



COMMITTEE MEMORANDUM

February 7, 2011

FOR DISCUSSION

REVISED

Members: Maren DeWeese, P.C. Wu, Sam Hall, John Jerrals, Larry B. Johnson, Sherri Myers, Megan B. Pratt, Brian Spencer, Ronald P. Townsend

FROM: Maren DeWeese, President of City Council *MD*

SUBJECT: Job Description for Council Staff Person

SUMMARY:

As part of the Transition to our new form of Mayor/ Council Government, in 2010 Council funded and created at least one staff position that will provide for numerous functions within our new agenda processes as well as collaborative work with the Mayor's staff and City Departments.

Some basic duties of this Council Staff position may include:

1. Refer information requests to Departments within City government.
2. Data & Policy analysis necessary to the proper conduct of legislative business.
3. Draft resolutions and ordinances for Council consideration
4. Compliance review of Committee of the Whole agenda
5. Attend all Council Committee of the Whole and Council meetings.

Other Administrative duties Council may require are:

1. Research emerging issues.
2. Schedule Council appearances at community events.
3. Track information requests to Departments within City government.

In developing the process for interviewing and hiring this Council staff person, please consider the major projects we have in progress at this time, our Florida Government in the Sunshine requirements as well as public records laws that govern our Council. It would not be prudent to find a staff person that has only general knowledge of the issues we face on a daily basis. To that end, I would like to ask that you consider the following proposals:

1. That our Council staff person not only be familiar with all departments and enterprises of our City of Pensacola operations but also fully aware of the laws that govern our actions and all Council decisions.
2. That our Council staff person be under contract until September 30, 2011 to establish what exactly this position will require to conduct Council agendas and Council business, then under 1 year contract thereafter, instead of an employee of the City of Pensacola.
3. That this position be filled via RFQ considering the new "Authority of Council" under the Charter.

Upon review of the 2010 Charter, in general, the authority of Council reads as follows:

Section 3.01:	"...be the governing body of the City with all legislative powers of the City..."
Section 4.02(a)(1):	"To legislate for the City by adopting ordinances and resolutions..."
Section 4.02(a)(2)	"To adopt the annual budget and all other appropriations necessary..."
Section 4.02(a)(3)	"To inquire into the conduct of any municipal office, department, agency or officer and to investigate municipal affairs..."
Section 5.05	Describes Council authority to establish all boards, commissions and authorities and appoint members of those boards, commissions and authorities
Section 7.07	Determines sufficiency of Referendum and initiative petitions
Section 8.02	Charter amendments
Section 9.01	Enact by ordinance a Code of Ethics

Based on the "authority of Council" under the Mayor/Council form of government, I would ask that Council consider our overriding need for legal advice on most of our Council decisions. I propose that our Council staff person have a legal background, including the ability to write ordinances as well as attend all Council meetings.

The Code of Ethics being discussed by Council and the Mayor at this time could also create the need for an independent third party to be the Ethics Administrator. This proposal includes that activity in the job description, as well as the requirement for the Council Staff person to attend all Council meetings.

ATTACHMENTS:

2010 Charter for the City of Pensacola

PRESENTATION:

No