,748.79, \$75,820.36

Grade 15 \$49,438.10, \$62,736.23, \$79,611.37

Grade 16 \$51,910.01, \$65,873.05, \$83,591.94

Construction Representative, Sr. (SC160000367)

Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager.

P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Competencies/Skills

Building Codes and Regulations | Construction Estimating | Construction Management | Construction Scheduling | Construction Site Inspection | Construction Site Safety | Contract Compliance | Quality Inspection | Reading Blueprints/Diagrams | Troubleshooting

Level	Experience	FLSA Status
Senior (III-VI)	7+ Years	Varies
Education	Manage People	Reports To
Bachelor's	No	Supervisor or Manager
Job Family	Job Function	Job Focus
Construction & Architecture Construction		Quality Control

Alternate Job Titles

Senior Construction Control Representative | Senior Construction Inspection Representative

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
67.0	73.0	76.6	89.0	78.7	68.2	79.6	90.9	64.5	78.3	96.6	N/A

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
67.4	73.5	77.1	89.5	79.1	68.6	80.1	91.4	64.9	78.7	97.2	N/A

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | -5.0% Adjustment



Company Job: ENGINEERING INSPECTOR

Based on CAMD Job: Construction Representative, Sr. (SC160000367) Adjusted by 0.0%

Comment: N/A

Age to date 7/1/2026
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Construction Representative, Sr. (SC16000367)	3/1/2026	\$ 67,000	\$ 73,000	\$ 76,600	\$ 89,000	\$ 67,448	\$ 73,488	\$ 77,112	\$ 89,595
						Market Composite \$ 67,448	\$ 73,488	\$ 77,112	\$ 89,595

FY26 Pay Scale				
Company Job Title	P40	Scale	Target	Grade
Engineering Inspector I	\$ 73,488	Classified	P20	14
				\$ 47,084
				\$ 59,749
				\$ 75,820
				123.0%

Note

I am recommending a grade 14 for this position.

Human Resources Director Approval:

Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
Construction Representative, Sr. (SC16000367)	Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager. P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.	Negative 5% adjustment applied. Match is good but years of experience for first level is less than match.

Construction Representative, Sr. (SC160000367)

Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager.

P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Competencies/Skills

Building Codes and Regulations | Construction Estimating | Construction Management | Construction Scheduling | Construction Site Inspection | Construction Site Safety | Contract Compliance | Quality Inspection | Reading Blueprints/Diagrams | Troubleshooting

Level	Experience	FLSA Status
Senior (III-VI)	7+ Years	Varies
Education	Manage People	Reports To
Bachelor's	No	Supervisor or Manager
Job Family	Job Function	Job Focus
Construction & Architecture	Construction	Quality Control

Alternate Job Titles

Senior Construction Control Representative | Senior Construction Inspection Representative

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
70.5	76.9	80.6	93.7	82.8	71.8	83.8	95.7	67.9	82.4	101.7	N/A

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	MIN	MID	MAX	50th
71.0	77.3	81.1	94.2	83.3	72.2	84.3	96.2	68.3	82.9	102.3	N/A

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment



Company Job: ENGINEERING INSPECTOR

Based on CAMD Job: Construction Representative, Sr. (SC160000367) Adjusted by 0.0%

Comment: N/A

Age to date 7/1/2026
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Construction Representative, Sr.	3/1/2026	\$ 70,500	\$ 76,900	\$ 80,600	\$ 93,700	\$ 70,971	\$ 77,414	\$ 81,139	\$ 94,326
						Market Composite \$ 70,971	\$ 77,414	\$ 81,139	\$ 94,326

FY26 Pay Scale				
Company Job Title	P40	Scale	Target	Grade
Engineering Inspector II	\$ 77,414	Classified P20	15 \$ 49,438	\$ 62,736
				\$ 79,611
				123.4%

Note

I am recommending a grade 15 for this position.

Human Resources Director Approval:

Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
Construction Representative, Sr. (SC16000367)	Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager. P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7 + years of related experience.	same match as first level with no adjustment.

Construction Representative, Sr. (SC16000367)

Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager.

P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.

Competencies/Skills

Building Codes and Regulations | Construction Estimating | Construction Management | Construction Scheduling | Construction Site Inspection | Construction Site Safety | Contract Compliance | Quality Inspection | Reading Blueprints/Diagrams | Troubleshooting

Level	Experience	FLSA Status
Senior (III-VI)	7+ Years	Varies
Education	Manage People	Reports To
Bachelor's	No	Supervisor or Manager
Job Family	Job Function	Job Focus
Construction & Architecture	Construction	Quality Control

Alternate Job Titles

Senior Construction Control Representative | Senior Construction Inspection Representative

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)				TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	50th	75th	MIN	MID	MAX	50th
74.1	80.7	84.7	98.4	86.9	88.0	100.4	71.3	86.5	106.8	N/A

South (Region) | Government | 200 - 500 FTEs

Base (000s)				TCC (000s)			Salary Structure (000s)			Bonus Target %
25th	40th	50th	75th	Avg	50th	75th	MIN	MID	MAX	50th
74.5	81.2	85.2	99.0	87.4	88.5	101.0	71.7	87.0	107.4	N/A

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 5.0% Adjustment



Company Job: ENGINEERING INSPECTOR

Based on CAMD Job: Construction Representative, Sr. (SC16000367) Adjusted by 0.0%

Comment: N/A

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Construction									
Representative, Sr.	3/1/2026	\$ 74,100	\$ 80,700	\$ 84,700	\$ 98,400	\$ 74,595	\$ 81,239	\$ 85,266	\$ 99,058

					Market Composite	\$ 74,595	\$ 81,239	\$ 85,266	\$ 99,058

FY26 Pay Scale

Company Job Title	P40	Scale	Target	Grade	Min	Mid	Max	%	
Engineering Inspector III	\$	81,239	P20		16 \$	51,910	\$ 65,873	\$ 83,592	123.3%

I am recommending a grade 16 for this position.

Human Resources Director Approval:

Kathir. S. Perle

Survey Job Title	Survey Job Description	Note
Construction Representative, Sr. (SC16000367)	Observes and inspects construction on large projects to ensure adherence to specifications, codes, and contract documents. Monitors construction of facility and ensures compliance to safety regulations. Performs regular assessment of construction methods and project costs. Requires technical knowledge of multiple construction processes and extensive experience in a given field of inspection work. May be responsible for overseeing the work of less experienced inspectors. Requires a bachelor's degree. Typically reports to a supervisor or manager. P04-Specialist : A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group. Typically requires 7+ years of related experience.	added 5% increase for next level position. Position requires 15 years of experience.

FY2027 Budget Changes Summary

HR Generalist (Classified) Grade 9 Clerical/72 Hour Pay Scale

Administration is proposing a new classification of HR Generalist within the Human Resources Department. This position is currently filled, and the proposed change reflects the natural evolution of the role over time. Over the years, the duties and responsibilities of this position have expanded significantly, requiring a higher level of expertise, independent judgment, and decision-making than is typically associated with an assistant-level role. The position now manages a broader scope of human resources functions and operates with increased autonomy, supporting departmental operations at a more advanced level. In addition, the required experience for this position has increased to four years, further reflecting the elevated expectations and complexity of the work being performed. The HR Generalist classification more accurately aligns with the current duties, responsibilities, and professional standards of the position. To maintain flexibility for future departmental growth, the HR Assistant job description will remain active but unfunded. This will allow the department to reintroduce an entry-level position in the future, should funding become available, to support continued expansion and succession planning within Human Resources. This new job classification ensures proper alignment between job duties and title, supports operational effectiveness, and reinforces the City's commitment to structured career development and organizational growth.

HR Manager (Classified) Grade 15 Clerical/72 Hour Pay Scale

Per the request of the Civil Service Director, this job description will be updated with non-substantive changes as well as will be placed in the new format for job descriptions provided by the Civil Service Director. Since there are non-substantial changes, the pay grade will remain the same as a pay grade 15.

Job Pricing Report

Human Resources Generalist I (HR09200010)

Serves as administrator for several critical human resources functions and workforce management, including recruiting, employee/labor relations, health and safety, compensation, benefits, training, diversity, employee engagement, leave and attendance tracking, payroll, and employee records. Facilitates and communicates organizational policies and programs and ensures labor law and regulatory compliance. Provides internal support and partnership to business lines to deliver required human resources. May evaluate, select, and oversee vendors that provide supplemental HR processes and services. Coordinates with HR support staff to process and maintain employment, attendance, and other records. Typically requires a bachelor's degree. Typically reports to a manager.

P01-Entry : Work is closely managed. Works on projects/matters of limited complexity in a support role. Typically requires 0-2 years of related experience.

Competencies/Skills

Compensation & Benefits | Employee Communications | Employee Data Management | Employee Relations | Employment Authorization | Full-Cycle Recruiting | HR Policy Administration | HR Regulatory Environment & Compliance | Onboarding | Performance Management Programs | Training Delivery | Human Resource Management Systems (HRMS) | Human Resources Policies, Strategies and Environment | HR: Policies, Standards and Procedures | HR Legal and Regulatory Environment | Human Resources Consulting | HR PLANNING and DEVELOPMENT | HR OPERATIONS

Level	Experience	FLSA Status
Entry (I)	0 - 2 Years	Varies
Education	Manage People	Reports To
Bachelor's	No	Manager
Job Family	Job Function	Job Focus
Human Resources	Human Resources Generalist	Human Resources Generalist

Alternate Job Titles

Entry HR Generalist | HR Generalist I | HR Representative I | Human Resources Representative I

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)				TCC (000s)				Salary Structure (000s)			Bonus Target %	
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
52.3	55.8	57.9	63.9	58.5	53.2	59.2	65.9	60.0	50.0	59.4	70.3	6.7

South (Region) | Government | 200 - 500 FTEs

Base (000s)				TCC (000s)				Salary Structure (000s)			Bonus Target %	
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th
52.8	56.4	58.6	64.6	59.1	53.8	59.8	66.6	60.6	50.5	60.0	71.0	6.7

Age to date 7/1/2026
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Human Resources Generalist I	1/1/2026	\$ 52,300	\$ 55,800	\$ 57,900	\$ 63,900	\$ 52,819	\$ 56,353	\$ 58,474	\$ 64,534
Market Composite						\$ 52,819	\$ 56,353	\$ 58,474	\$ 64,534

FY26 Pay Scale									
Company Job Title	P40	Scale	Target	Grade	Min	Mid	Max	%	
HR Generalist	\$	56,353	Classified	P20	9	\$ 36,891	\$ 46,815	\$ 59,407	120.4%

Note

Same grade as an Admin Secretary. Two above Payroll position and 6 below HR Manager. This upgrade will cost an additional \$2,854. I pulled the job match with 0-2 years of experience because our job description does not require a degree.

Human Resources Director Approval:

Kathryn St. Pierre

Survey Job Title	Survey Job Description	Note
Human Resources Generalist I (HR09200010)	Serves as administrator for several critical human resources functions and workforce management, including recruiting, employee/labor relations, health and safety, compensation, benefits, training, diversity, employee engagement, leave and attendance tracking, payroll, and employee records. Facilitates and communicates organizational policies and programs and ensures labor law and regulatory compliance. Provides internal support and partnership to business lines to deliver required human resources. May evaluate, select, and oversee vendors that provide supplemental HR processes and services. Coordinates with HR support staff to process and maintain employment attendance, and other records. Typically requires a bachelor's degree. Typically reports to a manager. P01-Entry : Work is closely managed. Works on projects/matters of limited complexity in a support role. Typically requires 0-2 years of related experience.	Position doesn't require a bach degree. I will allow education to sub for experience which is why I am selecting the lower match for years of experience.

FY2027 Budget Changes Summary

Removing Warehouse Specialist (Classified) Grade 2 on Clerical/72 Hour Scale

Updating Buyer I, II, III (Classified) Grades 8, 11, 16 on Clerical/72 Hour Scale

Administration is proposing the elimination of the Warehouse Specialist position within the Purchasing Department to better align staffing structure with operational needs and career development goals. Over the past five years, the department has hired four individuals into the Warehouse Specialist role. In each instance, employees left the position citing limited compensation and a lack of advancement opportunities within the department. This pattern has highlighted ongoing challenges with retention and the overall sustainability of the position as currently structured. Additionally, the Warehouse Specialist role does not provide a clear pathway for progression into the Buyer classification series. To support employee growth and establish a more defined career ladder, warehouse-related responsibilities will be reassigned to the Buyer I position. This adjustment allows the entry-level Buyer role to gain hands-on experience in both purchasing and warehouse operations, creating a more comprehensive skill set and a clearer trajectory to higher-level Buyer positions. The Buyer II and Buyer III positions will provide operational support by assuming warehouse-related duties as needed, ensuring continuity of service and maintaining workflow efficiency in the absence of a dedicated warehouse role. **Buyer I, Buyer II, and Buyer III pay grades will not change as a result of this restructuring.** Analysis of compensation data showed that averaging the data for the Warehouse Specialist and Buyer I positions would result in a reduction to the Buyer I pay grade, due to the significantly lower compensation associated with the Warehouse Specialist role. This is not recommended, as it would not appropriately reflect the scope and responsibilities of the Buyer classifications. Therefore, we recommend maintaining the current pay grades: Buyer I – Grade 8, Buyer II – Grade 11, and Buyer III – Grade 16. This restructuring is intended to improve employee retention, enhance internal career mobility, promote cross-functional training, and streamline departmental operations without reducing service levels.

Grade 2 \$26,218.08, \$33,270.36, \$42,219.61-

Grade 8 \$35,134.73, \$44,585.47, \$56,578.32

Grade 11 \$40,672.85, \$51,613.26, \$65,496.48

Grade 16 \$51,910.01, \$65,873.05, \$83,591.94

FY2027 Budget Changes Summary

Code Enforcement (Classified) Grade 5 on Field/80 Hour Pay Scale

Administration is proposing to reassign the Code Enforcement Officer position from the Building Safety Department to the Streets and Drainage Division within Public Operations. Upon review of current operations and departmental alignment, it has been determined that many of the core responsibilities of this position are directly related to the maintenance and protection of the City's drainage infrastructure. While code enforcement is often perceived as a "beautification" function, it serves a much more critical role as the first line of defense in protecting the City's drainage network. Preventative enforcement of high grass, fallen branches, and loose debris plays a vital role in keeping culverts and catch basins clear, particularly during storm events. By ensuring that residents and businesses address these issues proactively, the Code Enforcement Officer contributes to a measurable reduction in localized flooding and emergency response calls for debris removal. This preventative approach supports more efficient use of City resources and enhances overall stormwater management efforts. Reassigning this position to the Public Works Division of Public Operations (Streets and Drainage) will improve operational efficiency and coordination by placing it within the same department responsible for maintaining the City's drainage system. This unified structure allows for a more coordinated strategy to keep the City's "veins", its pipes and ditches, clear while enabling direct collaboration with crews who have the equipment and capacity to address violations and remove debris. The position will transition from the 72-hour pay scale to the 80-hour pay scale to align with Public Operations. In coordination with the Civil Service Director, the employees will be placed at the nearest step within the new pay scale that is equal to or greater than their current hourly rate. This ensures a smooth transition and prevents any reduction in compensation. This proposed reassignment ensures that the position is functionally aligned with its core responsibilities, strengthens preventative maintenance efforts, and supports a more proactive and coordinated approach to drainage and stormwater management.

Grade 5 \$30,350.70, \$38,514.61, \$48,874.48

By placing the employees nearest but not less than their current hourly rate, we ensure that no employee loses money with this transition. If we moved the employees based on annual salary, they would make the same annual salary but would be working 8 more hours per pay period which would equate to less salary. This method was agreed upon by the HR Director, Civil Service Director, and Finance Director. 1 FT, 1 PT (not on grade/step), and 1 vacancy

Employee: Current Salary = \$17.72149 / \$33,186.77 G5 / S7

New Salary = \$17.9734 / \$37,384.65

FY2027 Budget Changes Summary

Grease Trap Inspector (Classified) Grade 5 on Field/80 Hour Pay Scale

Administration is proposing to reassign the Grease Trap Inspector position from the Building Safety Department back to the Public Utilities Division within Public Operations. Historically, this position was housed within the Public Utilities Division and was reassigned to Building Safety under prior administration in 2020. Upon review of current operations and departmental alignment, it has been determined that the responsibilities of the Grease Trap Inspector are more directly related to the function and protection of the City's wastewater infrastructure. The Grease Trap Inspector plays a critical role in preserving and protecting the wastewater collection system by monitoring commercial grease traps and ensuring compliance with applicable regulations. This work directly supports the integrity, performance, and longevity of the sewer system. Reassigning this position back to the Public Utilities Division will improve operational efficiency and coordination by aligning it with staff who are directly responsible for the maintenance and management of the wastewater collection system. This change will also enhance communication, oversight, and overall effectiveness of wastewater-related operations. **The position's pay grade will remain unchanged at Grade 5**, as there are no modifications to the duties or responsibilities. However, the position will transition from the 72-hour pay structure to the Field Employees (80-hour) pay scale to align with Public Utilities operations. In coordination with the Civil Service Director, the employee will be placed at the nearest step within the new pay scale that is equal to or greater than their current hourly rate. This approach ensures a smooth transition and prevents any reduction in compensation as a result of the change. This proposed reassignment ensures that the position is functionally aligned with its core responsibilities while maintaining equitable compensation and supporting the long-term sustainability of the City's wastewater infrastructure.

Grade 5 \$30,350.70, \$38,514.61, \$48,874.48

By placing the employees nearest but not less than their current hourly rate, we ensure that no employee loses money with this transition. If we moved the employees based on annual salary, they would the same annual salary but would be working 8 more hours per pay period which would equate to less salary. This method was agreed upon by the HR Director, Civil Service Director, and Finance Director. 1 FT

Employee: Current Salary = \$17.4660 / \$32,696.33 G5 / S6

New Salary = \$17.7078 / \$36,832.17

FY2027 Budget Changes Summary

CBO/CFM (Classified) Grade 20 on the Clerical/72 Hour Pay Scale

Administration is proposing to remove Code Enforcement oversight from the Chief Building Official/Certified Floodplain Manager (CBO/CFM) position and the Building Safety Department. Currently, the CBO/CFM oversees Building Inspectors, Permitting Technicians, Flood Damage Prevention, and Code Enforcement. With the reassignment of Code Enforcement Officers to the Streets and Drainage Division within Public Operations, this supervisory responsibility will be removed from the CBO/CFM role. Additionally, the Building Safety Department is preparing for a significant increase in workload, including the addition of approximately 300 new residential units within the City limits beginning July 1. This growth will substantially increase inspection and permitting demands, requiring focused attention and resources within the department. To ensure that services are delivered efficiently and effectively, this realignment allows the Building Safety Department to concentrate on its core functions of inspections, permitting, and floodplain management, while Code Enforcement operations are aligned under Public Operations where they more directly support drainage and infrastructure maintenance. There is no change to the pay grade associated with the CBO/CFM position, as compensation data supports maintaining the current classification. This adjustment promotes a more balanced distribution of responsibilities across departments, improves operational efficiency, and ensures that the City is well-positioned to meet increasing service demands while maintaining a high level of service to the citizens of Slidell.

Grade 20 \$63,096.94, \$80,069.10, \$101,606.53

FY2027 Budget Changes Summary

Utility Technicians (Classified) Grade 7 on Field/80 Hour Pay Scale

Administration is proposing an adjustment to the reporting structure of the Utility Technician position, which is currently assigned to the Public Utilities Division within Public Operations. The Utility Technician has historically worked in close coordination with the Data Processing Department, particularly in the areas of meter reading and utility billing services. Given the highly integrated nature of these functions, Administration is recommending that the position be structured to report to either Public Utilities or Data Processing, as operational needs dictate. This flexibility will support improved management of the utility billing process by strengthening communication, coordination, and data accuracy between field operations and customer billing functions. Both Public Utilities and Data Processing have worked collaboratively for many years, and this adjustment formalizes and clarifies that longstanding partnership. Allowing dual-department reporting alignment will provide clearer supervision, more direct guidance to staff, and greater accountability across departments. It also ensures that the position can be strategically aligned based on workload demands and departmental priorities. These changes are intended to enhance operational efficiency, improve service delivery, strengthen interdepartmental accountability, and better align departmental functions with the Administration's vision of a more streamlined and responsive municipal government. The position's pay grade will remain unchanged at Grade 7, as there are no modifications to the duties or responsibilities.

Grade 7 \$33,461.65, \$42,462.35, \$53,884.11

FY2027 Budget Changes Summary

Legal Assistant City Prosecutor (Classified) Grade 13 Clerical/72 Hour Pay Scale

Administration is proposing the addition of a Legal Assistant position within the City Prosecutor's Office to address increasing workload demands and improve operational efficiency. The current Legal Assistant job description is specific to the Legal Department and does not fully reflect the unique functions and responsibilities required within the City Prosecutor's Office. At present, the department is staffed with a Legal Secretary and an Administrative Secretary; however, with only two clerical support positions, the office has been struggling to keep pace with the current volume of work. Recognizing this need, Administration has included funding for an additional position to provide necessary support. The creation of a Legal Assistant role within the City Prosecutor's Office will enhance the department's ability to manage caseloads, improve workflow, and maintain timely and effective operations. In conjunction with this addition, Administration will update existing job descriptions to include department-specific responsibilities for the City Prosecutor's Office. This will ensure that all clerical and legal support roles are clearly defined and accurately aligned with the functions they perform. The Legal Secretary and Administrative Secretary positions will remain in place, with the addition of the Legal Assistant providing critical support to meet current and anticipated workload demands. This proposal strengthens the operational capacity of the City Prosecutor's Office while ensuring that job classifications accurately reflect departmental responsibilities and service needs.

Legal Secretary City Prosecutor (Classified) Grade 12 Clerical/72 Hour Pay Scale

Administration is proposing updates to the existing Legal Secretary job description within the City Prosecutor's Office to incorporate duties and responsibilities specific to the department's operations. While this position already exists, the current job description does not fully reflect the specialized functions performed in support of the City Prosecutor. Updating the job description will ensure greater accuracy, clarify expectations, and better align the position with the operational needs of the department. We would also like to update the name of this position to be "Legal Secretary" not "Legal Secretary III". We do not have multiple levels for this position. This revision supports improved role definition and enhances overall efficiency within the City Prosecutor's Office.

Administrative Secretary City Prosecutor (Classified) Grade 9 Clerical/72 Hour Pay Scale

Administration is proposing updates to the existing Administrative Secretary job description within the City Prosecutor's Office to incorporate duties and responsibilities specific to the department's operations. While this position already exists, the current job description does not fully reflect the specialized functions performed in support of the City Prosecutor. Updating the job description will ensure greater accuracy, clarify expectations, and better align the position with the operational needs of the department. This revision supports improved role definition and enhances overall efficiency within the City Prosecutor's Office.

Grade 13 \$44,841.81, \$56,903.61, \$72,209.86

Grade 12 \$42,706.49, \$54,193.92, \$68,771.30

Grade 9 \$36,891.47, \$46,814.74, \$59,407.23

1 Introduced April 28, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4
5 **Item No. 26-04-3641**

6 **ORDINANCE NO.**

7
8 An ordinance approving updated job descriptions for the positions of City
9 Engineer and Director of Airport Operations; and approving the creation of, and job
10 descriptions for, the positions of Director of Community Development and Director of
11 Information Technology.

