

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL.**

AN ORDINANCE

**APPROVING AND ADOPTING CITY COUNCIL AIDE GUIDELINES
AND A CITY COUNCIL FIELD OFFICE POLICY**

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WHEREAS, Mayor Ivy Taylor previously requested that the City Council Governance Committee review the practice used by City Council members to hire City Council Administrative Assistants or Aides, and in order to promote transparency and ensure accountability, develop guidelines that would establish an application and hiring process, create common job descriptions, and provide for the evaluation of these contract City Council employees; and

WHEREAS, as part of this review, staff with the Office of City Council also proposed the adoption of a City Council Field Office Policy that would require City Council District Field and Constituent Offices to be located in City owned or other public facilities in order to provide the public with a consistent and easily identifiable location to meet with City Council members and their staff as well as provide an opportunity to repurpose a public facility or co-locate in a facility where other City services are being provided in order to direct City funds towards maintaining or improving a City facility rather than paying rent at a leased property; and

WHEREAS, the City Council Governance Committee reviewed and approved the proposed Council Aide Guidelines and the City Council Field Office Policy on April 15, 2015 and recommends their adoption by City Council; **NOW THEREFORE:**

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

SECTION 1. The City Council Aide Guidelines set out in Attachment I, which include job descriptions with educational requirements and preferred qualifications for the contact positions of Chief of Staff, Planning/Zoning Management, Communications, Constituent Services, and Special Projects, are hereby adopted.

SECTION 2. There is hereby adopted a policy that City Council District Field and Constituent Offices be located in City owned or other public facilities as current leases for these offices expire or as opportunities arise. In the event that a suitable City owned or other public facility cannot be identified and a leased space become necessary, staff will bring the lease and an exception to this policy to City Council for approval.

SECTION 3. The City Council Aide Guidelines and the City Council District Field Office Policy shall be effective June 1, 2015 to coincide with the beginning of the 2015 - 2017 City Council term.

SECTION 4. This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

VMZ

Item # ____

PASSED AND APPROVED this _____ day of May, 2015.

M A Y O R
Ivy R. Taylor

ATTEST:

Leticia M. Vacek
City Clerk

APPROVED AS TO FORM:

Martha G. Sepeda
Acting City Attorney

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