

**ORDINANCE NO.**

**AN ORDINANCE APPOINTING A MUNICIPAL COURT CLERK;  
ESTABLISHING COMPENSATION AND BENEFITS FOR THE MUNICIPAL  
COURT CLERK; AND REPEALING ORDINANCE NO. 20150326-034.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

**PART 1.** The City Council repeals ordinance No. 20150326-034, and appoints Mary Jane Grubb to serve as Municipal Court Clerk.

**PART 2.** The City Council establishes the following compensation and benefits for the Municipal Court Clerk Mary Jane Grubb:

1. Annual Salary of \$125,008 annually, paid in accord with normal payroll practices.

(A) The municipal court clerk shall receive the following benefits:

(1) choice of medical and dental plans currently offered to City employees;

(2) mandatory participation in the Employees' Retirement System, with a City subsidy equivalent to that provided City employees;

(3) annual physical examination, with the City reimbursing the clerk for up to \$500 for co-payments not covered by health plan;

(4) Group term life insurance of one times annual salary;

(5) optional supplemental group term life insurance and dependent coverage currently offered to City employees;

(6) short-term disability insurance as provided in the benefits package for City employees;

(7) optional long term disability insurance as provided in the benefits package for City employees;

(8) sick leave, accruing at a rate of 8 hours per month with no maximum accrual limit;

(9) personal leave, accruing at a rate of 1.92 days per month (23 days per year) with a maximum accrual limit of 400 hours and limited to 240 hours pay out upon separation of employment;

(10) paid holidays as designated by the City Council, with two additional personal holidays of the clerk's choosing;

(11) wireless telephone allowance of up to \$43.86 each pay period (equivalent to \$1,140.36 annually), subject to applicable taxes;

(12) service incentive pay in accordance with City of Austin Personnel Policies, Chapter A;

(13) professional counseling through the Employee Assistance Program as provided in the benefits package for City employees;

(14) optional participation in the City's FLEXTRA program and in deferred compensation programs as provided in the benefits package for City employees;

(15) Payment of moving costs pursuant to City policy;

(16) Reimbursement of reasonable expenses (including mileage/airfare, lodging, transportation, meals, and incidental expenses) for two house hunting trips by Mary Jane Grubb, her spouse/partner, and children residing with her, to occur between October 19, 2015 and January 19, 2016, and not to exceed seven days each trip; and

(17) Housing allowance of up to \$2,500 per month for temporary living up to six months.

**PART 3.** This ordinance takes effect October 19, 2015, and Part 2 of this Ordinance shall cease to have effect on the last day of the last pay period for fiscal year 2015-2016.

**PASSED AND APPROVED**

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\_\_\_\_\_, 2015

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Steve Adler  
Mayor

**APPROVED:** \_\_\_\_\_  
Anne L. Morgan  
Interim City Attorney

**ATTEST:** \_\_\_\_\_  
Jannette S. Goodall  
City Clerk