

AGENDA REQUEST

FOR: COUNCIL MEETING OF JANUARY 3, 2013

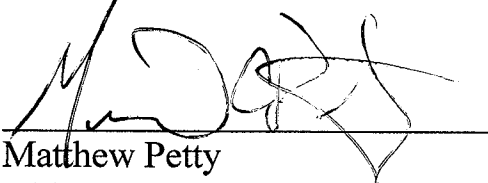
FROM:

ALDERMAN MATTHEW PETTY

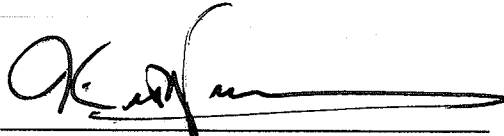
ORDINANCE OR RESOLUTION TITLE AND SUBJECT:

An Ordinance To Amend §31.30 (E)(1) And §31.45 (G)(1) Of The Fayetteville Code

APPROVED FOR AGENDA:


Matthew Petty
Alderman

12/27/2012
Date


City Attorney
(as to form)

12-26-12
Date

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND §31.30 (E)(1) AND §31.45 (G)(1) OF THE
FAYETTEVILLE CODE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
FAYETTEVILLE, ARKANSAS:**

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby amends §31.30 (E)(1) relating to the beginning pay for a newly elected or appointed City Clerk by repealing (E)(1) and enacting a replacement (E)(1) as shown below:

“§31.30 (E)

“(1) The salary for a newly elected or appointed City Clerk-Treasurer shall be the same as the salary was for the outgoing City Clerk-Treasurer.”

Section 2: That the City Council of the City of Fayetteville, Arkansas hereby amends §31.30 (G)(1) relating to the salary for a newly elected or appointed City Attorney and enacting a new §31.45 (G)(1) as shown below:

“§31.45(G)

“(1) The salary for a newly elected or appointed City Attorney shall be the same as the salary was for the outgoing City Attorney.”

PASSED and APPROVED this 3rd day of January, 2013.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

By: _____
SONDRA E. SMITH, City Clerk/Treasurer

Current law

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calendar year.

- (C) Cumulative annual pay increases over time may not cause the salary level to exceed the salary range for the position without City Council approval.

(Ord. No. 4357, 12-18-01)

Cross reference(s)--District Judge, §38.02.

State law reference(s)-- Salaries of personnel and other requirements of various municipal courts, A.C.A. §16-17-108.

31.19-31.29 Reserved

31.30 Office Of City Clerk-Treasurer

- (A) *Created.* There is hereby created the office of the City Clerk, a department of the city. The City Clerk is hereby designated Clerk-Treasurer by the City Council and shall assume the duties of both clerk and treasurer. The office of City Clerk shall consist of the elected City Clerk, who shall be head of the office of City Clerk, together with Deputy City Clerks, Microfilm Clerks, Secretaries, Clerks, and such other employees as may from time to time be required by the office of the City Clerk. The number of employees in each of these categories and their respective salaries shall be fixed from time to time by the City Council through the city's budgetary processes.
- (B) *Hiring.* The elected City Clerk shall hire and supervise the employees of the office of the City Clerk following the city personnel policy.
- (C) *Duties.* The duties of the City Clerk with the assistance of the staff of the office of City Clerk shall be as follows:
- (1) The City Clerk shall perform such duties as are prescribed by law for City Clerks of cities of the first class having an aldermanic form of government and such duties as may be prescribed by the City Council.
 - (2) The duties prescribed for the City Clerk shall be performed by the City Clerk, and in the absence of the City Clerk by a Deputy City Clerk appointed by the City Clerk.
- (D) *Full-time employment.* The City Clerk and his/her duly authorized deputies and/or assistants shall be full-time officers and employees of the City of Fayetteville and shall not engage in outside

employment without complying with the city's personnel policy.

(E) *Salary.*

- (1) Salary for a newly elected or appointed City Clerk shall be \$45,000.00.
- (2) Upon re-election to the same position, the official shall retain their existing pay level.
- (3) Annually at the first payroll period coincident with or first following January 1st, a pay adjustment will be made equal to the average percentage pay increase granted to regular full-time non civil service city employees during the previous calendar year.
- (4) Cumulative annual pay increases over time may not cause the salary level to exceed the salary range for the position without City Council approval.

