

Substantial Completion

2022 Striping

SECTION 00625
Certificate of Substantial Completion

Project: 2022 Striping Maintenance Contract	
Owner: City of Mandeville	Owner's Project No.: 700.22.002
Contractor: Pavement Markings, LLC	Engineer's Project No.: 576-2003.04

This definitive Certificate of Substantial Completion applies to:

- All Work under the Contract Documents: The following specified portions of the Work:

Task Order 5

January 26, 2026

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

- Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

N/A

Contractor's Amended Responsibilities:

N/A

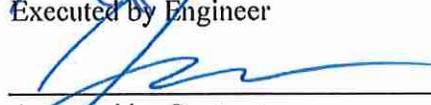
The following documents are attached to and made part of this Certificate:

N/A

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.


Executed by Engineer

1/29/2026
Date


Accepted by Contractor

1/29/2026
Date

Accepted by Owner

Date

Punch List:

All Punch List items pertaining to Task Order 5 were completed throughout the task order.



DIGITAL ENGINEERING & IMAGING, INC.

January 26, 2026

City of Mandeville
3101 East Causeway Approach
Mandeville, LA 70448
Attn: City Council Members

Re: 2022 Striping Maintenance Contract
City Project No. 700.22.002
Task Order #5 – Substantial Completion

Ladies and Gentlemen,

Digital Engineering has verified contract work has been completed and recommends substantial completion for Task Order No. 5 for the 2022 Striping Maintenance Contract. If you have any questions or concerns, please do not hesitate to call.

Sincerely,

DIGITAL ENGINEERING AND IMAGING, INC.

Buster Lyons...

Buster Lyons
Project Manager

Enclosure: Pavement Markings, LLC - Certificate of Substantial Completion Task Order No. 5

Res 26-04

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER _____ AND MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____; SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION 26-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE ADOPTING THE 2026 ST. TAMMANY PARISH MULTI JURISDICTION HAZARD MITIGATION PLAN AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City Council of the City of Mandeville recognizes the threat that natural hazards pose to people and property within the City of Mandeville and

WHEREAS, the City of Mandeville has prepared a multi-hazard mitigation plan, hereby known as 2026 St. Tammany Parish Multi Jurisdiction Hazard Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, THE 2026 St. Tammany Parish Multi Jurisdiction Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Mandeville from the impacts of future hazards and disasters; and

WHEREAS, adoption by the City of Mandeville demonstrates their commitment to the hazard mitigation and achieving the goals outlined in the 2026 St. Tammany Parish Multi Jurisdiction Hazard Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mandeville in regular session assembled on the ____ day of February 2026, that the 2026 St. Tammany Parish Multi Jurisdiction Hazard Mitigation Plan is hereby adopted on behalf of the City of Mandeville.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this ____ day of February, 2026.

Alicia Watts
Council Clerk

Jason Zuckerman
Council Chairman

Governor's Office of Homeland Security And Emergency Preparedness
State of Louisiana

JEFF LANDRY
GOVERNOR



JASON P MAHFOUZ
BRIGADIER GENERAL
DIRECTOR

February 10, 2026

Mr. Clint Ory, Director
St. Tammany Parish OHSEP
St. Tammany Parish HM Plan Update
630 N. Tyler St.
Covington, LA 70433

SUBJECT: Hazard Mitigation Plan Update Approvable Pending Adoption
St. Tammany Parish Multi Jurisdiction Hazard Mitigation Plan Update

Dear Mr. Ory:

I am pleased to inform you the St. Tammany Parish Multi Jurisdiction Hazard Mitigation was reviewed by the Governor's Office of Homeland Security (GOHSEP) and the Federal Emergency Management Agency (FEMA). Per this review, the St. Tammany Parish Jurisdiction Hazard Mitigation Plan has been granted an Approvable Pending Adoption (APA) status. Before the St. Tammany Parish HM Plan can receive Final Approval from FEMA, all participating jurisdiction must formally adopt the plan by resolution.

After official adoption of the current version of the plan, an electronic copy of the plan, which includes all signed resolutions for all participating jurisdictions, must be submitted to SDMI/GOHSEP within 30 days of this letter. Funding for projects inside the St. Tammany Parish is dependent on the Final Approval of this plan.

Thank you for your interest in mitigation and your prompt delivery of this plan. If you have any questions, please contact Marion Pearson at 225.932.6302 or marion.pearson@la.gov.

Sincerely,



Jeffrey Giering
Hazard Mitigation Manager - Recovery Division
Governor's Office of Homeland Security and Emergency Preparedness
Office: 985.969.0410

JG:mp

Enclosure: 1) FEMA APA Letter Dated February 4, 2026
2) St. Tammany Parish – APA Plan Review Tool



FEMA

February 4, 2026

Jeffrey Giering, State Hazard Mitigation Officer
Louisiana Office of Homeland Security
and Emergency Preparedness
1500 North Main Street
Baton Rouge, LA 70802

RE: Approvable Pending Adoption of the St. Tammany Parish, Louisiana Multi-
Jurisdiction Hazard Mitigation Plan

Dear Mr. Giering:

This office has concluded its review of the referenced plan, in conformance with the Final Rule on Mitigation Planning (44 CFR § 201.6). FEMA review does not include the review of content that exceeds the applicable FEMA mitigation planning requirements. Formal approval of this plan is contingent upon the adoption by the participants on Enclosure A, as well as the receipt of the final draft of the plan containing all plan components.