12 WHEREAS Ordinance 4229 provides that, generally, Council approval is
13 required to amend, change, increase, or reallocate any MSPG levels or staffing; and
14

15 WHEREAS the City maintains a pay plan for unclassified employees
16 (Ordinance 4084, as amended, and as updated from time to time for cost-of-living
17 adjustments); and
18

19
20 WHEREAS City administration recommends an update to the position of City
21 Engineer job description to account for same overseeing (through the Department of the
22 City Engineer) the Department of Engineering Services and the Department of Public
23 Operations; recommends an update to the position of Director of Airport Operations job
24 description to account for same no longer being under the Department of Public
25 Operations; recommends to create and approve a job description for the position of
26 Director of Community Development as an unclassified position with a Grade 89 within the
27 City's pay plan for unclassified employees, to oversee (through the Department of
28 Community Development) the Department of Planning and the Department of Building
29 Safety; and recommends to create and approve a job description for the position of
30 Director of Information Technology as an unclassified position with a Grade 89 within the
31 City's pay plan for unclassified employees; and
32
33
34
35
36
37
38
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-04-3641**
3 **PAGE 2**

4 WHEREAS the recommended job descriptions referenced are attached *in*
5
6 *globo* hereto.

7 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council, in legal
8 session convened, that it approves the update to the position of City Engineer job
9 description, as respectively attached; that it approves the update to the position of Director
10 of Airport Operations job description, as respectively attached; that it approves the creation
11 of, and job description (as respectively attached) for, the position of Director of Community
12 Development as an unclassified position with a Grade 89 within the City's pay plan for
13 unclassified employees; and that it approves the creation of, and job description (as
14 respectively attached) for, the position of Director of Information Technology as an
15 unclassified position with a Grade 89 within the City's pay plan for unclassified employees.
16
17 The City's pay plan for unclassified employees shall be updated accordingly.
18
19
20
21
22
23

24 This ordinance shall take effect June 29, 2026.

25
26 **ADOPTED** this day of , 2026.
27
28

29 Nick DiSanti
30 President of the Council
31 Councilman, District D
32

33 Randy Fandal
34 Mayor
35

36 Thomas P. Reeves
37 Council Administrator
38
39

DELIVERED

to the Mayor

RECEIVED

from the Mayor

Unclassified Position Description FY2027

Grade 91 City Engineer: Senior level position with full accountability for the Departments of Engineering and Public Operations. Position functions as the chief engineer for the City of Slidell. The City Engineer oversees most large-scale public works endeavors and manages consultants and contracts relating to capital street, drainage, public utility and other public building projects. Scope of duties includes personnel management and capital project and budget preparation and review. Position requires seasoned technical, managerial, problem solving and "priority balancing" abilities. Written and verbal skills imperative; B.S. in Engineering required, plus professional registration as a professional engineer. Minimum three to six years' experience in relevant fields required.

Grade 89 Director of Community Development: Senior level position with full accountability for the Departments of Planning and Building Safety. This position serves as the City's chief administrator for development review, permitting, inspections, land use interpretation, and regulatory compliance, while also acting as the City's Ombudsperson to provide an understanding of city ordinances, codes, procedures and processes. Ombudsperson serves as advocate for fairness, source of support and information and acts as liaison between citizens, businesses owners, consultants, contractors, suppliers and customers. The position frequently represents the Mayor and City administration before the City Council, Planning & Zoning Commission, developers, contractors, business leaders, and the public. Minimum education/experience: B.S. or B.A in Planning, Urban Studies, Construction Management, Industrial Technology, or related field and at least 10 years of progressively responsible experience in community planning, development review, residential and commercial construction, or related field, four (4) years of which have been at a director or senior management level. AICP certification and Certified Building Official (CBO) designation preferred. In lieu of any degree requirement, 20 or more years of managerial service with a public entity will be considered.

Grade 89 IT Director: Senior level leadership position responsible for overseeing the operation, maintenance, and strategic direction of the organization's information technology systems and infrastructure. This role ensures system reliability and efficiency through effective maintenance, backup, recovery, and performance monitoring. The IT Director leads troubleshooting efforts, conducts root cause analysis, and plans and approves system upgrades. The position also manages vendor relationships, including software licensing and maintenance agreements, and identifies opportunities for process and system improvements. The IT Director supervises IT staff, assigns daily tasks, provides training, and ensures departmental goals and project milestones are met within approved budgets and timelines. The role includes full authority for personnel decisions and oversight of project planning and resource allocation. Must possess a bachelor's degree in a related field, along with at least five (5) years of relevant experience and one (1) to three (3) years of supervisory experience.

Grade 85 Airport Director: Directs personnel, plans and administers budgets and resources for the office of airport operations. This position has primary leadership responsibility, authority, accountability for implementing the city's mission associated with growth and expansion of the airport operations and footprint, fixed base operations, providing long range planning, driving economic development, marketing and enhancing visibility of the resource. High emphasis is placed on safety, public goodwill and appropriate ground operations and complimentary airport services. Interfaces regularly with Airport Aviation and Engineering consultants, the State Aviation's Office, the FAA Regional Office and the DOTD Aviation Division. Bachelor's degree in aviation management, engineering or a related field required. Seven to ten years of airport operations and/or airport management experience required. Aviation (military or civilian) experience desired.

Job Pricing Report

Strategic Planning Senior Manager (FA06001045)

Manages the analytical and research activities supporting an organization's strategic, short-term, and long-range goal planning function. Oversees data collection and conducts organizational reviews to identify the business's strengths and weaknesses and evaluate operational effectiveness. Leads the research of emerging trends, expansion opportunities, competitive threats, and the viability of outside business partners. Develops recommendations for internal business process improvement. Designs and executes methods to track and measure organizational performance data to use for planning. Requires a bachelor's degree. Typically reports to a director.

M03-Sr. Manager / Associate Director : Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Typically requires 3+ years of managerial experience. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.

Competencies/Skills

Business Intelligence | Business Operations | Strategic Analysis | Strategic Project Management | Strategy Development | Strategy Management | Trend Analysis | Strategic Planning | Risk Analysis | Long Term Planning | General Data Analysis Software

Managerial Responsibilities

Staffing | Pay Decisions | Training- Knowledge | Evaluation | Supervision | Budget (Partial) | Process- Policies (Partial)

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)					Salary Structure (000s)				Bonus Target %
25th	40th	50th	75th	AVG	25th	50th	75th	AVG	MIN	MID	MAX	50th		
162.1	172.5	178.8	198.0	181.5	183.1	206.7	237.0	211.6	149.0	178.9	213.5	20.0		

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)					Salary Structure (000s)				Bonus Target %
25th	40th	50th	75th	AVG	25th	50th	75th	AVG	MIN	MID	MAX	50th		
162.9	173.5	179.7	199.1	182.5	184.1	207.8	238.3	212.7	149.7	179.8	214.6	20.0		

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment

Report Date: 03/12/2026

Job Pricing Report

Construction Inspection Services Manager (SC16000357)

Responsible for managing any inspection related to a company's construction or engineering department. Ensures that the inspection is completed according to contract protocols. Recommends corrective action when problems are detected. Requires a bachelor's degree. Typically reports to a top management.

M03-Sr. Manager / Associate Director : Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Typically requires 3+ years of managerial experience. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.

Competencies/Skills

Construction Management | Construction Site Inspection | Construction Site Safety | Reading Blueprints/Diagrams

Managerial Responsibilities

Staffing | Pay Decisions | Training- Knowledge | Evaluation | Supervision | Budget (Partial) | Process- Policies (Partial)

Level	Experience	FLSA Status
Managers	Varies	Typically Exempt
Education	Manage People	Reports To
Bachelor's	Yes	Top Management
Job Family	Job Function	Job Focus
Quality Assurance and Control	Quality Control	Construction, Quality Control

Alternate Job Titles

Construction Engineering Inspection Services Manager

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)					Salary Structure (000s)					Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th			
89.3	99.8	106.1	113.1	99.0	89.3	106.9	115.3	99.7	84.8	104.3	118.6	N/A			

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)					Salary Structure (000s)					Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th			
89.8	100.4	106.7	113.7	99.6	89.8	107.5	115.9	100.2	85.2	104.9	119.2	N/A			

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment

 Company Job: DIRECTOR OF BUILDING SAFETY Based on CAMD Job: Construction Inspection Services Manager (SC16000357) Adjusted by 0.0%

Comment: N/A

Job Pricing Report

Community Relations Senior Manager (CM0200108)

Manages programs supporting the corporate strategy designed to promote and represent the organization and brand as a socially responsible force in the community. Creates and plans outreach programs that engage, support, and partner with the community and produce a positive impact to address local issues. Collaborates with internal and external stakeholders to develop clear objectives and deliver meaningful and measurable results. Supports community relations programs' entire life cycle, including coordinating events, managing volunteers, and executing grant proposals. Requires a bachelor's degree. Typically reports to a director.

M03-Sr. Manager / Associate Director : Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Typically requires 3+ years of managerial experience. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.

Level	Experience	FLSA Status
Managers	Varies	Typically Exempt
Education	Manage People	Reports To
Bachelor's	Yes	Director
Job Family	Job Function	Job Focus
Corporate Affairs Administration	Public Relations	Community, Public Relations

Alternate Job Titles

Corporate Social Responsibility Senior Manager

Competencies/Skills
 Campaign Management | Community Outreach/Activism | Community Relations | Event Planning and Management | Grant Management | Grant Writing | Media Relations | Program Development | Program Evaluation | Proposal Writing | Public Relations | Relationship Development | Volunteer Management | Public Relations (PR) Software

Managerial Responsibilities
 Staffing | Pay Decisions | Training- Knowledge | Evaluation | Supervision | Budget (Partial) | Process- Policies (Partial)

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)					Salary Structure (000s)					Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th			
132.8	144.9	152.2	174.2	154.1	143.6	169.5	203.3	175.2	118.5	154.9	194.3	20.0			

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)					Salary Structure (000s)					Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th			
133.5	145.7	153.0	175.1	154.9	144.4	170.4	204.3	176.1	119.2	155.7	195.3	20.0			

Data Source: Market Data | Currency: Local | Rate: Annual | Age from 1 Mar 2026 | Aging Factor: 0.0% | Display Units: Thousands | 0.0% Adjustment

Age to date 7/1/2026
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Strategic Planning Senior Manager (PA06091045)	3/1/2026	\$162,100.00	\$172,500.00	\$178,600.00	\$	163,164	\$173,653	\$179,995	\$199,924

Construction Inspection Services Manager (SC16000357)	3/1/2026	\$ 89,300.00	\$ 99,800.00	\$106,100.00	\$	713,100.00	\$ 89,897	\$100,467	\$106,809	\$113,856
Community Relations Senior Manager (CM0200108)	3/1/2026	\$132,800.00	\$144,900.00	\$152,200.00	\$	124,200.00	\$ 133,688	\$145,669	\$153,217	\$179,365

Market Composite \$ 128,923 \$139,996 \$146,674 \$162,848

Company Job Title	P40	Scale	Target	Grade	Min	Max	%
Director of Community Development	\$ 139,996	Unclassified	P20	89	\$ 96,176	\$ 115,411	\$134,646 121.3%

Note

New position that will be responsible for the Planning and Building Safety departments. This position will also have the job duties of Ombuds person. After reviewing all job matches, I am recommending Grade 89 for this position.

Human Resources Director Approval:

Kathleen St. Pierre

Survey Job Title	Survey Job Description	Note
Strategic Planning Senior Manager (F5406001043)	Manages the analytical and research activities supporting an organization's strategic, short-term, and long range goal planning function. Oversees data collection and conducts organizational reviews to identify the business's strengths and weaknesses and evaluate operational effectiveness. Leads the research of emerging trends, expansion opportunities, competitive threats, and the viability of outside business partners. Develops recommendations for internal business process improvement. Designs and executes methods to track and measure organizational performance data to use for planning. Requires a bachelor's degree. Typically reports to a director. M03-Sr. Manager / Associate Director : Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Typically requires 3+ years of managerial experience. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.	Planning. Next level match from Director of Planning
Construction Inspection Services Manager (SC16000357)	Responsible for managing any inspection related to a company's construction or engineering department. Ensures that the inspection is completed according to contract protocols. Recommends corrective action when problems are detected. Requires a bachelor's degree. Typically reports to a top management M03-Sr. Manager / Associate Director : Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Typically requires 3+ years of managerial experience. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.	Building Safety Director match
Community Relations Senior Manager (CM0200108)	Manages programs supporting the corporate strategy designed to promote and represent the organization and brand as a socially responsible force in the community. Creates and plans outreach programs that engage, support, and partner with the community and produce a positive impact to address local issues. Collaborates with internal and external stakeholders to develop clear objectives and deliver meaningful and measurable results. Supports community relations programs' entire life cycle, including coordinating events, managing volunteers, and executing grant proposals. Requires a bachelor's degree. Typically reports to a director. M03-Sr. Manager / Associate Director : Typically manages through subordinate managers and professionals in larger groups of moderate complexity. Provides input to strategic decisions that affect the functional area of responsibility. May give input into developing the budget. Typically requires 3+ years of managerial experience. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.	Ombudsperson

Job Pricing Report

Systems Administration Manager (IT10000760)

Manages the maintenance and technical support of operating system environments and various computer systems of an organization. Assigns systems maintenance tasks, such as system back-up, recovery, and file maintenance to promote uptime and efficient performance. Leads troubleshooting and resolution of system issues and conducts root cause analysis (RCA) to prevent recurrences. Researches, plans, and approves system software upgrades and computer components. Monitors system performance to identify and address potential issues or opportunities for process improvements. Evaluates vendors and monitors and maintains software licensing and maintenance agreements. Manages projects to completion by defining project scopes, monitoring progress against timelines, and allocating resources. Provides system administrators and technicians with training in the best practices and technologies. Requires a bachelor's degree. Typically reports to a director.

M02-Manager (True 1st level Manager) : Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Typically requires 5 years experience in the related area as an individual contributor. 1 - 3 years supervisory experience may be required. Extensive knowledge of the function and department processes.

Competencies/Skills

Backup/Recovery | Email Administration | Licensing Management | Problem Analysis | Root Cause Analysis | Software Licensing | System Administration | System and Console Operations | System Monitoring | System Testing | Systems Troubleshooting | Upgrades Management | Vendor Management | VPN Administration | Vendor Evaluation | IT Backup Software | IT Network Software | Network Security Software | Operating System

Managerial Responsibilities

Staffing | Pay Decisions | Training- Knowledge | Evaluation | Supervision | Process- Policies (Partial)

Louisiana (State) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)					Salary Structure (000s)					Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th			
127.0	136.7	142.4	159.2	143.2	135.1	154.1	177.4	156.9	109.9	142.1	176.5	15.0			

South (Region) | Government | 200 - 500 FTEs

Base (000s)					TCC (000s)					Salary Structure (000s)					Bonus Target %
25th	40th	50th	75th	Avg	25th	50th	75th	Avg	MIN	MID	MAX	50th			

Age to date 7/1/2026
Aging factor 2%

Survey Job Title	Effective Date	P25	P40	P50	P75	Aged P25	Aged P40	Aged P50	Aged P75
Systems Administration Manager (TT100000760)	3/1/2026	\$ 127,000	\$136,700	\$142,400	\$ 159,200	\$ 127,849	\$137,614	\$143,352	\$160,264
					Market Composite	\$ 127,849	\$137,614	\$143,352	\$160,264

Company Job Title	P40	Scale	Target	Grade	Min	FY26 Pay Scale	Mid	Max	%
IT Director	\$ 137,614	Unclassified P20		89	\$ 96,176	\$ 115,411	\$134,646	119.2%	

Note

I would recommend a grade 89 for this new position.

Human Resources Director Approval:

Kathrin St. Pierre

Survey Job Title	Survey Job Description	Note
Systems Administration Manager (IT10000760)	Manages the maintenance and technical support of operating system environments and various computer systems of an organization. Assigns systems maintenance tasks, such as system back-up, recovery, and file maintenance to promote uptime and efficient performance. Leads troubleshooting and resolution of system issues and conducts root cause analysis (RCA) to prevent recurrences. Researches, plans, and approves system software upgrades and computer components. Monitors system performance to identify and address potential issues or opportunities for process improvements. Evaluates vendors and monitors and maintains software licensing and maintenance agreements. Manages projects to completion by defining project scopes, monitoring progress against timelines, and allocating resources. Provides system administrators and technicians with training in the best practices and technologies. Requires a bachelor's degree. Typically reports to a director. M02-Manager (True 1st level Manager) : Manages subordinate staff in the day-to-day performance of their jobs. True first level manager. Ensures that project/departament milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Typically requires 5 years experience in the related area as an individual contributor. 1 - 3 years supervisory experience may be required. Extensive knowledge of the function and department processes.	

1 Introduced April 28, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4 **RESOLUTION R26-15**

5
6 A resolution of the Slidell City Council obligating funds to land and water
7 conservation fund project.

8 Region 9 Parish of St. Tammany
9

10 WHEREAS, the City of Slidell is interested in acquiring lands and/or
11 developing outdoor recreational facilities on the following described project for the
12 enjoyment of the citizenry of said City of Slidell and the State of Louisiana.
13
14

15 **PROJECT TITLE AND DESCRIPTION:**
16

17 **DUCKSWORTH PARK WALKING TRAIL AND LIGHTING PROJECT**
18

19 The City of Slidell continues its improvement project for Ducksworth Park. Improvements
20 will include the construction of a paved walking trail approximately 0.35 miles in length,
21 along with designated LED lighting along the walkway to enhance safety and accessibility.

22 **ANY WIRING COVERED IN THIS PROJECT, OR WIRING DONE IN THE FUTURE ON**
23 **THIS SITE, WILL BE PLACED UNDERGROUND.**

24
25 NOW, THEREFORE, be it resolved by the Slidell City Council, as the
26 governing authority of the City of Slidell, that said City of Slidell does agree to apply for
27 funding from the Land and Water Conservation Fund program and to obligate funds or
28 services stipulated below to satisfactorily complete the following project and thus become
29 eligible for Land and Water Conservation Fund financial aid of 50% of the estimated or
30 actual allowable cost, at the completion of said project. Said City of Slidell also states that
31 sufficient funds are on hand, as of this date, to fund said project as follows:
32
33
34
35
36
37
38
39

1
2 **RESOLUTION R26-15**
3 **PAGE 2**
4

5
6 TOTAL TOTAL TOTAL SPONSOR'S COST BREAKDOWN
7 ESTIMATED ESTIMATED ESTIMATED (Total same as column 3)
8 COST FEDERAL SPONSOR'S Cash Services
9 \$380,000 \$190,000 \$190,000 \$190,000 N/A

10
11 BE IT FURTHER RESOLVED that the City of Slidell is hereby authorized and
12 directed to make application to the Louisiana Office of State Parks, Division of Outdoor
13 Recreation, to seek federal financial assistance on this project from/for them, and be
14 further authorized to take the necessary action to complete such project and sign such
15 documents as are required.
16
17

18
19 BE IT FINALLY RESOLVED that this resolution and plan approved by said City of
20 Slidell be forwarded to the Louisiana Office of State Parks for the purpose of obtaining
21 such financial aid.
22
23

24
25 **ADOPTED** this day of , 2026.
26
27
28
29

30 Nick Disanti
31 President of the Council
32 Councilman, District D
33

34 Thomas P. Reeves
35 Council Administrator
36
37
38
39

City of Slidell
Fiscal Year 2025 - 2026
Recommendation for Reallocation

TO: Michael Noto, Chief Administrative Officer

FROM: Blair Ellinwood, Director of Finance

DATE: 4/14/2026

SUBJECT: To reallocate funds for Municode

JUSTIFICATION: To move funding to cover the cost associated with updating Municode due to the UDC update adopted through Ordinance 4264

The following is recommended:

Coding	Account Description	Type of Account	Increase	Decrease
92190-62059-New	Municode Update	Expenditure	20,000	
929992-45010	Transfer in from General Fund	Revenue	20,000	
10001-31921	Interest	Revenue	20,000	
109992-95092	Transfer out to City Capital	Expenditure	20,000	
Change on fund balance			\$	-

Notes:

The above items will be incorporated into the FY 2026 2nd supplemental budget

If you concur, please sign below and forward this to the council for their review.

Approved Michael Noto



Interoffice

MEMORANDUM

Date: April 4, 2026

To: Mike Noto, Chief of Staff

From: Blaine Clancy, P.E., City Engineer *BC*

RE: Water Meter Replacement Project
Pedal Valves, Inc.
Slidell File No: 200-75 / Quote # 23-P002

The above-referenced project is complete. The Engineering Department recommends acceptance by the City Council.

If you concur, please sign below and forward this to the council to be placed on the agenda.

Michael Noto

Mike Noto, Chief of Staff

cc: Thomas Schneidau, City Attorney

BC/kc

1 Introduced March 24, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4
5 Item No. 26-03-3631

6 **ORDINANCE NO.**

7
8 An ordinance amending the Code of Ordinances of the City of Slidell, Chapter
9 2, Article III, Division 4, Section 2-157 (Mayor Compensation).

10 WHEREAS, the City of Slidell's Home Rule Charter, Article III, Section 3-06,
11 provides that the Mayor's salary shall be established annually by ordinance through the
12 budget process and that no ordinance changing the Mayor's salary shall increase such
13 salary by more than the average percentage of increase granted annually to all city
14 employees; and
15
16

17
18 WHEREAS, the average percentage of increase in salary granted to all City
19 employees, as proposed in the City's budget for the 2026-2027 fiscal year, is at least one
20 and half (1.50 %) percent; and
21
22

23 WHEREAS, subject to the adoption of the 2026-2027 fiscal year budget
24 reflecting an average percentage of increase in salary granted to all City employees of at
25 least one and half (1.50%) percent, the Mayor will receive a one and half (1.5%) percent
26 salary increase.
27
28

29 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that, upon
30 adoption of the City's budget for the 2026-2027 fiscal year, and shall take effect with the
31 first full pay period of the new fiscal year beginning July 1, 2026, the salary of the Mayor
32 shall be set at \$147,116 and that the Code of Ordinances of the City of Slidell, Chapter 2,
33 Article III, Division 4, Section 2-157 be amended to reflect such change.
34
35
36
37
38
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-03-3631**
3 **PAGE 2**

4 **ADOPTED** this day of , 2026.

5
6
7 Nick DiSanti
8 President of the Council
9 Councilman, District D

10
11 Randy Fandal
12 Mayor

13
14 Thomas P. Reeves
15 Council Administrator

DELIVERED

to the Mayor

RECEIVED

from the Mayor

1 Introduced March 24, 2026, -by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4
5 **Item No. 26-03-3632**

6 **ORDINANCE NO.**

7
8 An ordinance amending the Code of Ordinances of the City of Slidell, Chapter
9 2, Article III, Division 4, Section 2-157 (Chief of Police Compensation).

10 WHEREAS, the City of Slidell's Home Rule Charter, Article IV, Section 4-05.D,
11 provides that the Chief of Police's salary shall be established annually by ordinance
12 through the budget process and that no ordinance changing the Chief's salary shall
13 increase such salary by more than the average percentage of increase granted annually to
14 all city employees; and

15
16 WHEREAS, the average percentage of increase in salary granted to all City
17 employees, as proposed in the City's budget for the 2026-2027 fiscal year, is at least one
18 and half (1.50%) percent; and

19
20 WHEREAS, subject to the adoption of the 2026-2027 fiscal year budget
21 reflecting an average percentage of increase in salary granted to all City employees of at
22 least one and half (1.50%) percent, the Chief of Police will receive a one and half (1.50%)
23 percent salary increase.

24
25 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that, upon
26 adoption of the City's budget ordinance for the 2026-2027 fiscal year, and shall take effect
27 with the first full pay period of the new fiscal year beginning July 1, 2026, the salary of the
28 Chief of Police shall be set at \$132,405, and that the Code of Ordinances of the City of
29 Slidell, Chapter 2, Article III, Division 4, Section 2-157 be amended to reflect such change.
30
31
32
33
34
35
36
37
38
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-03-3632**
3 **PAGE 2**

4 **ADOPTED** this day of , 2026.

5
6
7 Nick DiSanti
8 President of the Council
9 Councilman, District D

10
11 Randy Fandal
12 Mayor

13
14 Thomas P. Reeves
15 Council Administrator

DELIVERED

to the Mayor

RECEIVED

from the Mayor

1 Introduced March 24, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4
5 **Item No. 26-03-3633**

6 **ORDINANCE NO.**

7
8 An ordinance amending the Code of Ordinances of the City of Slidell, Chapter
9 2, Article III, Division 4, Section 2-157 (Council Member Compensation).

