

THE FOLLOWING ORDINANCE WAS MOVED FOR INTRODUCTION BY COUNCIL MEMBER _____; SECONDED FOR INTRODUCTION BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 22-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO AMEND THE PERSONNEL POLICIES RELATIVE TO THE PAY SCALE OF THE NON-POLICE MUNICIPAL CIVIL SERVICE EMPLOYEES OF THE CITY OF MANDEVILLE AND TO AMEND THE SALARY OF THE COUNCIL CLERK AND TO PROVIDE FOR OTHER RELATED MATTERS IN CONNECTION THEREWITH

WHEREAS, Section 4-04 of the Home Rule Charter for the City of Mandeville (“City”) mandates that the City Council introduce an ordinance upon receipt of the Mayor’s proposed plan to amend the Personnel Policies regarding City Municipal Non-Police Civil Service Employees;

WHEREAS, the City desires to amend the pay scale of the Municipal Non-Police Civil Service employees of the City as shown by Exhibit “A,” which is attached hereto and made part of this ordinance; and

WHEREAS, the Human Resources Director has prepared this recommendation to the City’s Municipal Employees’ Civil Service Board as shown by Exhibit “A,” which is attached hereto and made part of this ordinance; and

WHEREAS, the City’s Municipal Employees’ Civil Service Board recommends approval of this proposal as shown by Exhibit “A,” which is attached hereto and made part of this ordinance; and

WHEREAS, the City Home Rule Charter, Article 2, Section 2-09 states that the salary of any City Council’s employee shall be set by ordinance, and Section 2-7 of the City’s Code of Ordinances states that the salary of the Council clerk shall be established in the operating budget for the City;

WHEREAS, on September 9, 2021, the City Council established the City Clerk’s salary when it adopted the Operating Budget for fiscal year 2021-2022 through Ordinance 21-20; and the City Clerk’s Salary was incorporated into the Operating Budget through Exhibit C entitled “Non-Civil Service Non-Director Salaries.”

WHEREAS, the City Council desires to amend the salary of the Council Clerk as shown by Exhibit “B,” which is attached hereto and made part of this ordinance; and

NOW, THEREFORE, BE IT ORDAINED that the Personnel Policies relative to the pay scale of the Municipal Non-Police Civil Service Employees of the City be amended as set out in Exhibit “A,” which is attached and made a part hereto; and,

NOW THEREFORE, BE IT FURTHER ORDAINED, that the salary of the Council Clerk be amended as set out in Exhibit "B," which is attached and made a part hereto; and

NOW THEREFORE, BE IT FURTHER ORDAINED that this ordinance, and the amendments herein, shall be effective on the first day of the payroll period following the City Council of the City of Mandeville's approval; 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:

NAY:

ABSTENTIONS:

ABSENT:

and the ordinance was declared adopted this ____ Day of _____, 2022

Kristine Scherer
Clerk of Council

Jason Zuckerman
Council Chairman

SUBMITTAL TO MAYOR

The foregoing Ordinance was **SUBMITTED** by me to the Mayor of the City of Mandeville this ____ day of _____, 2022 at ____ o'clock __.m.

CLERK OF COUNCIL

APPROVAL OF ORDINANCE

The foregoing Ordinance is by me hereby **APPROVED**, this ____ day of _____, 2022 at ____ o'clock __.m.

L. Clay Madden, MAYOR

VETO OF ORDINANCE

The foregoing Ordinance is by me hereby **VETOED**, this _____ day of _____, 2022, 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 _____ day of _____, 2022 at ____ o'clock ____m.

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 _____ day of _____, 2022 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 _____ day of _____, 20____.