Adopting resolutions must be submitted to this agency for review and approval no later than one year from the date of this letter. Failure to submit these resolutions in a timely manner could lead to a required update of the plan prior to FEMA approval.

Once this final requirement has been met, a letter of official approval will be generated. The Local Hazard Mitigation Planning Tool, with the reviewer's comments, has been enclosed to further assist the jurisdictions in complying with planning requirements. If you have any questions, please contact David Reiff, HM Community Planner, at (940) 395-0731.

Sincerely,
**ROBERTO E
RAMIREZ**

Digitally signed by ROBERTO E
RAMIREZ
Date: 2026.02.06 16:17:29 -06'00'

Roberto E. Ramirez
Acting Chief, Risk Analysis Branch

Enclosures: Approved Participants

Participants

Attached is the list of participating local governments included in the February 4, 2026 review of the referenced Hazard Mitigation plan.

Community Name

- | |
|-----------------------|
| 1) Abita Springs town |
| 2) Covington city |
| 3) Folsom village |
| 4) Madisonville town |
| 5) Mandeville city |
| 6) Pearl River town |
| 7) Slidell city |
| 8) St. Tammany Parish |
| 9) Sun village |

Adoption Submittal (Final)

Following the issuance this of Approvable Pending Adoption letter, all participants are provided one year to adopt the plan and submit it through the State to FEMA. For multi-jurisdictional plans, multiple adoptions should be submitted as a complete package as outlined below.

The State must submit the plan files via:

Risk Management Directorate (RMD) SharePoint:

<https://rmd.msc.fema.gov/Regions/VI/Mitigation%20Planning/Forms/AllItems.aspx>

Note: You will be requested to register if you have not already done so.

All plans containing Protected Critical Infrastructure Information (PCII) must be submitted as an encrypted document with the password being sent separately in an email to ensure secure file submissions.

1. Final draft of the plan in MS Word or pdf format containing:
 - a. The final plan formatted as a single document.
 - b. Documentation demonstrating adoption by the participating jurisdictions seeking approval. (i.e. copies of signed resolutions, official meeting minutes, etc....) Note: Adoption resolutions can be separate files. Additional adoptions are not required to provide a copy of the plan.
 - c. Remove strikethroughs, highlights and all Track Changes must be accepted in the final plan.

2. Send an email addressed to r6-mtd-planning@fema.dhs.gov as notification that the electronic file has been submitted. Please **DO NOT** send plans to the email inbox as it has very strict size limitations which will lock the inbox and not allow additional emails to be received. The email must include the following information:
 - a. Include the follow when applicable: (Note: A submittal letter is no longer required.)
 - i. Subject line [Approval Review for Name of Plan, State]
 - ii. FEMA funding source, grant or disaster number, and project number (when applic
 - iii. list of adopting jurisdictions
 - iv. Plan File name (file name must include date submitted)

3. Submittals which do not conform to the above requirements will be returned to the State for resubmission

Local Mitigation Plan Review Tool

Plan Information		
Title of Plan	2025 St. Tammany Parish Hazard Mitigation Plan	
Date of Plan	10/09/2025	
Local Point of Contact		
Title	Clint Ory - Director	
Agency	St. Tammany Parish OHSEP	
Email	ccory@stpgov.org	
Additional Point of Contact		
Title	E. deEtte Smythe – Regulatory Manager	
Agency	St. Tammany Parish Government	
Email	edsmythe@stpgov.org	
Review Information		
State Review		
State Reviewer(s)	Marion M Pearson	Date: 10/09/2025
FEMA Review		
FEMA Reviewer(s) and Title	Jennifer Reid David Freeborn	Date: 12/30/2025 02/24/2026
Date Received in FEMA Region 6	December 12, 2025	
Plan Not Approved		
Plan Approvable Pending Adoption	February 4, 2026	
Plan Approved		

