

1 Introduced by the Council President at the request of the Mayor and
2 amended by the Rules Committee:

3
4
5 **ORDINANCE 2023-208-E**

6 AN ORDINANCE AMENDING SECTION 33.201 (TALENT
7 MANAGEMENT DIVISION; ESTABLISHMENT; FUNCTIONS),
8 PART 2 (TALENT MANAGEMENT DIVISION), CHAPTER 33
9 (EMPLOYEE SERVICES DEPARTMENT), *ORDINANCE CODE*,
10 TO SPECIFY COMPENSATION FUNCTIONS AND TO
11 RENUMBER SUBSECTIONS; AMENDING SECTIONS 33.301
12 (COMPENSATION AND BENEFITS DIVISION;
13 ESTABLISHMENT; FUNCTIONS) AND 33.302 (DIVISION
14 CHIEF), PART 3 (COMPENSATION AND BENEFITS
15 DIVISION), CHAPTER 33 (EMPLOYEE SERVICES
16 DEPARTMENT), *ORDINANCE CODE*, TO REMOVE
17 REFERENCES TO COMPENSATION, SPECIFY THE
18 FUNCTIONS OF THE BENEFITS DIVISION, AND RENUMBER
19 SUBSECTIONS; REPEALING SECTION 102.117
20 (DEPARTMENTAL RESIDENCY AUDIT), CHAPTER 102
21 (AUDITING REGULATIONS), *ORDINANCE CODE*, IN ITS
22 ENTIRETY; AMENDING SECTION 111.471 (CITY FITNESS
23 AND WELLNESS SPECIAL REVENUE FUND), PART 4
24 (ADMINISTRATION, PERSONNEL AND CODE
25 REGULATION), CHAPTER 111 (SPECIAL REVENUE AND
26 TRUST ACCOUNTS), *ORDINANCE CODE*, TO REMOVE
27 REFERENCES TO COMPENSATION; AMENDING SECTION
28 116.301 (SERVICE RAISES GENERALLY), PART 3
29 (SERVICE RAISES), CHAPTER 116 (EMPLOYEES AND
30 EMPLOYEE BENEFITS), *ORDINANCE CODE*, TO REMOVE
31 THE DOLLAR AMOUNT, SET PARAMETERS FOR SUCH

1 RAISES, AND DELETE REFERENCES TO CERTAIN LAWS OF
2 FLORIDA; CREATING A NEW SECTION 116.908
3 (CRIMINAL HISTORY RECORDS CHECK), PART 9
4 (PERSONNEL REGULATIONS), CHAPTER 116 (EMPLOYEES
5 AND EMPLOYEE BENEFITS), *ORDINANCE CODE*, TO
6 CODIFY CRIMINAL HISTORY RECORDS CHECKS AS
7 REQUIRED BY SECTION 166.0442, *FLORIDA STATUTES*;
8 AMENDING SECTION 116.909 (ADVERTISING FOR
9 CERTAIN APPOINTED POSITIONS), PART 9 (PERSONNEL
10 REGULATIONS), CHAPTER 116 (EMPLOYEES AND
11 EMPLOYEE BENEFITS), *ORDINANCE CODE*, TO ALLOW
12 BOARDS AND COMMISSIONS TO FILL APPOINTED
13 POSITIONS WITH CURRENT EMPLOYEES WITHOUT POSTING
14 OR ADVERTISING THE POSITION; AMENDING SECTION
15 116.1402 (SPECIAL COMMITTEE ON GROUP HEALTH
16 BENEFITS), PART 14 (GROUP HEALTH PLAN), CHAPTER
17 116 (EMPLOYEES AND EMPLOYEE BENEFITS), *ORDINANCE*
18 *CODE*, TO REMOVE REFERENCES TO COMPENSATION;
19 AMENDING SECTION 129.101 (PAY GRADES, SALARY
20 RANGES, AND SALARIES), CHAPTER 129 (COMPENSATION
21 OF CITY OFFICIALS AND EMPLOYEES), *ORDINANCE*
22 *CODE*, TO REMOVE TABLE OF PAY GRADES AND SALARY
23 RANGES, REMOVE THE CAP ON ADJUSTMENTS TO SALARY
24 RANGES, REMOVE THE AUTHORIZATION OF RETROACTIVE
25 SALARY ADJUSTMENTS, MAKE STYLISTIC CHANGES, AND
26 CORRECT SCRIVENER'S ERRORS; AMENDING SECTION
27 129.112 (COUNCIL RELATED SALARIES), CHAPTER 129
28 (COMPENSATION OF CITY OFFICIALS AND EMPLOYEES),
29 *ORDINANCE CODE*, TO REMOVE THE AUTHORIZATION OF
30 RETROACTIVE SALARY ADJUSTMENTS AND BONUSES;
31 PROVIDING CODIFICATION INSTRUCTIONS; PROVIDING