10 WHEREAS, the City of Slidell's Home Rule Charter, Article II, Section 2-04.A,
11 provides that Council Members' salaries shall be established annually by ordinance
12 through the budget process and that no ordinance changing the Council Members' salaries
13 shall increase such salaries by more than the average percentage of increase granted
14 annually to all city employees; and
15

16
17
18 WHEREAS, the average percentage of increase in salary granted to all City
19 employees, as proposed in the City's budget for the 2026-2027 fiscal year, is at least one
20 and half (1.50%) percent; and
21

22
23 WHEREAS, subject to the adoption of the 2026-2027 fiscal year budget reflecting an
24 average percentage of increase in salary granted to all City employees of at least one and
25 half (1.50%) percent, each Council Member will receive a one and half (1.50%) percent
26 salary increase.
27

28
29 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that, upon
30 adoption of the City's budget ordinance for the 2026-2027 fiscal year, and shall take effect
31 with the first full pay period of the new fiscal year beginning July 1, 2026, the salary of
32 each Council Member shall be set at \$26,876, and that the Code of Ordinances of the City
33 of Slidell, Chapter 2, Article III, Division 4, Section 2-157 be amended to reflect such
34 change.
35
36
37
38
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-03-3633**
3 **PAGE 2**

4
5
6 **ADOPTED** this day of , 2026.

7
8 Nick DiSanti
9 President of the Council
10 Councilman, District D

11
12 Randy Fandal
13 Mayor

14
15 Thomas P. Reeves
16 Council Administrator

17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

DELIVERED

to the Mayor

RECEIVED

from the Mayor

1 Introduced March 24, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4 Item No. 26-03-3634

5
6 **ORDINANCE NO.**

7
8 An ordinance for the City of Slidell setting forth and designating the City's
9 millage rates, as required by Part II of Article VII of the Constitution of Louisiana and other
10 applicable law, for the purpose of maintenance and operation of general government,
11 garbage collection, a sewerage system, and public works, as well as for providing for the
12 payment of interest and principal on outstanding general obligation bonds, in said City for
the fiscal year 2026-2027.

13 SECTION 1. BE IT ORDAINED by the Slidell City Council of the City of Slidell,
14 Louisiana, in legal session convened, that there is hereby levied an aggregate tax of 20.08
15 mills on the dollar upon all property taxable, under the laws of the State of Louisiana,
16 situated in said City, according to the assessment roll of said City, in the calendar year
17 2026.
18

19
20
21 SECTION 2. BE IT FURTHER ORDAINED that said aggregate tax is composed of
22 the following authorized tax levies:
23

24 A tax of 4.52 mills for the purpose of raising and providing sufficient revenues
25 to pay and defray the expenses of the municipal government and for the general municipal
26 and local purposes in the City of Slidell, Louisiana, for fiscal year 2026-2027, as authorized
27 by Louisiana Constitution Article VI, Section 27.
28

29 A tax of 4.45 mills for the purpose of garbage disposal and maintenance in
30 the City of Slidell, Louisiana, for fiscal year 2026-2027, as authorized by the special
31 taxpayer election held in the City of Slidell, Louisiana on November 19, 2013.
32
33
34
35
36
37
38
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-03-3634**
3 **PAGE 2**

4 A tax of 4.37 mills for the purpose of maintenance of the sewerage system of
5 the City of Slidell, Louisiana, for fiscal year 2026-2027, as authorized by the special
6 taxpayer election held in the City of Slidell, Louisiana on November 19, 2013.

7
8
9 A tax of 1.79 mills for the purpose of maintaining, operating, and improving
10 public works within the City of Slidell, Louisiana, for fiscal year 2026-2027, as authorized
11 by the special taxpayer election held in the City of Slidell, Louisiana on April 4, 1981.

12
13
14 A tax of 4.95 mills for the purpose of providing an amount sufficient to pay
15 interest and maturing principal on general obligation bonds for the City of Slidell,
16 Louisiana, for fiscal year 2026-2027, *consisting of* (i) 2.58 mills for the City's 2016 General
17 Obligation Bonds, as authorized by a special election held April 9, 2016, by City Resolution
18 R16-04 adopted on January 26, 2016, and by City Ordinance No. 3830 adopted on August
19 9, 2016; and (ii) 2.37 mills for the City's 2021 General Obligation Refunding Bonds, as
20 originally authorized by a special election held on October 17, 2009, by City Resolution
21 R09-23 adopted on July 28, 2009, by City Ordinance No. 3562 adopted on March 23,
22 2010, and as refunded by City Ordinance No. 3803 on March 8, 2016 and by City
23 Ordinance No. 4033 on June 22, 2021.

24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

Yeas	Nays	Abstain	Absent
------	------	---------	--------

1 **ORDINANCE NO.**
2 **ITEM NO. 26-03-3634**
3 **PAGE 3**

4 **ADOPTED** this day of , 2026.

5
6
7 Nick DiSanti
8 President of the Council
9 Councilman, District D

10
11 Randy Fandal
12 Mayor

13
14 Thomas P. Reeves
15 Council Administrator

DELIVERED

to the Mayor

RECEIVED

from the Mayor

1 Introduced March 24, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4 **Item No. 26-03-3635**

5
6 **ORDINANCE NO.**

7
8 An ordinance amending Chapter 21 (Personnel), Article IV (Employee
9 Retirement Systems), Section 21-82 (Municipal police employees' retirement system) of
10 the City's Code of Ordinances to provide for the limited City coverage of four (4%) percent
11 of employee retirement contributions for those unelected City police department
12 employees participating in the Municipal Police Employees' Retirement System or the
Municipal Employees Retirement System.

13 WHEREAS, in an effort to remain competitive in the recruitment and retention
14 of outstanding employees for and in the Slidell Police Department, the City of Slidell
15 wishes to provide for an increased limited payment share of the required employee
16 contribution into each unelected Slidell Police Department employee's respective City-
17 sponsored retirement system, which payment share is in addition to the separate employer
18 contribution required of public employers by law, all subject to annual appropriation.
19
20
21
22

23 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council that it does
24 hereby amend Chapter 21 (Personnel), Article IV (Employee Retirement Systems), Section
25 21-82 (Municipal police employees' retirement system) of the City's Code of Ordinances as
26 follows:
27
28
29

30 Subsection (e) is amended and restated to state as follows:

31 **Sec. 21-82. - Municipal police employees' retirement system.**

32 ...
33

34
35 (e) The City shall pay four (4%) percent of the required employee contribution of
36 unelected Slidell Police Department employees into the Municipal Police Employees'
37 Retirement System or the Municipal Employees Retirement System, respectively,
38 depending on which system the employee is a part of, subject to appropriation by the
39 Council adequate to cover such costs. When so appropriated, such payment shall be

1 **ORDINANCE NO.**
2 **ITEM NO. 26-03-3635**
3 **PAGE 2**

4 made by direct payment from the City to the respective retirement system. In no event
5 shall the City pay this contribution share amount into more than one state retirement
6 system per Slidell Police Department employee. The employee shall otherwise be
7 responsible for the balance of the required employee contribution.

8 [END OF CODAL REVISION]
9

10 This ordinance and the increased pay-share authorized herein shall be
11 effective at the commencement of the first full City pay period commencing on or after July
12
13 1, 2026.
14

15
16 **ADOPTED** this day of , 2026.
17

18
19 Nick DiSanti
20 President of the Council
21 Councilman, District D
22

23 Randy Fandal
24 Mayor
25

26 Thomas P. Reeves
27 Council Administrator
28

DELIVERED

to the Mayor

RECEIVED

from the Mayor

(b) Eligible employees of the city may take such actions as may be required by applicable laws and regulations in order to receive MERS benefits under applicable law.

(c) Withholdings from salaries or wages of employees for the purpose of this section are authorized to be made in the amount and at such times as may be required by the MERS Board of Trustees in accordance with R.S. 11:1731 et seq., and shall be paid over to the board in such amounts and at such times as are designated by state law and MERS regulations.

(d) Employer contributions and assessments for administrative expenses shall be paid from amounts appropriated for such purposes to the MERS Board of Trustees in accordance with applicable state law and MERS regulations. The term "employer" shall be defined as the city.

(e) For employees hired prior to April 26, 2011, and in accordance with the authority granted under the provisions of R.S. 11:1168, the city shall pay to MERS, from its own funds, 100 percent of the employee contributions referenced R.S. 11:1786, 11:1806 and 11:1864.

Notwithstanding any provision to the contrary, any person subject to this subsection shall pay 50 percent of the contributions referenced herein from their own funds beginning July 1, 2013, and shall pay 100 percent of such contributions from their own funds beginning July 1, 2014.

(f) Employees hired subsequent to April 26, 2011, shall pay to MERS, from their own funds, 100 percent of the employee contributions referenced in R.S. 11:1786, 11:1806 and 11:1864. (Ord. No. 3606, § 3, 4-26-2011; Ord. No. 3671, 1-22-2013)

Sec. 21-82. Municipal police employees' retirement system.

(a) The provisions of R.S. 11:2211—11:2234 and any amendments thereto, establishing the Municipal Police Employees' Retirement System (MPERS), shall be applicable to eligible employees and chief of police of the Slidell Police Department.

(b) Eligible Slidell Police Department employees and the chief of police may take such actions as may be required by applicable laws and regulations in order to receive MPERS benefits under applicable law.

(c) Withholdings from salaries or wages of employees for the purpose of this section are authorized to be made in the amount and at such times as may be required by the MPERS Board of Trustees in accordance with R.S. 11:2211 et seq., and shall be paid over to the board in such amounts and at such times as are designated by state law and MPERS regulations.

(d) Employer contributions and assessments for administrative expenses shall be paid from amounts appropriated for such purposes to the MPERS Board of Trustees in accordance with applicable state law and MPERS regulations. The term "employer" shall be defined as the city.

→ (e) The city shall pay three percent of the required employee contribution of unelected Slidell Police Department employees into the municipal police employees' retirement system or the municipal employees retirement system, respectively, depending on which system the employee is a part of, subject to annual appropriation by the council adequate to cover such costs. When so appropriated, such payment shall be made by direct payment from the city to the respective retirement system. In no event shall the city pay this contribution share amount into more than one state retirement system per Slidell Police Department employee. The employee shall otherwise be responsible for the balance of the required employee contribution. (Ord. No. 3606, § 3, 4-26-2011; Ord. No. 3671, 1-22-2013; Ord. No. 4236, 5-27-2025)

Sec. 21-83. Full-time elected officials.

(a) For any full-time elected official elected prior to April 26, 2011, who is not eligible for membership in either MERS or MPERS, the city shall pay into a deferred compensation plan an amount equal to the employer's and employee's portion of contributions that otherwise would have been paid to MERS or MPERS had the full-time elected official been eligible to participate

1 Introduced March 24, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4
5 **Item No. 26-03-3636**

6 **ORDINANCE NO.**

7 The City of Slidell Revenue, Expense, and Capital Budget for fiscal year 2026-
8 2027.

9
10 WHEREAS, the Mayor has prepared and submitted his proposed budget for
11 fiscal year 2026-2027 for Council consideration.

12
13 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does
14 hereby adopt the Revenue, Expense, and Capital Budget for fiscal year 2026-2027, as
15 attached hereto and made a part hereof.
16

17
18 BE IT FURTHER ORDAINED that the Slidell City Council does hereby
19 establish personnel staffing and position classification levels for each department as
20 presented in the Mayor's proposed budget booklet for fiscal year 2026-2027. The number
21 of employees in each MSPG level shall be as therein stated for each position.
22

23
24 BE IT FURTHER ORDAINED that Council approval is required to amend,
25 change, increase, or reallocate any MSPG levels or staffing, except certain positions in the
26 Wastewater Treatment Plant Division, and in the Building Safety Department, who shall
27 have automatic promotions depending upon time in service and job performance in
28 accordance with Civil Service rules and with the approval of the Civil Service Director.
29

30
31 BE IT FURTHER ORDAINED that each item listed in the attached Capital
32 Outlay Schedules shall constitute a separate program and substitutions thereto shall
33 require Council approval.
34
35
36
37
38
39

1 **ORDINANCE NO.**
2 **ITEM NO. 26-03-3636**
3 **PAGE 2**

4 BE IT FURTHER ORDAINED THAT all employee pay increases, including any
5 salary/step increases, accounted for in the budget, shall take effect with the first full pay
6 period of July 2026.
7

8
9 BE IT FINALLY ORDAINED that the Director of Finance is authorized to adjust
10 operating transfers between funds as required.
11

12 **ADOPTED** this day of , 2026.
13

14
15 Nick DiSanti
16 President of the Council
17 Councilman, District D
18

19 Randy Fandal
20 Mayor
21

22 Thomas P. Reeves
23 Council Administrator
24

DELIVERED

to the Mayor

RECEIVED

from the Mayor

City of Shidell
2027 Proposed Budget
Combined Statement of Revenues, Expenditures, and Changes in Fund Balance
Report on the Budgets for Year Ending June 30, 2027

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Enterprise	Self Insurance	Proposed 2027
Revenues							
Sales taxes	\$ -	\$ 32,750,000	\$ -	\$ -	\$ -	\$ -	\$ 32,750,000
Ad valorem taxes	1,475,000	585,000	1,640,000	-	2,850,000	-	6,550,000
Franchise	2,220,000	-	-	-	-	-	2,220,000
Beer and tobacco	60,000	-	-	-	-	-	60,000
Licenses and permits	2,178,700	3,000	-	-	-	-	2,181,700
Intergovernmental revenues	-	1,516,231	-	-	298,023	-	1,814,254
Fines and forfeitures	400,000	-	-	-	-	-	400,000
Charges for services	327,400	125,750	-	-	-	-	453,150
Contributions	-	527,973	-	-	-	-	527,973
Utility revenues	-	-	-	-	13,508,000	-	13,508,000
Airport	-	-	-	-	1,131,600	-	1,131,600
Insurance	-	-	-	-	-	625,000	625,000
Other revenues	874,500	-	-	-	9,000	400,000	1,283,500
Total revenues	7,535,600	35,507,954	1,640,000	-	17,796,623	1,025,000	63,505,177
Expenditures							
Administration	835,544	-	-	-	-	-	835,544
Finance	1,061,890	-	-	-	-	-	1,061,890
Data processing	813,099	-	-	-	-	-	813,099
Purchasing	405,255	-	-	-	-	-	405,255
Legal	626,686	-	-	-	-	-	626,686
Building safety & permits	853,913	-	-	-	-	-	853,913
Cultural affairs	660,104	-	-	-	-	-	660,104
Civil service	112,529	-	-	-	-	-	112,529
Human resources	506,915	-	-	-	-	-	506,915
City marshal	226,462	-	-	-	-	-	226,462
City prosecutor	443,795	-	-	-	-	-	443,795
Planning	480,695	-	-	-	-	-	480,695
City court of East St. Tammany	360,000	-	-	-	-	-	360,000
City council	958,794	-	-	-	-	-	958,794
Engineering	-	859,232	-	-	-	-	859,232
Public works administration	-	4,611,175	-	-	-	-	4,611,175
Vehicle maintenance	-	804,030	-	-	-	-	804,030
Streets, bridges & drainage	-	3,293,676	-	-	-	-	3,293,676
Code enforcement	-	284,436	-	-	-	-	284,436
General maintenance	-	1,170,405	-	-	-	-	1,170,405
Electrical	-	381,396	-	-	-	-	381,396
Parks and Recreation	-	2,813,404	-	-	-	-	2,813,404
Police	-	15,684,842	-	-	-	-	15,684,842
Corrections	-	1,396,153	-	-	-	-	1,396,153
Regional training academy	-	414,087	-	-	-	-	414,087
Animal control	-	632,471	-	-	-	-	632,471
Grants & Donations	-	778,883	-	-	-	-	778,883
Utilities administration	-	-	-	-	6,576,461	-	6,576,461
Wastewater treatment	-	-	-	-	2,015,958	-	2,015,958
Wastewater collection	-	-	-	-	1,742,042	-	1,742,042
Water maintenance	-	-	-	-	2,657,989	-	2,657,989
Airport	-	-	-	-	1,217,595	-	1,217,595
Insurance	-	-	-	-	-	1,585,287	1,585,287
Debt service	-	-	2,770,000	-	1,236,909	-	4,006,909
Capital outlay	-	909,100	-	801,325	922,640	-	2,633,065
Total expenditures	8,345,681	34,033,290	2,770,000	801,325	16,369,594	1,585,287	63,905,177
Excess (deficiency) of revenues over expenditures	(810,081)	1,474,664	(1,130,000)	(801,325)	1,427,029	(560,287)	(400,000)
Other financing sources (uses)							
Transfer in	1,080,685	13,151,649	1,130,000	801,325	110,720	160,287	16,434,666
Transfer out	(270,604)	(14,626,313)	-	-	(1,537,749)	-	(16,434,666)
Appropriated fund balance	-	-	-	-	-	400,000	400,000
Total other financing sources (uses)	810,081	(1,474,664)	1,130,000	801,325	(1,427,029)	560,287	400,000
Net change in fund balance	-	-	-	-	-	-	-
Fund balance, beginning of year	7,732,279	24,596,854	4,556,663	1,010,661	58,929,172	2,248,654	99,074,283
Fund balance, end of year	\$ 7,732,279	\$ 24,596,854	\$ 4,556,663	\$ 1,010,661	\$ 58,929,172	\$ 2,248,654	\$ 99,074,283

City of Slidell
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Ad valorem taxes	\$ 1,522,248	\$ 1,548,288	\$ 1,460,000	\$ 1,475,000
Franchise	2,166,824	2,305,400	2,200,000	2,220,000
Beer and tobacco	66,914	60,501	65,000	60,000
Licenses and permits	2,395,476	2,715,306	2,175,700	2,178,700
Intergovernmental revenues	-	830	-	-
Fines and forfeitures	342,665	421,317	306,700	400,000
Charges for services	238,058	288,693	306,400	327,400
Other revenues	3,056,713	2,537,120	837,000	874,500
Total revenues	<u>9,788,898</u>	<u>9,877,455</u>	<u>7,350,800</u>	<u>7,535,600</u>
Expenditures				
Administration	886,044	838,563	928,874	835,544
Finance	797,313	928,838	1,006,129	1,061,890
Data processing	612,186	595,054	715,996	813,099
Purchasing	301,654	293,592	373,409	405,255
Legal	409,171	438,089	606,177	626,686
Building safety & permits	877,013	902,381	1,020,326	853,913
Cultural affairs	402,086	420,121	560,772	660,104
Civil service	108,014	64,359	108,957	112,529
Human resources	426,682	434,633	477,334	506,915
City Marshall	220,678	216,479	226,422	226,462
City prosecutor	266,845	317,270	355,807	443,795
Planning	415,721	424,581	466,014	480,695
City court of East St. Tammany	332,983	349,826	366,035	360,000
City council	795,956	861,531	919,888	958,794
Total expenditures	<u>6,852,346</u>	<u>7,085,317</u>	<u>8,132,140</u>	<u>8,345,681</u>
Excess (deficiency) of revenues over expenditures	2,936,552	2,792,138	(781,340)	(810,081)
Other financing sources (uses)				
Transfer in	924,400	1,001,658	933,300	1,080,685
Transfer out	(469,226)	(7,311,387)	(2,876,960)	(270,604)
Total other financing sources (uses)	<u>455,174</u>	<u>(6,309,729)</u>	<u>(1,943,660)</u>	<u>810,081</u>
Net change in fund balance	3,391,726	(3,517,591)	(2,725,000)	-
Fund balance, beginning of year	10,583,144	13,974,870	10,457,279	7,732,279
Fund balance, end of year	<u>\$ 13,974,870</u>	<u>\$ 10,457,279</u>	<u>\$ 7,732,279</u>	<u>\$ 7,732,279</u>

City of Slidell
Sales Tax Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Ad valorem taxes	\$ 602,036	\$ 613,150	\$ 550,000	\$ 585,000
Sales tax	27,605,144	27,612,800	26,250,000	26,750,000
Licenses and permits	-	51,232	3,000	3,000
Intergovernmental revenues	20,050	55,940	16,040	16,040
Charges for services	41,889	36,746	61,000	63,250
Contributions	-	12,600	-	-
Other revenues	97,778	67,116	-	-
Total revenues	<u>28,366,897</u>	<u>28,449,584</u>	<u>26,880,040</u>	<u>27,417,290</u>
Expenditures				
Engineering	730,837	757,984	814,699	859,232
Public works administration	3,597,506	3,861,789	4,435,605	4,611,175
Vehicle Maintenance	617,122	612,599	823,982	804,030
Streets, Bridges & Drainage	2,595,575	2,749,781	3,162,246	3,293,676
Code Enforcement	-	-	-	284,436
General Maintenance	939,282	724,763	1,126,514	1,170,405
Electrical	240,486	186,295	286,372	381,396
Parks and Recreation	2,382,732	2,363,651	2,716,700	2,813,404
Capital Outlay	720,543	354,566	3,201,799	-
Total expenditures	<u>11,824,083</u>	<u>11,611,428</u>	<u>16,567,917</u>	<u>14,217,754</u>
Excess of revenues over expenditures	16,542,814	16,838,156	10,312,123	13,199,536
Other financing sources (uses)				
Transfer in	74,117	88,861	89,850	296,777
Transfer out	(17,051,673)	(17,479,360)	(16,244,256)	(13,496,313)
Total other financing sources (uses)	<u>(16,977,556)</u>	<u>(17,390,499)</u>	<u>(16,154,406)</u>	<u>(13,199,536)</u>
Net change in fund balance	(434,742)	(552,343)	(5,842,283)	-
Fund balance, beginning of year	22,231,222	21,796,480	21,244,137	15,401,854
Fund balance, end of year	<u>\$ 21,796,480</u>	<u>\$ 21,244,137</u>	<u>\$ 15,401,854</u>	<u>\$ 15,401,854</u>

City of Slidell
Public Safety Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Ad valorem taxes	\$ 1,537,844	\$ 1,565,415	\$ -	\$ -
Sales tax	-	3,223,239	5,900,000	6,000,000
Intergovernmental revenues	1,348,731	1,005,283	1,069,281	1,074,281
Charges for services	205,733	369,744	199,690	62,500
Other revenues	375	72,510	-	-
Total revenues	<u>3,092,683</u>	<u>6,236,191</u>	<u>7,168,971</u>	<u>7,136,781</u>
Expenditures				
Police	11,740,800	12,267,911	15,192,757	15,684,842
Corrections	1,063,059	1,142,140	1,360,728	1,396,153
Regional training academy	306,169	322,355	405,275	414,087
Animal control	511,773	546,220	608,982	632,471
Capital Outlay	882,032	2,035,868	8,302,702	734,100
Total expenditures	<u>14,503,833</u>	<u>16,314,494</u>	<u>25,870,444</u>	<u>18,861,653</u>
Deficiency of revenues over expenditures	(11,411,150)	(10,078,303)	(18,701,473)	(11,724,872)
Other financing sources				
Transfer in	12,242,483	14,586,512	12,646,871	12,854,872
Transfer out	-	(397,977)	(1,090,000)	(1,130,000)
Total other financing sources	<u>12,242,483</u>	<u>14,188,535</u>	<u>11,556,871</u>	<u>11,724,872</u>
Net change in fund balance	831,333	4,110,232	(7,144,602)	-
Fund balance, beginning of year	<u>7,365,312</u>	<u>8,196,645</u>	<u>12,306,877</u>	<u>5,162,275</u>
Fund balance, end of year	<u>\$ 8,196,645</u>	<u>\$ 12,306,877</u>	<u>\$ 5,162,275</u>	<u>\$ 5,162,275</u>

City of Slidell
Slidell Business Campus Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Charges for services	\$ 1,081,006	\$ 1,094,056	\$ 742,500	\$ -
Other revenues	-	2,200	-	-
Total revenues	<u>1,081,006</u>	<u>1,096,256</u>	<u>742,500</u>	<u>-</u>
Expenditures				
Salaries and benefits	233,020	226,602	288,842	-
Contractual services	774,268	835,989	987,720	-
Supplies and materials	15,881	11,723	19,500	-
Operating equipment	11,034	7,698	12,000	-
Repairs & maintenance	113,125	127,873	138,545	-
Capital Outlay	-	-	165,570	-
Total expenditures	<u>1,147,328</u>	<u>1,209,885</u>	<u>1,612,177</u>	<u>-</u>
Deficiency of revenues over expenditures	(66,322)	(113,629)	(869,677)	-
Other financing sources (uses)				
Transfer in	213,678	310,030	277,775	-
Transfer out	-	(44,000)	(97,665)	-
Total other financing sources (uses)	<u>213,678</u>	<u>266,030</u>	<u>180,110</u>	<u>-</u>
Net change in fund balance	147,356	152,401	(689,567)	-
Fund balance, beginning of year	1,947,832	2,095,188	2,247,589	1,558,022
Fund balance, end of year	<u>\$ 2,095,188</u>	<u>\$ 2,247,589</u>	<u>\$ 1,558,022</u>	<u>\$ 1,558,022</u>