Multi-Jurisdictional Summary Sheet

#	Jurisdiction Name	Requirements Met (Y/N)							
		<u>A. Planning Process</u>	<u>B. Risk Assessment</u>	<u>C. Mitigation Strategy</u>	<u>D. Plan Maintenance</u>	<u>E. Plan Update</u>	<u>F. Plan Adoption</u>	<u>G. HHPD Requirements</u>	<u>H. State Requirements</u>
1	St. Tammany Parish	Y	Y	Y	Y	Y	N	N/A	N/A
2	Abita Springs	Y	Y	Y	Y	Y	N	N/A	N/A
3	Covington	Y	Y	Y	Y	Y	N	N/A	N/A
4	Folsom	Y	Y	Y	Y	Y	N	N/A	N/A
5	Madisonville	Y	Y	Y	Y	Y	N	N/A	N/A
6	Mandeville	Y	Y	Y	Y	Y	N	N/A	N/A
7	Pearl River	Y	Y	Y	Y	Y	N	N/A	N/A
8	Slidell	Y	Y	Y	Y	Y	N	N/A	N/A
9	Sun	Y	Y	Y	Y	Y	N	N/A	N/A
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Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been “met” or “not met.” FEMA completes the “required revisions” summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is “not met.” Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met Y/N
A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan’s development, as well as who was involved?	PDF page numbers 11-12, 361-366, 368-401,	Y
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?	5-6, 11, 361-366, 496-501, 510-511	Y
A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))		
A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?	363-366	Y
A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))		
A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?	374-401, 503-505	Y
A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))		
A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?	17, 19, 367, 505-509	Y
Element A Required Revisions		
Required Revision:		

Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met Y/N
B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))		
B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?	20, 49-144	Y
B1-b. Does the plan include information on the location of each identified hazard?	12-13, 49-145	Y
B1-c. Does the plan describe the extent for each identified hazard?	49-145	Y
B1-d. Does the plan include the history of previous hazard events for each identified hazard?	21, 50-145	Y
B1-e. Does the plan include the probability of future events for each identified hazard, including the type, location and range of anticipated intensities?	22-23, 25-26, 51-146	Y
B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?	51-53, 55-56, 60-64, 95-103, 104-105, 112-117, 136-143	Y
B2. Does the plan include a summary of the jurisdiction’s vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))		
B2-a. Does the plan provide an overall summary of each jurisdiction’s vulnerability to the identified hazards?	23-24, 36-47, 49-148, 409-419	Y
B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?	49-148	Y
B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?	65-66	Y
Element B Required Revisions		
Required Revision:		

Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met Y/N
C1. Does the plan document each participant’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?	149-152, 429-459	Y
C1-b. Does the plan describe each participant’s ability to expand and improve the identified capabilities to achieve mitigation?	150-152	Y

Element C Requirements	Location in Plan (section and/or page number)	Met Y/N
C2. Does the plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?	67-68, 149, 151-154, 429-459, 487-489	Y
C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?	17, 155-156	Y
C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?	172-206, 213-219, 230-245, 250-260, 265-276, 284-302, 308-326, 335-344, 349-359	Y
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan’s risk assessment?	172-206, 213-219, 230-245, 250-260, 265-276, 284-302, 308-326, 335-344, 349-359	Y
C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction?(Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))		
C5-a. Does the plan describe the criteria used for prioritizing actions?	156, 360	Y
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?	172-206, 213-219, 230-245, 250-260, 265-276, 284-302, 308-326, 335-344, 349-359	Y
Element C Required Revisions		
Required Revision:		

Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met Y/N
D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))		
D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?	408	Y
D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))		
D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?	403, 408	Y

Element D Requirements	Location in Plan (section and/or page number)	Met Y/N
D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.	403-405	Y
D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?	403-405	Y
D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))		
D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?		N/A
D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?	367, 405-408	Y
D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?	367, 405-408	Y
Element D Required Revisions		
Required Revision:		

Element E: Plan Update

Element E Requirements	Location in Plan (section and/or page number)	Met Y/N
E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?	30, 51-52	Y
E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))		
E2-a. Does the plan describe how it was revised due to changes in community priorities?	17-18, 20, 149, 155	Y
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?	156-171, 207-212, 220-229, 246-249, 261-264, 277-283, 303-307, 327-334, 345-348,	Y
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?	16, 366	Y
Element E Required Revisions		
Required Revision:		

Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met Y/N
F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F1-a. Does the participant include documentation of adoption?		N/A
F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?	421-427	N
Element F Required Revisions		
Required Revision: F2-a: Each jurisdiction seeking approval must demonstrate that the plan has been formally adopted by the governing body of the jurisdiction. All jurisdictions who have not demonstrated this adoption will remain at an approvable pending adoption status until documentation is provided.		

Element G: High Hazard Potential Dams (Optional)

HHPD Requirements	Location in Plan (section and/or page number)	Met Y/N
HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?		N/A
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?		N/A
HHPD2. Did the plan address HHPDs in the risk assessment?		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?		N/A
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?		N/A
HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?		N/A
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?		N/A
HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?		
HHPD4-a. Does the plan describe specific actions to address HHPDs?		N/A
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?		N/A
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?		N/A
HHPD Required Revisions		
Required Revision:		

Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met Y/N
This space is for the State to include additional requirements		
		N/A

Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

Element A. Planning Process

-

Element B. Risk Assessment

- The plan does not list extent for Ice Storms but does include the Sperry Piltz Accumulation Index in the Winter Weather profile. Consider either including this index in the Ice Storms Profile as well or referencing it and identifying the anticipated level expected.