1 AN EFFECTIVE DATE.

2
3 **BE IT ORDAINED** by the Council of the City of Jacksonville:

4 **Section 1. Amending Section 33.201 (Talent Management**
5 **Division; establishment; functions), Part 2 (TALENT MANAGEMENT**
6 **DIVISION), Chapter 33 (EMPLOYEE SERVICES DEPARTMENT), Ordinance Code.**

7 Section 33.201 (Talent Management Division; establishment;
8 functions), Part 2 (TALENT MANAGEMENT DIVISION), Chapter 33 (EMPLOYEE
9 SERVICES DEPARTMENT), *Ordinance Code*, is hereby amended to read as
10 follows:

11 **CHAPTER 33 - EMPLOYEE SERVICES DEPARTMENT.**

12 * * *

13 **PART 2. - TALENT MANAGEMENT DIVISION**

14 **Sec. 33.201. - Talent Management Division; establishment; functions.**

15 There is created a Talent Management Division. The functions of
16 the Division shall include, but not be limited to, the following:

17 * * *

18 (b) Design, administer and maintain a human resources
19 information system. Maintain employee personnel files and
20 coordinate the payment of salary earned and all applicable
21 incentive payments.

22 ~~(b)~~ Prepare and maintain an up-to-date record of the authority,
23 duties and responsibilities of each position, including those
24 in the classified civil service as well as exempt and
25 unclassified positions.

26 ~~(e)~~ Develop, manage, deliver, and evaluate programs for
27 employee development and training, and develop or contract for
28 retraining facilities and programs for employees affected by
29 changes in their employment resulting from merger or elimination
30 of units of the Consolidated Government.

31 ~~(e)~~ Develop and implement strategic human resources consulting

1 services and support to departments and agencies of the
2 government, to include recruitment and selection tools, job
3 evaluation and pricing, salary and wage analyses, and work force
4 planning.

5 (ef) Develop and prepare job specifications for the various
6 classes of positions in the classified civil service and for
7 positions not under civil service.

8 (fg) Conduct examinations as required by the civil service and
9 personnel rules and regulations to determine qualifications for
10 jobs covered by the civil service, and freely advertise job
11 placement opportunities and requirements in connection with the
12 administration of examinations.

13 (gh) Establish a listing of eligible persons as a result of
14 examinations, and certify to the appropriate appointing
15 authority the names of the persons qualified by examination for
16 employment or promotion.

17 **Section 2. Amending Section 33.301 (Compensation and**
18 **Benefits Division; establishment; functions) and Section 33.302**
19 **(Division Chief), Part 3 (COMPENSATION AND BENEFITS DIVISION),**
20 **Chapter 33 (EMPLOYEE SERVICES DEPARTMENT), Ordinance Code.** Section
21 33.301 (Compensation and Benefits Division; establishment; functions)
22 and Section 33.302 (Division Chief), Part 3 (COMPENSATION AND BENEFITS
23 DIVISION), Chapter 33 (EMPLOYEE SERVICES DEPARTMENT), *Ordinance Code*,
24 is hereby amended to read as follows:

25 **CHAPTER 33 - EMPLOYEE SERVICES DEPARTMENT**

26 * * *

27 **PART 3. - ~~COMPENSATION AND BENEFITS DIVISION~~**

28 **Sec. 33.301. - ~~Compensation and Benefits Division; establishment;~~**
29 **functions.**