City of Slidell
Community Development Block Grant (CDBG)
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Intergovernmental revenues	\$ 695,020	\$ 839,318	\$ 17,511,556	\$ 175,000
Total revenues	<u>695,020</u>	<u>839,318</u>	<u>17,511,556</u>	<u>175,000</u>
Expenditures				
Salaries and benefits	27,405	27,877	40,000	-
Capital Outlay	<u>236,757</u>	<u>966,207</u>	<u>17,783,125</u>	<u>175,000</u>
Total expenditures	<u>264,162</u>	<u>994,084</u>	<u>17,823,125</u>	<u>175,000</u>
Net change in fund balance	430,858	(154,766)	(311,569)	-
Fund balance, beginning of year	<u>(441,016)</u>	<u>(10,158)</u>	<u>(164,924)</u>	<u>(476,493)</u>
Fund balance, end of year	<u>\$ (10,158)</u>	<u>\$ (164,924)</u>	<u>\$ (476,493)</u>	<u>\$ (476,493)</u>

City of Slidell
Grants and Contributions Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Intergovernmental revenues	\$ 4,026,425	\$ 8,743,065	\$ 22,949,138	\$ 250,910
Contributions	98,224	99,181	503,607	527,973
Total revenues	<u>4,124,649</u>	<u>8,842,246</u>	<u>23,452,745</u>	<u>778,883</u>
Expenditures				
General government	2,376,653	4,719,908	8,761,687	140,384
Public works	1,377	306,528	13,489,384	119,491
Public safety	204,327	323,106	532,900	289,856
Recreation	81,351	98,495	668,774	229,152
Capital Outlay	3,645,351	869,470	-	-
Total expenditures	<u>6,309,059</u>	<u>6,317,507</u>	<u>23,452,745</u>	<u>778,883</u>
Excess (deficiency) of revenues over expenditures	(2,184,410)	2,524,739	-	-
Other financing sources (uses)				
Transfer out	(61,245)	(72,366)	-	-
Total other financing sources (uses)	<u>(61,245)</u>	<u>(72,366)</u>	<u>-</u>	<u>-</u>
Net change in fund balance	(2,245,655)	2,452,373	-	-
Fund balance, beginning of year	(1,641,824)	(3,887,479)	(1,435,106)	(1,435,106)
Fund balance, end of year	<u>\$ (3,887,479)</u>	<u>\$ (1,435,106)</u>	<u>\$ (1,435,106)</u>	<u>\$ (1,435,106)</u>

City of Slidell
American Rescue Plan Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Intergovernmental revenues	\$ 3,338,033	\$ 605,888	\$ 651,877	\$ -
Other revenues	11,408	5,276	-	-
Total revenues	<u>3,349,441</u>	<u>611,164</u>	<u>651,877</u>	<u>-</u>
Expenditures				
General government	38,310	-	-	-
Capital Outlay	-	-	651,877	-
Total expenditures	<u>38,310</u>	<u>-</u>	<u>651,877</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	3,311,131	611,164	-	-
Other financing sources (uses)				
Transfer out	(3,299,723)	(605,888)	-	-
Total other financing sources (uses)	<u>(3,299,723)</u>	<u>(605,888)</u>	<u>-</u>	<u>-</u>
Net change in fund balance	11,408	5,276	-	-
Fund balance, beginning of year	9,832	21,240	26,516	26,516
Fund balance, end of year	<u>\$ 21,240</u>	<u>\$ 26,516</u>	<u>\$ 26,516</u>	<u>\$ 26,516</u>

City of Slidell
Katrina Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Intergovernmental revenues	\$ 338,999	\$ 194,438	\$ -	\$ -
Total revenues	<u>338,999</u>	<u>194,438</u>	<u>-</u>	<u>-</u>
Expenditures				
General government	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	338,999	194,438	-	-
Fund balance, beginning of year	3,826,349	4,165,348	4,359,786	4,359,786
Fund balance, end of year	<u>\$ 4,165,348</u>	<u>\$ 4,359,786</u>	<u>\$ 4,359,786</u>	<u>\$ 4,359,786</u>

City of Slidell
Debt Service Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Ad valorem taxes	\$ 1,793,632	\$ 1,832,600	\$ 1,615,000	\$ 1,640,000
Other revenues	122,567	82,037	-	-
Total revenues	<u>1,916,199</u>	<u>1,914,637</u>	<u>1,615,000</u>	<u>1,640,000</u>
Expenditures				
General government	15,799	14,846	45,000	45,000
Debt service				
Principal retirement	1,165,000	1,205,000	1,250,000	1,295,000
Interest charges	376,573	348,878	320,000	300,000
Bond issuance cost	-	-	-	-
Total expenditures	<u>1,557,372</u>	<u>1,568,724</u>	<u>1,615,000</u>	<u>1,640,000</u>
Net change in fund balance	358,827	345,913	-	-
Fund balance, beginning of year	2,692,680	3,051,507	3,397,420	3,397,420
Fund balance, end of year	<u>\$ 3,051,507</u>	<u>\$ 3,397,420</u>	<u>\$ 3,397,420</u>	<u>\$ 3,397,420</u>

City of Slidell
Public Safety Debt Service Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Other revenues	\$ -	\$ 24,731	\$ -	\$ -
Total revenues	-	24,731	-	-
Expenditures				
Debt service				
Principal retirement	-	-	300,000	300,000
Interest charges	-	397,977	790,000	830,000
Bond issuance cost	-	437,620	-	-
Total expenditures	-	835,597	1,090,000	1,130,000
Excess (deficiency) of revenues over expenditures	-	(810,866)	(1,090,000)	(1,130,000)
Other financing sources (uses)				
Premium on bonds	-	574,383	-	-
Bond proceeds	-	18,500,000	-	-
Transfer in	-	397,977	1,090,000	1,130,000
Transfer out	-	(17,502,251)	-	-
Total other financing sources (uses)	-	1,970,109	1,090,000	1,130,000
Net change in fund balance	-	1,159,243	-	-
Fund balance, beginning of year	-	-	1,159,243	1,159,243
Fund balance, end of year	\$ -	\$ 1,159,243	\$ 1,159,243	\$ 1,159,243

City of Slidell
City Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Other revenues	\$ -	\$ 12,888	\$ -	\$ -
Total revenues	-	12,888	-	-
Capital Expenditures				
Administration	-	-	902,281	-
Finance	-	3,706	44,495	25,000
Data Processing	83,258	84,475	647,473	-
Purchasing	-	24,303	-	-
Human Resources	-	16,495	53,435	-
Cultural Arts	-	2,300	15,958	-
Civil Service	-	-	-	-
City Marshal	4,009	12,750	-	-
Planning	258,130	259,868	546,004	65,000
Permits	-	-	-	-
Council	77,170	229,170	497,476	-
Engineering	78,508	64,314	680,740	35,000
Vehicle Maintenance	116,425	408,573	1,013,629	-
Streets, Bridges & Drainage	611,977	1,480,239	8,151,146	601,325
General Maintenance	138,398	204,522	1,186,954	-
Electrical	-	-	-	-
Recreation	2,239,438	1,542,491	4,582,283	-
Hurricane Ida	180,934	28,379	-	-
Tornado	305,548	18,111	-	-
Emergency	-	43,798	466,809	-
Undesignated	-	-	33,099	-
Reserves	-	-	307,006	-
Airport	-	11,633	962,600	75,000
Total expenditures	<u>4,093,795</u>	<u>4,435,127</u>	<u>20,091,388</u>	<u>801,325</u>
Deficiency of revenues over expenditures	(4,093,795)	(4,422,239)	(20,091,388)	(801,325)
Other financing sources				
Transfer in	4,785,778	9,671,218	5,569,914	801,325
Transfer out	-	(19,083)	(49,600)	-
Total other financing sources	<u>4,785,778</u>	<u>9,652,135</u>	<u>5,520,314</u>	<u>801,325</u>
Net change in fund balance	691,983	5,229,896	(14,571,074)	-
Fund balance, beginning of year	8,852,297	9,544,280	14,774,176	203,102
Fund balance, end of year	<u>\$ 9,544,280</u>	<u>\$ 14,774,176</u>	<u>\$ 203,102</u>	<u>\$ 203,102</u>

City of Slidell
Public Works Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Capital Expenditures				
Human Resources	\$ -	\$ -	\$ 22,402	\$ -
Streets, Bridges, & Drainage	-	51,624	623,400	-
Recreation	103,126	24,139	933,088	-
Undesignated	-	-	20,966	-
Total expenditures	<u>103,126</u>	<u>75,763</u>	<u>1,599,856</u>	<u>-</u>
Deficiency of revenues over expenditures	(103,126)	(75,763)	(1,599,856)	-
Other financing sources				
Transfer out	(66,879)	-	-	-
Total other financing sources	<u>(66,879)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	(170,005)	(75,763)	(1,599,856)	-
Fund balance, beginning of year	1,846,349	1,676,344	1,600,581	725
Fund balance, end of year	<u>\$ 1,676,344</u>	<u>\$ 1,600,581</u>	<u>\$ 725</u>	<u>\$ 725</u>

City of Slidell
General Obligation Bond 2010 Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Other revenues	\$ 15,539	\$ 9,045	\$ 10,536	\$ -
Total revenues	<u>15,539</u>	<u>9,045</u>	<u>10,536</u>	<u>-</u>
Capital Expenditures				
Streets, Bridges, & Drainage	<u>185,929</u>	<u>-</u>	<u>295,182</u>	<u>-</u>
Total expenditures	<u>185,929</u>	<u>-</u>	<u>295,182</u>	<u>-</u>
Net change in fund balance	(170,390)	9,045	(284,646)	-
Fund balance, beginning of year	<u>445,991</u>	<u>275,601</u>	<u>284,646</u>	<u>-</u>
Fund balance, end of year	<u>\$ 275,601</u>	<u>\$ 284,646</u>	<u>\$ -</u>	<u>\$ -</u>

City of Slidell
General Obligation Bond 2016 Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Other revenues	\$ 228,941	\$ 179,387	\$ -	\$ -
Total revenues	<u>228,941</u>	<u>179,387</u>	<u>-</u>	<u>-</u>
Capital Expenditures				
Engineering				
Streets, Bridges, & Drainage	<u>1,105,287</u>	<u>370,042</u>	<u>5,030,763</u>	<u>-</u>
Total expenditures	<u>1,105,287</u>	<u>370,042</u>	<u>5,030,763</u>	<u>-</u>
Net change in fund balance	(876,346)	(190,655)	(5,030,763)	-
Fund balance, beginning of year	<u>6,569,690</u>	<u>5,693,344</u>	<u>5,502,689</u>	<u>471,926</u>
Fund balance, end of year	<u>\$ 5,693,344</u>	<u>\$ 5,502,689</u>	<u>\$ 471,926</u>	<u>\$ 471,926</u>

City of Slidell
Public Safety Capital Project Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Other revenues	\$ -	\$ 332,657	\$ -	\$ -
Total revenues	-	332,657	-	-
Capital Expenditures				
Public Safety	-	349,664	17,150,336	-
Total expenditures	-	349,664	17,150,336	-
Deficiency of revenues over expenditures	-	(17,007)	(17,150,336)	-
Other financing sources				
Transfer in	-	17,502,251	-	-
Total other financing sources	-	17,502,251	-	-
Net change in fund balance	-	17,485,244	(17,150,336)	-
Fund balance, beginning of year	-	-	17,485,244	334,908
Fund balance, end of year	<u>\$ -</u>	<u>\$ 17,485,244</u>	<u>\$ 334,908</u>	<u>\$ 334,908</u>

City of Slidell
Utilities Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Ad valorem taxes	\$ 2,673,292	\$ 3,021,294	\$ 2,765,000	\$ 2,850,000
Charges for services	12,015,779	13,188,724	12,958,000	13,508,000
Other revenues	446,606	849,114	2,500	2,500
Total revenues	<u>15,135,677</u>	<u>17,059,132</u>	<u>15,725,500</u>	<u>16,360,500</u>
Expenditures				
Utilities administration	4,725,284	5,857,387	6,365,472	6,576,461
Wastewater treatment	1,718,599	1,726,396	2,072,468	2,015,958
Wastewater collection	1,228,636	1,253,845	1,588,048	1,742,042
Water maintenance	2,093,085	2,203,575	2,610,605	2,657,989
Capital outlay (depreciation)	2,765,906	2,947,639	15,371,612	624,617
Other (Change in Net Liabilities)	1,016,852	1,291,825	-	-
Debt service	-	-	1,236,472	1,236,909
Total expenditures	<u>13,548,362</u>	<u>15,280,667</u>	<u>29,244,677</u>	<u>14,853,976</u>
Excess (deficiency) of revenues over expenditures	1,587,315	1,778,465	(13,519,177)	1,506,524
Other financing sources (uses)				
Transfer in	3,392,193	808,729	-	31,225
Transfer out	(1,266,108)	(1,090,519)	(1,336,213)	(1,537,749)
Total other financing sources (uses)	<u>2,126,085</u>	<u>(281,790)</u>	<u>(1,336,213)</u>	<u>(1,506,524)</u>
Net change in fund balance	3,713,400	1,496,675	(14,855,390)	-
Fund balance, beginning of year	66,218,893	69,932,293	71,428,968	56,573,578
Fund balance, end of year	<u>\$ 69,932,293</u>	<u>\$ 71,428,968</u>	<u>\$ 56,573,578</u>	<u>\$ 56,573,578</u>

City of Slidell
Airport Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Intergovernmental revenues	\$ 176,292	\$ 419,461	\$ -	\$ 298,023
Charges for services	1,011,590	1,044,288	1,069,100	1,131,600
Other revenues	36,586	41,719	1,925	6,500
Total revenues	<u>1,224,468</u>	<u>1,505,468</u>	<u>1,071,025</u>	<u>1,436,123</u>
Expenditures				
Salaries and benefits	269,615	239,569	371,334	379,870
Contractual services	134,231	145,243	177,400	212,725
Supplies and materials	585,573	543,336	589,915	566,000
Operating equipment	3,170	5,302	4,000	5,000
Repairs & maintenance	39,372	31,784	45,585	54,000
Capital outlay (depreciation)	480,265	455,769	1,772,566	298,023
Other (Change in Net Liabilities)	19,534	4,651	-	-
Total expenditures	<u>1,531,760</u>	<u>1,425,654</u>	<u>2,960,800</u>	<u>1,515,618</u>
Excess (deficiency) of revenues over expenditures	(307,292)	79,814	(1,889,775)	(79,495)
Other financing sources (uses)				
Transfer in	47,023	152,795	154,084	79,495
Total other financing sources (uses)	<u>47,023</u>	<u>152,795</u>	<u>154,084</u>	<u>79,495</u>
Net change in fund balance	(260,269)	232,609	(1,735,691)	-
Fund balance, beginning of year	4,118,945	3,858,676	4,091,285	2,355,594
Fund balance, end of year	<u>\$ 3,858,676</u>	<u>\$ 4,091,285</u>	<u>\$ 2,355,594</u>	<u>\$ 2,355,594</u>

City of Slidell
Self Insurance Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance

	<u>Actual 2024</u>	<u>Actual 2025</u>	<u>Budget 2026</u>	<u>Proposed 2027</u>
Revenues				
Charges for services	\$ 1,290,900	\$ 1,291,392	\$ 502,740	\$ 625,000
Other revenues	318,253	462,585	275,000	400,000
Total revenues	<u>1,609,153</u>	<u>1,753,977</u>	<u>777,740</u>	<u>1,025,000</u>
Expenditures				
Salaries and benefits	587,598	606,873	771,440	820,587
Contractual services	1,595,748	1,819,488	932,600	761,700
Supplies and materials	3,993	2,966	6,600	3,000
Total expenditures	<u>2,187,339</u>	<u>2,429,327</u>	<u>1,710,640</u>	<u>1,585,287</u>
Excess (deficiency) of revenues over expenditures	(578,186)	(675,350)	(932,900)	(560,287)
Other financing sources				
Transfer in	535,182	2,800	932,900	160,287
Appropriated fund balance	-	-	-	400,000
Total other financing sources	<u>535,182</u>	<u>2,800</u>	<u>932,900</u>	<u>560,287</u>
Net change in fund balance	(43,004)	(672,550)	-	-
Fund balance, beginning of year	2,964,208	2,921,204	2,248,654	2,248,654
Fund balance, end of year	<u>\$ 2,921,204</u>	<u>\$ 2,248,654</u>	<u>\$ 2,248,654</u>	<u>\$ 2,248,654</u>

1 Introduced March 24, 2026, by Councilman
2 DiSanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4 **Item No. 26-03-3637**

5
6 **ORDINANCE NO.**

7 An ordinance providing a quarterly update to the Unified Development Code
8 and official Zoning Map (TXT2026-0001) as found in Exhibits A & B.
9

10 WHEREAS, the Slidell City Council adopted the Unified Development Code
11 and Zoning Map Update on January 13, 2026; and
12

13 WHEREAS, the City acknowledges that the Unified Development Code and
14 Zoning Map are living documents which need to be periodically updated to be reflective of
15 administrative and community needs; and
16
17

18 WHEREAS, the City's daily use and implementation of the Unified
19 Development Code and updated Zoning Map have expanded opportunity and investment
20 throughout the City while simultaneously highlighting necessary points of clarity needed for
21 staff and the public; and
22
23

24 WHEREAS, the Slidell Director of Planning duly advertised, and the Planning
25 and Zoning Commissions held public hearings for TXT2026-0001 on March 16, 2026, at
26 which the quarterly updates of the Unified Development Code as found in Exhibit A and
27 the Zoning Map as found in Exhibit B were recommended to City Council for approval; and
28
29

30 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does
31 hereby approve the TXT2026-0001 Unified Development Code text updates as found in
32 Exhibit A and the Zoning Map updates as found in Exhibit B.
33
34
35
36
37
38
39

ORDINANCE NO.
ITEM NO. 26-03-3637
PAGE 2

ADOPTED this day of , 2026.

Nick DiSanti
President of the Council
Councilman, District D

Randy Fandal
Mayor

Thomas P. Reeves
Council Administrator

DELIVERED

to the Mayor

RECEIVED

from the Mayor

EXHIBIT A

Part II – Code of Ordinances Chapter 2 – Administration Article IV. – Boards and Commissions

* * *

Division 3. - Board of Adjustment

Sec. 2-212. Requirements; manner of appointment.

All appointments to the Board of Adjustment shall be made in accordance with the following provisions:

- A. All members appointed shall ~~reside and~~ be legally domiciled ~~and be landowners~~ within the City limits ~~per R.S. 33:4727 as amended~~.

* * *

ARTICLE VI. - Housing Code

* * *

Section 7-157. Dwelling unit limitations. No more than one family unit, as defined in Article 2 of the UDC, may occupy a dwelling unit.

Sections 7-158—7-180. - Reserved.

* * *

Chapter 8 – Businesses.

ARTICLE I. - In General

Sec. 8-1. - Fortunetelling.

~~It shall be unlawful to practice or engage in fortunetelling, palmistry, reading futures and the like.~~ Reserved.

* * *

UNIFIED DEVELOPMENT CODE

* * *

ARTICLE 2 – DEFINITIONS

* * *

Section 2.3 Definitions.

– A –

Accessory building and use. Subordinate building or a portion of the main building, the use of which is incidental to that of the main building or land. A swimming pool ~~or~~ a generator is an accessory use ~~because it requires structural, plumbing, and/or~~

EXHIBIT A

electrical permitting. A fence, private play structure such as a swing set, or temporary/mobile tent for private use is not considered an accessory structure or use. Structures requiring a foundation and/or certification of meeting locational wind load requirements are considered accessory uses.

* * *

Roadside stand. A structure having a ground area of not more than 300 square feet, not permanently fixed to the ground, readily removable in its entirety, not fully enclosed and to be used solely for the sale of farm, seafood, or other products produced by the seller. There shall not be more than one such roadside stand on any lot of record upon which a primary structure is located.

* * *

Rooming house. A residential building where individual, furnished rooms are rented to four or more unrelated people, typically featuring shared common areas like kitchens or bathrooms.

* * *

ARTICLE 6 - ZONING DISTRICTS

* * *

Division 3 - Commercial Zoning Districts

* * *

Table 6.3.2.1. Allowed Uses in Commercial Districts.

LAND USE	ZONING DISTRICTS		USE STANDARDS
	CC	CR	
RESIDENTIAL USES			
Single-family residential	C	C	See Article 6.2.6 for use and area standards
Two-family residential	C	C	See Article 6.2.6 for use and area standards
Small multifamily residential (3-16 units) including townhouses	A	C	See Article 6.2.6 for use and area standards
Large multifamily residential (17+ units)	C	C	See Article 6.2.6 for use and area standards
Community and group homes	C	—	See Article 7 for use standards including certification and staffing.
Manufacturing housing and trailers	—	—	

LAND USE	ZONING DISTRICTS		USE STANDARDS
	CC	GR	
Modular housing structures meeting IRC / IBC	A	A	If allowed or conditionally approved for the use type.
Forestry, fishing, and hunting	—	—	
Community garden	—	—	
ACCESSORY USES			
Home occupations as per Sec. 7.2.1 of this UDC	—	—	See Article 7 for use standards.
Accessory dwelling units	A	C	See Article 7 for use standards and design requirements.
Other accessory uses regulated as per Sec. 7.2 of this UDC	A	A	See Article 7 for use standards.
CIVIC USES			
Minor utilities including lift stations and transformers	A	A	
Major public and private utilities including power generation / distribution, natural gas, water, stormwater, and sewer system components	A	A	
Government facilities and service	A	A	
Public safety services	A	A	
Airports and related facilities	—	—	
Cemeteries and related, excluding crematoria	A	A	
Active recreation facilities such as recreational centers, gymnasiums, athletic centers; sports fields, outdoor courts, active public parks	A	A	
Passive recreation facilities such as nature trails, nature refuges, passive public parks, and bird preserves	A	A	
Farmers markets	A	A	
Day care or preschool	A	A	
Schools and educational facilities	A	A	
Hospitals	A	A	
Standalone parking lots and garage structures	-C	A	See Article 7 for use standards including design requirements.
Religious assembly	A	A	
Lodges and civic organizations	A	A	

LAND USE	ZONING DISTRICTS		USE STANDARDS
	CC	CR	
Bus or railway stations	A	A	
COMMERCIAL USES			
Banquet halls, events venues, and private amusement facilities	A	A	
Restaurants without alcohol permits	A	A	
Retail stores	A	A	
Wholesale trade, warehouse clubs, supercenters	—	A	
Vehicle dealers	A	A	See Article 7 for use standards.
Vehicle tire and parts, sales and service	A	A	See Article 7 for use standards.
Building materials and supplies, sales, and service	A	A	
Lawn, garden, and farm supply sales and service	A	A	
Professional services establishments, agencies, offices	A	A	
In-patient clinics, nursing homes, long-term care facilities, rehabilitation centers, or similar uses	A	A	
Instructional studios including for dance, martial arts, personal fitness, or skills.	A	A	
Gas stations including convenience stores	A	A	
Truck stops and related service centers or facilities	C	A	
Offices including medical offices, outpatient clinics, and veterinarian offices, kennels, and pet day care facilities	A	A	See Article 7 for use standards for animal-related uses.
Fireworks sale and storage – Permanent storefront	—	—	See Article 7 for use standards.
Fireworks sale and storage – Temporary stand	A	A	See Article 7 for use standards.
Towing establishments, vehicle storage lots, junkyards	C	C	See Article 7 for use standards.
Auto repair establishments without vehicle storage	A	A	See Article 7 for use standards.
Auto repair establishments with vehicles stored outside of a building	C	A	See Article 7 for use standards.

