

RESOLUTION LGC 2021-05-20-0001R

**OF THE CITY OF SAN ANTONIO COUNCIL AIDES CORPORATION  
("CORPORATION") APPROVING ACTIONS TAKEN AT THE  
ORGANIZATIONAL MEETING OF THE CORPORATION, INCLUDING  
APPROVING AN INTERLOCAL AGREEMENT WITH THE CITY OF  
SAN ANTONIO.**

\* \* \* \*

**WHEREAS**, the City of San Antonio created a local government corporation, City of San Antonio Council Aides Corporation on March 18, 2021; and

**WHEREAS**, the Corporation allows for efficient and professional provision of governmental services; and

**WHEREAS**, the Corporation provides for Council Aide benefits including retirement; and

**WHEREAS**, it is necessary for the Corporation to take certain organizational actions in order for it to commence operations; **NOW THEREFORE**:

**BE IT BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CORPORATION:**

**SECTION 1. Board Chairman.** Mayor Ron Nirenberg is hereby selected as the Board Chairman to chair the meeting in accordance with the Bylaws.

**SECTION 2. Adoption of Bylaws.** The Bylaws of the Corporation (the "Bylaws"), which were approved by the City Council of the City of San Antonio pursuant to Resolution No. 2021-03-18-0021R, passed and approved March 18, 2021, are hereby adopted. A copy of the Bylaws is attached as **Exhibit I**.

**SECTION 3. Officers of the Corporation.** In accordance with Article IV of the Bylaws, the officers of the Corporation shall be as follows:

President	The Mayor of the City of San Antonio, currently Ron Nirenberg;
Vice President	The Mayor Pro-Tem of the City of San Antonio, currently John Courage;
Secretary	The City Clerk of the City of San Antonio, currently Tina J. Flores; and
Treasurer	The Chief Financial Officer of the City of San Antonio, currently Ben Gorzell.
Executive Director	The City's Assistant to City Council, currently Emily McGinn.

**SECTION 4. Location and number of Board Meetings.** In accordance with Sections 2.04 and 2.05 of the Bylaws, meetings of the Board may be held at such place or places in the State of Texas as the Board from time to time may determine; provided, however, in the absence of any such determination by the Board of Directors, the meetings shall be held at the City Council Chamber

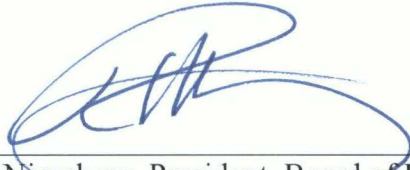
of the City. There will be not less than two (2) Board meetings each fiscal year of the Corporation. Public notice of such regular meetings shall be provided as required by the Bylaws, a copy of which notice shall be given to the City Clerk of the City.

**SECTION 5. Depository Financial Institution.** Frost National Bank, San Antonio, Texas (the "Bank"), is hereby selected as the Depository Financial Institution of the Corporation. The officers of the Corporation are hereby authorized to take all actions and execute all documents necessary to establish the accounts of the Corporation with the Bank.

**SECTION 6. Approval of Interlocal Agreement with the City of San Antonio.** An Interlocal Agreement ("the "Agreement") between the Corporation and the City of San Antonio, is hereby approved. A copy of the Agreement is attached hereto as **Exhibit II**. The President of the Corporation is hereby authorized to execute the Agreement on behalf of the Corporation.

**SECTION 7.** This Resolution is effective immediately.

**ADOPTED and APPROVED** this 20<sup>th</sup> day of May, 2021.

  
\_\_\_\_\_  
Ron Nirenberg, President, Board of Directors  
City of San Antonio Council Aides Corporation

**ATTEST:**

  
\_\_\_\_\_  
Tina J. Flores, Secretary  
City of San Antonio Council Aides Corporation



## City of San Antonio

City Council

May 20, 2021

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**Item: 31C**

**File Number: 21-3854**

**Enactment Number:**

**LGC-2021-05-20-0001R**

Organizational Meeting of the City of San Antonio Council Aides Corporation including approval of Bylaws and approval of the Interlocal Agreement on behalf of the Corporation.

Councilmember Adriana Rocha Garcia made a motion to approve. Councilmember Ana E. Sandoval seconded the motion. The motion passed by the following vote:

**Aye:** 11 Nirenberg, Treviño, Andrews-Sullivan, Viagran, Rocha Garcia,  
Gonzales, Cabello Havrda, Sandoval, Pelaez, Courage and Perry

KC  
05/20/21  
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## **EXHIBIT I**



**BYLAWS  
OF  
CITY OF SAN ANTONIO COUNCIL AIDES CORPORATION**

**ARTICLE I**

**OFFICES**

The principal office of the (the "Corporation") shall be at the office of the City Clerk, City of San Antonio, Texas (the "City"), which is located at 100 Military Plaza - Second Floor, San Antonio, Bexar County, Texas 78205.

**ARTICLE II**

**DIRECTORS**

**SECTION 2.01. BOARD OF DIRECTORS.** The affairs of the Corporation shall be managed by an eleven (11) member board of directors (the "Board") or such greater or lesser number to be equivalent at all times with the total number of positions constituting the City Council of the City. The Board shall be composed in its entirety of persons who are members of the City Council of the City, and whose terms of officeshall be fixed by and run coterminous with their respective terms of office on such City Council of the City.

**SECTION 2.02. FILLING VACANCIES.** Vacancies on the Board, including vacancies to be filled by reason of an increase in the number of directors, shall be filled for the unexpired term by the person qualified to serve the specific unexpired term by virtue of that person's selection, in the manner prescribed by law, to serve the associated respective unexpired term of membership on the City Council of the City.

**SECTION 2.03. POWERS OF CORPORAT ION TO BE EXERCISED BY BOARD.** The property and business of the Corporation shall be managed by the Board which may exercise all powers of the Corporation and do all lawful acts.

**SECTION 2.04. PLACE OF BOARD MEETINGS.** Meetings of the Board may be held at such place or places in the State of Texas as the Board from time to time may determine; provided, however, in the absence of any such determination by the Board of Directors, the meetings shall be held at the City Council Chambers of the City.

**SECTION 2.05. REGULAR BOARD MEETINGS.** Regular meetings of the Board may be held on such dates and at such time and places as shall from time to time be determined by the Board; provided, however, in the absence of any such determination by the Board, the meetings shall be held at the City Council Chambers of the City. Public notice of such regular meetings shall be provided as required by Section 3 .01 herein below, a copy of which notice shall be given to the City Clerk of the City.

