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Introduced May 14, 1985 by
Councilwoman Williams, seconded by
Councilman Callahan

Item No. 85-5-828

ORDINANCE NO. 1819

An ordinance adopting an organizational plan for the govern-
ment of the City of Slidell.

BE IT ORDAINED by the Slidell City Council, in legal session
convened, that an organizational plan for the government of the City
of Slidell as shown on the organizational chart attached hereto and
made a part hereof and the narrative descriptions of the powers,
duties and responsibilities of each department and office which are
likewise attached hereto and made a part hereof is hereby adopted.

ADOPTED this 11th day of June , 1985.



Alvin D. Singletary
Councilman at Large
President of the Council

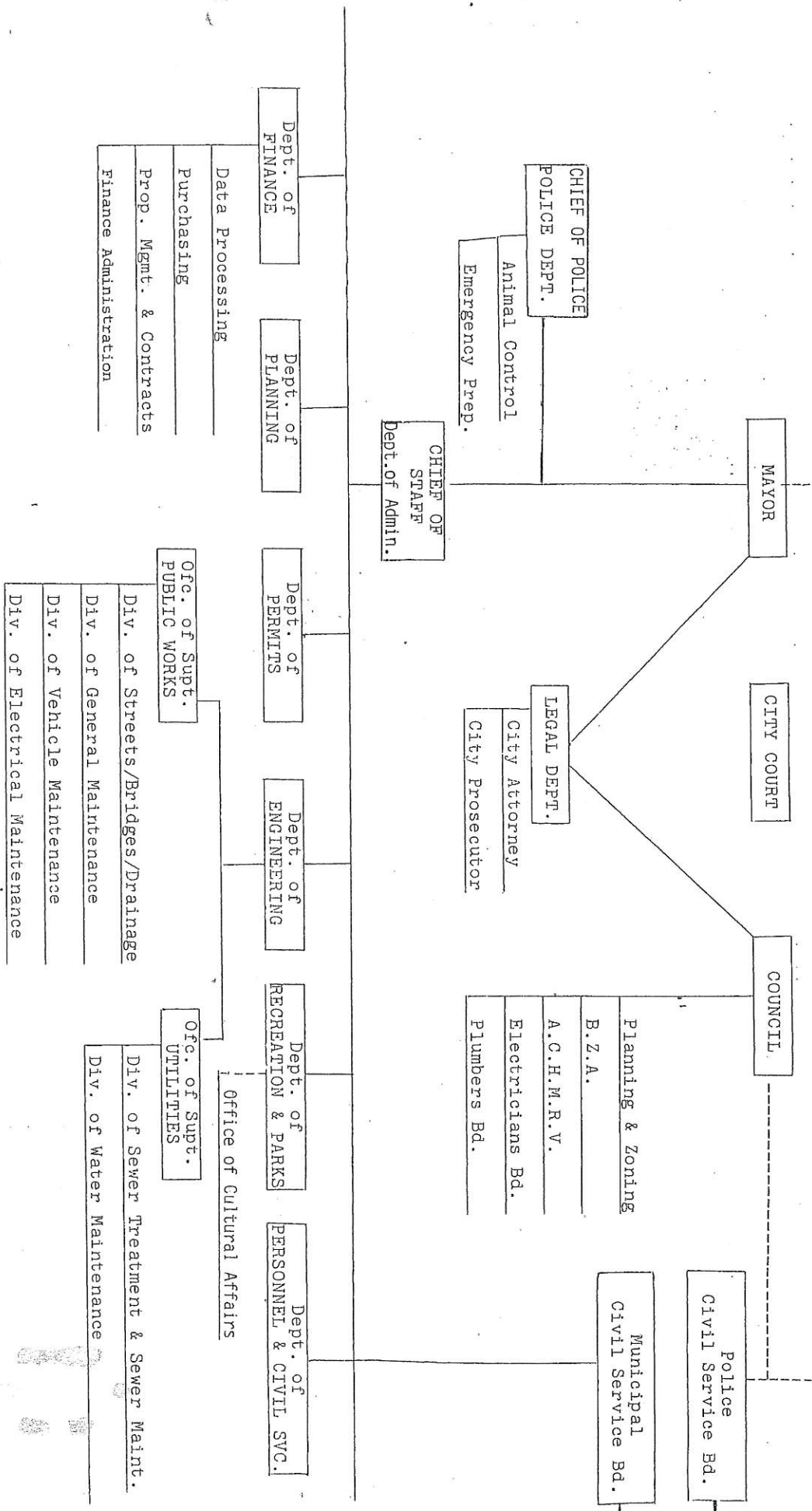


Salvatore A. Caruso
Mayor

Barbara Manteris-Penton
Barbara Manteris-Penton
Clerk of the Council

~~RECEIVED~~
6-13 85 10:00 a.m.
of the Mayor

~~RECEIVED~~
6-14 85 5:00 p.m.
from the Mayor



MAYOR

The Mayor is the Chief Executive Officer of the City of Slidell. The Mayor shall have all such powers and duties as are authorized and assigned to him by the Home Rule Charter of the City of Slidell.

