

1 Introduced by Council Members Hazouri, Gulliford and Bowman:  
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4 **ORDINANCE 2019-394**

5 AN ORDINANCE AMENDING SECTION 10.108  
6 (EXECUTIVE SUPPORT FOR COUNCIL MEMBERS),  
7 CHAPTER 10 (ORGANIZATION OF THE COUNCIL),  
8 *ORDINANCE CODE*, TO CLARIFY EXECUTIVE COUNCIL  
9 ASSISTANTS REPORTING REQUIREMENTS; AMENDING  
10 SECTION 11.122 (PERSONNEL COMMITTEE;  
11 APPOINTMENT AND DISCHARGE), CHAPTER 11 (OFFICE  
12 OF THE COUNCIL SECRETARY), *ORDINANCE CODE*, TO  
13 INCLUDE WITHIN THE PERSONNEL COMMITTEE DUTIES  
14 THE ABILITY TO DISCIPLINE AND DISCHARGE  
15 COUNCIL EXECUTIVE ASSISTANTS; PROVIDING AN  
16 EFFECTIVE DATE.  
17

18 **WHEREAS**, employees of the City of Jacksonville, whether  
19 appointed or civil service, should be governed by the similar  
20 standards of conduct, rules and procedures; and

21 **WHEREAS**, Executive Council Assistants to Council Members are  
22 City employees and are subject to City Employment policies; and

23 **WHEREAS**, this legislation is intended to clarify and make  
24 transparent the equal treatment of City of Jacksonville employees;  
25 now therefore

26 **BE IT ORDAINED** by the Council of the City of Jacksonville:

27 **Section 1. Amending Section 10.108 (Executive support for**  
28 **Council Members), Chapter 10 (Organization of the Council),**  
29 **Ordinance Code.** Section 10.108 (Executive support for Council  
30 Members), Ordinance Code, is hereby amended to read as follows:

31 **CHAPTER 10. ORGANIZATION OF THE COUNCIL.**

1 \* \* \*

2 **Sec. 10.108. Executive support for Council Members.**

3 There is established up to 19 positions which shall be titled  
4 Executive Council Assistants, who shall be appointed by and serve  
5 at the pleasure of Council Members and shall be subject to the  
6 provisions of 11.122, and who shall not be in the classified  
7 service of the City and who shall not be subject to the civil  
8 service laws affecting the City. Each Executive Council Assistant  
9 shall report ~~only~~ to the appointing Council Member and shall be  
10 subject to the employment policies of the City and City Council.

11 The salary ranges of the Secretary (Executive Council Assistant) to  
12 the Council President and Executive Council Assistants shall be set  
13 by the Council in accordance with Section 129.112, Ordinance Code,  
14 and the Secretary (Executive Council Assistant) to the Council  
15 President and Executive Council Assistants shall serve under the  
16 Appointed Officials and Employees Salary and Employment Plan.  
17 Executive Council Assistants shall be considered appointed persons  
18 for purposes of the reversion provisions in the last paragraph of  
19 Section 17.06 of the City Charter. Each Council Member may choose  
20 to appoint one Executive Council Assistant as stated above or  
21 receive staff support from the Council Secretary, but not both. The  
22 duties of an Executive Council Assistant shall be specified by the  
23 appointing Council Member and may include, but are not limited to  
24 the following:

25 \* \* \*

26 **Section 2. Amending Section 11.122 (Personnel Committee;**  
27 **appointment and discharge), Chapter 11 (Office of the Council**  
28 **Secretary), Ordinance Code.** Section 11.122 (Personnel Committee;  
29 appointment and discharge), Chapter 11 (Office of the Council  
30 Secretary), *Ordinance Code*, is hereby amended to read as follows:

31 **CHAPTER 11. OFFICE OF THE COUNCIL SECRETARY**

1 \* \* \*

2 **Sec. 11.122. Executive Committee, Personnel Committee;**  
3 **appointment and discharge.**

4 (a) An Executive Committee shall be convened by the Council  
5 President from time to time to consider such matters as  
6 may be assigned by the Council President including but  
7 not limited to administrative, financial or internal  
8 matters of Council. The Executive Committee shall be  
9 composed of the Council President, Vice President, and  
10 the Chair of the Finance Committee.

11 (b) A Personnel Committee shall be convened by the Council  
12 President from time to time to consider personnel  
13 matters. The Personnel Committee shall be composed of the  
14 Council President and Vice President, the Chairs of the  
15 Finance and Rules Committees and one other Council Member  
16 selected by the Council President. The Committee may take  
17 disciplinary action or discharge an Executive Council  
18 Assistant pursuant to and in accordance with all  
19 applicable rules and regulations of the city by a simple  
20 majority of the Personnel Committee. The Committee's  
21 recommendation for the appointment and discharge of the  
22 Director/Council Secretary shall be approved by the  
23 Council by resolution, by a simple majority of the  
24 Council. The Committee shall also be responsible for  
25 recommending the appointment of the Chief of Research,  
26 the Chief of Administrative Services, the Chief of Public  
27 Information, and the Chief of Legislative Services. Each  
28 such recommendation shall be approved by resolution by a  
29 simple majority of the Council. The Assistant Chief of  
30 Legislative Services shall be recommended by the  
31 Director/Council Secretary to the Personnel Committee and

1 approved by resolution by a simple majority of the  
2 Council. The discharge of the Chief of Research, the  
3 Chief of Administrative Services, the Chief of Public  
4 Information, and the Chief and Assistant Chiefs of  
5 Legislative Services shall be effected by the  
6 Director/Council Secretary with the approval of the  
7 Personnel Committee. All other appointed employees in the  
8 Office of the Director/Council Secretary and its  
9 divisions shall be appointed by and shall serve at the  
10 pleasure of the Director/Council Secretary without regard  
11 to political affiliation. All ~~classified~~ employees in the  
12 Office of Director/Council Secretary and its divisions  
13 shall be employed, disciplined and discharged by the  
14 Director/Council Secretary pursuant to and in accordance  
15 with all applicable rules and regulations of the city.

16 The Personnel Committee shall, from time to time, bring  
17 recommendations regarding salary ranges and positions pertaining to  
18 all applicable City Council employee positions to the Council for  
19 Council approval.

20 **Section 3. Effective Date.** This Ordinance shall become  
21 effective upon signature by the Mayor or upon becoming effective  
22 without the Mayor's signature.

23 Form Approved:

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25  /s/ *Margaret M. Sidman*

26 Office of General Counsel  
27 Legislation Prepared By: Margaret M. Sidman

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