30 There is created a ~~Compensation and Benefits Division~~. The
31 functions of the Division shall include, but not be limited to, the

1 following:

2 (a) ~~Develop and manage programs of job analyses, salary and~~
3 ~~wage analyses, employee benefit analyses and general research~~
4 ~~in relation to personnel management; adopt, alter, amend or~~
5 ~~modify a job classification plan; and adopt a job pay plan which~~
6 ~~shall, among other things, include a plan for vacation time,~~
7 ~~sick leave time, overtime compensation, service raises and~~
8 ~~military leave for non-represented employees and employment, and~~
9 ~~administer collective bargaining agreements covering~~
10 ~~represented employees. The job pay plan adopted by the Employee~~
11 ~~Services Department shall be uniform within any job~~
12 ~~classification.~~ Design, develop, manage, and administer employee
13 health and wellness related benefit programs, including but not
14 limited to, group health, dental and vision, flexible spending,
15 group life insurance, and cafeteria plans.

16 (b) ~~Develop and deliver programs and services to support~~
17 ~~employees, including healthcare, life, deferred compensation,~~
18 ~~and "cafeteria" insurance benefit plans, the processing of~~
19 ~~personnel transactions, records maintenance, career counseling,~~
20 ~~and the Employee Assistance Program.~~ Design, develop, manage,
21 and administer, in coordination with the Treasury Division, the
22 deferred compensation 457(b) and defined contribution 401(a)
23 plans.

24 * * *

25 ~~(d) Manage and administer employee benefit programs, including~~
26 ~~but not limited to, group health and group life insurance,~~
27 ~~deferred compensation, cafeteria plans, and other benefit plans~~
28 ~~and programs (not including workers' compensation).~~

29 (ed) Administer the Employee Assistance Program to include
30 development of policies and procedures, training, assessment,
31 counseling and referral services.

(~~e~~) Ensure, in coordination with the Accounting Division, the accuracy of payroll certification in accordance with applicable ordinances, laws, and rules and regulations.

(f) Ensure compliance with state and federal employee benefit laws by researching and implementing any changes to any of the benefit plans and programs administered by the Division.

Sec. 33.302. - Division Chief.

The Chief of ~~Compensation and~~ Benefits is the division chief of the ~~Compensation and~~ Benefits Division. The Chief shall be appointed by the Mayor, subject to confirmation by the Council, and shall serve at the pleasure of the Mayor. The Chief shall have a bachelor's degree from an accredited institution, proven administrative ability, and at least five years of experience in the field of ~~compensation and~~ employee benefits management.

Section 3. Repealing Section 102.117 (Departmental residency audit), Chapter 102 (AUDITING REGULATIONS), Ordinance Code.

Section 102.117 (Departmental residency audit), Chapter 102 (AUDITING REGULATIONS), *Ordinance Code*, a copy of which is attached hereto as **Revised Exhibit 1**, labeled as "Revised Exhibit 1, Repealed Code Section 102.117, April 17, 2023 - Rules", is hereby repealed in its entirety.

Section 4. Amending Section 111.471 (City Fitness and Wellness Special Revenue Fund), Part 4 (ADMINISTRATION, PERSONNEL AND

CODE REGULATION), Chapter 111 (SPECIAL REVENUE AND TRUST ACCOUNTS), Ordinance Code. Section 111.471 (City Fitness and Wellness Special Revenue Fund), Part 4 (ADMINISTRATION, PERSONNEL AND CODE REGULATION), Chapter 111 (SPECIAL REVENUE AND TRUST ACCOUNTS), *Ordinance Code*, is hereby amended to read as follows:

Chapter 111 - SPECIAL REVENUE AND TRUST ACCOUNTS

* * *

PART 4. - ADMINISTRATION, PERSONNEL AND CODE REGULATION

* * *

Sec. 111.471. - City Fitness and Wellness Special Revenue Fund.

There is created the *City Fitness and Wellness Special Revenue Fund*, a permanent, ongoing special revenue fund into which shall be deposited all gifts, grants, donations, and other forms of contribution. Such funds, including the interest earned thereon, shall be used for fitness activities, wellness programs, equipment, biometric testing services, rewards programs, and all other products and services deemed necessary, including the services of an independent contractor to manage the programs. The ~~Compensation and~~ Benefits Division of the Employee Services Department shall administer the fund.