**SECTION 2.06. SPECIAL BOARD MEETINGS.** Special meetings of the Board may be called by the President on three days' notice to each director, and upon public notice as provided in Section 3.01 herein below, and shall be called by the President or Secretary also on three days' notice to each director, and upon public notice as provided in Section 3.01 herein below, on the written request of two directors. Emergency meetings shall be called by the President on two hours' notice, but only upon compliance with the public notice requirements as provided in Section 3.01 herein below.

**SECTION 2.07. QUORUM.** At all meetings of the Board the presence of a majority of the directors shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board, except as may be otherwise specifically provided by these Bylaws.

**SECTION 2.08. NO COMPENSATION PAID TO DIRECTORS.** Directors, as such, shall receive no compensation for services rendered as directors, but shall be reimbursed for all reasonable expenses incurred in performing their duties as directors.

**SECTION 2.09. COMMITTEES.** The Board may by resolution or resolutions adopted by the Board, establish one or more committees, each committee to consist of two or more of the directors of the Corporation. Such committee or committees shall have such name or names, and such powers, as may be determined from time to time by resolution adopted by the Board.

**SECTION 2.10. COMMITTEE MINUTES.** The committees shall keep regular minutes of their proceedings and report the same to the Board when required.

### **ARTICLE III**

#### **NOTICES**

**SECTION 3.01. OPEN MEETINGS ACT.** The Board, all actions of the Board, all meetings of the Board, whether regular, special, or emergency, and all meetings of committees of the Board shall be subject to the public notice requirements of the Texas Open Meetings Act, Chapter 551, Texas Government Code.

**SECTION 3.02. NOTICE TO DIRECTORS.** Whenever under the provisions of any statute or these Bylaws, notice is required to be given to any director, it shall not be construed to mean personal notice, but such notice may be given in writing, by mail, addressed to such director at such address as appears on the books of the Corporation, and such notice shall be deemed to be given at the time when the same shall be thus mailed.

**SECTION 3.03. WAIVER OF NOTICE BY DIRECTORS.** Whenever any notice is required to be given to a director under the provisions of any statute or of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.



## **ARTICLE IV**

### **OFFICERS**

**SECTION 4.01. SELECTION OF VARIOUS OFFICERS.** The officers of the Corporation shall be: The Mayor of the City shall serve as the President, The Mayor Pro Tem of the City shall serve as the Vice President, The City Clerk of the City shall serve as the Secretary of the Corporation, and the Chief Financial Officer of the City shall serve as the Treasurer of the Corporation.

**SECTION 4.02. APPOINTMENT OF OTHER OFFICERS AND AGENTS.** The Board may appoint such other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

**SECTION 4.03. REMOVAL OF OFFICERS.** Any officer elected or appointed by the Board may be removed at any time by the affirmative vote of a majority of the whole Board. If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the Board.

**SECTION 4.04. EXECUTIVE DIRECTOR OF CORPORATION.** The City's Assistant to City Council shall serve as Executive Director of the Corporation, who shall be the Chief Administrative Officer of the Corporation and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

### **THE PRESIDENT**

**SECTION 4.05.** The President shall preside at all meetings of the directors.

**SECTION 4.06.** The President shall be ex-officio a member of all standing committees, shall have general supervision of the management of the business of the Corporation, and shall see that all resolutions of the Board are carried into effect.

**SECTION 4.07.** The President shall execute bonds, mortgages and other contracts except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board to some other officer or agent of the Corporation.

### **THE VICE PRESIDENT**

**SECTION 4.08.** The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President, and shall perform such other duties as the Board shall prescribe.

### **THE SECRETARY**

**SECTION 4.09.** The Secretary shall attend all sessions of the Board and record all votes

and the minutes of all proceedings in a book to be kept for that purpose and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board or the President. The Secretary shall keep in safe custody the seal of the Corporation and, when authorized by the Board, affix the same to any instrument requiring it, and, when so affixed, it shall be attested by the Secretary's signature. When the corporate seal is required as to instruments executed in the course of ordinary business, the Secretary shall attest to the signature of the President or Vice President and shall affix the seal thereto. The Board may appoint one or more persons to serve as an Assistant Secretary, which person may, but need not be, a director. The Assistant Secretary may perform any duty granted to the Secretary in these Bylaws and/or in any resolution approved by the Board.

### **THE TREASURER**

**SECTION 4.10.** To the extent not otherwise provided by the Board, by rules or regulations, in resolutions relating to the issuance of bonds, or in any financing documents relating to such issuance, the Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall deposit all moneys and other valuable effects in the name and to the credit of the Corporation in a depository as shall be designated by the Board. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements and shall render to the President and directors, at the regular meetings of the Board, or whenever they may require it, an account of all transactions performed as Treasurer and of the financial condition of the Corporation. The Board may appoint one or more persons to serve as an Assistant Treasurer, which person may, but need not be, a director. The Assistant Treasurer may perform any duty granted to the Treasurer in these Bylaws and /or in any resolution approved by the Board.

**SECTION 4.11. SURETY BONDS.** The Board may require the President, Vice President, the Secretary, any Assistant Secretary, the Treasurer, and any Assistant Treasurer to give the Corporation bonds in such sums and with such surety or sureties as shall be satisfactory to the Board for the faithful performance of the duties of their office and for the restoration to the Corporation, in case of such person's death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in such person's possession or under such person's control belonging to the Corporation.

**SECTION 4.12. FACSIMILE SIGNATURES.** The provisions of the Texas Uniform Facsimile Signature of Public Officials Act shall be applicable to the Corporation, which is a duly constituted instrumentality of the City, a political subdivision of the State of Texas.

## **ARTICLE V**

### **FISCAL PROVISIONS**

**SECTION 5.01. RESTRICTIONS ON PAYMENT OF FUNDS.** No dividends shall ever be paid by the Corporation and no part of its net earnings remaining after payment of its expenses shall be distributed to or inure to the benefit of its directors or officers or any individual, firm,



corporation, or association, except that in the event the board of directors shall determine that sufficient provision has been made for the full payment of the expenses, bonds, and other obligations of the Corporation, then any net earnings of the Corporation thereafter accruing shall be paid to the City. No part of the Corporation's activities shall be carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office during duty hours for services. City equipment and resources provided to the Council Aide for use in performing services shall not be used directly or indirectly in connection with the political activities commonly associated with and within the scope of political activities of City Council.

**SECTION 5.02. EXECUTION OF FINANCIAL INSTRUMENTS.** All checks, demands for money, withdrawals of money, notes, time and demand deposits and certificates of deposit shall be signed by the Treasurer or his designee or such other person or persons as the Board of Directors from time to time may designate by resolution or other action of the Board of Directors or as may be designated in any financing documents relating to the issuance of bonds or other obligations of the Corporation, provided that in the case of checks at least one of the authorized signatories shall be an officer of the Corporation.

