Introduced by Council Members Hazouri, Gulliford and Bowman:

## ORDINANCE 2019-394-W

An ordinance amending section 10.108 (Executive Support for council Members), chapter 10 (Organization of the council), *Ordinance code*, to clarify Executive Council Assistants REPORTING REQUIREMENTS; AMENDING Section 11.122 (Personnel Committee; appointment and discharge), Chapter 11 (Office of the Council Secretary), *Ordinance code,* to include within the PERSONNEL COMMITTEE DUTIES THE ability to disciplinE and discharge Council Executive ASSISTANTS; PROVIDING AN EFFECTIVE DATE.

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

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

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

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

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

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

**\* \* \***

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

There is established up to 19 positions which shall be titled Executive Council Assistants, who shall be appointed by and serve at the pleasure of Council Members and shall be subject to the provisions of 11.122, and who shall not be in the classified service of the City and who shall not be subject to the civil service laws affecting the City. Each Executive Council Assistant shall report ~~only~~ to the appointing Council Member and shall be subject to the employment policies of the City and City Council. The salary ranges of the Secretary (Executive Council Assistant) to the Council President and Executive Council Assistants shall be set by the Council in accordance with Section 129.112, Ordinance Code, and the Secretary (Executive Council Assistant) to the Council President and Executive Council Assistants shall serve under the Appointed Officials and Employees Salary and Employment Plan. Executive Council Assistants shall be considered appointed persons for purposes of the reversion provisions in the last paragraph of Section 17.06 of the City Charter. Each Council Member may choose to appoint one Executive Council Assistant as stated above or receive staff support from the Council Secretary, but not both. The duties of an Executive Council Assistant shall be specified by the appointing Council Member and may include, but are not limited to the following:

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

**CHAPTER 11. Office of the Council Secretary**

**\* \* \***

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

1. An Executive Committee shall be convened by the Council President from time to time to consider such matters as may be assigned by the Council President including but not limited to administrative, financial or internal matters of Council. The Executive Committee shall be composed of the Council President, Vice President, and the Chair of the Finance Committee.
2. A Personnel Committee shall be convened by the Council President from time to time to consider personnel matters. The Personnel Committee shall be composed of the Council President and Vice President, the Chairs of the Finance and Rules Committees and one other Council Member selected by the Council President. The Committee may take disciplinary action or discharge an Executive Council Assistant pursuant to and in accordance with all applicable rules and regulations of the city by a simple majority of the Personnel Committee. The Committee's recommendation for the appointment and discharge of the Director/Council Secretary shall be approved by the Council by resolution, by a simple majority of the Council. The Committee shall also be responsible for recommending the appointment of the Chief of Research, the Chief of Administrative Services, the Chief of Public Information, and the Chief of Legislative Services. Each such recommendation shall be approved by resolution by a simple majority of the Council. The Assistant Chief of Legislative Services shall be recommended by the Director/Council Secretary to the Personnel Committee and approved by resolution by a simple majority of the Council. The discharge of the Chief of Research, the Chief of Administrative Services, the Chief of Public Information, and the Chief and Assistant Chiefs of Legislative Services shall be effected by the Director/Council Secretary with the approval of the Personnel Committee. All other appointed employees in the Office of the Director/Council Secretary and its divisions shall be appointed by and shall serve at the pleasure of the Director/Council Secretary without regard to political affiliation. All ~~classified~~ employees in the Office of Director/Council Secretary and its divisions shall be employed, disciplined and discharged by the Director/Council Secretary pursuant to and in accordance with all applicable rules and regulations of the city.

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

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

Form Approved:

/s/ Margaret M. Sidman

Office of General Counsel

Legislation Prepared By: Margaret M. Sidman

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