Element C. Mitigation Strategy

-

Element D. Plan Maintenance

-

Element E. Plan Update

-

Element G. HHPD Requirements (Optional)

-

Element H. Additional State Requirements (Optional)

-

Res 26-05

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER ZUCKERMAN AND MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____; SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 26-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.1 TO THE 2022 STRIPING MAINTENANCE CONTRACT BETWEEN THE CITY OF MANDEVILLE AND PAVEMENT MARKINGS, LLC AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City desires to amend the 2022 Striping Maintenance Contract with Pavement Markings, LLC (“Contractor”), through which Contractor provides professional services to the City of Mandeville for the removal and replacement of pavement markings and retroreflective raised pavement markers, and has been in effect since July 20, 2022; and

WHEREAS, on July 20, 2022, the City and Contractor entered into a 2022 Striping Maintenance Contract (“Agreement”) for services related to the removal of existing pavement markings, pavement markings, and retroreflective raised pavement markers;

WHEREAS, Change Order No. 2 with an effective date of July 3, 2024, increased the contract aggregate limits to \$450,000.00;

WHEREAS, Change Order No. 7 with an effective date of November 28, 2025, extended the Task Order No. 5 date for final completion to March 1, 2026;

WHEREAS, the Parties wish to amend the 2022 Striping Maintenance Contract via the present Amendment and enclosed change order No. 8 to provide clarity regarding the contract scope and nature for expenditures;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to amend the July 20, 2022 Striping Maintenance Contract with Pavement Markings, LLC, as set forth in Amendment No. 1 and enclosed Change Order No. 8 to the Contract.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this ____ day of February, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

**AMENDMENT NO. 1
TO THE 2022 STRIPING MAINTENANCE CONTRACT
BETWEEN
THE CITY OF MANDEVILLE
AND
PAVEMENT MARKINGS, LLC**

THIS AMENDMENT is made effective as of the ____ day of _____ 2026, between the City of Mandeville (“City”) a political subdivision with offices at 3101 East Causeway Approach, Mandeville, LA 70448 and Pavement Markings, LLC (“Contractor”) with offices at 70393 Bravo Street, Covington, LA 70433. The City and the Contractor are sometimes collectively referred to as the “Parties”.

WHEREAS, on July 20, 2022, the City and Contractor entered into a 2022 Striping Maintenance Contract (“Agreement”) for services related to the removal of existing pavement markings, pavement markings, and retroreflective raised pavement markers;

WHEREAS, Change Order No. 2 with an effective date of July 3, 2024, increased the contract aggregate limits to \$450,000.00;

WHEREAS, Change Order No. 7 with an effective date of November 28, 2025, extended the Task Order No. 5 date for final completion to March 1, 2026;

WHEREAS, the Parties wish to amend the 2022 Striping Maintenance Contract via the present Amendment and the enclosed Change Order No. 8 to provide clarity regarding the contract scope and nature for each expenditure;

NOW, THEREFORE, in consideration of the mutual promises hereinafter contained, the parties hereto agree to Amend the Contract’ General Conditions as follows:

1. To amend Article 1. Work subsection 1.01, Section 00520 – Agreement to read as follows:
 - 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as maintenance and installation of pavement markings and signage to the City of Mandeville streets as directed. The Work may include but is not limited to the removal, replacement, and installation of existing pavement markings, pavement legends, retroreflective pavement markers, and street signage and posts as directed. The Contract will be for a one (1) year duration, with the annual option to renew for up to 3 years, unless amended via change order. Individual task orders will be issued under the contract, up to a maximum combined value of \$300,000, unless amended via change order. No minimum value is guaranteed.
2. **PRIOR TERMS BINDING**: except as otherwise provided by this Amendment, the terms and conditions of the Contract, as amended, remain in full force and effect.

3. **ELECTRONIC SIGNATURE AND DELIVERY:** The Parties agree that a manually signed copy of this Amendment delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Amendment.

IN WITNESS WHEREOF, the City and Contractor agree to the foregoing and have caused this Amendment to be executed by their respective duly authorized representatives as of the date set forth above.

City of Mandeville

By: Clay Madden

Title: Mayor

Date: _____

Pavement Markings, LLC

By: _____

Title: _____

Date: _____

**SECTION 00650
CHANGE ORDER**

No. 8

Date of Issuance: 2/26/2026

Effective Date: 1/30/2026

Owner: City of Mandeville	Owner's Contract No.: 700.22.002
Contract: 2022 Striping Maintenance Contract	Date of Contract: 07/20/2022
Contractor: Pavement Markings, LLC	Engineer's Project No.: 576-2003.04

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Change Order No. 8 is to amend Article 1. Work subsection 1.01, Section 00520 – Agreement to read as follows:

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as maintenance and installation of pavement markings and signage to the City of Mandeville streets as directed. The Work may include but is not limited to the removal, replacement, and installation of existing pavement markings, pavement legends, retroreflective pavement markers, and street signage and posts as directed. The Contract will be for a one (1) year duration, with the annual option to renew for up to 3 years unless amended via change order. Individual task orders will be issued under the contract, up to a maximum combined value of \$300,000 unless amended via change order. No minimum value is guaranteed.

