



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 17-00186

City Council

3/9/2017

LEGISLATIVE ACTION ITEM

SPONSOR: City Council Member Jewel Cannada-Wynn

SUBJECT:

BUDGET ANALYST TO THE CITY COUNCIL

RECOMMENDATION:

That City Council begin the process of hiring a Budget Analyst in accordance with Section 4.02(6) of the City Charter.

HEARING REQUIRED: No Hearing Required

SUMMARY:

In 2014, a Charter amendment was passed which authorized the City Council to establish the Office of the City Council, with the authority to hire certain staff:

“The City Council shall establish an Office of the City Council and shall have as its staff the following who shall be responsible to the City Council through the President of the Council.” 4.02(6) *City Charter*

“...The City Council, by ordinance, shall define the qualifications, pay and responsibilities of said employee in accordance with the City’s position classification code.” 4.02(6) *City Charter - Budget Analyst*

In 2015, City Council began the staffing process with the addition of a Council Executive and in early 2016 added an Executive Assistant to the City Council as well as a Council Assistant. In a continuation of the staffing efforts, and in keeping with the language set forth in the City Charter as approved by the electorate in a special referendum, the position to be filled is that of Budget Analyst.

Currently, the position of Budget Analyst is classified at a GE-09 with a salary range of \$26,270 - \$43,868.

Attached is a proposal for qualifications, salary, and responsibilities.

PRIOR ACTION:

December 8, 2016 - Action item brought before City Council, failing on a 3-3 vote
October 13, 2016 - Discussion Item presented to City Council, no action taken

August 19, 2016 - Legal Opinion rendered by the City Attorney regarding the hiring of a Budget Analyst
July 14, 2016 - Update provided to City Council regarding contact with potential firms to fill this position
May 12, 2016 - During a discussion item, Council discussed the process for hiring a Budget Analyst and requested that staff look at firms that may be able to fill that role on a contract basis
April 14, 2016 - Ordinance for Budget Analyst passed on second reading
March 17, 2016 - Ordinance for Budget Analyst presented for first reading
February 11, 2016 - Action item to direct Council Executive to begin search for a Budget Analyst failed on a 3-4 vote

FUNDING:

N/A

FINANCIAL IMPACT:

None at this point

STAFF CONTACT:

Don Kraher, Council Executive

ATTACHMENTS:

- 1) Proposal - Budget Analyst Rev (002)
- 2) Job Description - Budget Analyst
- 3) Legal Opinion - Budget Analyst

PRESENTATION: No