Section 5. Amending Section 116.301 (Service raises generally), PART 3 (SERVICE RAISES), Chapter 116 (EMPLOYEES AND EMPLOYEE BENEFITS), Ordinance Code. Section 116.301 (Service raises generally), PART 3 (SERVICE RAISES), Chapter 116 (EMPLOYEES AND EMPLOYEE BENEFITS), *Ordinance Code*, is hereby amended to read as follows:

Chapter 116 - EMPLOYEES AND EMPLOYEE BENEFITS

* * *

PART 3. - SERVICE RAISES

Sec. 116.301. - Service raises generally.

All ~~permanent~~ regular full time employees of the City, ~~including peace officers and members of the Fire Operations Division, Fire Rescue Division and Fire Services Division, and officers of the City,~~ except those who are elected by the people, shall receive for each five years of continuous service with the City, a service raise. The service raise will be an amount no higher than the amount approved by City Council in any collective bargaining agreement negotiated by the City. The length of service will be computed from their the employee's respective dates date of initial or adjusted employment.

~~an increase in salary of \$300 per year for every five-year period of continuous service; provided, that when a different amount of increase or different period of continuous service is provided for in a collective bargaining agreement approved by the Council and in force and effect whether such difference is included by express language; or as a result of a general savings clause continuing benefits generally, and not specifically bargained for, including service raises; in either case pursuant to which the members of the bargaining unit who are entitled thereto are receiving the service raise, then the terms of the agreement shall prevail over the corresponding terms in this Section. This increase shall be in addition to any general or special raises which may be granted from time to time, but (except as provided in the preceding sentence for collective bargaining agreements) \$300 shall be the maximum amount of service pay raise or increase payable for any five-year period, and shall include those raises provided by Laws of Fla. Ch. 22340(1943), as amended, and Laws of Fla. Ch. 27524(1951), as amended.~~

Section 6. Creating a new Section 116.908 (Criminal history records check), Part 9 (PERSONNEL REGULATIONS), Chapter 116 (EMPLOYEES AND EMPLOYEE BENEFITS), Ordinance Code. A new Section 116.908 (Criminal history records check), Part 9 (PERSONNEL REGULATIONS), Chapter 116 (EMPLOYEES AND EMPLOYEE BENEFITS), *Ordinance Code*, is hereby created to read as follows:

Sec. 116. 908. - Criminal history records check.

Pursuant to Section 166.0442, *Florida Statutes*, the City may, in its sole discretion, require state and national criminal history screening for any position of municipal employment or appointment that the City finds is critical to security or public safety. Each person applying for, or continuing employment in, any such position shall be required to be fingerprinted. The fingerprints shall be submitted to the Florida Department of Law Enforcement for a state

1 criminal history record check and to the Federal Bureau of
2 Investigation for a national criminal history record check. The
3 information obtained from these checks may be used by the City to
4 determine a person's eligibility for such employment or appointment,
5 or for continued employment or appointment. This section does not
6 preempt or prevent any other background screening, including other
7 criminal background checks, that the City may lawfully undertake. All
8 prospective and current employees shall be required to authorize the
9 City to conduct all appropriate background screening as a condition
10 of employment with the City.

11 **Section 7. Amending Section 116.909 (Advertising for**
12 **certain appointed positions), PART 9 (PERSONNEL REGULATIONS), Chapter**
13 **116 (EMPLOYEES AND EMPLOYEE BENEFITS), Ordinance Code.** Section
14 116.909 (Advertising for certain appointed positions), PART 9
15 (PERSONNEL REGULATIONS), Chapter 116 (EMPLOYEES AND EMPLOYEE
16 BENEFITS), *Ordinance Code*, is hereby amended to read as follows:

17 **Chapter 116. EMPLOYEES AND EMPLOYEE BENEFITS**

18 * * *

19 **PART 9. PERSONNEL REGULATIONS**

20 * * *

21 **Sec. 116.909. - Advertising for certain appointed positions.**

22 Appointed positions of the City of Jacksonville ~~which~~that are
23 confirmed by the City Council or require appointment by a Board or
24 Commission may be filled by ~~persons currently working for the City~~
25 ~~of Jacksonville~~current City employees without the necessity of
26 posting for or advertising the position. Posting for and advertising
27 the availability of the position shall be a precondition to
28 appointment of any person not then presently working for the City of
29 Jacksonville to an appointed position confirmed by the Council or
30 appointed by a Board or Commission.

31 **Section 8. Amending Section 116.1402 (Special Committee on**

1 **Group Health Benefits), PART 14 (GROUP HEALTH PLAN), Chapter 116**
2 **(EMPLOYEES AND EMPLOYEE BENEFITS), Ordinance Code.** Section 116.1402
3 (Special Committee on Group Health Benefits), PART 14 (GROUP HEALTH
4 PLAN), Chapter 116 (EMPLOYEES AND EMPLOYEE BENEFITS), *Ordinance Code*,
5 is hereby amended to read as follows:

6 **Chapter 116 - EMPLOYEES AND EMPLOYEE BENEFITS**

7 * * *

8 **PART 14. - GROUP HEALTH PLAN**

9 * * *

10 **Sec. 116.1402. - Special Committee on Group Health Benefits.**

11 Pursuant to Chapter 33, Part 3, Ordinance Code, the ~~Compensation~~
12 ~~and~~ Benefits Division of the Employee Services Department is
13 responsible for ensuring the efficient and effective procurement of
14 health and life insurance for the benefit of the City and its
15 employees and retirees. To share information with plan participants
16 about benefits and options included in the Group Health Plan, the
17 ~~Compensation and~~ Benefits Division shall meet semiannually with a
18 Special Committee on Group Health Benefits which shall be composed
19 of the following:

- 20 (a) The Director of Employee Services, or his/her designee;
21 (b) The Director of Finance and Administration, or his/her
22 designee;
23 (c) One Council Member, appointed by the Council President;
24 (d) The Council Auditor, or his/her designee;
25 (e) One member from each employee collective bargaining unit as
26 designated by the respective unions;
27 (f) One City retiree actively participating in the Group Health
28 Plan as designated by Employee Services;

29 The Special Committee on Group Health Benefits shall convene only for
30 the purpose of receiving a semiannual update from the Employee
31 Services Department on the status and projection of the Group Health

1 Plan. The Special Committee on Group Health Benefits shall not make
 2 any recommendations, provide advice, vote, nor engage in any decision-
 3 making regarding the Group Health Plan. Individual committee members
 4 are permitted to express their individual input regarding the Group
 5 Health Plan to the Employee Services Department. The Employee Services
 6 Department will keep the committee informed of major developments to
 7 the Group Health Plan for informational purposes only. It is the
 8 intent of the City of Jacksonville that the Special Committee on
 9 Group Health Benefits only engage in informational-gathering
 10 activities and duties, and shall not be considered a board or
 11 commission for purposes of Florida's Open Meetings Law.

12 **Section 9. Amending Section 129.101 (Pay Grades, Salary**
 13 **Ranges, and Salaries), Chapter 129 (COMPENSATION OF CITY OFFICIALS**
 14 **AND EMPLOYEES), Ordinance Code.** Section 129.101 (Pay Grades, Salary
 15 Ranges, and Salaries), Chapter 129 (COMPENSATION OF CITY OFFICIALS
 16 AND EMPLOYEES), *Ordinance Code*, is hereby amended as follows:

17 **Chapter 129 - COMPENSATION OF CITY OFFICIALS AND EMPLOYEES**
 18 **Sec. 129.101. - Pay Grades, Salary Ranges, and Salaries.**

19 * * *

20 (c) *Pay Grades and Salary Ranges.* There are fixed ~~the following~~
 21 pay grades and associated salary ranges for appointed officials
 22 of the City~~±~~. Pay grades and salary ranges are readily available
 23 on the City's internal website.