Attachments (list documents supporting change) City Council Resolution.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Aggregate Limit:

\$300,000.00

Increase from previously approved Change Orders:

\$150,000.00

Contract Price prior to this Change Order:

\$450,000.00

Increase of this Change Order:

\$0.00

Contract Price incorporating this Change Order:

\$450,000.00

Original Contract

Times: **1 calendar year**

Original Contract Expiration: 07/20/2023

Increase from previously approved Change Orders:

Increased contract time by 2 calendar years from 07/20/23 to 07/20/25.

Contract Times prior to this Change Order:

3 calendar years

Increase of this Change Order: N/A

Contract Times with all approved Change Orders:

3 calendar years total (with no further option to renew for additional calendar years)

RECOMMENDED:

By: _____
Engineer (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Ords 26-04

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____, SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 26-04

AN ORDINANCE FOR THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.2 TO ORDINANCE NUMBER 25-25, THE OPERATING BUDGET OF THE CITY OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH (STRIPING MAINTENANCE)

WHEREAS, Article B, Financial Procedures of the Home Rule Charter provides that amendments to the adopted budget be made by ordinance; and

WHEREAS, amendment no.2 to the Operating Budget adopted for fiscal year 2025-2026, Ordinance Number 25-25, is required due to expenditures related to maintenance that will exceed the current authorized appropriated funds budgeted for 2025-2026 City of Mandeville Operating Budget (Striping Maintenance); and

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the Operating Budget ordinance for fiscal year 2025-2026, Ordinance Number 25-26, is hereby amended to include budget amendment no.2 as set forth on the attached Exhibit "A", (Striping Maintenance) incorporated as a part hereof, and be adopted for the 2025-2026 Fiscal Year Operating Budget.

BE IT FURTHER ORDAINED, that in all other respects the 2025-2026 Operating Budget adopted shall remain in full force and effect.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

and the Ordinance was declared adopted this _____ day of _____, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

FY 2026 Budget Amendment #2
 Capital & Operating Budget
 Exhibit A

		Project Number	Project Name	Current Year Budget	Proposed Change	Revised Current Year Budget	Prior Year Appropriations	Total Project Budget Appropriations	Funding Source
<u>GENERAL GOVERNMENT</u>									
<i>Expenditures</i>									
70000-49000	CONSTRUCTION-STREETS	700.22.002	Striping	250,000	(250,000)	-	-	-	Street Construction Fund
70000-43200	REPAIRS & MAINTENANCE			-	250,000	250,000			Street Construction Fund

Ords 26-05

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____, SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 26-05

AN ORDINANCE FOR THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.3 TO ORDINANCE NUMBER 25-25, THE OPERATING BUDGET OF THE CITY OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH (KEEP MANDEVILLE BEAUTIFUL)

WHEREAS, Article B, Financial Procedures of the Home Rule Charter provides that amendments to the adopted budget be made by ordinance; and

WHEREAS, amendment no.3 to the Operating Budget adopted for fiscal year 2025-2026, Ordinance Number 25-25, is required due to expenditures that will exceed the current authorized appropriated funds budgeted for 2025-2026 City of Mandeville Operating Budget (Keep Mandeville Beautiful); and

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the Operating Budget ordinance for fiscal year 2025-2026, Ordinance Number 25-26, is hereby amended to include budget amendment no.3 as set forth on the attached Exhibit "A", (Keep Mandeville Beautiful) incorporated as a part hereof, and be adopted for the 2025-2026 Fiscal Year Operating Budget.

BE IT FURTHER ORDAINED, that in all other respects the 2025-2026 Operating Budget adopted shall remain in full force and effect.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

and the Ordinance was declared adopted this _____ day of _____, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

FY 2026 Budget Amendment #3
 Operating Budget
 Exhibit A

		Current Budget	Proposed Change	Revised Budget
<u>General Fund</u>				
<i>Operating Revenues</i>				
10000-34300	Keep Mandeville Beautiful	\$ -	\$ (50,000)	\$ (50,000)
<i>Operating Expenditures</i>				
10100-45000	Décor & Beautification	\$ 35,000	\$ 50,000	\$ 85,000

Ords 26-06

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

ORDINANCE NO. 26-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.2 TO ORDINANCE NO. 25-26, THE CAPITAL BUDGET OF THE CITY OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH. (STRIPING MAINTENANCE)

WHEREAS, Article V, Section D Financial Procedures of the Home Rule Charter provides that amendments to the adopted budget may be made by ordinance; and,

WHEREAS, amendment no.2 (Striping Maintenance) to the Capital Budget adopted for fiscal year 2025-2026, Ordinance Number 25-26, to reflect actual expenditures incurred during the 2025-2026 fiscal year for the City of Mandeville Capital Budget; and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that the Capital Budget ordinance for fiscal year 2025-2026, Ordinance Number 25-26, is hereby amended to include budget amendment no.2 (Striping Maintenance) as set forth on the attached Exhibit A incorporated as a part hereof, and be adopted for the 2025-2026 Fiscal Year Capital Budget.