CLERK OF COUNCIL

**City of Mandeville
Pay Matrix - Municipal Employees**

Functional Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25
Accountant, Finance	26.60	27.13	27.67	28.23	28.79	29.37	29.96	30.56	31.17	31.79	32.43	33.07	33.74	34.41	35.10	35.80	36.52	37.25	37.99	38.75	39.53	40.32	41.12	41.95	42.78
Accounting Specialist	18.38	18.75	19.12	19.51	19.90	20.29	20.70	21.11	21.54	21.97	22.41	22.85	23.31	23.78	24.25	24.74	25.23	25.74	26.25	26.78	27.31	27.86	28.42	28.98	29.56
Assistant Superintendent - Buildings/Grounds	27.39	27.94	28.50	29.07	29.65	30.24	30.85	31.46	32.09	32.73	33.39	34.06	34.74	35.43	36.14	36.86	37.60	38.35	39.12	39.90	40.70	41.51	42.34	43.19	44.06
Assistant Superintendent - Operations/Maintenance	27.39	27.94	28.50	29.07	29.65	30.24	30.85	31.46	32.09	32.73	33.39	34.06	34.74	35.43	36.14	36.86	37.60	38.35	39.12	39.90	40.70	41.51	42.34	43.19	44.06
Assistant Superintendent - Water/Sewer	27.39	27.94	28.50	29.07	29.65	30.24	30.85	31.46	32.09	32.73	33.39	34.06	34.74	35.43	36.14	36.86	37.60	38.35	39.12	39.90	40.70	41.51	42.34	43.19	44.06
Building Official	34.36	35.05	35.75	36.46	37.19	37.94	38.69	39.47	40.26	41.06	41.88	42.72	43.58	44.45	45.34	46.24	47.17	48.11	49.07	50.06	51.06	52.08	53.12	54.18	55.27
Clerk I, Data Entry Clerk	15.35	15.66	15.97	16.29	16.62	16.95	17.29	17.63	17.98	18.34	18.71	19.09	19.47	19.86	20.25	20.66	21.07	21.49	21.92	22.36	22.81	23.27	23.73	24.21	24.69
Clerk I, Mailroom Clerk	13.35	13.62	13.89	14.17	14.45	14.74	15.03	15.33	15.64	15.95	16.27	16.60	16.93	17.27	17.62	17.97	18.33	18.69	19.07	19.45	19.84	20.23	20.64	21.05	21.47
Clerk I, Receptionist	15.35	15.66	15.97	16.29	16.62	16.95	17.29	17.63	17.98	18.34	18.71	19.09	19.47	19.86	20.25	20.66	21.07	21.49	21.92	22.36	22.81	23.27	23.73	24.21	24.69
Clerk I, Receptionist, Planning Department	15.35	15.66	15.97	16.29	16.62	16.95	17.29	17.63	17.98	18.34	18.71	19.09	19.47	19.86	20.25	20.66	21.07	21.49	21.92	22.36	22.81	23.27	23.73	24.21	24.69
Clerk II, Accounts Payable/Purchasing	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56	21.99	22.43	22.88	23.34	23.80	24.28	24.77	25.26	25.77	26.28	26.81	27.34	27.89
Clerk II, Administrative Coordinator	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56	21.99	22.43	22.88	23.34	23.80	24.28	24.77	25.26	25.77	26.28	26.81	27.34	27.89
Clerk II, City Clerk	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56	21.99	22.43	22.88	23.34	23.80	24.28	24.77	25.26	25.77	26.28	26.81	27.34	27.89
Clerk II, City Court	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56	21.99	22.43	22.88	23.34	23.80	24.28	24.77	25.26	25.77	26.28	26.81	27.34	27.89
Clerk II, Cultural Development	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56	21.99	22.43	22.88	23.34	23.80	24.28	24.77	25.26	25.77	26.28	26.81	27.34	27.89
