

MOTION

NO. M-26-200

CITY HALL: May 21, 2026

BY: COUNCILMEMBERS MORRELL, MCCARRON, HARRIS, GREEN AND HUGHES (BY REQUEST)

BE IT MOVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS, That Susannah Kirby, be, and hereby is confirmed as the Director of the Department of Safety and Permits, in accordance with Section 4-106 of the Home Rule Charter.

BE IT FURTHER MOVED, That the Clerk of Council shall forward copies of this motion to Susannah Kirby and Chief Administrative Officer Joseph Giarrusso.

THE FOREGOING MOTION WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF, AND RESULTED AS FOLLOWS:

YEAS:

NAYS:

ABSENT:

AND THE MOTION WAS ADOPTED.

Name Liz Brusseau Ext. 4974
Person responsible for routing

**CHECK SHEET TO BE USED FOR
CLEARING ORDINANCES, MOTIONS, AND RESOLUTIONS
BEFORE SUBMISSION TO COUNCIL CLERK**

The originating agency shall attach a copy of each proposed ordinance, motion, or resolution to the check sheet for processing in the sequence indicated after preparing a synopsis. The detailed memorandum of explanation shall also be attached to this check sheet.

SYNOPSIS OF DOCUMENT: Confirms Susannah Kirby as the Director of the Department of Safety and Permits.

- 1. Austin J. Whitey [Signature]
Department Head
- 2. [Signature]
Department of Law
- 3. [Signature]
Chief Administrative Officer
- 4. [Signature]
Director of Council Relations
- 5. _____
Initials of Sponsoring Council Member

COUNCIL ACTION

Council Members Present: _____
Absent: _____

AMENDMENTS:

FINAL ADOPTION:

_____ **MOVED:** _____

_____ **2ND:** _____

_____ **YEAS:** _____

_____ **NAYS:** _____

_____ **ABSENT:** _____

_____ **RECUSED:** _____

7. _____
Reviewed by the Chief Administrative Officer after adoption by the City Council and prior to the Mayor's signature.



LEGISLATIVE SUMMARY

TO ACCOMPANY MOTIONS

BEFORE SUBMISSION TO CLERK OF COUNCIL

Requesting Department or Agency: _____

Name of Contact Person: _____

Telephone Number: _____

Email Address: _____

Initials of Sponsoring Councilmember(s): _____

DETAILED SYNOPSIS OF THE MOTION

Please generally describe the purpose, intent, and effect of the proposed motion.

If the Motion is to appoint an individual to a City Board or Commission, please follow the procedures set forth in Rule 15 of the Council Rules and Regulations.

REQUESTED ADOPTION DATE: _____

APPOINTMENT QUESTIONNAIRE

Education: List institutions, dates attended, degree(s) received, and date(s) granted:

University of Arkansas at Fayetteville, AR

Bachelors of Business Administration

May 2002

Employment: List all employment during the past two years, including name of employer, location, job title(s), job description(s) and dates of employment:

New Orleans Sewerage and Water Board: Comptroller (June 2023-September 2024)

Responsible for Accounts Payable, General Ledger, Treasury, Bank Recon, Special Projects (Billing)

Chief Customer Service Officer (Sept 2024-March 2026), Walk-ins, call center, billing

City of New Orleans: Interim Director Safety and Permits (March 2026-Present), Permitting

Government Experience: List any experience in or association with federal, state, or local governments, including paid and unpaid employment, advisory, honorary, volunteer, or other service or positions:

University of Arkansas for Medical Sciences: Financial manager for federally funded

NIH grant, Financial Manager for state funded grants (2015-2020)

Do you, any member of your immediate family, or employer have any interest in any matter that is presently, or that you have reason to believe may come before the board, commission, or authority to which you are proposed to be appointed? If yes, please explain:

No

APPOINTMENT QUESTIONNAIRE

Do you, any member of your immediate family, or your employer have a contract with, or have any financial interest in any contract or transaction with the board, commission, authority to which you are nominated, or any other department, board, commission, or agency of the City of New Orleans, the Sewerage and Water Board of New Orleans, or the City Council? If yes, please explain:

No

Are you a public employee? If yes, please identify the government entity and your position:
(Note: Home Rule Charter sec. 9-106 prohibits any board/commission member from public employment compensated by the City of New Orleans.)

Yes: City of New Orleans, Interim Director of Safety and Permits

Do you hold an elected office? If yes, please identify the office and your title:

No

Are you currently a candidate for any elective office? If yes, please identify the office:

No

APPOINTMENT QUESTIONNAIRE

Have you previously held public office? If yes, please identify the office and dates held:

No

Do you serve on any other government board, commission, committee or authority? If yes, please identify the board, commission, committee or public body, the nature of its authority, and amounts of any compensation received.

No

Memberships: List all memberships, including offices, held in professional, fraternal, scholarly, civic, charitable, or other organizations

NA

Do you agree to adhere to the provisions of the Code of Ethics for the City of New Orleans (Chapter 2, Article VII, Division 3 of the Code of the City of New Orleans), a copy of which is available at <https://www.nola.gov/nola/media/City-Council/Files/City-of-New-Orleans-Code-of-Ethics.pdf>

Yes:

No:

APPOINTMENT QUESTIONNAIRE

Have you ever been convicted, pled guilty, or pled nolo contendere to any local, state, or federal crime other than a traffic violation? If yes, please explain:

No

Have you ever received a final judgment for any violation of City of New Orleans or Louisiana ethics laws, professional license regulations, or a final judgment for administrative adjudication proceedings, other than for parking violations? If yes, please explain:

No

Do you, any member of your immediate family, or your employer have any financial interest in any claim or pending lawsuit against the City of New Orleans, or any of its boards, commissions or public bodies? If yes, please explain:

No

Are you delinquent in the payment of any taxes, fees, fines (other than traffic or parking violations), or judgments to the City of New Orleans? If yes, please explain:

No

APPOINTMENT QUESTIONNAIRE

If requested, are you willing to appear before a Council committee to testify and bring any pertinent documents which may be requested? Yes No

NOTE — During the term of your appointment:

- You are under a continuing obligation to inform the City Council Governmental Affairs Committee, or its successor, should any of the information submitted in this questionnaire change for any reason;
- Failure to attend at least seventy-five percent of the meetings of the entity to which you are appointed shall constitute reasonable cause for your dismissal from the position appointed; and
- Material misrepresentation of any information provided in this questionnaire shall constitute cause for dismissal from the position appointed.

Sworn to and subscribed before the undersigned Notary this 27th day of April, 2026

LM (LSBA 31330)

Notary Public

Commission Expires: @ death

[Signature]
Nominee Signature

MOTION

NO. M-26-XX

CITY HALL: XXX

BY: COUNCILMEMBERS XXX (BY REQUEST)

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LEGISLATIVE SUMMARY

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BEFORE SUBMISSION TO CLERK OF COUNCIL

Requesting Department or Agency: Chief Administrative Office

Name of Contact Person: Liz Brusseau

Telephone Number: 504-658-4974

Email Address: elizabeth.brusseau@nola.gov

Initials of Sponsoring Councilmember(s): _____

DETAILED SYNOPSIS OF THE MOTION

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