BE IT FURTHER ORDAINED, that in all other respects the 2025-2026 Capital Budget adopted shall remain in full force and effect.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this ____ day of _____, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

FY 2026 Budget Amendment #2
 Capital & Operating Budget
 Exhibit A

		Project Number	Project Name	Current Year Budget	Proposed Change	Revised Current Year Budget	Prior Year Appropriations	Total Project Budget Appropriations	Funding Source
<u>GENERAL GOVERNMENT</u>									
<i>Expenditures</i>									
70000-49000	CONSTRUCTION-STREETS	700.22.002	Striping	250,000	(250,000)	-	-	-	Street Construction Fund
70000-43200	REPAIRS & MAINTENANCE			-	250,000	250,000			Street Construction Fund

Ords 26-07

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

ORDINANCE NO. 26-07

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING AND ADOPTING THE PERSONNEL POLICIES PART I, RULE 2 GENERAL ADMINISTRATION, ADDING SECTION 2.12 SOCIAL MEDIA POLICY FOR THE MUNICIPAL EMPLOYEES' CIVIL SERVICE SYSTEM, AND ITS EMPLOYEE RULES AND REGULATIONS AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 4-05 of the Mandeville City Charter, entitled Personnel Systems, mandates the City Council shall adopt personnel rules, policies, procedures and practices for all non-police employees by ordinance; and

WHEREAS, it is necessary that personnel policies be reviewed from time to time to adequately reflect policies as revised to meet current conditions; and

WHEREAS, as a part of that review process, the Administration and City Council deemed that the Personnel Policies of the Municipal Employees Civil Service System be amended to reflect current standards and practices;

WHEREAS the City of Mandeville's Municipal Employees' Civil Service Board recommends approval of the addition of Section 2.12 Social Media Policy to the Municipal Employees' Civil Service Manual; and

NOW, THEREFORE BE IT ORDAINED that Section 2.12 of the Personnel Policies of the Municipal Employees Civil Service System to read as follows:

Section 2.12 Social Media Policy

Social media is defined as and includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or community web site, web bulletin board or chat room (whether or not associated or affiliated with the City of Mandeville), as well as any other form of online communication intended for public or group interaction.

A. City employees assume all risks associated with the personal use of social media.

B. The City may require immediate removal of material and/or take disciplinary

action for the use of social media by City employees that causes disruption of the workplace, impairs the mission of the City, or violates this policy.

C. The following activities are strictly prohibited relating to the personal use of social media:

- 1. Disclosure of confidential City information.*
- 2. Posting information that you know, or should reasonably know, to be false about the City of Mandeville, fellow employees, citizens, vendors, or people working on behalf of the City of Mandeville.*
- 3. Communicating with the media about City-related information, in an official capacity, without the permission of the Mayor, Chief of Police, Cultural Development Director and/or City Attorney.*
- 4. Posting photographs of fellow employees, appointees, or officials without their permission.*
- 5. Posting personal statements, opinions, or beliefs and attributing those to the City of Mandeville.*
- 6. Posting any material that constitutes harassment, hate speech, or libel, violates the privacy rights of fellow employees, or is disruptive to the work environment because it impairs workplace discipline or control, impairs or erodes working relationships, creates dissension among co-workers, interferes with job performance, or obstructs operations.*

D. Employees must be aware that social media content created, posted, or shared in connection with official City duties may constitute a public record under Louisiana law. Any such content is subject to applicable records retention requirements and may be subject to disclosure under the Louisiana Public Records Act. Employees should exercise care, accuracy, and professionalism when posting content in any capacity that may reasonably be associated with City business.

E. Violations of this policy will subject the employee to disciplinary action up to and including termination in accordance with administrative or Civil Service rules and regulations.

F. Nothing in this policy is intended to infringe upon the First Amendment rights of employees. Employees retain the right to speak as private citizens on matters of public concern. However, the City maintains the right to regulate speech that is made in an employee's official capacity, or speech that disrupts City operations, undermines discipline, or otherwise interferes with the efficient delivery of public services. This policy is intended to balance employee rights with the City's obligation to maintain order, efficiency, and public trust.

G. Personal Opinions and Disclaimers: Employees who discuss matters related to the City of Mandeville on personal social media accounts should make it clear that their views are their own and do not represent the official position of the City. When posting content that could reasonably be associated with City business or when identifying themselves as a City employee, employees are encouraged to include a disclaimer similar to the following:

"The views expressed on this account are my own and do not represent the views or positions of the City of Mandeville"

Use of this disclaimer does not authorize employees to disclose confidential information, speak on behalf of the City, or otherwise violate this policy. Employees should continue to exercise good judgment and uphold the dignity of public service and the confidence of the community.