LAND USE	ZONING DISTRICTS		USE STANDARDS
	CC	CR	
Ministorage	C	A	See Article 7 for use standards.
Climate controlled self-storage	A	A	
Commercial lodging: Hotels and motels	A	A	
Bed and breakfasts and short-term rentals	A	A	See Article 7 for use standards.
Food trucks and food truck compounds	A	A	See Article 7 for use standards.
Bars and restaurants with alcohol permits	A	A	
Car wash	A	A	
Funeral homes, excluding crematory services	A	A	
Adult uses or businesses	C	C	See Article 7 for use standards.
Retail stores primarily selling age restricted inventory including package sale of alcohol and alcoholic beverages, vaping, and smoking-related goods	A	A	
Drive-through businesses	A	A	
Temporary uses per Sec. 7.3	A	A	See Article 7 for use standards.
INNOVATION AND TECHNOLOGY USES			
Crematory facility	—	—	See Article 7 for use standards.
Manufactured or industrial uses not listed elsewhere	C	C	
Microbrewery or brewery	CA	CA	See Article 7 for use standards.
Artisan manufacturing	CA	CA	See Article 7 for use standards.
Warehousing	C	C	
Automotive race tracks and drag strips	—	—	
Distributing and logistics centers; packaging and assembly	C	C	
Asphalt or concrete batching plants	—	—	
Atomic energy generation	—	—	

LAND USE	ZONING DISTRICTS		USE STANDARDS
	CC	CR	
Chemical manufacturing, paint manufacturing, or fertilizer manufacturing	—	—	
Chemical or fuel storage facilities	—	—	
Chemical or petrochemical refining facilities	—	—	
Iron or metal working or foundry, drop hammer or punch press over 20 tons	—	—	
Paper and pulp manufacturing	—	—	
Poultry or meat processing plants, abbatoirs, or dressing of animal products, tanning, or plants rendering fats or oils	—	—	
Recycling facilities	—	—	
Rubber products manufacturing	—	—	
Landfills, including those for the disposal of solid waste, hazardous waste, or toxic substances	—	—	
Storage of more than 110 gallons of hazardous or toxic materials	—	—	
Pyrotechnics, ammunition, and explosives manufacturing, storage, or sale	—	—	
Building and repair of boats in excess of 90 feet in length	—	—	
Other heavy industrial uses, however uses of land or structures developed or operating in any manner that would create dangerous, injurious, noxious, or otherwise objectionable fire explosive, radioactive, or other hazardous condition, noise, or vibration, smoke, dust, odor, or other form of air pollution; electrical or other disturbance; or other substance, condition or elements in a manner or amount as to adversely affect the surrounding areas are prohibited.	—	—	

Section 6.3.3 CC Corridor Commercial District.

* * *

B. *Allowed uses.* See Table 6.3.2.1. Allowed Uses in Commercial Districts for allowed uses, where only the uses listed below are allowed. Uses not listed below are prohibited unless provided for in Section 6.3.3.C. Conditional uses.

1. Small multifamily residential (3-16 units) including townhouses
2. Modular housing structures meeting IRC / IBC
3. Accessory dwelling units, subject to Article 7 of this UDC
4. Other accessory uses regulated as per Sec. 7.2 of this UDC
5. Manager's office for apartments or rental units
6. Minor utilities including lift stations and transformers
7. Major public and private utilities including power generation / distribution, natural gas, water, stormwater, and sewer system components
8. Government facilities and services
9. Public safety services
10. Cemeteries and related, excluding crematoria
11. Active recreation facilities such as recreational centers, gymnasiums, athletic centers, sports fields, outdoor courts, and active public parks
12. Passive recreation facilities such as nature trails, nature refuges, passive public parks, and bird preserves
13. Farmers markets
14. Daycares or preschools
15. Schools and educational facilities
16. Hospitals
17. Religious assembly
18. Lodges and civic organizations
19. Bus or railway station
20. Banquet halls, events venues, and private amusement facilities
21. Restaurants without alcohol permits
22. Retail stores
23. Vehicle dealers
24. Vehicle tire and parts, sales and service
25. Building materials and supplies, sales, and service
26. Lawn, garden, and farm supply sales and service
27. Professional service establishments, agencies, offices

28. In-patient clinics, nursing homes, long-term care facilities, rehabilitation centers, or similar uses
29. Instructional studios including for dance, martial arts, personal fitness, or skills
30. Gas stations including convenience stores
31. Offices including medical offices, outpatient clinics, veterinarian offices, kennels, and pet day care facilities, subject to Article 7 of this UDC
32. Temporary fireworks sale and storage stands, subject to Article 7 of this UDC
33. Auto repair establishments without vehicle storage
34. Climate controlled self-storage
35. Commercial lodging; hotels and motels
36. Bed and breakfasts and short-term rentals, subject to Article 7 of this UDC
37. Food trucks and food truck compounds, subject to Article 7 of this UDC
38. Bars and restaurants with alcohol permits, subject to Article 7 of this UDC
39. Car wash
40. Funeral homes, excluding crematory services
41. Retail stores primarily selling age restricted inventory including package sale of alcohol and alcoholic beverages, vaping, and smoking-related goods, subject to Article 7 of this UDC.
42. Drive-through businesses
43. Temporary uses per Sec. 7.3
44. Microbrewery or brewery
45. Artisan manufacturing

C. *Conditional uses.*

1. Single-family residential
2. Two-family residential
3. Large multifamily residential (17+ units)
4. Community and group homes, subject to Article 7 of this UDC
5. Standalone parking lots and garage structures, subject to Article 7 of this UDC
6. Truck stops and related service centers or facilities
7. Auto repair establishments with vehicles stored outside of a building
8. Towing establishments, vehicle storage lots, junkyards
9. Ministorage

10. Adult businesses, subject to Article 7 of this UDC
11. Manufacturing or industrial uses not listed elsewhere
- ~~12. Microbrewery or brewery~~
- ~~13. Artisan manufacturing~~
- ~~14.12.~~ Warehousing
- ~~15.13.~~ Distributing and logistics centers; packaging and assembly

* * *

Section 6.3.4 CR Regional Commercial District.

- A. *Purpose.* The Regional Commercial District is intended to accommodate high-intensity commercial uses, which generate traffic from across the City and have significant parking demands such as shopping centers and business complexes. Uses allowed in this district include auto-oriented uses, entertainment or recreational uses, and large-scale institutional uses such as hospitals or medical centers. Developments in this district must provide adequate buffers between nearby residential areas to mitigate unwanted impacts.
- B. *Allowed uses.* See Table 6.3.2.1. Allowed Uses in Commercial Districts for allowed uses, where only the uses listed below are allowed. Uses not listed below are prohibited unless provided for in Section 6.3.4.C. Conditional uses.
 1. Modular housing structures meeting IRC / IBC
 2. Other accessory uses regulated as per Sec. 7.2 of this UDC
 3. Manager's office for apartments or rental units
 4. Standalone parking lots and garage structures, subject to Article 7 of this UDC
 5. Minor utilities including lift stations and transformers
 6. Major public and private utilities including power generation / distribution, natural gas, water, stormwater, and sewer system components
 7. Government facilities and services
 8. Public safety services
 9. Cemeteries and related, excluding crematoria
 10. Active recreation facilities such as recreational centers, gymnasiums, athletic centers, sports fields, outdoor courts, and active public parks
 11. Passive recreation facilities such as nature trails, nature refuges, passive public parks, and bird preserves
 12. Farmers markets
 13. Daycares or preschools
 14. Schools and educational facilities

15. Hospitals
16. Religious assembly
17. Lodges and civic organizations
18. Bus or railway station
19. Banquet halls, events venues, and private amusement facilities
20. Restaurants without alcohol permits
21. Retail stores
22. Wholesale trade, warehouse clubs, supercenters
23. Vehicle dealers
24. Vehicle tire and parts, sales and service
25. Building materials and supplies, sales, and service
26. Lawn, garden, and farm supply sales and service
27. Professional service establishments, agencies, offices
28. In-patient clinics, nursing homes, long-term care facilities, rehabilitation centers, or similar uses
29. Instructional studios including for dance, martial arts, personal fitness, or skills
30. Gas stations including convenience stores
31. Truck stops and related service centers or facilities
32. Offices including medical offices, outpatient clinics, and veterinarian offices, kennels, and pet day care facilities, subject to Article 7 of this UDC
33. Temporary fireworks sale and storage stands, subject to Article 7 of this UDC
34. Auto repair establishments without vehicle storage
35. Auto repair establishments with vehicles stored outside of a building
36. Ministorage
37. Climate controlled self-storage
38. Commercial lodging; hotels and motels
39. Bed and breakfasts and short-term rentals, subject to Article 7 of this UDC
40. Food trucks and food truck compounds, subject to Article 7 of this UDC
41. Bars and restaurants with alcohol permits, subject to Article 7 of this UDC
42. Car wash
43. Funeral homes, excluding crematory services

44. Retail stores primarily selling age restricted inventory including package sale of alcohol and alcoholic beverages, vaping, and smoking-related goods, subject to Article 7 of this UDC
45. Drive-through businesses
46. Temporary uses per Sec. 7.3
47. Microbrewery or brewery
48. Artisan manufacturing

C. *Conditional uses.*

1. Single-family residential
2. Two-family residential
3. Small multifamily residential (3-16 units) including townhouses
4. Large multifamily residential (17+ units)
5. Accessory dwelling units, subject to Article 7 of this UDC
6. Towing establishments, vehicle storage lots, junkyards
7. Adult businesses, subject to Article 7 of this UDC
8. Manufacturing or industrial uses not listed elsewhere
- ~~9. Microbrewery or brewery~~
- ~~10. Artisan manufacturing~~
- ~~11. 9. Warehousing~~
- ~~12. 10. Distributing and logistics centers; packaging and assembly~~

D. *Building requirements.*

1. Maximum building height: 60 feet above adjacent grade unless provided otherwise in the height overlay district (HOD).
2. Minimum front setback: 25 feet.
3. Minimum side setback: 10 feet.
4. Minimum rear setback: 25 feet.

E. *Lot requirements.*

1. Minimum lot width: 100 feet.
2. Minimum lot area: 10,000 square feet.

F. *Site development standards.*

1. Tree preservation must be provided in accordance with Article 9 of this UDC.
2. Signs and parking must comply with Article 8 of this UDC.

3. All new construction, additions, and substantial improvements must meet the design standards in Article 8 of this UDC.
 4. No mechanical equipment or structural protrusions may be located within a required front or side yard setback.
- G. References to applicable procedures.
1. Application procedures in Article 4 of this UDC.
 2. Subdivision procedures in Article 10 of this UDC.

Division 4 - Mixed-Use Zoning Districts

* * *

Table 6.4.2 – 1. Allowed Uses in Mixed-Use Districts.

LAND USE	ZONING DISTRICTS			USE STANDARDS
	MU1	MU2	MU3	
RESIDENTIAL USES				
Single-family residential	A	A	A ¹	Must be located on upper floors in MU3
Two-family residential	A	A	A ¹	Must be located on upper floors in MU3
Small multifamily residential (3-16 units) including townhouses	A	A	A ¹	Must be located on upper floors in MU3
Large multifamily residential (17+ units)	C	C	C	
Community and group homes	C	C	C	See Article 7 for use standards including certification and staffing.
Manufactured housing and trailers	—	—	—	
Modular housing meeting IRC / IBC	A	A	A	If allowed or conditionally approved for the use type.
Forestry, fishing, and hunting	A	A	A	
Community garden	A	A	A	

LAND USE	ZONING DISTRICTS			USE STANDARDS
	MU1	MU2	MU3	
ACCESSORY USES				
Home occupations as per Sec. 7.2.1 of this UDC	A	A	A	See Article 7 for use standards
Accessory dwelling units	A	A	A	See Article 7 for use standards and design requirements
Other accessory uses regulated as per Sec. 7-2 of this UDC	A	A	A	See Article 7 for use standards
CIVIC USES				
Minor utilities including lift stations and transformers	A	A	A	
Major public and private utilities including power generation / distribution, natural gas, water, and sewer system components	C	C	C	
Public safety services	A	A	A	
Airports and related facilities	—	—	—	
Cemeteries and related, excluding crematoria	A	A	A	
Active recreation facilities such as recreational centers, gymnasiums, athletic centers; sports fields, outdoor courts, and active public parks	C	C	A	
Passive recreation facilities such as nature trails, nature refuges, passive public parks, bird preserves	A	A	A	
Farmers markets	A	A	A	
Schools and educational facilities	C	C	C	
Hospitals	—	C	A	
Day care or preschool	A	A	A	
Standalone parking lots and structures	C	C	C	See Article 7 for use standards and design requirements
Religious assembly	C	C	C	

LAND USE	ZONING DISTRICTS			USE STANDARDS
	MU1	MU2	MU3	
Lodges and civic organizations	A	A	A	
Government facilities and services	A	A	A	
Bus or railway stations	—	—	A	
COMMERCIAL USES				
Bed & breakfast; short-term rentals	A	A	A	See Article 7 for use standards
Commercial lodging; hotel / motel	C	C	A	
Banquet halls, events venues, and private amusement facilities	A	A	A	
Restaurants, cafes, and other eating establishments without alcohol permits	A	A	A	
Retail stores under 12,000 square feet	A	A	A	
Retail stores over 12,000 square feet, wholesale trade, warehouse clubs, and supercenters.	C	C	C	
Vehicle dealers, sales and service	—	C	C	
Vehicle tire and parts, sales and service	—	C	C	See Article 7 for use standards
Building materials and supplies sales and service	—	C	C	
Lawn, garden, and farm supply sales and service	—	A	A	
Professional services establishments including but not limited to aestheticians / salons, artist / photograph photography studios, dance and instructional studios including martial arts, agencies, and offices.	A	A	A	
Gas stations including convenience stores	C	A	A	
Truck stops and related service centers or facilities	—	—	—	
Offices including medical offices and outpatient clinics.	A	A	A	

LAND USE	ZONING DISTRICTS			USE STANDARDS
	MU1	MU2	MU3	
In-patient clinics, nursing homes, long-term care facilities, and rehabilitation centers	—	C	C	
Veterinarian offices, kennels, and pet day care facilities.	—	—	C	See Article 7 for use standards for animal related uses
Fireworks sale and storage	—	—	—	See Article 7 for use standards
Towing establishments, vehicle storage lots, junkyards	—	—	—	See Article 7 for use standards
Auto repair establishments without vehicle storage	—	C	C	See Article 7 for use standards
Auto repair establishments with vehicles stored outside of a building	—	—	—	See Article 7 for use standards
Mini-storage	—	—	—	
Climate controlled self storage	—	—	C	
Food trucks, including food truck compounds	A	A	A	See Article 7 for use standards
Bars, lounges, clubs, cafes and restaurants with alcohol permits	A	A	A	
Car wash	—	C	C	
Funeral homes, excluding crematory services	—	C	A	
Retail stores primarily selling age restricted inventory including package sales of alcohol and alcoholic beverages, vaping, and smoking	— A	— A	— A	See Article 7 for use standards
Adult uses or businesses	—	—	—	See Article 7 for use standards
Drive-through businesses	—	A	A	
Manufacturing or industrial uses not listed elsewhere in this table (see below)	—	—	—	

LAND USE	ZONING DISTRICTS			USE STANDARDS
	MU1	MU2	MU3	
Microbrewery producing less than 15,000 barrels of beer per year	— C	— A	€ A	See Article 7 for use standards
Brewery	— —	— C	€ A	See Article 7 for use standards
Artisan manufacturing	— A	— A	€ A	See Article 7 for use standards

Section 6.4.3 **Design** Standards for all uses in the MU districts.

A. *Building design elements.*

1. *Compatibility with the environment.* Buildings shall exhibit the ability to provide protection from rain, sun, and high humidity.
2. *Entrances.* Each principal building shall have a clearly defined, inviting, highly visible customer entrance enhanced with distinguishing features such as **but not limited to** canopies, galleries, and porticos.
3. *Facades.* Facades of buildings visible to the public shall maintain the same standard of design as the front facade, including:
 - a. Screening of utilities, equipment, and building services.
 - b. Continuation of building design elements such as quality of materials, galleries, cornices, and treatment of openings.
4. *Façade elements.* Disruption of horizontal **planes of greater than 60 feet** with vertical elements are required. This may include significant interruption by change in plane, material, opening, or design element, such as a tower or gable.
5. *Visible structures.* Disciplined visible structural vocabulary must be maintained. Arcades, galleries, and roofs shall not appear to levitate in space, but have a visible means of support with columns and/or brackets. No overhangs in excess of 3 feet are allowed without a visible means of support. Rafter tails are encouraged on smaller overhangs.
6. *Design.* Consistent design vocabulary for multiple structures on one property will **need to be** employed. A unifying element such as material, color, or form should be used for all structures.
7. *Material.* No building with an industrial appearance is allowed, such as a pre-engineered metal building with metal siding. ~~and devoid of historic context.~~

8. *Service bays.* Service bays shall be oriented away from the principal street or screened.
 9. *Building consistency.* New buildings should be built to match the existing average building height of a developed block and may not exceed the maximum height of the tallest occupied structure of a developed block. Larger buildings should be divided into smaller elements in order to incorporate historic design context.
 10. *Proportions.* Buildings should maintain classic proportions. For example, smaller columns should be placed closer together for a more vertical proportion, and as the structure becomes more horizontal in scale, the supports (columns) should have additional mass.
 11. *Fascia.* Fascia of buildings may not exceed 16 inches in depth, including gutter; except for fascia used as a unifying design element for multi-tenant buildings, and for placement of signage for multi-tenants. ~~No backlit fascia.~~ For the purpose of this UDC, fascia is defined as the horizontal plain just below the roof or coping, and above the wall or supports.
 12. *Mansard roofs.* Mansard roofs used in conjunction with canopies, covered walkways and entries shall have a roof-like slope not greater than 12:12 or less than 4:12.
 13. *Design variation.* Buildings should have substance; design shall include base, intermediate, and cap. Changes in materials shall have a clear line of demarcation, either by offset, reveal, or border.
 14. *Shadows.* Shadows shall be considered as a design element.
- B. *Materials.* Materials may be composed of the following:
1. *Walls.* Wood, brick, and cement plaster (stucco). Additional materials may be considered as provided in Article 8 of this UDC.
 2. *Roofing.* Architectural asphalt shingles, wood shakes, slate/tile, rigid shingles with ridge tiles, metal (26 gauge or better: corrugated, V-crimp, and standing seam). Other materials will be considered if present and documented within the developed block.
 - ~~3. *Roofing.* Wood shakes, slate/tile, rigid shingles with ridge tiles, metal (corrugated, V-crimp, and standing seam).~~
- ~~C. *Color.* Colors shall be reviewed for compliance with the following standards:~~
- ~~1. *Facade colors* shall be low reflective and subtle. The use of primary, high intensity or metallic color is prohibited outside of the sign face.~~
 - ~~2. *Accurate color drawings* with a list of paint numbers and elevations of every building will be required to be submitted prior to any modification.~~
- C. *Canopies.*

1. Free (or semi-free) standing canopies, such as those used as shelters for pump islands, and porte-cocheres, shall be of similar style and materials as the building. Canopies are not considered the principal structure.
2. Unless site conditions preclude, canopies shall be attached to and made an integral part of the main building.
3. Canopies shall have columns, beams, and/or brackets of sufficient scale to give a visible means of support.
4. Clearance under canopies shall not exceed 16 feet, and cantilevered overhangs shall not exceed 15 feet.
5. Task lighting shall be utilized to reduce light spillage. Intense general lighting under canopies is not allowed.
6. Disrupt long horizontal plains with vertical elements.

D. *Site features.* Sites including any of the following elements must comply with the standards below:

1. A hedge of not less than 30 inches or more than 48 inches in height is allowed along property lines of each public street (not to interfere with sight triangles).
2. A fence of not less than 30 inches or more than 72 inches in height is allowed along property lines of each public street (not to interfere with sight triangles). Fences may be wood or metal but may not be opaque – clear spacing between pickets or spindles must be maintained.
3. If sidewalks are provided, the sidewalk must be no less than 4 feet in width and must connect sidewalks in the public right-of-way to the building entry.
4. Sidewalks must be provided along the facade with a customer entrance and connecting parking areas and adjacent buildings, in order to minimize pedestrian traffic within vehicular drives and parking areas.
5. The site must distinguish internal pedestrian walkways from driving surfaces through the use of special materials.
6. If mechanical equipment is placed on the site (including electrical entries, dumpsters, and equipment not used by the public), it must be screened from public view. Screening may be by opaque fencing, landscaping, or building element, such as a parapet.

E. *Signage.* All signage shall comply with the requirements of this UDC. In the MU districts, no billboards are allowed.

Section 6.4.4 MU1 Neighborhood Mixed-Use District.

* * *

- B. *Allowed uses.* See Table 6.4.2 – 1. Allowed Uses in Mixed-Use Districts for allowed uses, where only the uses listed below are allowed. Uses not listed below are prohibited unless provided for in Section 6.4.4.C. Conditional uses.
1. Single-family residential
 2. Two-family residential
 3. Small multifamily residential (3-16 units) including townhouses
 4. Modular housing meeting IRC / IBC
 5. Forestry, fishing, and hunting
 6. Community garden
 7. Home occupations as per Sec. 7.2.1 of this UDC
 8. Accessory dwelling units, subject to Article 7 of this UDC
 9. Other accessory uses regulated as per Sec. 7.2 of this UDC
 10. Minor utilities including lift stations and transformers
 11. Public safety services
 12. Cemeteries and related, excluding crematoria
 13. Passive recreation facilities such as nature trails, nature refuges, passive public parks, and bird preserves
 14. Farmers markets
 15. Day care or preschool
 16. Lodges and civic organizations
 17. Government facilities and services
 18. Bed and breakfasts, short-term rentals, subject to Article 7 of this UDC
 19. Banquet halls, events venues, and private amusement facilities
 20. Restaurants, cafes, and other eating establishments without alcohol permits
 21. Bars, lounges, clubs, cafes, and restaurants with alcohol permits, subject to Article 7 of this UDC
 22. Retail stores under 12,000 square feet
 23. Professional services establishments including but not limited to aestheticians, salons, artist or ~~photograph~~ photography studios, dance and instructional studios, martial arts studios, agencies, and offices, subject to Article 7 of this UDC
 24. Offices including medical offices and outpatient clinics
 25. Food trucks including food truck compounds

26. Retail stores primarily selling age restricted inventory including package sales of alcohol and alcoholic beverages, vaping, and smoking

27. Artisan manufacturing

C. Conditional uses

1. Large multifamily residential (17+ units)
2. Community homes, subject to Article 7 of this UDC
3. Major public and private utilities including power generation / distribution, natural gas, water, and sewer system components
4. Active recreation facilities such as recreational centers, gymnasiums, athletic centers, sports fields, outdoor courts, and active public parks
5. Schools and educational facilities
6. Religious assembly
7. Standalone parking lots and structures, subject to Article 7 of this UDC
8. Commercial lodging; hotel / motel
9. Retail stores over 12,000 square feet, wholesale trade, warehouse clubs, and supercenters
10. Gas stations including convenience stores
11. Microbrewery

* * *

F. *Site development standards.*

1. Tree preservation must be provided in accordance with Article 9 of this UDC.
2. Signs and parking must comply with Article 8 of this UDC.
3. All new construction, additions, and substantial improvements must meet the design standards in Section 6.4.3. and Article 8 of this UDC.
4. No mechanical equipment or structural protrusions may be located within a required front or side yard setback.

* * *

Section 6.4.5 MU2 District Mixed Use.

- A. *Purpose.* The MU2 District Mixed-Use is intended to preserve and enhance the ~~role of Olde Towne as the~~ civic, commercial, and cultural core of Slidell by allowing a mix of commercial, residential, civic and entertainment uses, as well as supporting a low-intensity mix of uses in the vicinity of commercial corridors and residential areas.