24

Pay Grade	Range - Minimum	Range - Maximum
1903	\$49,006.09	\$78,409.74
1904	\$52,926.58	\$84,682.53
1905	\$57,160.71	\$91,457.14
1906	\$61,733.57	\$98,773.71
1907	\$66,672.26	\$106,675.62
1908	\$72,006.04	\$115,209.66

1909	\$77,766.52	\$124,426.44
1910	\$83,987.84	\$134,380.54
1911	\$90,706.87	\$145,130.99
1912	\$97,963.42	\$156,741.47
1913	\$105,800.49	\$169,280.78
1914	\$114,264.53	\$182,823.25
1915	\$123,405.69	\$197,449.10
1916	\$133,278.15	\$213,245.04
1917	\$143,940.40	\$230,304.64
1918	\$155,455.63	\$248,729.01

1 Pay grades and salary ranges shall be evaluated and assigned,
2 on a yearly basis each October 1, to positions as follows:

3 * * *

4 (2) Beginning in 2006, the Director of the Employee
5 Services Department shall recommend the assignment of each
6 appointed official position, and the Assistant Chief
7 position in the Jacksonville Sheriff's Office to one of
8 the pay grades identified in this subsection (a), based
9 on market studies, internal equity, and other relevant
10 factors. Taking these recommendations into consideration,
11 the Sheriff shall have final authority to assign each
12 appointed official position and the Assistant Chief
13 position in the Jacksonville Sheriff's Office to one of
14 these pay grades.

15 (3) When any appointed official position is created or
16 materially changed, the Director of the Employee Services
17 Department shall review the new or changed position and
18 recommend its assignment to one of the pay grades
19 established in this Subsection (b), based on market
20 studies, internal equity, and other relevant factors. Final

1 authority for assignment to a pay grade shall belong to
2 the Mayor for positions in the Executive Branch. Final
3 authority for assignment to a pay grade shall belong to
4 the Sheriff for positions in the Jacksonville Sheriff's
5 Office.

6 (4) The Director of the Employee Services Department is
7 hereby authorized to adjust the salary ranges established
8 by this Section no more frequently than once each year to
9 be effective on October 1, with the first such adjustment
10 occurring in October 2006. Salary range increases shall
11 not exceed the percentage by which the U.S. Department of
12 Labor's Bureau of Labor Statistics Employment Cost Index
13 has changed on a year-over-year basis since the most recent
14 establishment or adjustment of the salary ranges, ~~but not~~
15 ~~to exceed three percent.~~ The base period for such
16 adjustment shall be the quarter April - June. When the
17 Director of the Employee Services Department adjusts pay
18 ranges pursuant to this subsection, the new salary ranges
19 shall be filed in writing with the Council Auditor, and
20 shall be maintained in the Employee Services Department's
21 files.

22 (5) The Mayor and the Sheriff shall each establish rules
23 governing establishment of salary rates for existing and
24 newly-appointed officials covered by this section, and for
25 determining changes in pay rates, including but not limited
26 to, increases, decreases, and payment of one-time non-
27 recurring bonuses. These rules shall be filed in writing,
28 with the Council Auditor, and shall be maintained in the
29 Employee Services Department's files. Any changes to these
30 rules shall be filed with the Council Auditor five working
31 days prior to implementation.

* * *

(7) No position assigned to a pay grade in subsection (1) or (2) above, or created in subsection (3) above, shall be ~~placed in a pay grade~~ reassigned more than two pay grades higher ~~than that pay grade~~, through the procedures outlined in subsection (c) (3) or (c) (6).

(d) *Authority to set Mayoral appointed officials salaries.* Within the ranges established in Section 129.101(c), the Mayor shall have the authority to set and adjust salaries of individual appointed officials, taking into consideration such factors as comparable salaries in the competitive labor market for the position, competitive pressures for specialized skills and experience, the education, training and previous experience of the official, internal equity within the government and other relevant factors. ~~The Mayor is authorized to make any salary adjustments herein, retroactive to the beginning of the then current fiscal year or some other date within the then current fiscal year as the Mayor may determine.~~