**SECTION 5.03. FISCAL YEAR.** The fiscal year of the Corporation shall be the same as the fiscal year of the City.

**SECTION 5.04. BOOKS AND RECORDS.** The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board and committees having any of the authority of the Board. All books and records of the Corporation shall be kept at the principal office of the Corporation where they shall be available to the public in accordance with the applicable provisions of the Open Records Act (Chapter 552, Tex. Government Code, as amended).

**SECTION 5.05 STAFF FUNCTIONS.** Staff functions for the Corporation may be performed by the City as directed by the City Council of the City. The Corporation shall pay, to the extent funds of the Corporation are legally available, the amount of costs for such services from fees collected by it, as from time to time shall be billed to the Corporation by the City.

## **ARTICLE VI**

### **SEAL**

The corporate seal shall be circular and shall have inscribed in the outer circle "City of San Antonio, Texas Council Aide Corporation". Said seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced or otherwise.

## **ARTICLE VII**

### **AMENDMENT AND INTERPRETATION OF BYLAWS**

**SECTION 7.01. AMENDMENT OF BYLAWS.** These Bylaws may be amended at any time and from time to time by majority vote of the Board with approval of the City by resolution of the City Council of the City, provided, however, such amendments will always be consistent with the Articles of Incorporation.

**SECTION 7.02. INTERPRETATION OF BY LAWS.** These Bylaws and all the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section or other part of these Bylaws, or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of these Bylaws and the application of such word, phrase, clause, sentence, paragraph, section or other part of these Bylaws to any other person or circumstance shall not be affected thereby.

## **ARTICLE VIII**

### **CODE OF ETHICS**

It is the policy of the Corporation that Directors and officers must follow the City's Code of Ethics adopted on June 21, 2018 as it may be amended from time to time by the Council.

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**ADOPTED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, of 2021.**

\_\_\_\_\_  
President, Board of Directors  
City of San Antonio Council Aide Corporation

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors  
City of San Antonio Council Aide Corporation

KC  
05/20/21  
Item No. 31C

## **EXHIBIT II**



STATE OF TEXAS

§  
§  
§

COUNTY OF BEXAR

INTERLOCAL CONTRACT

WITH

CITY OF SAN ANTONIO

COUNCIL AIDES CORPORATION

This Agreement is entered into by and between the City of San Antonio, a Texas Municipal Corporation ("COSA"), and City of San Antonio Council Aides Corporation (Corporation), both of which may be referred to herein collectively as the "Parties".

**WHEREAS**, the Texas Government Code Chapter 791 authorizes inter-local agreements between governmental entities; and

**WHEREAS**, COSA and Corporation wish to outline their agreement relating to the establishment of a local government corporation under Subchapter D of Chapter 431, Texas Transportation Code (the "LGC Act"), to be known as the *City of San Antonio Council Aides Corporation* for the purpose of employing Council Aides;

**NOW THEREFORE**, in consideration of the covenants and agreements hereinafter contained and subject to the terms and conditions hereinafter stated, the parties hereto do mutually agree as follow:

## **I. TERM**

1.1 This Agreement shall become effective June 1, 2021.

1.2 This agreement shall terminate when the agreement between COSA and the CITY OF SAN ANTONIO COUNCIL AIDES CORPORATION ("underlying agreement") terminates.

## **II. SCOPE AND REPRESENTATIONS**

2.1 The Parties agree to jointly create the Corporation under the LGC Act for the purpose of employing Council Aides in accordance with the terms and provisions of this Agreement. To this end, the Parties agree to have prepared and formally approved by ordinance or resolution of their respective governing body, and to cause to be filed with the Texas Secretary of State, a Certificate of Formation creating the Corporation (the "Certificate"). The Corporation, following its formation, shall be governed by Bylaws (the "Bylaws") which must also be approved by the Parties.

2.2 The Certificate and Bylaws shall provide for a Board of Directors of the Corporation consisting of eleven (11) members with the directors to be the City Council members.

2.3 The Certificate shall provide that the Corporation shall have all of the powers provided by law as a non-profit corporation and a local government corporation under the Act, the LGC Act). The Certificate may also provide for certain powers to be reserved to the Parties, which may include, but may not be limited to, approval of amendments to the Certificate and Bylaws and the issuance of debt by the Corporation.

2.4 The City's Assistant to City Council shall serve as Executive Director of the Corporation, who shall be the Chief Administrative Officer of the Corporation and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

2.5 Both Parties agree to cooperate with one another to accomplish the understanding set forth herein.

2.6 All information and documents that may have been prepared in accordance with this agreement shall be freely exchanged between the Parties in the event of termination of this agreement.

2.7 Corporation shall not be considered and is not an agent, partner, or representative of COSA.

### **III. COMPENSATION**

3.1 Parties agree that neither Party shall charge a fee to the other Party for the services contemplated herein. The Parties agree that the public purpose of cooperation to achieve efficiency in providing services is mutually beneficial to the Parties.

3.2 Any and all payments, contributions, fees, and disbursements required by a Party hereunder shall be made from current revenues budgeted and available to said Party.

### **IV. PAY & BENEFITS ADMINISTRATION**

Parties agree that COSA Civilian pay and benefits practices will apply to Corporation employees to include the following: new hire salary offers will be consistent with adopted salary ranges and job descriptions; decisions regarding compensation will take into consideration factors such as internal equity, level of experience, and relevant education; if approved as part of the annual budget process, Corporation employees will receive the same across the board or cost of living increase, with the same effective date as civilian City employees; if other salary adjustments, such as for performance, are approved through the annual budget process, these changes will be effective the same date as civilian City employees, normally January 1 but must be submitted to the Executive Director for review and processing by December 1. All other potential pay adjustments shall be consistent with civilian pay practices, applying similar criteria and equity considerations. The Executive Director has authority to establish policies and processes necessary to administer pay and benefits consistent with that of COSA civilian employees.

In accordance with the Fair Labor Standards Act (FLSA), the Corporation shall keep accurate time records for part-time employees and employees in non-exempt job classifications by requiring employees to log in and out for work on the City's time keeping system (currently a telephonic IVR system).

In consideration of Corporation employees performing services for the benefit of both the City of San Antonio and the LGC, the Parties will be utilizing the common paymaster provision and in accordance with IRS guidelines the City will be processing payroll, issuing W-2's and performing other related services on behalf of the Corporation.



Changes to this "Article IV Pay and Benefits Administration" shall be made through the City's annual budget process which such adoption by the City Council through City Ordinance shall result in an amendment to this Agreement.