- B. *Allowed uses.* See Table 6.4.2 – 1. Allowed Uses in Mixed-Use Districts for allowed uses, where only the uses listed below are allowed. Uses not listed below are prohibited unless provided for in Section 6.4.5.C. Conditional uses.
1. Single-family residential
 2. Two-family residential
 3. Small multifamily residential (3-16 units) including townhouses
 4. Modular housing meeting IRC / IBC
 5. Forestry, fishing, and hunting
 6. Community garden
 7. Home occupations as per Sec. 7.2.1 of this UDC
 8. Accessory dwelling units, subject to Article 7 of this UDC
 9. Other accessory uses regulated as per Sec. 7.2 of this UDC
 10. Minor utilities including lift stations and transformers
 11. Public safety services
 12. Cemeteries and related, excluding crematoria
 13. Passive recreation facilities such as nature trails, nature refuges, passive public parks, and bird preserves
 14. Farmers markets
 15. Day care or preschool
 16. Lodges and civic organizations
 17. Government facilities and services
 18. Bed and breakfasts, short-term rentals, subject to Article 7 of this UDC
 19. Banquet halls, events venues, and private amusement facilities
 20. Restaurants, cafes, and other eating establishments without alcohol permits
 21. Bars, lounges, clubs, cafes, and restaurants with alcohol permits, subject to Article 7 of this UDC
 22. Retail stores under 12,000 square feet
 23. Lawn, garden, and farm supply sales and service
 24. Professional services establishments including but not limited to aestheticians, salons, artist or ~~photograph~~ **photography** studios, dance and instructional studios, martial arts studios, agencies, and offices, subject to Article 7 of this UDC
 25. Offices including medical offices and outpatient clinics
 26. Gas stations including convenience stores

- 27. Drive-through businesses
- 28. Food trucks including food truck compounds
- 34. Retail stores primarily selling age restricted inventory including package sales of alcohol and alcoholic beverages, vaping, and smoking
- 35. Microbrewery
- 37. Artisan manufacturing

C. *Conditional uses*

- 1. Large multifamily residential (17+ units)
- 2. Community homes, subject to Article 7 of this UDC
- 3. Major public and private utilities including power generation / distribution, natural gas, water, and sewer system components
- 4. Active recreation facilities such as recreational centers, gymnasiums, athletic centers, sports fields, outdoor courts, and active public parks
- 5. Schools and educational facilities
- 6. Religious assembly
- 7. Standalone parking lots and structures, subject to Article 7 of this UDC
- 8. Commercial lodging; hotel / motel
- 9. Hospitals
- 10. Retail stores over 12,000 square feet, wholesale trade, warehouse clubs, and supercenters
- 11. Vehicle dealers, sales and service, subject to Article 7 of this UDC
- 12. Vehicle tire and parts, sales and service, subject to Article 7 of this UDC
- 13. Building materials and supplies sales and service
- 14. In-patient clinics, nursing homes, long-term care facilities, and rehabilitation centers
- 15. Auto repair establishments without vehicle storage, subject to Article 7 of this UDC
- 16. Car wash
- 17. Funeral homes, excluding crematory services
- 18. Brewery

* * *

F. *Site development standards.*

- 1. Tree preservation must be provided in accordance with Article 9 of this UDC.
- 2. Signs and parking must comply with Article 8 of this UDC.

3. All new construction, additions, and substantial improvements must meet the design standards in **Section 6.4.3. and** Article 8 of this UDC.

* * *

Section 6.4.6 MU3 Community Mixed-Use District.

* * *

- B. *Allowed uses.* See Table 6.4.2 – 1. Allowed Uses in Mixed-Use Districts for allowed uses, where only the uses listed below are allowed. Uses not listed below are prohibited unless provided for in Section 6.4.6.C. Conditional uses.
1. Single-family residential – this use must be located on an upper floor
 2. Two-family residential – this use must be located on an upper floor
 3. Small multifamily residential (3-16 units) including townhouses – this use must be located on an upper floor
 4. Modular housing meeting IRC / IBC
 5. Forestry, fishing, and hunting
 6. Community garden
 7. Home occupations as per Sec. 7.2.1 of this UDC
 8. Accessory dwelling units, subject to Article 7 of this UDC
 9. Other accessory uses regulated as per Sec. 7.2 of this UDC
 10. Minor utilities including lift stations and transformers
 11. Public safety services
 12. Cemeteries and related, excluding crematoria
 13. Active recreation facilities such as recreational centers, gymnasiums, athletic centers, sports fields, outdoor courts, and active public parks
 14. Passive recreation facilities such as nature trails, nature refuges, passive public parks, and bird preserves
 15. Farmers markets
 16. Day care or preschool
 17. Hospitals
 18. Lodges and civic organizations
 19. Government facilities and services
 20. Bus or Railway Stations
 21. Commercial lodging; hotel / motel
 22. Bed and breakfasts, short-term rentals, subject to Article 7 of this UDC
 23. Banquet halls, events venues, and private amusement facilities

24. Restaurants, cafes, and other eating establishments without alcohol permits
25. Bars, lounges, clubs, cafes, and restaurants with alcohol permits, subject to Article 7 of this UDC
26. Retail stores under 12,000 square feet
27. Lawn, garden, and farm supply sales and service
28. Professional services establishments including but not limited to aestheticians, salons, artist or ~~photograph~~ photography studios, dance and instructional studios, martial arts studios, agencies, and offices, subject to Article 7 of this UDC
29. Offices including medical offices and outpatient clinics
30. Gas stations including convenience stores
31. Drive-through businesses
32. Food trucks including food truck compounds
33. Funeral homes, excluding crematory services
34. Retail stores primarily selling age restricted inventory including package sales of alcohol and alcoholic beverages, vaping, and smoking
35. Microbrewery
36. Brewery
37. Artisan manufacturing

C. Conditional uses

1. Large multifamily residential (17+ units)
2. Community homes, subject to Article 7 of this UDC
3. Major public and private utilities including power generation / distribution, natural gas, water, and sewer system components
4. Schools and educational facilities
5. Religious assembly
6. Standalone parking lots and structures, subject to Article 7 of this UDC
7. Veterinarian offices, kennels, and pet day care facilities, subject to Article 7 of this UDC.
8. Retail stores over 12,000 square feet, wholesale trade, warehouse clubs, and supercenters
9. Vehicle dealers, sales and service, subject to Article 7 of this UDC
10. Vehicle tire and parts, sales and service, subject to Article 7 of this UDC
11. Building materials and supplies sales and service

12. In-patient clinics, nursing homes, long-term care facilities, and rehabilitation centers
13. Auto repair establishments without vehicle storage, subject to Article 7 of this UDC
14. Climate controlled self-storage
15. Car wash
- ~~16. Microbrewery or brewery~~
- ~~17. Artisan manufacturing~~

* * *

F. *Site development standards.*

1. Tree preservation must be provided in accordance with Article 9 of this UDC.
2. Signs and parking must comply with Article 8 of this UDC.
3. All new construction, additions, and substantial improvements must meet the design standards in **Section 6.4.3. and** in Article 8 of this UDC.
4. No mechanical equipment or structural protrusions may be located within a required front or side yard setback.

* * *

Division 5 - Innovation and Technology Zoning Districts

Section 6.5 Innovation and technology district requirements.

* * *

Section 6.5.3 Standards for all uses in the IT districts.

* * *

M. *Exterior wall finish materials requirements*

1. *Decorative building materials.* The decorative materials used for building exterior finishes shall be proven high-quality, durable materials. These materials include:
 - a. Brick, including thin brick
 - b. Stone, including cast stone
 - c. Portland cement stucco
 - d. Architectural masonry units ~~excluding smooth faced CMU including split face, weathered face, sandblasted face and ground face blocks~~
 - e. Glass fiber **or other types of** reinforced concrete

- f. ~~Wood or~~ fiber cement siding
- g. Glass
- h. Architectural metal panels, 26 gauge or better.
- i. ~~Vinyl siding~~
- j. ~~Exterior insulation and finish systems ("EIFS")~~

2. *Prohibited materials.* The use of the following building materials for exterior walls, siding, or cladding is prohibited except for buildings located at least 150 feet from ~~any street frontage streets~~:

- a. Corrugated metal panel except as approved by the Director of Planning
- b. Plywood
- c. Plastic
- d. Vinyl or metal siding
- e. Exterior insulation and finish systems ("EIFS"); EIFS is prohibited from use within 12 feet of finished grade at any location.

* * *

P. *Project design and materials mock-up.*

As part of the application and approval process for all projects subject to the standards of this Section, ~~an a digital~~ elevation study and material mock-up representing the building architecture, design, and materials shall be submitted to the Department of Planning ~~within 5 business days at the time of application submittal. The mock-up shall include sample sizes of the actual materials for and colors of the project that is proposed for the site.~~

* * *

Division 7 - Overlay Zoning Districts

Section 6.7 – Overlay zone district requirements.

* * *

Section 6.7.3 OPD Olde Towne Preservation Overlay District.

* * *

D. *Commission COA considerations, or administrative approval of design for review of new construction.* Proposals for new construction in the Olde Towne Preservation Overlay District should seek compatibility with existing structures through the appropriate use of site planning, materials, decorative details, architectural elements, and scale. Architectural context is the primary concern, and a proposal does not have to replicate or copy any specific historic style or period. The following factors will be considered:

* * *

3. *Materials.* With the exception of vinyl siding, materials identified in **Section 6.4.3. and Article 8** for Olde Towne District structures are permitted in the Olde Towne Preservation District. Vinyl siding is not allowed on front façades. Other materials not specifically mentioned in these design guidelines will be considered on a case by case basis and approved by the Commission.
4. *Decorative details.* Decorative details include ornamentation or embellishment **such as, but not limited to**, cornices, lintels, arches, balustrades, chimneys, shutters, columns, and other common details. When used, details should create a unifying effect on a building and should be compatible with the context of the neighborhood.
5. *Architectural elements.* Architectural elements **include** parts of a building that are integral to its composition. These include balconies, roofs, porches, chimneys, dormers, parapets, and other parts of a building that contribute to its overall shape and silhouette. The choice and arrangement of elements of a proposed building should reflect those of other buildings in the neighborhood. The building should not draw unnecessary attention to itself by failing to relate to neighboring styles, **nor** should it copy these styles. The object is to compliment the context of the Olde Towne Preservation District.
6. *Color.* Colors shall be reviewed for compliance with the following standards:
 - a. **Facade colors shall be selected from a historic palette; the use of primary, high intensity, neon, or metallic color is prohibited outside of the sign face.**
 - b. **Accurate color designations (manufacturer color name and number) for each element on a building will be required to be submitted prior to any modification.**

* * *

F. *Standards for additional design elements.*

* * *

3. *Signs.*
 - a. Signs must meet all applicable requirements of this Code.
 - b. Signs must also conform to character of the surrounding area. In addition to meeting the requirements of Article 8 of this UDC, approval of the display of a sign in the Olde Towne Preservation Overlay District shall be granted **by the Commission** only when such signs relate to the appearance, color, size, position, method of attachment, texture of materials and design, and conform to the distinctive character of the Olde Towne Preservation Overlay

District or do not injuriously affect it or impair the value to the community of those buildings having architectural or historical worth.

- c. *No signs to be displayed in certain places.* ~~No sign shall be displayed above the peak of the roof of any buildings in the Olde Towne Preservation Overlay District, unless approved by the Commission.~~ No sign shall be displayed or placed in any manner whatsoever so as to disfigure or conceal any significant architectural feature or detail of any building.
- d. *Number of primary signs.* See Article 8 of this UDC for sign regulations by zoning district.
- e. *Temporary signs.* See Article 8 of this UDC for temporary sign regulations.
- f. *Illuminated signs.* Illuminated signs may be constructed or erected within the Olde Towne Preservation Overlay District subject to review and approval by the Commission for compatibility with surrounding historic context and in keeping with the City's existing signage regulations in Article 8 of this UDC. Concealed lighting is recommended. ~~Bulbs may not be exposed.~~ The light should enhance the sign as well as the building on which it is mounted.
- g. *Digital signs.* Digital signs are not allowed in the Olde Towne Preservation Overlay District. See Article 5 of this UDC for details on legal nonconforming signs and their treatment.

* * *

Section 6.7.7 ITO Innovation and Technology Overlay District.

- A. *Purpose.* ITO Innovation and Technology Overlay District is intended to ~~provide flexibility in use activity support business park or campus style development~~ to revitalize underused ~~light industrial or marine~~ development sites to spur employment and entrepreneurship in the City. This overlay allows the combination of offices, commercial uses, retail and service uses, and industrial uses within a site or campus, and adds design flexibility for the rehabilitation of old sites and structures and development of new buildings and sites.

* * *

- C. *Building requirements.*
 - 1. Exception to the maximum building height in the base district, replaced with a maximum building height of ~~65~~ 75 feet ~~on parcels zoned CC or CR.~~
 - 2. All buildings may use the minimum setbacks required by the ~~UDC Building Code.~~
- D. *Campus design permissions.*
 - 1. Sites may have multiple buildings per lot.

2. Sites may use shared parking facilities across lot lines provided a lease or shared ownership structure is in place.
3. Walk-ways, decks, docks and boardwalks, for the purpose of providing pedestrian cross access between properties within this district, may be constructed up to and extending across common property lines with the written consent of each respective property owner and in compliance with the Building Code.
4. **Where applicable**, attached accessory structures including stairs, decks, porches, awnings, canopies, docks, and boathouses can extend up to the ordinary high-water mark for waterways or channels and may extend out into such waterways or channels provided the appropriate state and federal permits and leases are obtained. If the structures are proposed in the vicinity of a City or Parish drainage canal, permission must be obtained by the City or Parish **as applicable**.

ARTICLE 7 – USE STANDARDS

Section 7.1 Principal uses.

* * *

Section 7.1.2 Age Restricted Uses

Age Restricted Uses must provide documentation of compliance with all applicable state and federal regulations.

Section 7.1.2 Section 7.1.3 Agricultural uses.

* * *

Section 7.1.3 Section 7.1.4 Animal-related uses.

* * *

Section 7.1.5 Artisan manufacturing.

- A. Manufacturing process must generate unique units or items that are not the process of a fully mechanized or automated production process.
- B. Any processes creating noise, dust, or odor must take place in an enclosure with ventilation and dust or odor control measures in place.
- C. Any outdoor storage areas must be screened by a 100 percent, 6 foot non-living or 70 percent living screen. Objects shall be stored at a minimum of 5 feet from this screen.
- D. Showrooms, seating areas, or display areas may be indoor or outdoor on artisan manufacturing sites.

Section 7.1.4 Section 7.1.6 Auto repairs and services.

* * *

Section 7.1.7 Breweries or microbreweries.

- A. All production facilities must be located inside of a building or enclosure.
- B. Breweries or microbreweries may include tasting rooms or restaurant facilities and may have outdoor or indoor seating.
- C. The building or site may be used as an event venue, however such events must not violate the City noise ordinance and outdoor gatherings must conclude by 11:00 pm.

Section 7.1.5 Section 7.1.8 Business complexes or shopping centers.

* * *

Section 7.1.6 Section 7.1.9 Community homes.

* * *

Section 7.1.7 Section 7.1.10 Crematories.

* * *

Section 7.1.8 Section 7.1.11 Manufactured or mobile homes.

* * *

Section 7.1.9 Section 7.1.12 Massage establishments.

* * *

Section 7.1.10 Section 7.1.13 Methadone centers or clinics.

* * *

Section 7.1.11 Section 7.1.14 Mini-warehouses.

* * *

Section 7.1.12 Section 7.1.15 Motor vehicle and boat sale and rental.

* * *

Section 7.1.13 Section 7.1.16 Outdoor salvage yards.

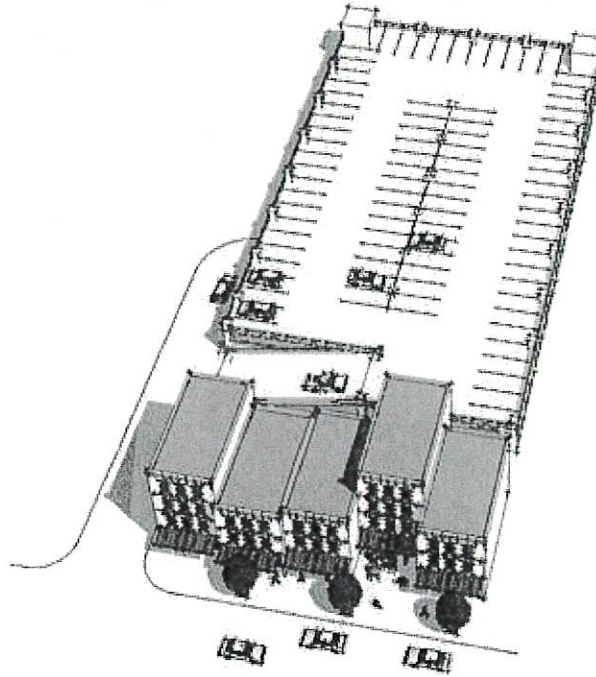
* * *

Section 7.1.14 Section 7.1.17 Parking garages.

- A. The perception of the bulk (or mass) of a parking garage as seen from the street shall be minimized by orienting the garage so that its short dimension is along the edge of the street with the highest functional classification upon which the lot fronts.
- B. The parking garage shall provide retail or other appropriate uses at the ground level and/or along no less than 60 percent of the linear frontage abutting a street,

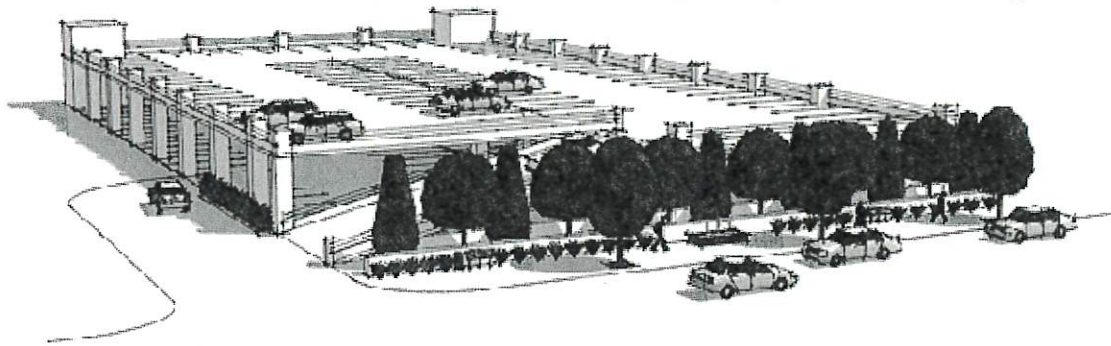
parking area, or open space. Alternatively, the parking garage shall be located behind the principal building (see Figure 7.1.14-4 7.1.17-1 - Parking Garage with Building Frontage).

Figure 7.1.14-4 Figure 7.1.17-1. Parking Garage with Building Frontage.



- C. Any remaining portions of the façade not devoted to retail or other appropriate uses shall incorporate one or more of the following devices to screen the view of parked cars:
 - 1. Ornamental grillwork (plain vertical or horizontal bars are not acceptable);
 - 2. Decorative artwork, such as metal panels, murals, and mosaics; and/or
 - 3. Display windows for use by nearby merchants.
- D. Vehicular entrances shall be designed to incorporate architectural elements that frame the opening, such as an arch, lintels, pilasters, masonry trim, planters, or ornamental lighting.
- E. Where the dimensions of the parcel proposed for development do not accommodate building frontage as set out above, parking structures and vehicle entrances shall be designed to minimize views into the garage from surrounding and adjacent properties, streets, and sidewalks. Methods to help minimize such views may include, but are not limited to, landscaping, planters, masonry walls up to 42 inches in height, and decorative grilles and screens. The frontage along the garage shall include street furniture at intervals of not more than 40 feet. See Figure 7.1.14-2 Figure 7.1.17-2-Parking Garage with Screening.

Figure 7.1.14-2 Figure 7.1.17-2. Parking Garage with Screening.



- F. Parking structures shall be architecturally consistent with exterior architectural elements of the principal structure or adjacent traditional buildings, including rooflines, façade design, articulation, modulation and finish materials.
- G. Parking structure façades shall have brick cladding or a combination of brick and other masonry and have regularly spaced square or rectangular openings.
- H. Security grilles for parking structures shall be architecturally consistent with and integrated with the overall design. Chain link fencing is not allowed for parking structure fencing.

Section 7.1.15 Section 7.1.18 Repair establishments of automobiles, boats, trucks, trailers, tractors and mobile homes, including car washes and detailing shops.

* * *

Section 7.1.16 Section 7.1.19 Railroads and mineral deposits, existing.

* * *

Section 7.1.17 Section 7.1.20 Satellite dishes, communications, television, and radio antennas, or towers.

- A. Communications, television and radio antennas or towers for commercial use or providing service to users beyond the lot where the structure is installed are allowed uses in C and IT districts in rear and side yard areas, provided that they conform with the following criteria:
 - 1. No structure may extend beyond the lot line or encroach upon or extend over any required landscape areas or buffer zone, except that support anchors may extend across lot lines where the owner of the tower has secured a valid easement/servitude for placement of anchoring structures on adjacent property and where such anchoring devices do not encroach upon or over public rights-of-way and/or public utility or drainage easements.

2. A fall radius area must be secured – either by purchase of land by the communications tower operator / owner or through an easement or servitude preventing construction in this area. The fall radius must be measured as one foot for each foot of tower height above grade extending radially from the tower. **An exception may be granted by the Planning Director and City Engineer for any monopole engineered and certified to fall within the property boundaries in the event of catastrophic failure.**
3. All installations shall conform with Section 7.1.17.B.5 and 6.
4. Where these regulations conflict with applicable FCC regulations, the FCC regulations shall prevail.
5. Where this ordinance conflicts with any other Section of the zoning ordinance, this Ordinance shall prevail.

* * *

~~Section 7.1.18~~ Section 7.1.21 Shelter for victims of domestic violence.

* * *

Section 7.2 Accessory uses.

* * *

Section 7.2.4 Detached carport and accessory buildings.

- A. *Front yard.* Carports, garages, and accessory buildings are not allowed in front yards.
- B. *Side yards.* Minimum setback of 5 feet. Accessory buildings shall not encroach into servitudes or easements.
- C. *Rear yards.* Minimum setback of 5 feet. Accessory buildings shall not encroach into servitudes or easements.
- D. *Height and yard coverage.* An accessory building shall not exceed 16 feet in height and shall not occupy more than 25 percent of the rear yard.
- E. Carports and accessory buildings shall not have any projections into the required setbacks or yards and shall not have any equipment placed in the required setbacks or yards.
- F. **A copy of a plat of survey showing all existing buildings on the lot or parcel of land where the accessory building is to be located shall be submitted with the required building permit application.**
- G. **Building permits shall be required for all accessory buildings; however, a permit fee shall not be charged for a detached accessory building having less than 100 square feet of area unless such structure will have plumbing or electricity.**

* * *

Section 7.2.6 Accessory dwelling units (ADUs).

- A. *Lot size and area.* Accessory dwelling units, where allowed, shall only be located on lots that meet minimum lot area, width, and depth requirements.
- B. *Number.* No more than one accessory dwelling unit is allowed per lot.
- C. *Accessory dwelling unit type.* The following accessory dwelling unit types may be constructed:
 - 1. Attached accessory dwelling unit
 - 2. Detached accessory dwelling unit
- D. *Floor area.* The total aggregate floor area of an accessory dwelling unit may not exceed 800 square feet, or 40 percent of the total aggregate floor area of the principal structure, whichever is greater.
- E. *Minimum front, side, and rear yard setbacks.*
 - 1. Must follow minimum setbacks established in this Section.
 - 2. Detached accessory dwelling units on corner lots must have the same exterior side yard setback requirements as the principal structure.
- F. *Exterior finish materials.* The exterior finish materials of any accessory dwelling unit shall be the same or visually match in type, size, and placement of the principal building.
- G. *Parking.* One additional off-street parking space, in addition to those required by Article 8 of this UDC shall be required for accessory dwelling units.
- H. A copy of a plat of survey showing all existing buildings on the lot or parcel of land where the accessory building is to be located shall be submitted with the required building permit application.
- I. Building permits shall be required for all accessory buildings; however, a permit fee shall not be charged for a detached accessory building having less than 100 square feet of area unless such structure will have plumbing or electricity.

Section 7.2.7 Snowball stands.

Snowball stands not exceeding 250 square feet in area shall be allowed in C or MU districts on developed parcels, provided that they conform with the following regulations and are not located on a vacant parcel:

- 1. The structure shall not encroach upon any required planting areas.
- 2. All such structures shall be setback at least 10 feet from any lot line that abuts a public street right-of-way.
- 3. Additional off-street parking shall not be required where there is existing parking.
- 4. Any snowball stand that is allowed by this Section may not be used to sell any item other than snowballs and ice cream items.
- 5. Section 7.2.4. regulations apply.

