



Legislation Details (With Text)

File #: 24-135 **Version:** 2 **Name:**

Type: Ordinance **Status:** Mayor's Office

File created: 3/6/2024 **In control:** City Council

On agenda: 4/9/2024 **Final action:** 4/9/2024

Title: Ordinance No. 24-17 amending Section 2(B) of Ordinance No. 23-64, And Amending Section 3 Of Ordinance No. 18-120 (An Ordinance Appointing The City Council Administrator And Setting The Salary Of The City Council Administrator), And Prescribing The Salary Of The City Council Administrator.

Presenter:
Randy Helms, Council President

Sponsors:

Indexes:

Code sections:

Attachments: 1. 24-135 City Council Administrator 2024 Salary Ordinance, 2. Signed Ordinance No. 24-17.pdf

Date	Ver.	Action By	Action	Result
4/9/2024	1	City Council	finally passed	Pass
3/26/2024	1	City Council	approved on first reading	Pass
3/25/2024	1	Council Work Session	referred	

Ordinance No. 24-17 amending Section 2(B) of Ordinance No. 23-64, And Amending Section 3 Of Ordinance No. 18-120 (An Ordinance Appointing The City Council Administrator And Setting The Salary Of The City Council Administrator), And Prescribing The Salary Of The City Council Administrator.

Presenter:
Randy Helms, Council President

Summary:

The salary range for the City Council Administrator is included in the annual salary schedule, which is approved by ordinance. To align the band and zone salary of the City Council Administrator with current job duties and responsibilities, an amendment to the 2024 Salary Schedule adopted by City Council on November 29, 2023, is proposed. City Charter § 3-10(e) requires the annual salary of the City Council Administrator be prescribed by ordinance. This Ordinance would adjust the salary of the City Council Administrator in alignment with any amendment of the 2024 Salary Schedule pertaining to that position.

Background:

The classification within the City's Salary Structure for Position Code 15040, City Council Administrator has been amended from its previous Band 2 / Zone 5 and to Band 1 / Zone 2, effective March 3, 2024. Based on changes in the job duties and scope of responsibilities, the position of City

Council Administrator is more accurately classified in Band 1 / Zone 2.

In April of 2023, the City Council passed Ordinance No. 23-19 which served to capture and codify the operations of the Office of the City Council Administrator. Ordinance No. 23-19 created the Division of Legislative Services, to be supervised by the City Council Administrator, to assist the City Council in the exercise of its legislative powers by providing non-partisan expertise and support to the City Council to inform policy-making, engage constituents and stakeholders, and promote responsive local governance. Ordinance No. 23-19 expanded the existing eleven Powers and Duties of the City Council Administrator to seventeen.

City Council approved Ordinance No. 23-64 on November 28, 2023, which set the salaries of the City Attorney, City Council Administrator, and City Auditor. This ordinance would amend Ordinance No. 23-64 to increase the salary of the City Council Administrator from \$142,157 to \$146,000.

Previous Council Action:

Ordinance No. 23-64 (An Ordinance Repealing Ordinance No. 23-12, And Amending Section 3 Of Ordinance No. 14-20 (An Ordinance Confirming The Mayor's Appointment Of The City Attorney And Setting The Salary Of The City Attorney), And Section 3 Of Ordinance No. 18-120 (An Ordinance Appointing The City Council Administrator And Setting The Salary Of The City Council Administrator), And Section 3 Of Ordinance No. 21-06 (An Ordinance Appointing Jacqueline Rowland As City Auditor And Prescribing Her Duties, Compensation, And Tenure In Office), And Prescribing The Salaries Of The City Attorney, City Council Administrator, And City Auditor), was approved by City Council on November 28, 2023.

Financial Implications:

The proposed change will be accounted for through budget adjustments. The City Council Administrator's salary will increase by \$3,843 annually beginning March 3, 2024.

City Council Appointed Board/Commission/Committee Recommendation:

N/A

Stakeholder Process:

N/A

Alternatives:

N/A

Proposed Motion:

Approve Ordinance No. 24-17 amending Section 2(B) of Ordinance No. 23-64, And Amending Section 3 Of Ordinance No. 18-120 (An Ordinance Appointing The City Council Administrator And Setting The Salary Of The City Council Administrator), And Prescribing The Salary Of The City Council Administrator.

An Ordinance Amending Section 2(B) of Ordinance No. 23-64 (An Ordinance Repealing Ordinance No. 23-12, And Amending Section 3 Of Ordinance No. 14-20 (An Ordinance Confirming The Mayor's Appointment Of The City Attorney And Setting The Salary Of The City Attorney), And Section 3 Of Ordinance No. 18-120 (An Ordinance Appointing The City Council Administrator And Setting The Salary Of The City Council Administrator), And Section 3 Of Ordinance No. 21-06 (An Ordinance Appointing Jacqueline Rowland As City Auditor And Prescribing Her Duties, Compensation, And Tenure In Office), And Prescribing The Salaries Of The City Attorney, City Council Administrator, And

City Auditor); And Amending Section 3 Of Ordinance No. 18-120 (An Ordinance Appointing The City Council Administrator And Setting The Salary Of The City Council Administrator); And Prescribing The Salary Of The City Council Administrator.