

***THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER DISCON; MOVED FOR ADOPTION BY COUNCIL MEMBER VOGELTANZ; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER STRONG-THOMPSON
ORDINANCE NO. 26-26***

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING THE JOB DESCRIPTION AND RETITLING THE POSITION OF SECRETARY TO ADMINISTRATIVE SUPPORT SUPERVISOR WITHIN THE PUBLIC WORKS DEPARTMENT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, Section 4-04 of the Mandeville City Charter mandates that the City Council introduce an ordinance upon receipt of the Mayor's proposed plan to create, change, alter, consolidate or abolish City departments, offices and agencies and/or the reallocation of the functions, powers, duties and responsibilities of such departments, offices or agencies.

WHEREAS, the Administration recommends to the City Council that it amend the job description, reallocate duties and responsibilities, and retitle the Secretary position to Administrative Support Supervisor to reflect changes in the Public Works Department that have had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein; and,

WHEREAS, the Municipal Employees' Civil Service Board recommends to the City Council that it amend the job description, reallocate duties and responsibilities, and retitle the Secretary position to Administrative Support Supervisor to reflect changes in the Public Works Department that have had a permanent and substantial effect on the assignment and scope of duties and responsibilities therein.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Mandeville hereby amends the job description for the position of Secretary within the Public Works Department, retitles the position as Administrative Support Supervisor, and approves the duties, responsibilities, and pay scale update set forth in Exhibit "A" and Exhibit "B" attached hereto and made a part hereof; and,

NOW THEREFORE, BE IT FURTHER ORDAINED that this ordinance shall be effective upon the Mayor's signature; and,

NOW THEREFORE, 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: Vogeltanz, Strong-Thompson, Discon

NAY: 0

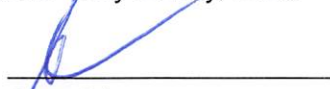
ABSTENTIONS: 0

ABSENT: Zuckerman, Lane

and the ordinance was declared adopted this 23rd Day of July, 2026



Alicia Watts
Clerk of Council



Scott Discon
Council Chairman

SUBMITTAL TO MAYOR

The foregoing Ordinance was **SUBMITTED** by me to the Mayor of the City of Mandeville this 30th day of July, 2026 at 9:00 a.m.

Alicia Watts

Alicia Watts, CLERK OF COUNCIL

APPROVAL OF ORDINANCE

The foregoing Ordinance is by me hereby **APPROVED**, this 31st day of July, 2026 at 1100 o'clock a.m.

L. Clay Madden
L. Clay Madden, MAYOR

VETO OF ORDINANCE

The foregoing Ordinance is by me hereby **VETOED**, this ____ day of ____, 2026, at ____ o'clock ____ m.

L. Clay Madden, MAYOR

RECEIPT FROM MAYOR

The foregoing Ordinance was **RECEIVED** by me from the Mayor of the City of Mandeville this 3rd day of August, 2026 at 8:00 o'clock a.m.

Alicia Watts

Alicia Watts, CLERK OF COUNCIL

CERTIFICATE

I, **THE UNDERSIGNED** Clerk of the City Council of the City of Mandeville do hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the City Council of the City of Mandeville at a duly noticed, called and convened meeting of said City Council held on the 23rd day of July, 2026 at which a quorum was present and voting. I do further certify that said Ordinance has not thereafter been altered, amended, rescinded, or repealed.

WITNESS MY HAND and the seal of the City of Mandeville this 30 day of August, 2026.

Alicia Watts

Alicia Watts, CLERK OF COUNCIL