BE IT FURTHER ORDAINED that the City Council of the City of Mandeville hereby adopts and amends the provisions of this ordinance upon signature of the Mayor.

BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this _____ Day of _____, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

Ords 26-08

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

ORDINANCE NO. 26-08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING THE CODE OF CONDUCT FOR ELECTED OFFICIALS, UNCLASSIFIED EMPLOYEES, PERSONS APPOINTED OR ELECTED TO VARIOUS BOARDS AND COMMISSIONS OF THE CITY OF MANDEVILLE AND CONTRACTORS WITH THE CITY OF MANDEVILLE AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, in 2008, the City Council desired to create a Code of Conduct to establish a set of guidelines for the behavior of the City of Mandeville elected officials, unclassified employees, persons appointed or elected to various boards and commissions of the City of Mandeville and contractors with the City of Mandeville; and

WHEREAS, on May 27, 2010, the City Council of the City of Mandeville approved Ordinance 10-17 adopting a Code of Conduct for elected officials, unclassified employees, persons appointed or elected to various boards and commissions of the City of Mandeville and contractors with the City of Mandeville; and

WHEREAS, the Municipal Employees' Civil Service Board recommended that the City Council adopt a social media policy for classified non-police employees; and

WHEREAS, the Municipal Police Employees' Civil Service Board adopted a social media policy for police employees, and

WHEREAS the City Council of the City of Mandeville wishes to add a social media policy to the Code of Conduct, and

NOW, THEREFORE BE IT ORDAINED that the Code of Conduct reflect the addition of a social media policy as shown in Exhibit A.

BE IT FURTHER ORDAINED that the City Council of the City of Mandeville hereby adopts and amends the provisions of this ordinance upon signature of the Mayor.

BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:
NAY:
ABSTENTIONS:
ABSENT:

and the ordinance was declared adopted this ____ Day of _____, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

EXHIBIT A

CITY OF MANDEVILLE CODE OF CONDUCT (ordinance 10-17, adopted by Council on 05/27/2010)

(posted on the City's website under the City Council's "Code of Conduct" webpage)

A. POLICY STATEMENT

The citizens of the City of Mandeville rightfully expect city elected municipal officials, public employees, and appointed personnel to adhere to the highest standards of professional and ethical conduct in the performance of their duties and responsibilities. The City of Mandeville Personnel Policies and Police Standard Operating Procedures Manual specifies the conduct of the classified civil service employee so that this code does not apply to this class of city employees. This code applies to the following persons:

- Elected municipal officials of the City of Mandeville.
- Unclassified employees of the City of Mandeville.
- Persons appointed or elected to the various **positions**, boards and commissions of the City of Mandeville.
- Contractors as described in Section D of this code. Contractors are not obligated to participate in the training requirements of this code but will be required to demonstrate that they are familiar with this code and the Louisiana State Code of Ethics.

While this document in and of itself is not punitive in nature, it complements the existing laws incorporated in the Louisiana State Code of Ethics and other existing policies that cover persons employed by the City of Mandeville. All elected municipal officials, unclassified employees, and appointed personnel of the city in whatever capacity should know that infractions of this Code of Conduct may also be violations prohibited by state ethical rules and regulations which do carry punitive provisions.

Every person covered by this code has a unique position of trust in the community and, therefore, assumes a special responsibility to act with the highest standards of honesty, fidelity, and fairness. Said persons should conduct themselves in a manner that merits public trust and confidence.

B. PURPOSE OF THIS POLICY

Section 7-02 of the City Charter for the City of Mandeville provides that "All officers and employees of the city government shall comply with the provisions of the Louisiana State Code

of Ethics pertaining to local government.” The purpose of the Code of Conduct is to complement the Code of Ethics with a code that requires conduct over and above the strict adherence to the letter of the general law and the Louisiana State Ethics Code; to establish a set of guidelines for the behavior of the persons covered by this code which will enhance the effectiveness of city government while maintaining the high standards of quality and professionalism necessary for the city to successfully project the best image possible.

C. CITY OF MANDEVILLE CODE OF CONDUCT FOR ELECTED, UNCLASSIFIED EMPLOYEES AND APPOINTED PERSONNEL

All persons in each category as defined by the above title shall sign a copy of this Code of Conduct thereby acknowledging that they have received a copy and understand that it is therefore their responsibility to comply with this Code of Conduct and any revisions to it as follows:

Adhere to the principle that all activities undertaken by persons covered by this code shall be in the best interests of the citizens of the city and with the goal of perfection of city government. No personal gain or benefit, except for compensation and benefits accompanying applicable personnel, should be accepted.

Accept the responsibility that any improper conduct can reflect negatively on the public image of the city and bring embarrassment and discontent to the citizens of the city. It is the intent of this Code of Conduct to make the persons covered by this code aware, through training, of the existing laws and city rules and regulations of employment that are designed to respond to any improper conduct in whatever context.