State law reference(s)--Duties of City Clerk, A.C.A. §14-43-506; Clerk-Treasurer in Mayor-Council cities, A.C.A. §14-43-405.

31.31 Full Time Elected City Officials To Elect Whether To Be Treated As Normal City Employees For Vacation And Sick Leave Purposes

- (A) *Irrevocable Election During First Month Of Term Of Office*
- (1) During the first month of a newly elected mayor's, city clerk's or city attorney's term of office, said official shall make an irrevocable election in writing to the Human Resources Division whether to be treated as a normal, non-elected city employee for purposes of vacation and sick leave accumulation and use. If the newly elected official fails to make a specific election within the first month of his or her term of office, the official shall be deemed to have opted not to be treated as a normal city employee for vacation and sick leave purposes.
- (B) *City pay and benefits controlled by irrevocable election.*
- (1) Subject to federal employment law requirements, if the elected official opts to be treated as a normal city employee, then the salary and benefits of the elected official

to be Amended
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Correct Code Section,

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shall be controlled by the official's irrevocable election such that if such elected official takes more vacation or sick leave than such official has earned, the amount of vacation or sick leave above the accrued amount shall be unpaid leave.

any meeting of any other City Council Committee, administrative board, commission, or authority of the city.

(Ord. 5212, 1-20-09)

31.32-31.44 Reserved

31.45 City Attorney; Legal Department

(A) *Legal Department created.* There is hereby created the Legal Department, a department of the city. The legal department shall consist of the elected City Attorney, who shall be head of the legal department, together with Assistant City Attorneys, City Prosecutor, Assistant City Prosecutors, Legal Interns, Paralegals, Legal Secretaries, Clerks and such other employees as may from time to time be required by the legal department. The number of employees in each of these categories and their respective salaries shall be fixed from time to time by the City Council through the city's budgetary processes.

(5) Represent the city as needed in civil litigation; file all cases and civil actions approved by the City Council required to protect the interests of the city.

(6) To prosecute all cases whether civil or criminal involving the violation or enforcement of city ordinances before the district court; to prosecute all cases whether civil or misdemeanor criminal cases involving violations of the state laws within the corporate limits of the city before the district, juvenile, or circuit courts and to prosecute or defend all appeals of any of such cases from the district court to the circuit court. The city attorney shall assign at least one full-time assistant city attorney as city prosecutor to carry out such duties.

(7) Perform such other duties as are prescribed by law for city attorneys of cities of the first class.

(B) *Hiring.* The elected City Attorney shall hire and supervise the employees of the city legal department following city personnel policy.

(D) *Full-time employment.* The City Attorney and his/her duly authorized assistants shall be full time officers and employees of the City of Fayetteville and shall not engage in outside employment, including the private practice of law, without complying with the city's personnel policy.

(C) *Duties.* The duties of the City Attorney with the assistance of the staff of the legal department shall be as follows:

(1) To draft all ordinances, resolutions, contracts, leases, conveyances, bonds, and such other instruments of writing as may be required by the business of the city.

(E) *Authority to retain counsel other than City Attorney.* Should the City Council determine that it would be in the best interest of the city for an attorney other than the City Attorney to render legal services in connection with a legal matter or legal proceedings, the City Council may, by majority vote, retain a private attorney to render said services.

(2) To furnish written opinions upon subjects of a legal nature relating to the affairs of the city government when requested to do so by the mayor, an administrative department head, a member of the City Council, or the chairperson of any administrative board, commission, or authority of the city.

(F) *Restrictions.* The legal department of the city shall not be required to render legal services in connection with a legal matter or legal proceeding not otherwise provided for in subsection (A) above, including but not limited to, bond opinions, representation of any independent organizations, boards, councils or foundations and performing any duties for any improvement district.

(3) To furnish legal advice regarding the activities of the city to the mayor, members of the City Council, and all other city officials and administrative department heads.

(4) To attend meetings of the City Council, Planning Commission, Board of Adjustments, A & P Commission, and upon request by the chairperson thereof, to attend

(G) *Salary.*

(1) Salary for a newly elected or appointed City Attorney is established at \$65,000.00.

CD31:5

to be Amended
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