Clerk II, Utility Billing	17.34	17.69	18.04	18.40	18.77	19.14	19.53	19.92	20.32	20.72	21.14	21.56	21.99	22.43	22.88	23.34	23.80	24.28	24.77	25.26	25.77	26.28	26.81	27.34	27.89
Clerk, Community Center	13.35	13.62	13.89	14.17	14.45	14.74	15.03	15.33	15.64	15.95	16.27	16.60	16.93	17.27	17.62	17.97	18.33	18.69	19.07	19.45	19.84	20.23	20.64	21.05	21.47
Community Center Coordinator	23.21	23.67	24.15	24.63	25.12	25.63	26.14	26.66	27.19	27.74	28.29	28.86	29.44	30.02	30.63	31.24	31.86	32.50	33.15	33.81	34.49	35.18	35.88	36.60	37.33
Crew Chief - Buildings & Grounds	20.54	20.95	21.37	21.80	22.23	22.68	23.13	23.59	24.07	24.55	25.04	25.54	26.05	26.57	27.10	27.64	28.20	28.76	29.34	29.92	30.52	31.13	31.75	32.39	33.04
Crew Chief - Streets	20.54	20.95	21.37	21.80	22.23	22.68	23.13	23.59	24.07	24.55	25.04	25.54	26.05	26.57	27.10	27.64	28.20	28.76	29.34	29.92	30.52	31.13	31.75	32.39	33.04
Crew Chief - Water/Sewer	20.54	20.95	21.37	21.80	22.23	22.68	23.13	23.59	24.07	24.55	25.04	25.54	26.05	26.57	27.10	27.64	28.20	28.76	29.34	29.92	30.52	31.13	31.75	32.39	33.04
Electrical Technician	25.87	26.39	26.92	27.45	28.00	28.56	29.13	29.72	30.31	30.92	31.54	32.17	32.81	33.47	34.13	34.82	35.51	36.22	36.95	37.69	38.44	39.21	39.99	40.79	41.61
Engineering Assistant	27.31	27.86	28.41	28.98	29.56	30.15	30.76	31.37	32.00	32.64	33.29	33.96	34.64	35.33	36.03	36.76	37.49	38.24	39.01	39.79	40.58	41.39	42.22	43.07	43.93
Equipment Operator	21.37	21.80	22.23	22.68	23.13	23.59	24.07	24.55	25.04	25.54	26.05	26.57	27.10	27.64	28.20	28.76	29.34	29.92	30.52	31.13	31.75	32.39	33.04	33.70	34.37
Field Representative	21.47	21.90	22.34	22.78	23.24	23.70	24.18	24.66	25.16	25.66	26.17	26.70	27.23	27.77	28.33	28.90	29.47	30.06	30.66	31.28	31.90	32.54	33.19	33.86	34.53
Grants and Contracts Administrator	24.68	25.17	25.68	26.19	26.71	27.25	27.79	28.35	28.92	29.49	30.08	30.69	31.30	31.93	32.56	33.22	33.88	34.56	35.25	35.95	36.67	37.41	38.15	38.92	39.70
Landscape/Urban Forestry Inspector	22.74	23.19	23.66	24.13	24.61	25.11	25.61	26.12	26.64	27.18	27.72	28.27	28.84	29.42	30.00	30.61	31.22	31.84	32.48	33.13	33.79	34.47	35.16	35.86	36.58
Maintenance Worker I Streets	15.09	15.39	15.70	16.01	16.33	16.66	16.99	17.33	17.68	18.03	18.39	18.76	19.14	19.52	19.91	20.31	20.72	21.13	21.55	21.98	22.42	22.87	23.33	23.80	24.27
Maintenance Worker I Water/Sewer	15.09	15.39	15.70	16.01	16.33	16.66	16.99	17.33	17.68	18.03	18.39	18.76	19.14	19.52	19.91	20.31	20.72	21.13	21.55	21.98	22.42	22.87	23.33	23.80	24.27
Maintenance Worker II Building & Grounds	16.79	17.13	17.47	17.82	18.17	18.54	18.91	19.29	19.67	20.07	20.47	20.88	21.29	21.72	22.15	22.60	23.05	23.51	23.98	24.46	24.95	25.45	25.96	26.48	27.01
Maintenance Worker II Streets & Drainage	16.79	17.13	17.47	17.82	18.17	18.54	18.91	19.29	19.67	20.07	20.47	20.88	21.29	21.72	22.15	22.60	23.05	23.51	23.98	24.46	24.95	25.45	25.96	26.48	27.01