6. No drive-through window service may be provided.

* * *

ARTICLE 8 – ON-SITE DEVELOPMENT STANDARDS

Section 8.1 General requirements.

* * *

Section 8.1.2 Fences, walls, and hedges.

- A. Notwithstanding other provisions of this UDC, fences, walls and hedges up to 6 feet in height may be allowed in any required yard, or along the edge of any yard provided that no fence, wall or hedge along the sides or front edge of any front yard shall be over 6 feet in height with visibility unobstructed above 30 inches.
- B. In all commercially zoned districts, fences or freestanding walls shall be constructed of wood, iron, vinyl, aluminum, brick, or chain link. Barbed wire, razor-ribbon, corrugated sheet metal, may not be used.
- C. Chain link may not be used between the building or building setback and a street right-of-way.
- D. A fence may be constructed on a vacant or undeveloped site, however a fence may not be constructed across lot lines.
- E. Fence construction requires a permit. Any fence or freestanding wall over 6 feet in height requires a building permit showing compliance with wind load and foundation requirements.

Section 8.1.3 Yards, projections, sight triangles.

- A. *Yard regulations.* Where the yard regulations cannot be reasonably complied with or their application determined on lots of peculiar shape, location, or topography, such regulations may be modified by the Board of Adjustment.
- B. *Setback, side yard waived.* For the purpose of side yard regulations, the following dwellings with common party walls shall be considered as one building occupying one lot:
 - 1. Semidetached dwellings;
 - 2. Row dwellings; and
 - 3. Apartments.
- C. *Projections into yard.* Cornices, sills, eaves, belt courses, chimney, unroofed platforms, landings, steps, or balconies may extend or project into a required yard 2 feet. In no case may any part of the projection extend closer than 5 feet to any property line. This is not to be construed to include air conditioning compressors or any other similar accessory equipment. No air conditioning units, generators, or similar equipment may be located in the required yards.

- D. *Visibility of intersections in all districts.* On corner lots in any district, nothing shall be erected, placed, planted or allowed to grow in such a manner as materially to impede vision between a height of 30 inches and 8 feet above the centerline grades of the intersecting streets in a sight triangle area bounded by the street right-of-way lines on such corner lots and a side line joining points along right-of-way lines 35 feet from the intersection right-of-way corner.
- E. *Front yard for through lots:* On through lots where street frontage is found on two property boundaries, the applicable zoning district minimum front yard setback depth shall be provided on both streets.

* * *

Section 8.2 Signs.

* * *

Section 8.2.2 Sign exemptions.

* * *

- G. *Street address numbers.* No permit required for property address numbers **under 12 inches in height** as provided in conformance with Chapter 7, Article IX of this Code.

* * *

Section 8.2.11 Billboards.

- A. *Administration of billboard regulations.*
1. **Definition.** Any sign exceeding 210 square feet shall be considered a billboard in accordance with the sign definitions in this UDC.
 2. **Category of use.** Billboards shall be considered an accessory use and are allowed on an undeveloped lot or on a lot with a primary structure **if allowed within the applicable zoning district.**
 3. **Permit required.** All billboards are required to receive a permit prior to their construction and shall be reviewed through the sign and building permit application process.
 4. **Minimum requirements for a billboard application.** In addition to the above application requirements, applicants for a billboard must also provide evidence of applicable and active LA-DOTD permit(s) in process.
- B. *Limited location along interstate corridors.* Billboards may only be located along Interstate corridors and no further than **300 400** feet from the center line of the interstate roadway, established in compliance with applicable state regulations and the following standards:
1. An interstate corridor includes all properties fronting on the interstate or on a LA DOTD designated service road abutting I-10, I-12 and/or I-59.

2. Billboards must be a minimum distance of 3,000 feet from any other billboards, measured radially, and billboards must be setback from the interstate or service right-of-way a minimum of 25 feet.
 3. No billboard shall be constructed, erected, placed, or replaced closer than 300 feet from the nearest residence.
 4. The minimum ground clearance for the billboard is 8 feet.
 5. Maximum height shall align with state (DOTD) requirements applicable to the site or applicable city zoning district height restriction, whichever is lower.
- C. *Digital display.* Digital displays shall comply with all of the following:
1. Each message shall have a minimum hold time of 8 seconds.
 2. Transition between messages shall be instantaneous.
 3. No flashing, animation, scrolling, fading or motion is allowed.
 4. Digital billboards shall come equipped with a light sensing device that automatically adjusts the brightness in direct correlation with ambient light conditions.
 5. Digital billboards shall be programmed with a static default message or image so that if a malfunction occurs, the default message shall freeze the display in one position.
- D. *Nonconforming billboards.* Existing billboards located in the City but not along an interstate corridor within ~~300~~ 400 feet of the center line of the interstate roadway are considered nonconforming signs. Nonconforming billboards may be converted to digital but are required to be dismantled and removed before 31 December 2030.
- E. Legal nonconforming billboards must comply with the following prior to the 31 December 2030 removal deadline:
1. No increase in square footage of existing billboards shall be allowed.;
 2. *Billboards prohibited from conversion.* Billboards located within the Olde Towne Preservation Overlay District listed in Figure 8.2.11-1, shall not be converted to a digital display due to the ~~close proximity to the Olde Towne Historic Preservation District, where~~ large electronic message centers being are incompatible with district character.

**Figure 8.2.11-1. Billboards Not Allowed
to Be Converted to Electronic Message Centers.**

Billboard location (postal address)	CBS Panel #	Number Panels	Latitude	Longitude
1380 Front Street	07-16090	4	30.283	-89.78
1410 Front Street	07-16100	2	30.282	-89.781

	07-16110			
1604 Front Street	07-11300	2	30.28	-89.781
	07-11310			
2528 Front St. (Front Street and Bayou Patassat)	07-12220	4	30.271	-89.786
	07-12240			
	07-12450			
	07-12700			
1495 Gause (Gause and Lakewood)	4124	2	30.285	-89.759
	4125			

* * *

Section 8.3 - Off-street parking and loading

A. General requirements for off-street parking.

1. Location and size.

- a. *One- and two- Family Dwellings.* Off-street parking facilities for one-family and two-family dwellings shall be located on the same lot or plot of ground as the building to be served.
- b. *Other uses.* The location of off-street parking facilities for other uses shall not be more than 300 feet in distance away, as measured along the nearest pedestrian walkway.
- c. *Minimum size.* One automobile vehicle parking space shall be an area not less than 9 feet by 20 feet.
- d. The access to any parking space shall be provided in addition to the space necessary for parking, a total space of 400 square feet in area per car when parking is on one side of an access driveway and 300 square feet in area per car when parking is along both sides of an access driveway.
- e. Required parking spaces, ingress and egress driveways and travel lanes on any parking lot shall be hard-surfaced with either concrete, asphalt, or stabilized masonry pavers. Use of stabilized gravel is subject to review and approval by the City Engineer and the Director of Planning.
- f. All parking lots must meet the requirements of Section 9.3. of this UDC.

2. *Review by City Engineer.* All off-street parking facilities, vehicular maneuvering areas, loading facilities and accessways are subject to the review and recommendation of the City Engineer with final approval by the Director of Planning.

3. *No net reduction of parking.* Area reserved for off-street parking or loading in accordance with the provisions of this UDC shall not be reduced in area

or changed to any other use unless the allowed use which it serves is discontinued or modified except where equivalent off-street parking or loading space is provided.

4. *Determination of parking requirement for uses not listed.* For uses not mentioned in this UDC, the requirements for off-street parking and loading facilities for a similar use specifically mentioned in this UDC shall apply.
5. *Off-street parking of vehicles, recreational vehicles, trailers, and boats in residential districts.* In all residential districts, the following minimum standards apply to off-street parking of vehicles, recreational vehicles, trailers, and boats:
 - a. For purposes of this Section only, corner lot front yards are defined as any yard having street frontage.
 - b. No vehicle, recreational vehicle, trailer, or boat may be parked on an unpaved surface in any front yard.
 - c. All recreational vehicles, trailers, and boats must be parked in the side or rear yard when accessible. A fence is not cause to prevent access to the side or rear yard.
 - d. No recreational vehicle, trailer or boat exceeding 32 feet in overall length may be parked in any front yard.
 - e. All recreational vehicles, trailers, and boats exceeding 32 feet in overall length may only be parked in a rear or side yard on a solid surface.
 - f. All recreational vehicles, trailers or boats must be parked at least 15 feet from the edge of the roadway, perpendicular to the street and may not extend over a sidewalk or public right-of-way.
 - g. Not more than 2 recreational vehicles, trailers, or boats or any combination thereof, may be parked on any residential lot.
 - h. No recreational vehicle, trailer or boat may be connected to utilities except for maintenance purposes as necessary, or for out of town visitors which shall not exceed 14 days per calendar year.
6. *Commercial vehicles in residential districts.* No commercial vehicle exceeding 1½ tons rating shall be parked upon any residentially zoned lot or parcel except while in the process of making a pickup or delivery. Not more than one commercial vehicle associated with the home occupation (a vehicle registered in the name of a business or used in the conduct of a business) may be parked upon a residentially zoned lot or parcel. This restriction shall not apply to automobiles, in which case the limit shall be two.
7. *No parking on vacant lots.* No person shall cause or allow any vehicle or trailer, including mobile food service vehicles, to be stopped or parked on any lot in any zoning district that does not have a principal structure or use

unless otherwise provided for in this section. A vehicle may be stopped or parked on a properly permitted all-weather surface parking lot or outdoor storage yard; in no event shall grass, sod, vegetation, dirt, clay, or sand be considered an all-weather surface.

~~7.~~ 8. *Displays of vehicles for sale, rent, or services for hire.*

- a. No person shall park any motor vehicle, trailer or watercraft upon any public or private property for the purpose of displaying such motor vehicle, trailer or watercraft for sale, hire or rental unless the property is duly zoned and permitted by the city for the transaction of that type of business upon such property. A motor vehicle, trailer or watercraft shall be presumed to be displayed for sale, hire or rental if a price, telephone number, contact person or address is displayed thereon.
- b. This Section shall not prohibit any person from parking any motor vehicle, trailer or watercraft displayed for sale, hire or rental on private property provided that express permission from the property owner is prominently displayed on the motor vehicle, trailer, or watercraft. No property owner shall give such permission more frequently than 3 times per calendar year without having obtained a proper dealer's license.
- c. This Section shall not prohibit any person from displaying for sale any personally owned motor vehicle when such display is incidental to such person's normal daily activities.

B. *Number of off-street parking spaces required.*

1. *General requirements for off-street parking calculations.*

- a. *How to calculate.* Off-street automobile parking space shall be provided on any lot on which any of the following listed uses are hereafter established and in accordance with the schedule shown. When a use is increased in capacity by the addition of dwelling rooms, guestrooms, floor area or seats, the minimum off-street parking shall be provided for such increase. ~~Said parking space, ingress and egress driveways and travel lanes on any such lot shall be hard surfaced with either concrete or asphalt.~~
- b. *Pervious surface material.* Pervious surfacing material such as "Grasscrete", interlocking pavers, and pervious concrete can be used in lieu of concrete or asphalt provided that design plans meet requirements of the Engineering and Public Operations Departments.
- c. *Overflow parking areas.* Limestone, crushed concrete, and other ~~stabilized~~ gravel can be used for overflow parking areas provided that:

- i. Overflow parking area is used to meet parking requirements in excess of the city's required parking for the site.
 - ii. The Planning Commission determines there is a justified need for an overflow parking area.
 - iii. The design of the overflow parking area meets all other requirements of this Code, to include drainage, landscaping, parking stall and drive lane dimensions, and connection to the city street or state highway.
2. *Minimum standards for parking spaces.* Parking spaces shall be provided in the city in accordance with Table 8.3 – 1, which sets minimum standards by type of land use.

Table 8.3. – 1. Required Parking.

Use	Parking Space Required
Single-family dwelling	2 spaces per dwelling unit.
Two-family dwelling	2 spaces per dwelling unit. Spaces shall have equal access to the street. No stacking allowed for combined / shared parking area or driveway used as access for garage or carport.
Multifamily dwellings and apartments—3 to 16 units	• 1 space per 1 bedroom, • 2 per 2 bedroom, • 2 ½ per 3 bedroom; • One additional parking space to be provided for each 4 required parking spaces to provide for visitor and overflow parking. • For fractional results, round up. • All parking to be provided with equal access to streets; • no stacking allowed
Multifamily dwellings and apartments – 17 or more units	• 1 space per 1 bedroom, • 2 per 2 bedroom, • 2 ½ per 3 bedroom; • Calculate 10% of the total number of required parking spaces and provide as additional spaces for visitor and overflow parking. • For fractional results, round up. • All parking to be provided with equal access to streets; • no stacking allowed
Hotels, transient	1 space for each guest bedroom plus 1 additional space for each 4 employees.

Use	Parking Space Required
Motels and tourist homes	1 space for each guest bedroom plus 1 additional space for resident manager.
Boarding and lodging homes	1 space for each 3 bedrooms plus 1 additional space for resident manager.
Short-term rental	2 spaces per dwelling unit. An oversized space must be included to accommodate passenger vans or buses associated with the operation of the short-term rental.
Clinics	1 space for each 200 square feet of gross floor area.
Clubs and lodges	1 space for each 8 members at time of construction or structural alterations plus 1 space for each 2 employees.
Hospitals	1 space for each 2 beds plus 1 space for each staff doctor, plus 1 space for each 2 employees including nurses.
Nursing and convalescence homes and institutions	1 space for each 8 beds.
Churches, temples, and other places of worship and mortuaries	1 space for each 5 fixed seats in the main auditorium -assembly location or 64 square feet where there are no fixed seats; classrooms are calculated separately.
Theaters, auditorium, sport arenas and places of public assembly	1 space for each 5 fixed seats or per each 64 square feet of assembly floor area where there are no seats plus 1 space for each 2 employees.
Skating rink, dancehall, exhibit hall, gym	Space equal to 2 times the gross floor area 1 space for each 200 square feet of gross floor area plus 1 space per each 2 employees.
Veterinarians, kennels and animal hospitals	Space equal to 2 times the enclosed area in such kennel. 1 space for each 200 square feet of gross floor area.
Bowling alleys	3 spaces per alley plus 1 space per each 2 employees.
Schools and classrooms , public and private	Daycare or Pre-Kindergarten: 2 spaces per classroom or care room Elementary: 2 spaces per classroom, laboratory or manual training shop. Junior high: 4 spaces per classroom, lab or manual training shop. Senior high: 6 spaces per classroom, lab or manual training shop.

Use	Parking Space Required
	Colleges, universities, trade, industrial and business schools: 11 spaces per classroom, lab, or other teaching room.
Business and professional offices	1 space for each 200 square feet of gross floor area.
Restaurants, bars, nightclubs	1 space for each 150 square feet of gross floor area.
Automobile repair shop	1 space per each 200 square feet of gross floor space.
General business, commercial and personal service establishments, but not including "supermarkets" supermarkets or grocery stores	1 space per each 300 square feet of gross floor area.
Supermarkets and grocery stores	1 space per each 200 square feet of gross floor area.
Riding stables	Space equal to 50 percent of the covered area of such stable.
Libraries and museums	Space equal to 50 percent of the floor area devoted to public use. 1 space for each 200 square feet of gross floor area plus 1 space per each 2 employees during the largest work shift.
Roadside stands	5 spaces for each such establishment which may be shared with the primary use on a lot of record.
Commercial, manufacturing and industrial establishments not catering to retail trade	1 space for each 5 employees on the largest work shift plus 1 space for each company vehicle operating from the premises.

* * *

Section 8.4 Residential design standards.

Section 8.4.1 Standards for residential developments with 16 units or less.

- A. *Generally.* All new single- and multi-family developments with 16 units or less must meet the standards of this Section unless it is part of a mixed-use development in which case it shall be subject to the commercial and mixed-use design standards in Section 8.5.
- B. ~~Rooming houses, as defined in Article 2 of the UDC, are not allowed in any zoning district.~~
- ~~B. C. Building standards.~~

* * *

- ~~C.~~ D. *Visibility of intersections.* On corner lots in any residential district, nothing shall be erected, placed, planted or allowed to grow in a way that impedes vision between a height of 30 inches and 8 feet above the centerline grades of the intersecting streets in a triangle area bounded by the street right-of-way lines on such corner lots and a side line joining points along right-of-way lines 35 feet from the intersection right-of-way corner.

* * *

Section 8.4.3 Design standards for residential developments with more than 16 units.

- A. *Generally.* All multifamily developments with more than 16 units must comply with this Section unless it is part of a mixed-use development in which case it shall be subject to commercial and mixed-use design standards in Section 8.5.
- B. *Purpose.* The purpose of this Section is to ensure that new multifamily development exemplifies high quality architecture, appropriately connects to its surroundings, meets community housing demand, and includes well-designed amenities and open spaces consistent with the City's Comprehensive Plan.
- C. *Goals.* The primary goals of this Section include:
1. Avoid the proliferation of plain, monolithic structures that deteriorate the character of residential built environments;
 2. Achieve a consistent design vocabulary within a development to foster cohesive community designs;
 3. Align multi-family development with the existing form and character of surrounding neighborhoods to encourage interaction and social capital across and between new and existing developments;
 4. Require development to include amenities within common open spaces to foster civic engagement, physical activity, and healthy behaviors; and
 5. Require landscaping treatments that enhance buildings and public spaces to encourage shading, social comfort, space usability, provide boundary treatments, express ownership and communicate a space is cared for and protected, all of which support the public's health, safety and welfare.
- D. *Rooming houses, as defined in Article 2 of the UDC, are not allowed in any zoning district.*
- E. *Building standards.*

* * *

Section 8.5 – Non-residential commercial, innovation / technology, and mixed-use design standards.

Section 8.5.1 Minimum building elevation standards.

- A. *Front building elevations.* See Section 8.5.4. of this UDC for façade regulations.

1. ~~Allowed building materials for front building elevations—these can be used in a combination:~~
 - a. ~~Brick~~
 - b. ~~Stone~~
 - c. ~~Stucco~~
 - d. ~~Glass~~
 - e. ~~Wood~~
 - f. ~~Fiber cement siding~~
 - g. ~~Vinyl siding, however vinyl siding must not compose more than 25 percent of the total area of any single exterior wall.~~
 - h. ~~Architectural metal panel~~

2. 1. Where front building materials requirements apply:

- a. Building walls that face a public street or a parking lot that is 60 feet wide or more shall be treated as a front building elevation for the purpose of determining the allowable wall materials.
- b. For buildings that have drive-thru service, all elevations shall be treated as front building elevations.

- B. *Side building elevations.* Side wall elevations must use one or a combination of the materials listed as allowed for the front building elevations in Sec. 8.5.1.A.1. above for **whichever is greater**, the first **50% of the total length or 50 25**-feet of the building, measured horizontally starting from the front wall.

* * *

Section 8.5.4 Façade requirements and exterior wall materials for C and MU sites.

- A. *Elevations.* Required percentages and types of façade surfaces are provided as follows:
1. *Front elevation.* The building elevation(s) fronting on or most directly facing public or private street right-of-way, a street easement, or access easement shall be constructed of or faced with a decorative building material ~~(see Sec. 8.5.4.E)~~ on 100 percent of the façade elevation, excluding doors.
 2. *Side elevation.* Decorative building materials are required on side elevations as follows:
 - a. *Street facing.* A side elevation fronting on or most directly facing public or private street right-of-way, a street easement, or access easement shall be constructed of or faced with a decorative building material on 100 percent of the façade elevation, excluding doors.

- b. *Non-street facing.* An interior side or any other side elevation that does not front on or most directly face public or private street right-of-way, a street easement, access easement, drive-through lane, or parking lot shall be constructed of or faced with decorative building material on 25 feet or 25 percent of the façade elevation, whichever is greater, commencing at the common corner with the front or street facing elevation. The remaining portion of the façade elevation shall be constructed of or faced with **limited** or non-decorative materials with Director of Planning approval.
 - c. *Abutting parking lot or drive-through lane.* A side elevation that abuts a drive-through lane or a parking lot with a parking module width of 40 feet or more on the same or an adjacent or abutting property shall be constructed of or faced with decorative building material on 100 percent of the façade elevation located along the portion of the building adjacent to the parking lot or drive through lane.
 - d. *Other conditions.* All other elevations may be constructed of or faced with limited or non-decorative materials on 100 percent of the façade elevation.
- B. *Decorative building materials.* The decorative materials used for building exterior finishes shall be proven high-quality, durable materials. These materials include:
 - 1. Brick, including thin brick;
 - 2. Stone, including cast stone;
 - 3. Portland cement stucco;
 - 4. Architectural masonry units **excluding smooth-face CMU; including split face, weathered face, sandblasted face and ground face blocks;**
 - 5. Glass fiber **and other forms** of reinforced concrete;
 - 6. **Wood or** fiber cement siding; and
 - 7. Glass.
- C. *Limited materials.* The Director of Planning may approve limited use of the below materials or may refer the decision to the Zoning Commission.
 - 1. **Vinyl siding provided it is used on no more than 25 percent of a front or street-facing façade; not used on any front or street facing façade;**
 - 2. Embossed or prefinished architectural metal panel (26+ gauge), **which has an appearance of masonry, stucco, or any other appearance that is approved;**
 - 3. Glass curtains used for building window areas, but not occupying more than 60 percent of the ground floor façade or more than 40 percent of upper floor façades.
 - 4. **Wood or imitation wood shingles.**

5. ~~Materials not expressly prohibited in this section.~~
- D. *Prohibited materials.* The use of the following building materials for exterior walls, siding, or cladding is prohibited in all districts.
- ~~1. Prefabricated metal wall panels;~~
 - ~~2. 1. Corrugated metal panel, except as approved by the zoning commission;~~
 - ~~3. 2. Smooth-faced, unfinished concrete block;~~
 - ~~4. 3. Metal lapped siding;~~
 - ~~5. 4. The use of the following for exterior walls, siding, or cladding is prohibited in all districts:~~
 - ~~a. Plywood; and~~
 - ~~5. b. Plastic.~~
 6. Exterior Insulation and Finishing Systems (EIFS) or any kind of multi-layered, synthetic stucco cladding systems.

* * *

ARTICLE 9 – TREE PRESERVATION AND LANDSCAPE REQUIREMENTS

* * *

Section 9.2 Land clearing and tree preservation.

- A. *Purpose.* To preserve existing trees, protect trees during construction, require planting of new or replacement trees, and provide for the remediation of damaged trees.
- B. *Applicability.*
1. A tree removal permit is required prior to the removal of **up to four** protected or heritage trees as defined in this Section.
 2. A land clearing permit and tree survey are required prior to the removal of 5 or more trees greater than 6 inches DBH. **The survey must show all protected and heritage trees on the site.**

* * *

Section 9.3 Landscape requirements.

* * *

- I. *Parking landscape area.*
1. *Applicability.* Required for new construction and substantial improvement of industrial, commercial, and multifamily properties with ten or more parking spaces. Parking lots shall consist of both endcap planting areas at the end of each parking row **of 12 parking spaces** and interior island

planting areas disbursed throughout the parking lot for maximum shade potential **for each 12 parking spaces.**

2. *Planting requirement.* Both endcaps and interior island planting areas shall consist of at least 1 large tree and 5 shrubs. Areas not planted with trees or shrubs must be planted with a living vegetative covering.
3. *Location and dimensions.*
 - a. *End cap.* The endcap planting area shall consist of a 100 square foot planting area at the end of each row of **12 parking spaces.** When 2 rows of parking abut each other, the 100 square foot endcaps shall be combined into one endcap with a minimum planting area of 200 square feet.
 - b. *Interior island.* The interior island planting area must include a minimum of 200 square feet of planting area for every 12 parking spaces and be dispersed evenly throughout the parking area to provide a consistent shade canopy.
 - c. *Placement.* Trees shall be planted where trunks are a minimum of 30 inches from all curbs, bollards, rear guards, or other permanent parking lot traffic control elements.
4. *Exceptions.* The Department of Planning may approve alternative layouts of the endcap and interior island planting areas to:
 - a. Preserve a heritage or protected tree;
 - b. Retain a cluster of large and small trees and shrubs;
 - c. Accommodate best management practices for stormwater management; or
 - d. Achieve a holistic, integrated landscape plan for the site.