## **V. NOTICE**

5.1 Unless otherwise expressly provided elsewhere in this Agreement, any election, notice or communication required or permitted to be given under this Agreement shall be in writing and deemed to have been duly given if and when delivered personally (with receipt acknowledged), or three (3) days after depositing same in the U.S. mail, first class, with proper postage prepaid, or upon receipt if sending the same by certified mail, return receipt requested, or upon delivery when sent by a national commercial courier service for expedited delivery to be confirmed in writing by such courier, at the addresses set forth below in Section 4.02 unless and until otherwise notified in writing by the respective Party.

5.2 The Parties addresses are as follows:

### COSA:

City of San Antonio, Attn: Department Director, Purchasing & General Services

Mailing Address:

P.O. Box 839966, San Antonio, Texas 78283-3966

Street Address:

111 Soledad, 11th Floor, San Antonio, Texas 78205

### Corporation:

City of San Antonio Council Aides Corporation

Mailing Address:

City Hall

100 Military Plaza

San Antonio, Texas 78205

## **VI. NO JOINT ENTERPRISE**

6.1 There is no intention on the part of the Parties hereto to create or otherwise form a joint enterprise under or pursuant to this Agreement. The Parties to this Agreement are undertaking a governmental function or service. Particularly, the Parties are acting in accordance with the Texas Local Government Code Chapters 252 and 271, the Texas Government Code Chapter 791, and the Texas Transportation Code Chapter 451.

6.2 COSA has a superior right to control the direction and management of its procurements solely by virtue of its responsibility for the day-to day management and control of purchases to support the functional operations of COSA but has no right to control the direction or management of Corporation's functional operations, including, but not limited its decision to purchase from a Vendor solicited by COSA or its contract with a Vendor resulting there from.

6.3 Corporation has a superior right to control the direction and management of its procurements solely by virtue of its responsibility for the day-to day management and control of purchases to support the functional operations of Corporation but has no right to control the direction or management of COSA's functional operations, including, but not limited its decision to purchase from a Vendor solicited by Corporation or its contract with a Vendor resulting there from.

6.4 Parties covenant and agree that they are independent contractors, and not an officer, agent, servant or employee of the other; that a Party shall have exclusive control of and exclusive right to control the details of the work performed by that Party hereunder and all persons performing same and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants; that the doctrine of respondent superior shall not apply as between COSA and Corporation, their officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint venturers between COSA and Corporation. The Parties hereto understand and agree that Corporation has no authority to bind COSA, nor does COSA have any authority to bind Corporation.

## **VII. ASSIGNMENT**

7.1 Neither Party shall assign, sell, pledge, transfer or convey any interest in this Agreement to any other party. Any such attempt at an assignment will be *void ab initio*, and shall confer no rights on the purported assignee.

7.2 Parties shall provide and perform all services and responsibilities required under this Agreement in compliance with all applicable federal, state, and local laws, rules and regulations.

## **VIII. THIRD PARTY BENEFICIARY**

For purposes of this Agreement, including its intended operation and effect, the Parties specifically agree that: (1) the Agreement only affects matters/disputes between the Parties to this Agreement, and is in no way intended by the Parties to benefit or otherwise affect any third person or entity, notwithstanding the fact that such third person or entities may be in a contractual relationship with COSA or Corporation or both, or that such third persons may benefit incidentally by this Agreement; and (2) the terms of this Agreement are not intended to release, either by contract or operation of law, any third person from obligations owing by them to either COSA or Corporation.

## **IX. AMENDMENTS**

Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both COSA and Corporation.



#### **X. ENTIRE AGREEMENT**

This Agreement, together with its exhibits, if any, constitute the final and entire agreement between the parties hereto and contain all the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereto, and duly executed by the parties, in accordance with Article VIII.

*Signatures appear on the next page*

**EXECUTED** and **AGREED** to as of the dates indicated below.

<b>CITY OF SAN ANTONIO</b>	<b>CITY OF SAN ANTONIO COUNCIL AIDES CORPORATION</b>
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_____ (Signature)	_____ (Signature)
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Approved as to Form:

\_\_\_\_\_  
City Attorney

**ATTACHMENTS:**

Exhibit "A"	Position Pay Ranges and Job Descriptions
Exhibit "B"	Benefits
Exhibit "C"	City of San Antonio Council Aides Corporation Employee Terms and Acknowledgements
Exhibit "D"	Bylaws

## **EXHIBIT A**

### **CITY OF SAN ANTONIO COUNCIL AIDES CORPORATION EMPLOYEE POSITION PAY RANGES AND JOB DESCRIPTIONS**

#### **Council Aide Pay Ranges**

<b>Job Title</b>	<b>FLSA Status</b>	<b>Range Minimum</b>	<b>Range Maximum</b>
<b>Constituent Services Representative I</b>	Non-Exempt	\$31,200.00	\$46,800.00
<b>Constituent Services Representative II</b>	Non-Exempt	\$34,398.00	\$51,597.00
<b>Constituent Services Director</b>	Exempt	\$43,901.54	\$65,852.31
<b>Communications Director</b>	Exempt	\$43,901.54	\$65,852.31
<b>Event Services Director</b>	Exempt	\$43,901.54	\$65,852.31
<b>Policy Director</b>	Exempt	\$50,821.52	\$76,232.28
<b>Special Assistant to Council</b>	Exempt	\$50,821.52	\$76,232.28
<b>Zoning/Planning Director</b>	Exempt	\$50,821.52	\$76,232.28
<b>Chief of Staff</b>	Exempt	\$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 made for all COSA civilian employees.

#### **JOB DESCRIPTIONS**

**See attached.**

## CONSTITUENT SERVICES REPRESENTATIVE I

EXEMPT STATUS: Non-Exempt

SALARY RANGE: \$31,200.00 - \$46,800.00

### JOB SUMMARY:

Under general supervision, performs constituent service activities for the Council district office. Provides general information and assistance to the public, City departments and other agencies. Works with individuals, advocacy groups and other associations to provide general information or referrals for City services. Exercises no supervision.

### ESSENTIAL JOB FUNCTIONS:

1. Proactively works in the community to help identify concerns or issues.
2. Acts the initial point of contact between the elected official and community residents concerned with issues arising within the district and/or City.
3. Drafts responses to resident concerns and/or questions relating to governmental operations; forwards inquiries to appropriate City Department when necessary; and works to ensure resolution to include closing the case.
4. Educates community members and representatives of various interest groups on general policy and makes appropriate referrals for policy interpretation as necessary.
5. Assists in facilitating meetings and events for the council district.
6. May attend meetings with City Council, City staff, neighborhood associations, other community groups or individuals and organizations as required. These meetings and events may include some evening and weekend work.
7. May conduct site visits for resident concerns or participate in community outreach activities.
8. May aid in research as assigned.
9. Performs related duties and fulfills responsibilities as required.

