

Derrick Mostella  
Mayor



P.O. Box 70  
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Ashville, AL 35953

Chrystal St. John  
City Clerk

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County Seat of St. Clair County

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**ORDINANCE 2024-012**

**AN ORDINANCE TO AMEND THE CITY OF ASHVILLE, ALABAMA  
PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

**WHEREAS**, the City of Ashville, Alabama (the "City"), has previously adopted a document entitled Personnel Policies and Procedures (the Handbook"); and

**WHEREAS**, it is necessary from time to time to make changes to the Handbook to fairly, equitably and efficiently regulate employment related matters; and

**WHEREAS**, the City finds and determines that it is in the best interest of the City, its citizens, and its employees to amend the Handbook as set out in this Ordinance.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Ashville, Alabama, as follows:

**Section 1:** That the Handbook is hereby amended as follows:

**Section 16: Departmental Structure**

**Department: Administration**

Department Head: City Clerk

Division: Administration Support Staff

Division: Building & Zoning

Division: Library

Division: Archives

**Department: Municipal Court**

Department Head: Court Clerk

**Department: Fire**

Department Head: Fire Chief

**Department: Police**

Department Head: Chief of Police

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Council Members

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Adam Abernathy - Robin L. Bowlin - Edward Roscoe Lane - Shirley Smith - R. Denise Williams

**Department: Public Works**

Department Head: Director of Public Works<sup>1</sup>

Division: Streets

Division: Water / Sewer

Division: Parks and Recreation

- Section 2:** That all job descriptions be amended to reflect the applicable department, department head, and/or department structure.
- Section 3:** That all employees working within a particular Department shall perform duties within all divisions thereof as part of said employee's employment.
- Section 4:** Each and every Section as set forth in the Handbook as the same has been amended, is hereby re-adopted as if fully and completely set forth herein.
- Section 5:** If any provision of this Ordinance shall be declared unconstitutional or held invalid by a court of competent jurisdiction, such shall not affect any other provision thereof, but the same shall remain in full force and effect.
- Section 6:** The provision of this Ordinance shall become effective immediately upon its passage and approval by the Mayor and Council of the City.

ADOPTED and APPROVED this the 19<sup>th</sup> day of August 2024.

CITY OF ASHVILLE, AL



Derrick L. Mostella, Mayor

ATTEST:



Chrystal St. John  
Chrystal St. John, City Clerk

**CERTIFICATION**

I, the undersigned, City Clerk of the City of Ashville, Alabama, do hereby, certify that the above is a true and correct copy of an Ordinance duly adopted by the City Council at its meeting held on August 19, 2024, and as same appears of record in Minute Book of said City, and approved by the City Council on the 19<sup>th</sup> day of August 2024

GIVEN UNDER MY AND CORPORATE SEAL of the City of Ashville, Alabama, this 19<sup>th</sup> day of August 2024.

Chrystal St. John  
Chrystal St. John, City Clerk

<sup>1</sup> The Director of Public Works may also be a Division Head of one of the Public Works Divisions.