

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEWISVILLE, TEXAS RELATING TO THE DUTIES AND RESPONSIBILITIES OF THE CITY SECRETARY AND RECLASSIFYING AND APPOINTING THE ACTING CITY SECRETARY TO THE CITY SECRETARY POSITION; AND PROVIDING FOR A REPEALER, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City Charter for the City of Lewisville, Texas (“Lewisville City Charter”) provides that the position of the City Manager is the chief administrative and executive officer of the city and shall be responsible for the administration of all the affairs of the city; and

WHEREAS, the Lewisville City Charter also provides that the position of City Secretary is a staff level position appointed by the City Council; and

WHEREAS, on September 9, 2024, the City Council placed the City Secretary under the direction and supervision of the City Manager or her designee; made the City Secretary responsible to the City Manager or her designee for the administration of the City Secretary’s department; required the City Secretary to prepare such reports and recommendations concerning the City Secretary’s department as may be requested by the City Manager or her designee; and directed the City Secretary to perform such other duties as may be assigned from time to time by the City Manager or her designee; and

WHEREAS, the City Manager is responsible to the City Council for proper administration for all the affairs of the City under the jurisdiction of the City Manager and to that end, the City Manager has the authority to manage and supervise the duties of all non-appointed employees and (by the action taken on September 9, 2024) the City Secretary; and

WHEREAS, the City Council desires to continue to have the City Manager be responsible for the day-to-day supervision of the City Secretary subject to the discretion of the City Council to appoint and remove the City Secretary; and

WHEREAS, the City Council also desires to reclassify the Acting City Secretary to the City Secretary position.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEWISVILLE, TEXAS, THAT:

SECTION 1. While the City Secretary shall remain a staff level position appointed by the City Council, the City Secretary shall be under the direction and supervision of the City Manager or her designee. The City Secretary shall be responsible to the City Manager or her designee for the administration of the City Secretary’s department. The City Secretary shall

prepare such reports and recommendations concerning the City Secretary's department when requested by the City Manager or her designee and shall perform such other duties as may be assigned from time to time by the City Manager or her designee.

SECTION 2. Jennifer Malone-Ippolito, the Acting City Secretary, is reclassified and appointed to the City Secretary position, with an annual base pay amount for the first year of \$103,732, which may increase in such amount and on the same basis as other general government employees. Further, Ms. Malone-Ippolito shall receive insurance and other benefits on the same basis as other general government employees.

SECTION 3. All provisions of the resolutions of the City of Lewisville, Texas, in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 4. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution which shall remain in full force and effect.

SECTION 5. This resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LEWISVILLE, TEXAS, BY A VOTE OF ____ TO ____, ON THIS THE ____ DAY OF _____ 2025.

APPROVED:

TJ Gilmore, MAYOR

ATTEST:

Jennifer Malone-Ippolito, CITY SECRETARY

APPROVED AS TO FORM:

Lizbeth Plaster, CITY ATTORNEY