Participate in a comprehensive training program regarding the Louisiana State Code of Ethics and this Code of Conduct for all levels of personnel defined by this Code of Conduct except Contractors. This training shall include, but not be limited to, ongoing small and large group training sessions highlighting general rules of conduct and specific rules of conduct pertaining to elected municipal officials, unclassified employees or appointed personnel. This training shall amplify what personnel can or cannot do in complying with the Louisiana State Code of Ethics and this Code of Conduct. It shall also identify and help personnel recognize potential conflicts of interest and provide mechanisms for alerting the proper officials of such potential conflicts. Each person covered by this code, except Contractors, shall be required to participate in at least one hour of training per calendar year. These hours shall be certified to the Personnel Director and be a part of the person’s record.

Always be in full compliance with all applicable federal, state, and local laws and regulations.

Direct all requests for documents under the Public Records Law to the City Attorney for response. All requests for documents under the Public Records Law shall be in writing.

Respect the confidentiality of information concerning the City, City personnel, or proceedings of the City.

D. CONTRACTORS

Any individual or business entity that enters into a contract with the City of Mandeville shall be subject to this code and be referred to herein as a "Contractor." Every Contractor shall be mindful of the principles of law relating to the Code of Governmental Ethics of the State of Louisiana. The Contractor shall not make or authorize any payment or give anything of value directly or indirectly to an official of this government for the purpose of influencing an act or decision of official capacity or for assisting in obtaining or retaining business for or with, or for directing business to any person. Likewise, the Contractor will not make or authorize any payment to anyone for the purpose of influencing any official act or decision, or inducing such entity or person to use any influence with this government to assist anyone in obtaining or retaining business for or with, or directing business to, any person. Any breach or violation of this clause by the Contractor shall be considered a substantial and material breach of its contract with the City of Mandeville.

All Contractors shall sign an affidavit in the form attached hereto as Attachment A as a condition of their contract with the City of Mandeville.

E. SOCIAL MEDIA CONDUCT

All persons covered under this Code of Conduct—including elected officials, unclassified employees, and persons appointed to boards and commissions—are expected to use social media responsibly and in a manner consistent with the ethical standards of this Code.

Use of social media should reflect honesty, respect, and professionalism at all times and must not compromise public trust, confidentiality, or the integrity of City operations.

The following activities are strictly prohibited relating to the personal use of social media:

- Disclosure of confidential City information.
- Posting rumors or information that you know, or should reasonably know, to be false about the City of Mandeville, fellow employees, citizens, vendors, or people working on behalf of the City of Mandeville.

- Posting photographs of fellow employees without their permission.
- Posting personal statements, opinions, or beliefs and attributing those to the City of Mandeville. When posting content that could be misconstrued as official City business, employees, appointees, and officials are encouraged to include a disclaimer similar to the following: "The views expressed on this account are my own and do not represent the views or positions of the City of Mandeville."
- Posting any material that constitutes harassment, hate speech, or libel; violates the privacy rights of others; or is disruptive to the work environment because it impairs workplace discipline or control, erodes working relationships, creates dissension, interferes with job performance, or obstructs operations.

Public Records and Retention:

Employees, appointees, and officials must be aware that social media content created, posted, or shared in connection with official City duties may constitute a public record under Louisiana law. Any such content is subject to applicable records-retention requirements and may be subject to disclosure under the Louisiana Public Records Act. All users should exercise care, accuracy, and professionalism when posting content in any capacity that may reasonably be associated with City business.

Social media activity that breaches the standards of this Code—including conduct that is unethical, disruptive, defamatory, or damaging to the City's reputation—may result in disciplinary action (for employees of the City), removal from appointed office, or referral to the Louisiana Board of Ethics as appropriate.

Nothing in this section shall be construed to infringe upon the First Amendment rights of any person covered by this Code. Individuals retain the right to speak as private citizens on matters of public concern; however, the City retains the right to address conduct that disrupts City operations, undermines public trust, or violates applicable law or policy.

E. COMPLAINTS

All complaints shall be in writing and signed by the person making the complaint. There shall be no anonymous complaints. Any person wishing to file a complaint regarding any person covered by this code shall send the complaint to the City Attorney's Office where a log will be kept of such complaints. A copy of any complaint regarding any person covered by this code shall be sent to the person complained of within three days of receipt of the complaint. The person complained of shall have five days to respond in writing to the complaint and his or her

response shall be part of the complaint record. If such complaint alleges ethical violations then the City Attorney shall recommend to the mayor that a copy of the complaint be sent to the Louisiana Board of Ethics for further action.

In the event a complaint is filed against the City Attorney, such complaint shall be submitted to the Office of the Mayor. The mayor shall ensure that the complaint is logged and that a copy is provided to the City Attorney within three days of receipt. The City Attorney shall have five days to respond in writing, and such response shall become part of the complaint record. If the complaint alleges violations of the Louisiana State Code of Ethics, the mayor may forward or recommend forwarding the complaint to the Louisiana Board of Ethics for further action.