

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL  
SIGNED ORDINANCE APROVED BY CITY COUNCIL**

**AN ORDINANCE**

**AMENDING THE FY 2020 ANNUAL OPERATING AND CAPITAL  
BUDGET TO ALLOW FOR COUNCIL STAFF JOB DESCRIPTIONS  
AND PAY RANGES TO IMPLEMENT THE RESULTS OF THE  
COUNCIL STAFF POLICY DISCUSSION AUTHORIZED IN THE FY  
2020 BUDGET EFFECTIVE FEBRUARY 1, 2020, TO BE FUNDED  
THROUGH FUNDS CURRENTLY AVAILABLE IN THE FY 2020  
GENERAL FUND BUDGET.**

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**WHEREAS**, in accordance with the applicable provisions of the City Charter and the Texas Local Government Code, and pursuant to Ordinance No. 2019-09-12-0691, passed and approved September 12, 2019 (the “FY 2020 Budget Ordinance”), the City’s Annual Operating Budget for FY 2020 was adopted (the “Budget”); and

**WHEREAS**, the Budget contains the projected revenues and expenditures for the operations of the City for the Fiscal Year; and

**WHEREAS**, Section 5. Mayor and City Council Budgets, A. Mayor and City Council – Council Aide Services Budgets of the FY 2020 Budget Ordinance allocates \$513,440 to contract for Council Aide services of which \$375,760 is for Council Aide compensation; and

**WHEREAS**, City Staff recommends adoption of the pay ranges provided for in the Staff Recommendation; and

**WHEREAS**, City Staff recommends increasing the FTE allocated to each councilmember to seven and a half; and

**WHEREAS**, City Staff has recommended that the City Council personnel job descriptions included in the Staff Recommendation be adopted to include essential job functions; education and experience; and knowledge, skill and abilities allowing for administrative updates without the need to return to council, effective February 1, 2020; and

**WHEREAS**, City Staff recommends amending Section 5.A. to include these pay ranges to be adjusted annually with any City Council approved cost of living adjustments; and

**WHEREAS**, upon consideration of and deliberations upon the City Staff Recommendation, the City Council finds and determines that it is appropriate and in the best interests of the City to accept such recommendation; **NOW, THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The FY 2020 Budget Ordinance is hereby amended so that Section 5.A. shall hereafter read as follows:

- A. **Mayor and City Council - Council Aide Services Budgets.** The Mayor and each Councilmember shall be allocated \$592,556 to contract for Council Aide services in accordance with the provisions of this Section. Of this amount, the Mayor and each Councilmember shall be allocated \$375,760 for compensation of Council Aides, \$28,746 for payroll taxes, \$39,690 for healthcare insurance reimbursement, \$8,064 for parking allowance, \$16,800 for vehicle allowance, \$5,880 for cell phone allowance, \$10,500 for tuition reimbursement and the Student Loan Repayment Program, and \$28,000 for a matching contribution to an Individual Retirement Account that is the responsibility of the contract employee to establish (in accordance with Attachments 4.A and 4.B).

The Mayor and each Councilmember may use District Budget Council Aide Funds to contract for the services of no more than the equivalent of seven and a half (7.5) full-time Council Aides to assist them in serving constituents. Council Aides employed full-time can be paid no more than \$116,737.38 for the period from October 1, 2019 through September 30, 2020, regardless of the number of Councilmembers that a Council Aide is employed by during FY 2020. Payment for part-time Council Aides shall be paid on a pro-rata basis.

The following pay ranges for Council Aides are hereby established:

**Council Aide Pay Ranges**

<b>Job Title</b>	<b>Range Minimum</b>	<b>Range Maximum</b>
<b>Constituent Services Representative I</b>	\$31,200.00	\$46,800.00
<b>Constituent Services Representative II</b>	\$34,398.00	\$51,597.00
<b>Constituent Services Director</b>	\$43,901.54	\$65,852.31
<b>Communications Director</b>	\$43,901.54	\$65,852.31
<b>Event Services Director</b>	\$43,901.54	\$65,852.31
<b>Policy Director</b>	\$50,821.52	\$76,232.28
<b>Special Assistant to Council</b>	\$50,821.52	\$76,232.28
<b>Zoning/Planning Director</b>	\$50,821.52	\$76,232.28
<b>Chief of Staff</b>	\$72,960.86	\$116,737.38

Established pay ranges will be adjusted annually by the amount of any City Council approved cost of living adjustments and will allow for administrative updates without the need to return to City Council.

The City's Entry Wage of \$15.00 per hour as set by Section 11.B of the FY 2020 Budget Ordinance is hereby established as the Entry Wage for Full-Time Council Aides.

Council Aides are not City Employees, but are contract employees of the Mayor or the individual Councilmember. These Council Aides answer only to the Mayor or Councilmember by whom they are employed, and represent only the respective Mayor's or Councilmember's point of view in serving constituents. Attached hereto and incorporated herein for all purposes, as Attachments 4.C, 4.D and 4.E, are form contracts and form contract amendments to be utilized in contracting for such services. All contracts entered into pursuant to this subsection must be in substantially the same form and content as shown in the attached."

**SECTION 2. FY 2020 Budget Ordinance in Full Force and Effect.** Except as amended by the foregoing provisions of this Ordinance, the FY 2020 Budget Ordinance shall remain unchanged and in full force and effect.

**SECTION 3.** There is no fiscal language required in connection with the adoption of this Ordinance.

**SECTION 4. Effective Date.** This Ordinance is effective immediately, upon passage by eight (8) affirmative votes; otherwise, said effective date shall be ten (10) days from the date of passage hereof.

***PASSED AND APPROVED*** this 30th day of January, 2020.

**M A Y O R**  
Ron Nirenberg

**ATTEST:**

**APPROVED AS TO FORM:**

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Leticia M. Vacek, City Clerk

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Andy Segovia, City Attorney