

MEMORANDUM

TO: Claire Powell, City Manager

FROM: Tadd Phillips, Director of Human Resources

DATE: June 2, 2025

SUBJECT: **Consideration of 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.**

BACKGROUND

On September 9, 2024 the City Council placed the City Secretary under the direction and supervision of the City Manager or her designee. Further changes, including who appoints and removes the City Secretary, were recommended by the Charter Commission and included by the City Council in the Charter Amendment Election. Five of the six Charter Propositions submitted to the qualified voters of the City on May 3, 2025 were approved. Proposition C, which would have allowed the City Manager, instead of the City Council, to appoint, remove, and assign duties to the City Secretary, narrowly failed by a vote of 1,147 for and 1,190 against. Therefore, the City Council retains the responsibility to appoint and remove the City Secretary.

The City Charter specifies that the City Council shall appoint a City Secretary. Jennifer Malone-Ippolito has served as Acting City Secretary since January 6, 2025. The proposed resolution documents the City Council's continued appointment and removal of the City Secretary position. Day to day supervision will be provided by the City Manager. The resolution reclassifies and appoints Jennifer Malone-Ippolito, the Acting City Secretary, to the City Secretary position with an annual base pay amount for the first year of \$103,732, with future pay increases on the same basis as other general government employees.

CITY STAFF'S RECOMMENDATION

That the City Council consider adoption of the resolution as set forth in the caption above.