### EDUCATION AND EXPERIENCE:

1. High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency).
2. Bilingual in English and Spanish is preferred.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of City structure, services, and processes.
2. Knowledge of the respective Council district, its' resident composition, and current trends and developments.
3. Skill in operating a personal computer, related applications, and the use of electronic resources.
4. Ability to utilize tact and discretion when interacting with other Council Offices, constituents, community groups, and the public.
5. Ability to provide excellent customer service and problem solving skills.
6. Ability to ability to work calmly in the presence of constituents who may express frustration or hostility.
7. Ability to maintain effective working relationships.
8. Ability to communicate clearly and concisely.
9. Ability to maintain professional demeanor and appearance.
10. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.



11. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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CREATED: February 2020

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date

## CONSTITUENT SERVICES REPRESENTATIVE II

EXEMPT STATUS: Non-Exempt

SALARY RANGE: \$34,398.00 - \$51,597.00

### JOB SUMMARY:

Under direction, performs a variety of duties involved in the coordination of activities for the Council district office with city departments and external organizations. Provides information and assistance to the public. Works closely with individuals, advocacy groups and other associations to provide information or referrals for City services. May exercise functional supervision over Constituent Services Representative I's.

### ESSENTIAL JOB FUNCTIONS:

1. Proactively works in the community to identify concerns or issues.
2. Acts as liaison between elected official and community residents concerned with issues arising within the district and/or City.
3. Drafts responses to resident concerns and/or questions relating to governmental operations; forwards inquiries to appropriate City Department when necessary; and works to ensure resolution to include closing the case.
4. Educates community members and representatives of various interest groups on policy and makes appropriate referrals for complex policy interpretation to the relevant departments as necessary.
5. Assists in facilitating meetings and events for the council district.
6. May attend meetings with City Council, City staff, homeowners associations, neighborhood associations, other community groups or individuals and organizations as required. These meetings and events may include some evening and weekend work.
7. May conduct site visits for resident concerns or participate in community outreach activities.
8. May aid in research as assigned.
9. Performs related duties and fulfills responsibilities as required.

### EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university.
2. Bilingual in English and Spanish is preferred.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of City structure, services, and processes.
2. Knowledge of the respective Council district, its' resident composition, and current trends and developments.
3. Skill in operating a personal computer, related applications, and the use of electronic resources.
4. Ability to utilize tact and discretion when interacting with other Council Offices, constituents, community groups, and the public.
5. Ability to provide excellent customer service and problem solving skills.

6. Ability to ability to work calmly in the presence of constituents who may express frustration or hostility.
7. Ability to maintain effective working relationships.
8. Ability to communicate clearly and concisely.
9. Ability to maintain professional demeanor and appearance.
10. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
11. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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CREATED: February 2020

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date



## CONSTITUENT SERVICES DIRECTOR

EXEMPT STATUS: Exempt

SALARY RANGE: \$43,901.54 - \$65,852.31

### JOB SUMMARY:

Under general direction, manages the Constituent service office to include but not limited to overseeing all concerns that are received to include providing information and assistance to the public. Works closely with individuals, advocacy groups and other associations to provide information or referrals for City services. Exercises direct supervision over assigned staff.

### ESSENTIAL JOB FUNCTIONS:

1. Oversees the workload for staff including delegating tasks and ensuring cases are distributed equally.
2. Create work policies and procedures for the constituent services staff.
3. May supervise, develop, train, select, and evaluate personnel in the Constituent service office. May help establish guidelines and policy for management of the Constituent service office. May assist the Chief of Staff in evaluation of personnel in accordance with established policies, procedures and guidelines.
4. Acts as liaison between elected official and community residents concerned with issues arising within the district.
5. Drafts responses to resident concerns and/or questions relating to governmental operations; forwards inquiries to the appropriate City Department when necessary and ensures follow-up.
6. Explains policies to community members and representatives of various interest groups and makes appropriate referrals for complex policy interpretation to the relevant entities as necessary.
7. Facilitates meetings and events for the Council district office.
8. Attends meetings with City Council, City staff, neighborhood associations, other community groups or individuals and organizations as required. These meetings and events may include some evening and weekend work.
9. Conducts site visits for resident concerns or participates in community outreach activities.
10. Monitors case trends and data analytics to identify and propose recommendations for process improvement.
11. May conduct research on assigned topics.
12. Performs related duties and fulfills responsibilities as required.

### EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university.
2. Three (3) years of relevant customer service experience.
3. Bilingual in English and Spanish is preferred.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge and understanding of City of San Antonio constituent management systems.
2. Knowledge of City structure, services, and processes.

3. Knowledge of the respective Council district, its' resident composition, and current trends and developments.
4. Skill in operating a personal computer, related applications, and the use of electronic resources.
5. Skill in supervising, training, selecting, monitoring, counseling, and evaluating assigned staff.
6. Ability to provide excellent customer service and problem solving skills.
7. Ability to utilize tact and discretion when interacting with other Council Offices, constituents, community groups, and the public
8. Ability to maintain effective working relationships.
9. Ability to work calmly in the presence of constituents who may express frustration or hostility.
10. Ability to maintain professional demeanor and appearance.
11. Ability to communicate clearly and concisely.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
13. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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CREATED: February 2020

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date



# COMMUNICATIONS DIRECTOR

EXEMPT STATUS: Exempt

SALARY RANGE: \$43,901.54 - \$65,852.31

## JOB SUMMARY:

Under general direction, performs journalistic and public communications work for the development of informational materials, news releases, and other actions necessary to prepare materials for release. Exercises no supervision.

## ESSENTIAL JOB FUNCTIONS:

1. Promotes, supports, and integrates community input into City governance.
2. Oversees the Council district office's social media platforms to include newsletters, social media updates, and resident feedback research.
3. Ensures accurate and timely information flow between the Council district office and residents through newsletters, social media activity and all other appropriate communication platforms.
4. Responsible for media relations of the Council district office to include drafting responses to media inquiries and questions relating to the Council district office and other policy related issues.
5. Drafts and arranges for the distribution of news releases, pamphlets, and special articles.
6. May conduct neighborhood need assessments to include meeting with neighborhood residents, leaders, and community groups to identify needs and available resources.
7. Prepares draft speaking points, speeches, and presentations for Councilmember's appearances.
8. Performs related duties and fulfills responsibilities as required.

## EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university.
2. Three (3) years of relevant experience in Public Relations.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

## KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of communications and marketing principles, methods, and techniques to create a communications plan.
2. Skill in operating a personal computer, related applications, and the use of electronic resources.
3. Skill in utilizing desktop publishing programs.
4. Ability to coordinate with other organizations.
5. Ability to research, gather, write, and graphically present information and prepare it for publication.
6. Ability to plan and execute project timelines, consider and account for possible complications.
7. Ability to provide excellent customer service and problem solving skills.
8. Ability to communicate clearly and concisely.
9. Ability to maintain professional demeanor and appearance.
10. Ability to establish and maintain effective working relationships with those contacted in the course of work.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.



12. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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CREATED: February 2020

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date

## EVENT SERVICES DIRECTOR

EXEMPT STATUS: Exempt

SALARY RANGE: \$43,901.54 - \$65,852.31

### JOB SUMMARY:

Under general direction, plans, coordinates, implements, and facilitates events for the Council district office. May exercise functional supervision for event completion.

### ESSENTIAL JOB FUNCTIONS:

1. Plans, coordinates, manages, implements, and facilitates community Council district office events. Responsible for event logistics to ensure events remain within budget.
2. Coordinates with the Communications Director on promotional materials to promote events and distribute to the community.
3. Manages, recruits and trains the volunteer program for the Council district office.
4. May obtain sponsorship for events by reaching out to local vendors and organizations.
5. May assist with constituent services requests as needed.
6. Performs related duties and fulfills responsibilities as required.

### EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university.
2. Two (2) years of relevant event coordinating/planning experience.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of contractor's guidelines and building policies.
2. Skill in operating a personal computer, related applications, and the use of electronic resources.
3. Ability to coordinate service and venue suppliers for events.
4. Ability to meet work schedules and work independently.
5. Ability to plan, coordinate, and implement various types of events and activities.
6. Ability to assess the needs of the event and develop a plan suited to meet those needs.
7. Ability to interpret and apply policies, procedures, rules, and regulations.
8. Ability to provide excellent customer service and problem solving skills.
9. Ability to work collaboratively and productively with team members.
10. Ability to communicate clearly and concisely.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
13. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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CREATED: February 2020

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date



## POLICY DIRECTOR

EXEMPT STATUS: Exempt

SALARY RANGE: \$50,821.52 - \$76,232.28

### JOB SUMMARY:

Under general direction, **serves as the Councilmember's primary point of contact** for policy research, writing and policy development. Conducts surveys and polls to determine primary public opinion and contrary viewpoints. May exercise direct supervision over assigned staff.

### ESSENTIAL JOB FUNCTIONS:

1. Research policy issues by reviewing of facts and statistics, determining all points of view on the topic, looking at best practices, and other agencies' policies which may have been successful or failed.
2. Develops draft policy from overall concept. Develops a pathway to approval by working with departments and other interest groups to solve gaps and determine implementation strategy.
3. **Writes Council Consideration Requests' (CCRs)** and tracks policy items through attending committee and commission meetings. Meets with City staff to get updates and gather information on CCRs progress.
4. Compiles and analyzes stakeholder input and integrates the findings into policy recommendations.
5. May assist with constituent services requests as needed.
6. Performs related duties and fulfills responsibilities as required.

### EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university. **A master's degree is preferred.**
2. Three (3) years of relevant experience in management, analysis, or policy development.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of organization strategic planning principles.
2. Knowledge of research techniques, methods, and procedures.
3. Knowledge of presentation requirements and methods.
4. Knowledge of public administration practices and local government issues.
5. Skill in operating a personal computer, related applications, and the use of electronic resources as used in libraries.
6. Ability to analyze complex organizational structures and functional relationships.
7. Ability to exercise independent judgment and discretion.
8. Ability to communicate clearly and concisely.
9. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.

13. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date



## **SPECIAL ASSISTANT TO COUNCIL**

EXEMPT STATUS: Exempt

SALARY RANGE: \$50,821.52 - \$76,232.28

### JOB SUMMARY:

Under general direction, provides responsive and confidential work assisting the Councilmember. Work involves coordinating public appearances, media requests, and escalated issues. Works closely with individuals, advocacy groups and other associations to address concerns, provide information, and develop responses. May exercise supervision over assigned staff.

### ESSENTIAL JOB FUNCTIONS:

1. Works on complex programs or projects as directed by the Councilmember or Chief of Staff.
2. Acts as liaison between Councilmember and community regarding concerns about policy topics with substantial impact to the residents.
3. Drafts responses to concerns and/or questions relating to governmental operations, coordinates responses with appropriate City department when necessary, and follows up to ensure resolution.
4. May provide policy explanations to community leaders and representatives of various interest groups.
5. As requested by Councilmember, attends numerous meetings and prepares progress reports concerning activities. These meetings and events may include some evening and weekend work.
6. Conducts research on relevant topics impacting the City and Council district.
7. May supervise, develop, train, select, evaluate, counsel, and if necessary, disciplines personnel. May help establish guidelines and policy for management of the Council district office. May assist Councilmember in evaluation of personnel in accordance with established policies, procedures and guidelines.
8. Performs related duties and fulfills responsibilities as required.

### EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university.
2. Three (3) years of related professional experience.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of City structure, services, and processes.
2. Knowledge of the respective Council district, its' resident composition, and current trends and developments.
3. Skill in operating a personal computer, related applications, and the use of electronic resources.
4. Skill in supervising, training, selecting, monitoring, counseling, and evaluating assigned staff.
5. Ability to provide excellent customer service and problem solving skills.
6. Ability to maintain effective working relationships.
7. Ability to utilize tact and discretion when interacting with other Council Offices, constituents, community groups, and the public
8. Ability to communicate clearly and concisely.
9. Ability to maintain professional demeanor and appearance.



10. Ability to ability to plan and execute project timelines, consider and account for possible complications.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
12. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date

## **ZONING/PLANNING DIRECTOR**

EXEMPT STATUS: Exempt

SALARY RANGE: \$50,821.52 - \$76,232.28

### JOB SUMMARY:

Under general direction, provides consultation and assistance related to residential and commercial development projects. Exercises no supervision.

### ESSENTIAL JOB FUNCTIONS:

1. Oversees future land use and developments in the Council district office by meeting with developers, communicates any requests or discrepancies with City staff and briefs the Chief of Staff and the Councilmember on any required action or decision on their behalf.
2. Manages land use and zoning by analyzing applications; meeting with all stakeholders; and meeting with City staff to review maps, traffic studies, and noise implications.
3. Works to mitigate issues and facilitate overall resolution.
4. Provides consultation regarding residential and commercial development processes for prospective developers, investors, and community interest groups.
5. Oversee all Zoning and Planning requests for the Council district office, including meeting with all applicants, connecting applicants with the nearby homeowners associations (HOAs), neighborhood associations, and organizing and coordinating community meetings between the applicant and the HOAs.
6. Attend Zoning, Planning, and Historic Design & Review Commissions as Council district office representative and provide summary reports.
7. Explains policies and makes appropriate referrals for complex policy interpretation to the relevant City departments.
8. May conduct surveys, site visits, analyze results, and prepare summarized reports.
9. Performs related duties and fulfills responsibilities as required.

### EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university.
2. Three (3) years of relevant construction development related experience.
3. Bilingual in English and Spanish preferred.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of City structure, services, and processes.
2. Knowledge of the respective Council district, its' resident composition, and current trends and developments.
3. Skill in operating a personal computer, related applications, and the use of electronic resources.
4. Ability to research City Code, Local Government Code, and UDC construction codes.
5. Ability to provide excellent customer service and problem solving skills.
6. Ability to plan and execute project timelines, consider and account for possible complications.
7. Ability to maintain effective working relationships.

8. Ability to communicate clearly and concisely.
9. Ability to maintain professional demeanor and appearance.
10. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
11. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date



## CHIEF OF STAFF

EXEMPT STATUS: Exempt

SALARY RANGE: \$72,960.86 - \$116,737.38

### JOB SUMMARY:

Under general administrative direction, directs the operations of the Council district office and staff. Works to preserve the Councilmember's standing in the community. Exercises direct supervision over assigned staff.

### ESSENTIAL JOB FUNCTIONS:

1. Collaborates with City staff to solve complex policy and operational issues.
2. Works with relevant stakeholders on policy items and neighborhood issues.
3. Identify, create, implement and evaluate multidisciplinary Council district office and City strategies.
4. Addresses constituent services requests and complaints, especially escalated issues.
5. Ensures Council district office coverage at all Council sessions, committee and task force meetings, neighborhood associations, homeowner's associations and community events. These meetings and events may include some evening and weekend work.
6. Supervises, develops, trains, selects, and evaluates personnel. Helps establish guidelines and policy for management of the Council district office. Assists Councilmember in evaluation of personnel in accordance with established policies, procedures and guidelines.
7. Coordinates the work flow and training of Council district office secretarial staff.
8. Research, review, analyze, and gather information and material to prepare Councilmember for meetings. This may include drafting notes and speaking points, provide facts and contrary opinion, give community feedback, and share alternative opinions and ways to address concerns.
9. Prepares for Council sessions by pulling agenda, reviewing for items of concern, researching topics, creating summaries, and reviewing with the Councilmember.
10. Responsible for managing the City Council Project Fund (CCPF) and the annual budgeting process of the Council district office, including drafting district requests, reviewing budget packets, and attending department presentations. Assists in the preparation of City Budget amendments.
11. Responsible for managing the appointment process for Council district office boards and commissions.
12. Assists in the planning and completion of all Council district office events.
13. Performs related duties and fulfills responsibilities as required.

### EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university. A master's degree is preferred.
2. Five (5) years of relevant management experience to include 1 year of project oversight experience, preferably in municipal government.

OR Equivalent combination of education and experience.

All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of organization strategic planning principles.
2. Knowledge of research techniques, methods, and procedures.

3. Knowledge of presentation requirements and methods.
4. Knowledge of public administration practices and local government issues.
5. Skill in operating a personal computer, related applications, and the use of electronic resources.
6. Skill in supervising, training, selecting, monitoring, counseling, and evaluating assigned staff.
7. Ability to manage competing deadlines and conflicting priorities for the Council district office.
8. Ability to analyze complex organizational structures and functional relationships.
9. Ability to exercise independent judgment and discretion.
10. Ability to communicate clearly and concisely.
11. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
12. Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations.
13. Ability to establish and maintain effective working relationships with those contacted in the course of work.
14. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
15. Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events and attend meetings at various locations.

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CREATED: February 2020

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Mayor/Councilmember

Date

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Employee Acknowledgement

Date



## **Exhibit B Benefits**

### **Full-time Employee Benefits**

The City of San Antonio Council Aides Corporation will provide its full-time employees benefits that, to the extent legally permissible, mirror COSA non-executive, civilian benefits. In addition, full-time employees of the Corporation will receive a vehicle stipend.

**Texas Municipal Retirement System** – Employees contribute 6% of their salary, and the City contributes approximately two (2) times the employee contribution. Based on actuarial assumptions and methods adopted by TMRS Board, the City's current monthly contribution is 12.35%. Employees become vested after five (5) years of service. Criteria for retirement is five (5) years of service at age 60 or 20 years of service at any age.

**Deferred Compensation Program** – Eligible to save for retirement by voluntarily participating in a Deferred Compensation Plan. Contribution limits are set yearly by the IRS. Employees who wish to participate must contribute a minimum contribution of \$10 per paycheck.

**Health Insurance** – Eligible for participation in City Civilian plan offerings of currently a PPO; HMO; and Consumer Choice Health Plan (CDHP) with premiums at the rate of those established for COSA employees with hired dates post January 1, 2009. Current plan offerings and premiums are subject to change in future to mirror any Civilian plan changes.

**Health Savings Account** – Employees enrolled in the Consumer Choice health insurance option are eligible. Eligibility requirements provide 1) you cannot be covered under any other medical plan and 2) claimed as a dependent on someone else's tax return. The Corporation will contribute to the Health Savings Account amounts consistent with contributions made for COSA civilian employees, currently \$500 for those electing individual coverage and \$1,000 for those electing family coverage. The IRS establishes annual contribution limits.

**Flexible Spending Account** – Employees enrolled in the New Value PPO or HMO health plan options or who cannot open an HSA, can open a Health Care Flexible Spending Account (FSA) to help cover the cost of eligible health care expenses. With each paycheck, employees set aside some portion of pay, before taxes, to use for eligible expenses. The IRS establishes annual contribution limits and reimbursement requirements.

**Flexible Spending Account Daycare/Elder Care** – Employees, regardless of selected healthcare plan, can open and use the Daycare/Elder Care FSA to pay for eligible daycare expenses related to the care of or services provided to children under the age of 13, or tax dependents who are mentally or physically incapable of caring for themselves. Employees set aside a portion of pay from each paycheck, before taxes, to use for eligible expenses. The IRS establishes annual contribution limits and reimbursement requirements.

**Dental** – Eligible for participation in one of two City Civilian insurance offerings: City dental PPO or DHMO option.

**Vision** – Eligible for participation in City Civilian insurance offerings



**Short-Term Disability** – The Corporation offers at no cost to eligible, full-time employees, a disability program as offered to COSA civilian employees with sick leave benefits for non-job-related illnesses or injuries. This program provides employees with a percentage of their salary based on years of service for a maximum of 26 weeks if unable to work as a result of a non-work related disability.

