



Legislation Text

File #: 24-134, **Version:** 2

Ordinance No. 24-16 amending Ordinance No. 23-63 (An Ordinance Repealing Ordinance No. 22-89 and Adopting the City of Colorado Springs 2024 Salary Structure for Civilian and Sworn Municipal Employees) to Reclassify the Position of City Council Administrator within the Salary Schedule

Presenter:

Randy Helms, Council President

Summary:

The City Council Administrator reports to members of City Council, with the City Council President serving as the manager of the employee assigned to that position.

The attached ordinance amends Ordinance No. 23-63 with regard to the band and zone classification within the City's Salary Structure for Position Code 15040, City Council Administrator. The amendment moved that position from its current Band 2 / Zone 5 and reclassifies the position to Band 1 / Zone 2, effective March 3, 2024.

The compensation philosophy of the City of Colorado Springs is to be a governmental employer of choice by attracting, retaining and motivating qualified employees by offering the best overall whole career experience that includes total compensation generally competitive to our defined market, is easily understood, and recognizes that the City is fiscally responsible, best-in-class stewards of available resources. 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.

City Council approved the 2024 Salary Schedule on November 29, 2023. The City Council President and Pro Tem have requested to move the City Council Administrator's placement on the 2024 Salary Schedule. 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.

Ordinance No. 23-19 also updated the specific areas of operation under the City Council Administrator to include the following: administer the recruitment and interviews for the City Council appointed Boards and Commissions, and prepare related legislative materials to include, appointments and assist with the drafting of rules and procedures of City Council appointed Boards and Commissions in accord with City Code § 1.2.903; assist City Council with responses to constituent requests; provide research and analysis of proposed legislation and assist in drafting legislation in accord with City Code § 1.2.403; provide public communication and outreach for City Council; provide administrative support to City Council; and plan and coordinate the Swearing-In ceremony of new Councilmembers and the farewell of outgoing Councilmembers. These code changes acknowledge the significant expansion in the responsibilities of the Office of the City Council Administrator and demonstrate a marked transition from administrative operations to legislative

operations. Further, the position of City Council Administrator is a director-level position that provides supervision through a subordinate manager, collaborates with executive management to ensure departmental strategy is consistent with the mission of the organization, and regularly develops policies and practices that have a significant and enduring impact on the organization.

Background:

N/A

Previous Council Action:

Ordinance No. 23-63 was passed on November 29, 2023, approving the City of Colorado Springs 2024 salary schedule for civilian and sworn municipal employees. Section 8 of Ordinance No. 23-63 permits salary schedule modifications when market adjustments or other needs require.

Financial Implications:

The proposed change will be accounted for through budget adjustments.

City Council Appointed Board/Commission/Committee Recommendation:

N/A

Stakeholder Process:

N/A

Alternatives:

N/A

Proposed Motion:

Move approval of Ordinance No. 24-16 amending Ordinance No. 23-63 (An Ordinance Repealing Ordinance No. 22-89 and Adopting the City of Colorado Springs 2024 Salary Structure for Civilian and Sworn Municipal Employees) to Reclassify the Position of City Council Administrator within the Salary Schedule

An Ordinance Amending Ordinance No. 23-63 to Reclassify the Position of City Council Administrator within the Salary Schedule