Maintenance Worker II Water/Sewer	16.79	17.13	17.47	17.82	18.17	18.54	18.91	19.29	19.67	20.07	20.47	20.88	21.29	21.72	22.15	22.60	23.05	23.51	23.98	24.46	24.95	25.45	25.96	26.48	27.01
Permit Coordinator	17.08	17.42	17.77	18.13	18.49	18.86	19.23	19.62	20.01	20.41	20.82	21.24	21.66	22.09	22.54	22.99	23.45	23.92	24.39	24.88	25.38	25.89	26.41	26.93	27.47
Planner I/GIS Administrator	21.14	21.56	21.99	22.43	22.88	23.34	23.81	24.28	24.77	25.26	25.77	26.28	26.81	27.35	27.89	28.45	29.02	29.60	30.19	30.80	31.41	32.04	32.68	33.34	34.00
Planner I/Special Projects, Plans/Code Review	18.86	19.24	19.62	20.01	20.41	20.82	21.24	21.66	22.10	22.54	22.99	23.45	23.92	24.40	24.89	25.38	25.89	26.41	26.94	27.48	28.02	28.59	29.16	29.74	30.34
Planner II	26.77	27.31	27.85	28.41	28.98	29.56	30.15	30.75	31.37	31.99	32.63	33.29	33.95	34.63	35.32	36.03	36.75	37.48	38.23	39.00	39.78	40.57	41.39	42.21	43.06
Plant Operator	21.86	22.30	22.74	23.20	23.66	24.14	24.62	25.11	25.61	26.12	26.65	27.18	27.72	28.28	28.84	29.42	30.01	30.61	31.22	31.85	32.48	33.13	33.80	34.47	35.16
Purchasing Agent	23.81	24.29	24.77	25.27	25.77	26.29	26.81	27.35	27.90	28.46	29.02	29.60	30.20	30.80	31.42	32.05	32.69	33.34	34.01	34.69	35.38	36.09	36.81	37.55	38.30
Secretary, Planning & Zoning	18.03	18.39	18.76	19.13	19.52	19.91	20.30	20.71	21.13	21.55	21.98	22.42	22.87	23.32	23.79	24.27	24.75	25.25	25.75	26.27	26.79	27.33	27.87	28.43	29.00
Secretary, Public Works	18.03	18.39	18.76	19.13	19.52	19.91	20.30	20.71	21.13	21.55	21.98	22.42	22.87	23.32	23.79	24.27	24.75	25.25	25.75	26.27	26.79	27.33	27.87	28.43	29.00
Sr. Accountant	29.25	29.84	30.43	31.04	31.66	32.29	32.94	33.60	34.27	34.96	35.66	36.37	37.10	37.84	38.59	39.37	40.15	40.96	41.78	42.61	43.46	44.33	45.22	46.12	47.05
Student Worker, Clerk	12.00	12.24	12.48	12.73	12.99	13.25	13.51	13.78	14.06	14.34	14.63	14.92	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.83	18.19	18.55	18.92	19.30
Student Worker, Maintenance	12.00	12.24	12.48	12.73	12.99	13.25	13.51	13.78	14.06	14.34	14.63	14.92	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17.83	18.19	18.55	18.92	19.30
Superintendent - Buildings/Grounds	31.03	31.65	32.28	32.93	33.59	34.26	34.94	35.64	36.36	37.08	37.83	38.58	39.35	40.14	40.94	41.76	42.60	43.45	44.32	45.20	46.11	47.03	47.97	48.93	49.91
Superintendent - Operations/Maintenance	31.03	31.65	32.28	32.93	33.59	34.26	34.94	35.64	36.36	37.08	37.83	38.58	39.35	40.14	40.94	41.76	42.60	43.45	44.32	45.20	46.11	47.03	47.97	48.93	49.91
Superintendent - Utilities	31.03	31.65	32.28	32.93	33.59	34.26	34.94																		

Exhibit B

Non-Civil Service and Non-Directors

Job Class	Count	Original Budget	Original EE Retirement	Proposed Budget	Proposed EE Retirement
10100 GENERAL GOVERNMENT	2	143,966	14,397	166,966	16,697
COUNCIL CLERK	1	60,139	6,014	83,139	8,314
EXECUTIVE SECRETARY	1	83,827	8,383	83,827	8,383
Total	2	143,966	14,397	166,966	16,697