CHIEF OF POLICE
POLICE DEPARTMENT

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.

General administration of the Slidell Police Department.

Has general charge over the Division of Animal Control and the Division of Emergency Preparedness.

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 of Slidell.

OFFICE OF THE CHIEF OF STAFF

Assist 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.

Assist Mayor in direction and supervision of the administration of all offices, departments and agencies of the City.

Assist Mayor in the day to day administration of City government.

Other duties as assigned by the Mayor.

DEPARTMENT OF ADMINISTRATION

This department serves mainly as a cost center to support the functions of the Mayor, the Chief of Staff, the City Attorney, the City Prosecutor and advisory boards. It is also the cost center for general dues and memberships of the City, and election expenses.

DEPARTMENT OF FINANCE

Assists the Mayor in the preparation of the operating budget and capital improvement program.

Ascertain 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.

Prepares a monthly statement of revenues and expenditures to show the financial condition of the City.

Administers a uniform central accounting system for all City departments using nationally accepted standards.

Coordinates, directs, and is responsible for preparing all intergovernmental grant application on behalf of the City and keeping City departments, offices, and agencies informed of all relevant local, state, and federal programs.

Provides general administration services.

Supervises central purchasing plan and coordinates data processing, City property records, the handling of all City funds, and City contracts.

Supervises Purchasing, Data Processing, Property Management and contracts, and Financial Management Divisions.

Other duties as assigned by the Mayor.

DEPARTMENT OF PLANNING

The general responsibilities of this Department is to provide studies, reports, plans and recommendations that support the orderly growth of the City with special emphasis on zoning and subdivision regulations.

Provide staff support to the Planning and Zoning Commission and the Board of Zoning Adjustments.

Review development proposals for conformance with zoning and subdiviison regulations.

Enforce zoning and subdivision regulations.

Other duties as assigned by the Mayor.

DEPARTMENT OF PERMITS

Issue permits for development activities.

Inspect construction for conformance with City codes.

Enforce compliance with various City codes.

Act as staff support to City Electrical, Plumbing and Mechanical Boards.

Issue General, Electrical, Plumbing and Mechanical licenses.

Make recommendations on building codes and other related codes.

Other duties as assigned by the Mayor.

DEPARTMENT OF ENGINEERING

Serves as trustee of all the City's infrastructure systems, including water, sewer, drainage and streets.

Defines, studies, develops and administers all capital improvement projects.

Programs, prioritizes and schedules all infrastructure construction and private contractors serving the City.

By supervising the Public Works and Public Utilities offices, this department is responsible for the quality control, coordination and scheduling of maintenance and construction activities of those offices.

Administers subdivision and development codes and ordinances as they fall under the responsibility of the City Engineer.

Other duties as assigned by the Mayor.

OFFICE OF PUBLIC WORKS

Supervises the following operations for the City: Streets and Drainage, Vehicle Maintenance, General Maintenance Divisions and the Electrical Division.

In coordination with the City Engineer schedules the work of the above departments.

In coordination with the City Engineer, inspects construction projects and furnishes advice on construction projects and equipment purchases.

OFFICE OF PUBLIC UTILITIES

Supervises the operations of the Water, Sewerage and the Wastewater Treatment Divisions.

In coordination with the Engineering office plans and schedules the work of these departments.

DEPARTMENT OF PARKS & RECREATION

Plans, promotes, and administers a comprehensive recreation service by investigating and evaluating various city recreation programs, coordinating recreation activities, and overseeing maintenance and repair and operations of all recreational facilities and common grounds.

Supervises the Division of Parks & Parkways.

OFFICE OF CULTURAL AFFAIRS

Conducts a program fostering arts and cultural events
in the City of Slidell.

DEPARTMENT OF PERSONNEL & CIVIL SERVICE

Responsible for maintaining and monitoring employee personnel records pertaining to vacation, sick leave, tardiness, absenteeism and all personnel functions.

Administer provisions of Act 429 (Municipal Employees Civil Service) of 1978 and Act 61 (Municipal Police Employees Civil Service) of 1977.

Act as Secretary to both Civil Service Boards.

Coordinates training and safety programs with various city departments.

Activities of personnel office are coordinated with Civil Service Board.

Will perform such duties as requested and required by the Mayor.