

SALARY ORDINANCE CHECKLIST FOR MAYORS AND COUNCILMEMBERS

At least six months prior to the election, the council can set the salary for the Mayor and Councilmembers. In addition to the basic salary, if the council wishes to provide additional benefits or salary increases, this list of suggestions provides additional language which may be incorporated into the basic salary ordinance.

Basic salary ordinance:

Select one of the two sample ordinances provided to use as a basic salary ordinance.

Additional Benefits – If additional benefits are to be provided in addition to basic salary, insert language similar to the following into the basic sample ordinance:

Section ____. *In addition to the salary provided for herein, the mayor [or the mayor and councilmembers] shall also be entitled to any benefits normally accruing to all full-time employees of the city as authorized by law.*

Credit for Certified Municipal Officer (CMO) Training: If additional compensation will be provided in addition to basic salary for becoming a “Certified Municipal Official”, insert language similar to the following into the basic sample ordinance:

Section ____. *In addition to the salary provided for herein, the mayor [or the mayor and councilmembers] shall be entitled to additional compensation as provided below for the attendance and completion of Certified Municipal Official training established by the Alabama League of Municipalities:*

- A. *Upon completion of the prescribed courses by the Alabama League of Municipalities resulting in the awarding of the designation of “Certified Municipal Official”, the mayor and any councilmember shall receive an additional \$_____ per month [or \$_____ annually to be paid in the same manner as any other compensation] **for each certification level.***
- B. *Upon presentation of proof of the awarding of the designation of “Certified Municipal Official”, at any certification level, the mayor or councilmember’s salary shall be increased as provided herein beginning the next pay period after being awarded the designation.*

Cost of living raises: If cost of living raises are to be provided in addition to basic salary, insert language similar to the following into the basic sample ordinance:

Section ____. *In addition to the salary provided for herein, the mayor [or the mayor and councilmembers] shall also be entitled to any cost of living raises granted to all full-time employees of the city.*