

**ORDINANCE NO. 2018-28**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF,  
AMENDING SECTION 1-07-001-0005, SALARIES, OF THE FLAGSTAFF CITY  
CODE, AND ESTABLISHING AN EFFECTIVE DATE**

**RECITALS:**

WHEREAS, Section 1-07-001-0005 of the Flagstaff City Code outlines a process for periodic review and potential adjustment of the Mayor and City Council salaries; and

WHEREAS, the citizen commission is fully authorized under Section 1-07-001-0005 of the Flagstaff City Code to make a recommendation regarding salary adjustments for the Mayor and Council; and

WHEREAS, the Council desires to provide the citizen commission full authority to meet when requested by the City Council; and

WHEREAS, Council desires to update the City Code related to council salaries and the process for adjusting council salaries;

**ENACTMENTS:**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS  
FOLLOWS:**

SECTION 1. In General.

**1-07-001-0005 SALARIES:**

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- A. Effective upon the commencement of terms of office for those persons elected to the office of Mayor or Councilmember of the City of Flagstaff in City elections of 2018 and thereafter, the salary of the Mayor shall be thirty-eight thousand, five hundred dollars (\$38,500.00) per year payable at three thousand two hundred and eight dollars and thirty-three cents (\$3,208.33) per month; and the salary of Councilmembers shall be twenty-five thousand five hundred dollars (\$25,500.00) per year payable at two thousand one hundred and twenty-five dollars (\$2,125) per month.
- B. The annual salary of the sitting Mayor and Councilmembers shall not be increased or decreased during their term in office, per law. ~~Commencing in 2017 and every fourth year thereafter,~~ UPON REQUEST FROM A MAJORITY OF THE COUNCIL, the City Manager will establish a citizen commission to review salaries. The citizen commission will consist of five (5) members as follows:

Chair person of the Planning and Zoning Commission, or his/her designee;

Chair person of the Parks and Recreation Commission, or his/her designee;

Chair person of the Tourism Commission, or his/her designee;

Chair person of the Water Commission, or his/her designee;

Chair person of the Transportation Commission, or his/her designee,

A citizen commission member must be a resident of the City of Flagstaff, may not be a City employee, and may not be serving on a City commission as a liaison or for purposes of representing another agency. The City Human Resources Director or designee will attend citizen commission meetings and provide staff support. Citizen commission meetings are subject to open meeting laws and the commission will hold a public meeting to obtain public comments prior to finalization of a commission recommendation. The citizen commission shall forward its final recommendation to the City Council ~~by no later than August 1 of 2018 and every fourth year thereafter.~~ The City Council shall immediately consider the recommendation of the citizen commission, and may adopt an ordinance raising the salaries of the Mayor and Council OR MAY REQUEST THE CITIZEN COMMISSION RECONSIDER ITS RECOMMENDATION AFTER HEARING CITY COUNCIL'S FEEDBACK. ~~which~~ THE CITIZEN COMMISSION RECOMMENDATION AND THE ADOPTION OF THE ORDINANCE MUST BE COMPLETED PRIOR TO THE NEXT SUCCEEDING GENERAL ELECTION. THE ADJUSTED SALARIES shall take effect for those persons elected to the office of Mayor and Councilmember in the next succeeding election or, at the option of Council, the raise in salaries shall take effect when all current terms of office have expired.

- C. A like salary shall be paid to any person appointed to fill a vacancy in the office of Mayor or Councilmember for the balance of any term.
- D. Any person elected or appointed to the office of Mayor or Councilmember may, prior to commencement of their duties, elect to receive a lesser salary than herein provided if the salary provided herein imposes a hardship on that person by either disqualifying that person from receiving social security, pension, or retirement benefits or payments, or the like, or reducing the amount of such benefits or payments that person would otherwise receive. The City Manager, or his or her designee, shall determine if a hardship exemption applies in the particular circumstances.
- E. In addition to the salaries above, the Mayor may choose upon commencement of each new term of office to receive two hundred and fifty dollars (\$250.00) per month to cover the expense of routine travel and meals or may elect to be provided with a car insured and maintained by City and a lesser stipend of one hundred and fifty dollars (\$150.00) per month to cover the expense of routine travel and meals. Councilmembers shall receive one hundred and sixty-six dollars (\$166.00) per month to cover the expense of routine travel and meals. (Ord. 1733, 1-7-92).
- F. The Mayor and Councilmembers are eligible for employee and dependent insurance provided by the City on the same terms and conditions as any other City employee.
- G. The following amounts are not salaries and may be adjusted at any time. The Mayor and Councilmembers may receive funds for non-routine travel or other expenses incurred on behalf of the City approved through the City budget process.

SECTION 2. Effective Date.

This ordinance shall become effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY