



## **CITY OF SAN ANTONIO**

**RON NIRENBERG**  
**MAYOR**

August 24, 2020

Ms. Tina Flores

Dear Ms. Tina Flores:

On behalf of the Mayor and City Council, we are pleased to offer you the position of City Clerk for the City of San Antonio. Your extensive experience in the City Clerk's Office makes you a valuable resource for our organization and in this leadership role as the City Clerk.

The following salary and benefits are offered to you, effective on your appointment to this position by the City Council and subject to annual budget appropriations:

- **Base Salary:** \$145,889 annually, paid bi-weekly
- **Monthly Car Allowance:** \$500 (\$6,000 per year)
- **Monthly Cell Phone Allowance:** \$70 (ends October 1<sup>st</sup> per FY21 Proposed Budget)
- **Paid Leave:** You will continue to accrue Annual and Personal leave at your current rate in accordance with the City's Leave Policy.
- **Benefits:** You will continue to have access to the City's health benefits plans. These plans include an annual physical exam benefit, for which you may visit your own physician, or you can utilize *Health by Design* to obtain an executive physical at no cost to you. Basic life insurance equivalent to your annual base salary is provided at no cost. Other optional health related products include non-subsidized group rated dental and vision plans, dependent and health care flexible spending accounts, additional life insurance, and short and long-term disability.
- **Retirement/Deferred Compensation:** You will continue participation in the Texas Municipal Retirement System (TMRS) with current rates of contribution being 6% from the employee with a two-to-one City matching rate. In addition to participation in TMRS, you also qualify for a match of up to 2% of your annual salary when you sign up for a 457 Deferred Compensation plan. For more information and to schedule an appointment with a provider, we encourage you to reach out to Human Resources Customer Service at 210-207-8705.

Ms. Tina J. Flores  
August 24, 2020  
Page 2

Please note that neither this letter nor any other written or oral communication to you establishes an employment contract or an offer to enter an employment contract. The position of City Clerk is appointed by the Mayor and City Council and serves as an "at-will" employee, and all benefits described above are subject to and conditioned upon annual budget appropriations.

We look forward to working with you as the new City Clerk. If you have any questions or require additional information or assistance, please feel free to contact Lori Steward, Human Resources Director, at 210-207-1465.

Sincerely,



Ron Nirenberg  
MAYOR