* * *

ARTICLE 10 SUBDIVISION REGULATIONS

* * *

Section 10.2 Lots, blocks, and street design standards.

Section 10.2.1 Lots and blocks, purpose and minimum standards.

* * *

C. *Lot development requirements.*

1. All single **dwelling** residential development must be platted and constructed with only one primary residential dwelling per lot or record.
2. Adjacent and contiguous lots of record may be combined for building development only after review and approval by the Planning Commission.

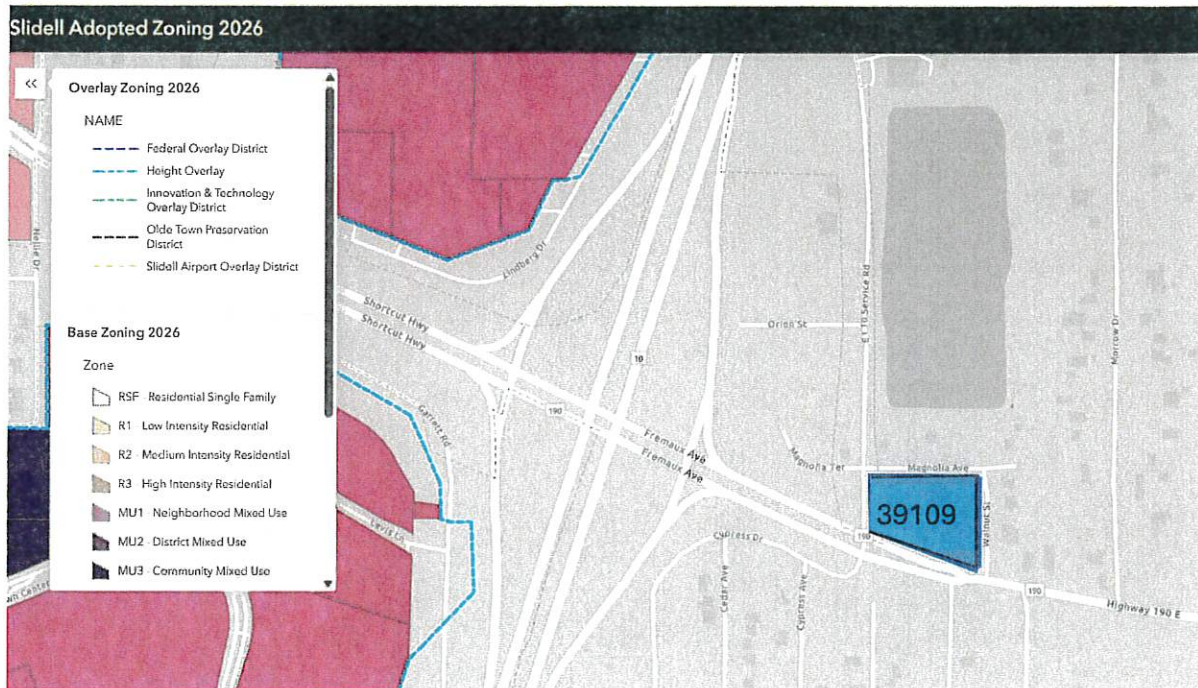
3. No structure may be erected across recorded lot lines unless the lots in question are resubdivided and such resubdivision is recorded with the Clerk of Court.
4. Exceptions to this Section include those developments customarily designed with shared ownership of structures and land in mind, including multi-tenant shopping centers, business complexes, and townhomes ~~or~~ ~~duplexes~~ provided all other requirements of this UDC are met.

* * *

EXHIBIT B

TXT2026-0001 - ZONING MAP UPDATES

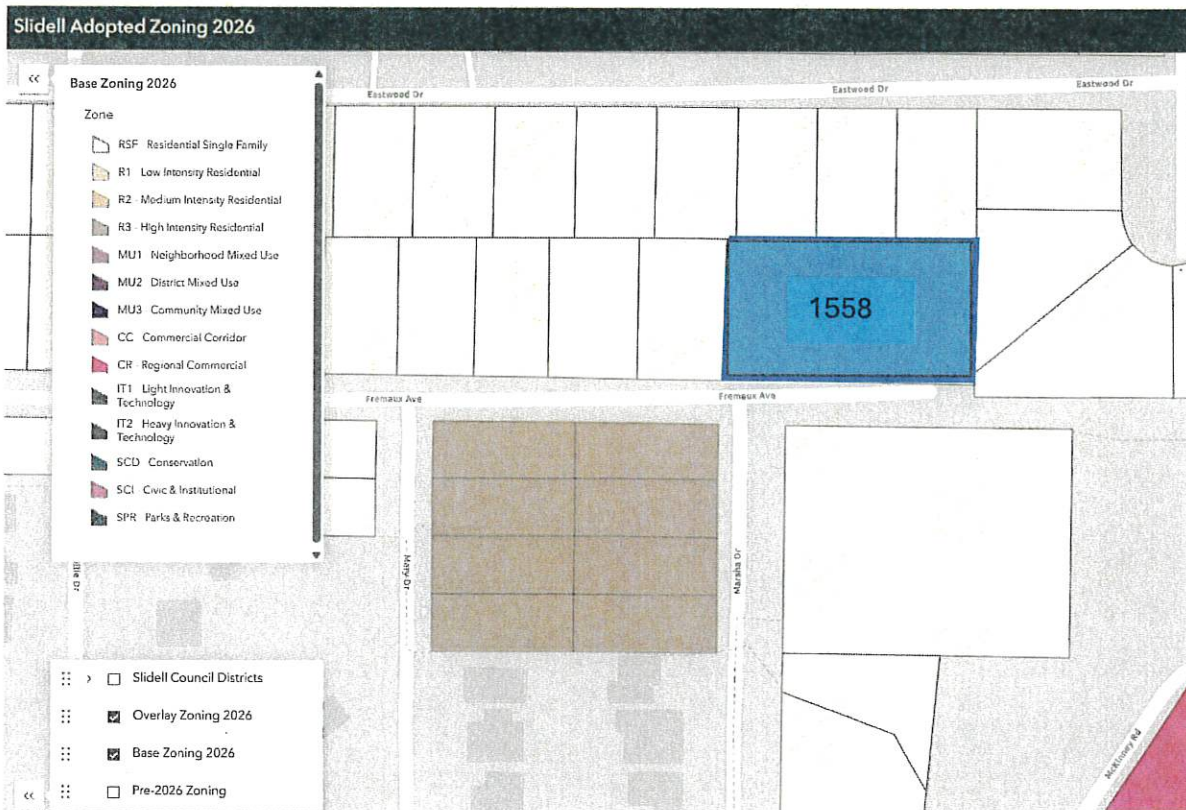
1. A staff request to add 39109 Highway 190 East to Height Overlay District:



This update is to uniformly apply the Height Overlay District along the Interstate 10 corridor.

EXHIBIT B

2. A staff request to rezone 1558 Fremaux Avenue from RSF Residential Single Family to R3 High Density Residential:

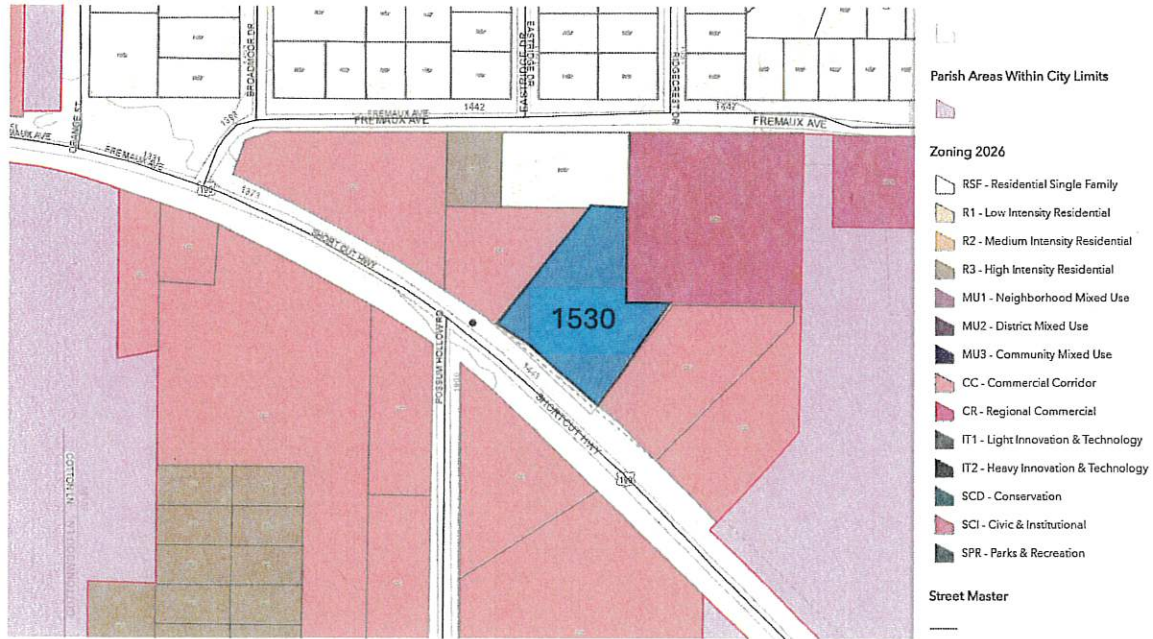


This parcel is now one lot of record, Lot 12A in Pine Shadows North with the municipal address of 1558 Fremaux Avenue. The owner, Marlstone Inc. (Chris Jean, Janice S. Smith) requested a resubdivision of these three lots into one lot of record to allow a duplex development in January 2025. That recordation was completed in March 2025 prior to the rezoning of the city; this lot 12A was sufficiently sized for a duplex development under the previous A-6 zoning.

Per the direction of Councilmember Tamborella, this area of properties was included in the areas designated as RSF (Residential Single Family) which expressly excludes duplexes. It does allow for attached Accessory Dwelling Units but those can only be considered if they don't exceed 900 square feet, which is not the proposed use for this property. There are eight lots across Fremaux Avenue (Tax Parcels) zoned R3 High Density Residential; Councilmember Tamborella is in favor of rezoning this lot to R3.

EXHIBIT B

3. A staff request to add 1530 Shortcut Highway to the official zoning map as CC Commercial Corridor:



As case number Z24-02/Z24-02, this 1.2 acre parcel was annexed into the City by Ordinance 4163 on 23 April 2024 as C-4 Highway Commercial, but the City's official map was not updated to include this parcel prior to UDC adoption.

EXHIBIT B

Introduced March 26, 2024, by Councilman
Tamborella, seconded by Councilwoman
Haggerty, (by request of Administration)

Item No. 24-03-3516

ORDINANCE NO. 4163

An ordinance annexing into the City of Slidell 1.24 acres located 1530 Shortcut Hwy, and establishing its City zoning classification as C-4 Highway Commercial (Cases A24-02 and Z24-02).

WHEREAS, the Slidell City Council received a petition from Solid Investments LLC to annex into the City of Slidell the 1.24 acres of property it owns located at 1530 Shortcut Hwy, identified as Parcel A, and establish its City zoning classification as C-4 Highway Commercial; and

WHEREAS, the property is contiguous with other City properties being 100% adjacent with the City; and

WHEREAS, on November 28, 2023, the St. Tammany Parish Registrar of Voters certified that the property has zero registered voters; and

WHEREAS, the property is undeveloped; and

WHEREAS, the property is currently zoned by the Parish as NC-1 Professional Offices; and

WHEREAS, for the purpose of the Sales Tax Enhancement Plan, the property is undeveloped commercial land and does not need concurrence from the Parish; and

WHEREAS, the Slidell Director of Planning duly advertised and the Planning and Zoning Commissions held public hearings on March 18, 2024 for Cases A224-02 and Z24-02.

NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does hereby annex into the City of Slidell, into Council District C, that certain property located at 1530 Shortcut Hwy, identified as Parcel A, consisting of 1.24 acres as shown on a survey map for property owners prepared by JV Burkes & Associates Inc., Professional Land

EXHIBIT B

1 **ORDINANCE NO. 4163**
2 **ITEM NO. 24-03-3516**
3 **PAGE 2**

4
5 Surveyor, and as described in the Slidell Planning Department Staff Report for cases A24-
6 02 and Z24-02, establishing the parcel City zoning classification as C-4 Highway
7 Commercial.
8

9
10 **ADOPTED** this 23rd day of April, 2024.

11 

12
13 Kenny Tamborella
14 President of the Council
15 Councilman, District E

16 
17 Greg Cromer
18 Mayor

19
20 

21 Thomas P. Reeves
22 Council Administrator
23

DELIVERED	4/25/24
8:00 am	to the Mayor
RECEIVED	4/30/24
3:30 pm	from the Mayor

1 Introduced April 28, 2026, by Councilman
2 Disanti, seconded by Councilman Brownfield,
3 (by request of Administration)

4 **Item No. 26-03-3637**

5 **AMENDMENT A**

6
7 Exhibit B to Item No. 26-03-3637 is hereby replaced with Exhibit B attached
8 hereto.
9

10 **ADOPTED** this day of , 2026.
11
12
13

14 Nick DiSanti
15 President of the Council
16 Councilman, District D
17

18
19 Thomas P. Reeves
20 Council Administrator
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39

EXHIBIT B

TXT2026-0001 - ZONING MAP UPDATES

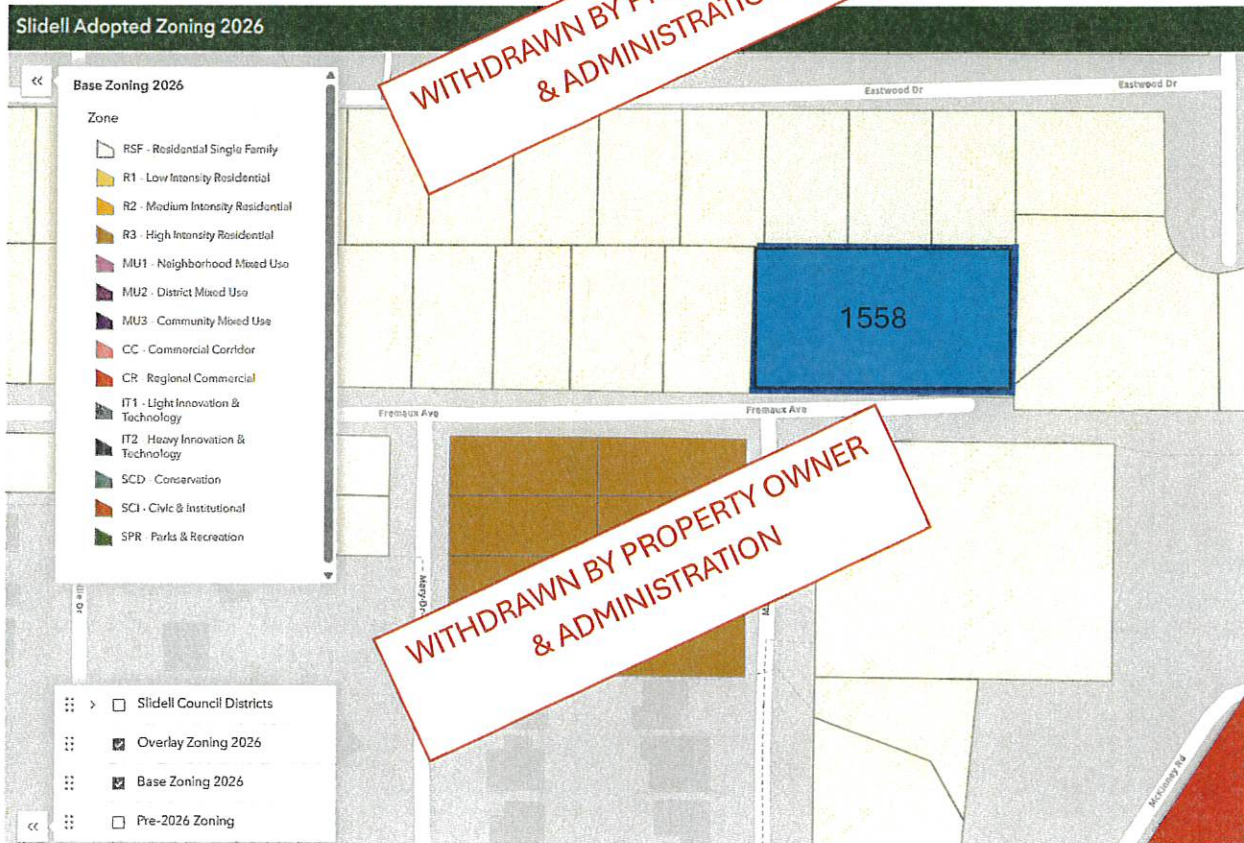
1. A staff request to add 39109 Highway 190 East to Height Overlay District:



This update is to uniformly apply the Height Overlay District along the Interstate 10 corridor at the Hwy 190 E / Shortcut Hwy interchange for commercially zoned properties.

EXHIBIT B

2. A staff request to rezone 1558 Fremaux Avenue from RSF Residential Single Family to R3 High Density Residential:

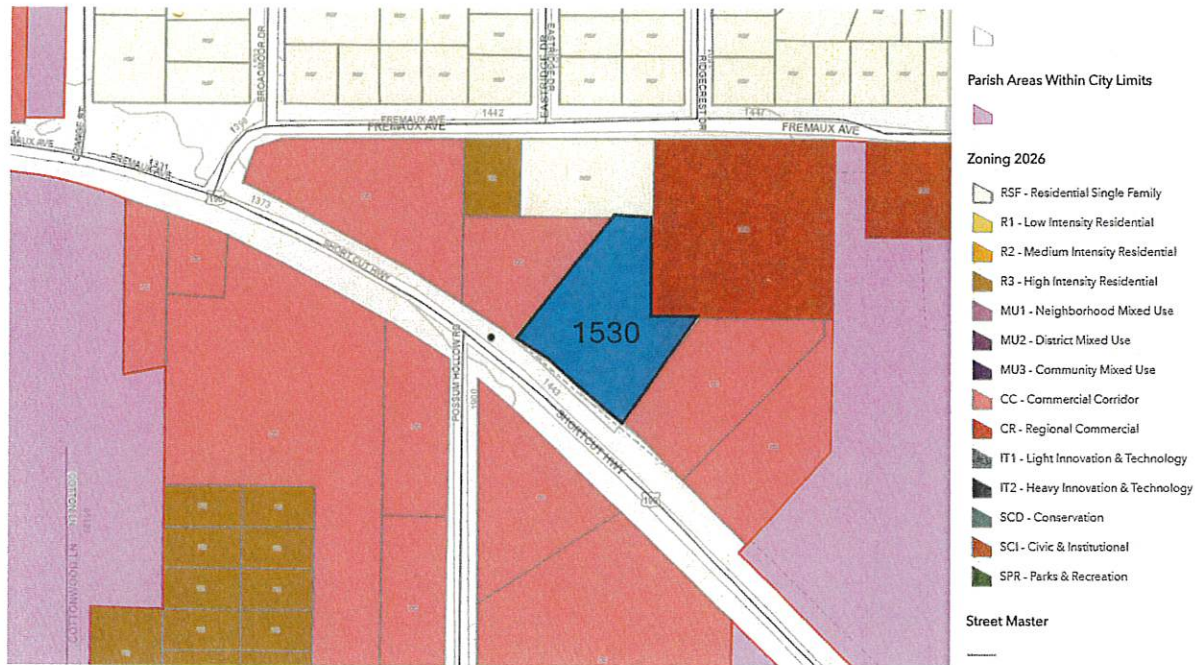


This parcel is now one lot of record, Lot 12A in Pine Shadows North with the municipal address of 1558 Fremaux Avenue. The owner, Marlstone Inc. (Chris Jean, Janice S. Smith) requested a resubdivision of these three lots into one lot of record to allow a duplex development in January 2025. That recordation was completed in March 2025 prior to the rezoning of the city; this lot 12A was sufficiently sized for a duplex development under the current RSF A-6 zoning.

Per the direction of Councilmember Tamborella, this property was included in the areas designated as RSF (Residential Single Family) which excludes duplexes. It does allow for attached Accessory Dwelling Units which can only be considered if they don't exceed 900 square feet, which is not the intended use for this property. There are eight lots across Fremaux Avenue (Tax Parcel 1558-1566) currently zoned R3 High Density Residential; Councilmember Tamborella is in favor of rezoning this lot to R3.

EXHIBIT B

3. A staff request to add 1530 Shortcut Highway to the official zoning map as CC Commercial Corridor:



As case number Z24-02/Z24-02, this 1.2 acre parcel was annexed into the City by Ordinance 4163 on 23 April 2024 as C-4 Highway Commercial, but the City's official map was not updated to include this parcel prior to UDC adoption.

EXHIBIT B

4. A request by Administration to revert the zoning of 2275 Bayou Lane (City Barn site) on the official zoning map from SCI Civic & Institutional to IT1 Light Innovation & Technology (formerly M2 Light Industrial) to provide for brewery use (Wicked Bayou) as a permitted use on leased city property to assist in lessee meeting Federal alcohol permitting requirements. The IT Overlay District is to remain in place:

PRE-UDC ZONING MAP UPDATE:



REVISED 21 APRIL 2026

EXHIBIT B

UDC ZONING MAP AS UPDATED IN 2026:



REVISED 21 APRIL 2026

1 Introduced March 24, 2026, by Councilwoman
2 Haggerty

3
4 **Item No. 26-03-3638**

5 **ORDINANCE NO.**

6
7 An ordinance amending Ordinance No. 3594 to allow St. Tammany Parish
8 Hospital Service District No. 2, dba Slidell Memorial Hospital, to relocate its Fitness Park
9 and to provide for ancillary matters in connection therewith.

10 WHEREAS on January 11, 2010, the Council adopted Ordinance No. 3594,
11 involving the revocation of the 12th street right of way from Gause Boulevard to Florida
12 Avenue to facilitate expanded emergency services at Slidell Memorial Hospital; and

13
14 WHEREAS one of conditions tied to the revocation was the construction and
15 maintenance by Slidell Memorial Hospital of a public Fitness Park at various properties it
16 owns along 11th Street; and

17
18 WHEREAS Slidell Memorial Hospital wishes to relocate its 11th Street Fitness
19 Park to property it owns along, and off of, Broadmoor Drive between Gause Boulevard and
20 Florida Avenue, and the City is agreeable to such a change, subject to the conditions set
21 forth below.

22
23 NOW THEREFORE, the Slidell City Council, in legal session convened does
24 hereby amend Ordinance No. 3594 as follows:

25
26 The requirement for the construction and ongoing maintenance of a public
27 Fitness Park may be fulfilled by the construction and maintenance (through at least the
28 year 2045) by Slidell Memorial Hospital of a relocated Fitness Park on a portion of Lot 7A,
29 Square 1, Broadmoor Park Subdivision, Slidell, Louisiana; the Park area measuring
30 approximately 200 feet fronting Broadmoor Drive by a depth of 150 feet, subject to
31 compliance with all planning and zoning requirements and all requisite permitting. Should
32 the Fitness Park be relocated, any new use of the previous park location must comply with
33 all planning and zoning requirements and all requisite permitting.

1 **ORDINANCE NO.**
2 **ITEM NO. 26-03-3638**
3 **PAGE 2**
4
5

6 **ADOPTED** this day of , 2026.
7

8 Nick DiSanti
9 President of the Council
10 Councilman, District D
11

12 Randy Fandal
13 Mayor
14

15 Thomas P. Reeves
16 Council Administrator
17

DELIVERED

to the Mayor

RECEIVED

from the Mayor



SLIDELL CITY COUNCIL

2045 SECOND STREET
SLIDELL, LA 70458
(985) 646-4307

P. O. BOX 828
SLIDELL, LA 70459-0828
FAX (985) 643-1854

REQUEST FOR EXECUTIVE SESSION

Name of Official(s) making request: Thomas Schneidau, City Attorney

For City Council meeting on: April 28, 2026

Reason for request:

1. _____ Personnel
2. X Strategy Session Collective Bargaining
3. _____ Security
4. _____ Misconduct
5. _____ Extraordinary Emergencies
6. X Prospective Litigation

Brief Description:

Jose Jimenez, Worker's Compensation Claim (Executive Session; Prospective Litigation / Strategy)

Signature: Thomas J. Schneidau

Date Requested: April 21, 2026