



# City of Pflugerville

## Legislation Text

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**File #:** 2022-0401, **Version:** 1

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Discussion regarding Executive Assistant to the City Council position.

In November 2021 voters approved adding an executive assistant to the City Council position in the Home Rule Charter.

### Section 4.07. Executive Assistant to City Council

The city council shall appoint an executive assistant to the City Council, who shall assist the city council in the performance of their duties as city council members and the legislative body of the City. The city council executive assistant shall serve at the will of the council and shall receive compensation as fixed by the council. The executive assistant shall assist the city council and its individual members by acting as a point of contact, assisting with information and document flow, managing calendars and meetings, and managing other business and responsibilities as directed by the city council. (November 2, 2021, measure C)

### **Prior City Council Action**

N/A

### **Supporting documents attached:**

N/A

### **Recommended Action**

Presentation only.