(e) *Authority to set Sheriff's appointed officials salaries.* Within the pay ranges established in Section 129.101(c), the Sheriff shall have the authority to set and adjust salaries of individual appointed officials and Assistant Division Chiefs, taking into consideration such factors as comparable salaries in the competitive labor market for the position, competitive pressures for specialized skills and experience, the education, training and previous experience of the official, internal equity within the government. ~~The Sheriff is authorized to make any salary adjustments herein, retroactive to the beginning of the then current fiscal year or some other date within the then current fiscal year as the Sheriff may determine.~~

1 **Section 10. Amending Section 129.112 (Council Related**
2 **Salaries), Chapter 129 (COMPENSATION OF CITY OFFICIALS AND**
3 **EMPLOYEES), Ordinance Code.** Section 129.112 (Council Related
4 Salaries), Chapter 129 (COMPENSATION OF CITY OFFICIALS AND
5 EMPLOYEES), *Ordinance Code*, is hereby amended as follows:

6 **Chapter 129 - COMPENSATION OF CITY OFFICIALS AND EMPLOYEES**

7 * * *

8 **Sec. 129.112. - Council Related Salaries.**

9 (a) The Director of the Employee Services Department shall recommend
10 to the Council Secretary and the Council Auditor the assignment
11 of each appointed employee and official position in the
12 Legislative Branch to one of the pay grades identified in
13 subsection 129.101(~~bc~~), based on market studies, internal
14 equity, and other relevant factors. Taking the recommendations
15 of the Council Secretary and the Council Auditor into
16 consideration, the Council President shall have final authority
17 to assign each appointed employee and official position in the
18 Legislative Branch to one of these pay grades.

19 (b) The Council Executive Committee shall set specific salaries by
20 written order for the Council Secretary, the Council Auditor,
21 and the Assistant Council Auditor(s). Under the guidance of the
22 Council President, the Council Secretary shall set the salaries
23 of all employees who report to the Council Secretary. Under the
24 guidance of the Council President, the Council Auditor shall set
25 the salaries of all employees who report to the Council Auditor.
26 ~~The Council President is authorized to make any salary~~
27 ~~adjustments herein retroactive to the beginning of the current~~
28 ~~fiscal year or some other date within the current fiscal year~~
29 ~~as the Council President may determine.~~

30 (c) The Council President is authorized to set the specific salary
31 for the Secretary (Executive Council Assistant) to the Council

1 President within the pay grade determined by the City Council
2 Executive Committee. ~~The Council President is authorized to make~~
3 ~~any salary adjustment herein retroactive to the beginning of the~~
4 ~~current fiscal year or some other date within the current fiscal~~
5 ~~year as the President may determine.~~

6 (d) Each Council Member is authorized to set the specific salary for
7 the Executive Council Assistant that is employed for and reports
8 to the Council Member within the pay grade determined by the
9 City Council Executive Committee. ~~The Council Member is~~
10 ~~authorized to make any salary adjustment herein retroactive to~~
11 ~~the beginning of the current fiscal year or some other date~~
12 ~~within the current fiscal year as the Council Member may~~
13 ~~determine within the pay grade determined by the Council~~
14 ~~Executive Committee. The Council Member shall not authorize a~~
15 ~~retroactive salary amount or a bonus that would cause the total~~
16 ~~amount paid for that fiscal year to date to exceed the top of~~
17 ~~the authorized ECA salary range prorated to that date. Example:~~
18 ~~If the top of the range was \$55,000, then, as of June 30, not~~
19 ~~more than \$41,250 in salary and bonus could have been paid~~
20 ~~(\$55,000 × 3/4 of a fiscal year).~~

21 * * *

22 **Section 11. Codification Instructions.** The Codifier and the
23 Office of General Counsel are authorized to make all chapter and
24 division "table of contents" consistent with the changes set forth
25 herein. Such editorial changes and any other necessary changes to
26 make the Ordinance Code consistent with the intent of this legislation
27 are approved and directed herein, and the changes to the *Ordinance*
28 *Code* shall be made forthwith and when inconsistencies are discovered.

29 **Section 12. Effective Date.** This ordinance shall become
30 effective upon signature by the Mayor or upon becoming effective
31 without the Mayor's signature.

1 Form Approved:

2

3 /s/ Mary E. Staffopoulos

4 Office of General Counsel

5 Legislation Prepared By: Adina Teodorescu

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