**Long-Term Disability** – The Corporation provides at no cost to eligible, full-time employees, a long-term disability program as offered to COSA civilian employees for those who are unable to work as a result of a non-work related disability. Total benefits are calculated at 40% of salary, minus offsets (i.e. Social Security, etc.). Benefits may begin after 26 weeks of short-term disability benefits. During the annual open enrollment period, employees have the option of purchasing an additional 20% of long-term disability coverage at their expense.

**Life Insurance** – The Corporation provides full-time employees with Basic Life and Accidental Death & Dismemberment Insurance in the amount of one (1) time your annual salary, for each at no cost. Employees also have the option of purchasing Supplemental Life Insurance of up to five (5) times your annual base salary (not to exceed \$1.5 million) with the potential of the approval by the insurer through the completions of an evidence of insurability (EOI). Dependent life is also available for purchase.

**Wellness Programs** – Access to City of San Antonio Wellness Programs designed to improve overall health by offering services focused on physical activity, mental well-being, proper nutrition tobacco cessation, and more.

**Employee Assistance Program** – Employee Assistance Program (EAP): Provides employees services for both personal and professional use. The EAP can provide up to six (6) personal sessions per issue, with unlimited issues for each household member. The EAP is for short-term counseling use.

**Student Loan Repayment** – Full-time Corporation employees receive \$50 payment on principal of eligible loan paid directly to loan service provider.

**Tuition Assistance** – Available for qualifying tuition. The Tuition Assistance Program is intended to provide financial assistance to eligible employees for some of the tuition expenses associated with their college education. Reimbursements are tied to the University of Texas at San Antonio's tuition rate for a four-year institution and the Alamo Colleges rate for a two-year institution.

**Parking Stipend** – Full-time Corporation employee not provided free parking will receive \$65 per month parking stipend.

**Vehicle Stipend** – \$200 per month

**Cell Phone Stipend** – \$50 per month

**Leave** – Full-time Corporation employees can accrue and take leave for vacation, illness, or to tend to personal matters. For the purposes of leave accruals, LGC employees will be given credit for continuous time served as a council aide immediately preceding June 1, 2021.

### Personal Leave

Accrues as follows and must be used or sold back by the end of each calendar year:

<b>PERSONAL LEAVE ACCRUAL TABLE</b>		
<b>LESS THAN 2 YEARS EMPLOYMENT COMPLETED</b>		
On Date of Hire	20 hours	
After Completion of 6-Months of Employment	20 hours	
After Completion of 1 Year of Employment	10 hours Per Fiscal Quarter* (40 hours per year)	
<b><u>YEARS OF EMPLOYMENT</u></b> <b><u>(Completed as of January 1<sup>st</sup>)</u></b>	<b><u>HOURS ACCRUED</u></b> <b><u>PER QUARTER*</u></b>	<b><u>HOURS ACCRUED</u></b> <b><u>PER YEAR</u></b>
2 years	12 hours	48 hours
3 years	14 hours	56 hours
4 years	16 hours	64 hours
5 thru 8 years	18 hours	72 hours
9+ years	20 hours	80 hours
*Accrued at the Start of Each Quarter: January 1, April 1, July 1, & October 1		

Subject to approval through the annual budget adoption process, an eligible full-time employee may “sell back” a portion or all of unused Personal Leave hours, depending on years of service completed, per the table below. Personal Leave Buy-Back typically occurs at the end of the *calendar year*. Accrued Personal Leave hours of less than one hour will not be paid out and must be used or forfeited.

<b>PERSONAL LEAVE BUY BACK TABLE FOR FULL TIME EMPLOYEES</b>	
<b><u>YEARS OF EMPLOYMENT</u></b> <b><u>(As of December 31 of each year)</u></b>	<b><u>HOURS ELIGIBLE FOR BUY-BACK</u></b>
Less than 1 year	0 hours
1 year	16 hours
2 years	32 hours
3 years	48 hours
4 years	64 hours
5 years thru 8 years	72 hours
9+ years	80 hours

### Annual Leave

Accrues on a monthly basis on an employee’s anniversary date following the first six (6) months of employment. Unused Annual Leave may be carried over to the next calendar year up to a maximum accrual of 400 hours. Up to 400 hours of Annual Leave is paid out at the time of the employee’s separation.



COMPLETED YEARS OF SERVICE	ANNUAL LEAVE ACCRUAL TABLE (Accrues Monthly)												
	YEARLY ACCRUAL (days/hrs)	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12*
Date of Hire < 1 yr	5 days/ 40 hours	00	00	00	00	00	00	06	06	06	06	06	10
1 yr < 5 yrs	12 days/ 96 hours	08	08	08	08	08	08	08	08	08	08	08	08
5 yrs < 10 yrs	14 days/ 112 hours	09	09	09	09	09	09	09	09	09	09	09	13
10 yrs < 15 yrs	16 days/ 128 hours	10	10	10	10	10	10	10	10	10	10	10	18
15 yrs < 20 yrs	18 days/ 144 hours	12	12	12	12	12	12	12	12	12	12	12	12
20 yrs < 25 yrs	20 days/ 160 hours	13	13	13	13	13	13	13	13	13	13	13	17
25+ years	22 days/ 176 hours	14	14	14	14	14	14	14	14	14	14	14	22
*Month 12 is the month of the employee's <i>anniversary date</i>													

#### **Paid Parental Leave**

100% of pay for up to 6 weeks in a 12-month period for birth, adoption, or placement of a child for foster care consistent with Administrative Directive 4.4 for COSA employees.

#### **Family Wellness Leave**

Thirty-two (32) hours of paid leave available for use during each fiscal year for qualifying family wellness activities consistent with Administrative Directive 4.4 for COSA employees .

#### **Family Medical Leave Act**

Provisions of the ACT will apply to eligible employees of the LGC consistent with Administrative Directive 4.20 for COSA employees.

#### **Part-Time Employee Benefits:**

**Leave** – Leave is accrued each pay period based on actual hours worked. Part-time employees will accrue leave based on actual hours worked and their tenure as of January 1 of each year, at the following rate:

Part-Time Employee Tenure as of January 1 of each year	Accrual Rate
0 < 5 years	3.50%
5 < 10 years	3.75%
10 < 15 years	4.00%



15 < 20 years	4.25%
20 < 25 years	4.50%
25+ years	4.75%

Part-time employees may only use this leave for hours they have previously been scheduled to work. For example, an employee who is called in to work a shift may not decline to work the shift as well as use leave for it. Part-time employees will be allowed to rollover up to 70 hours of leave each calendar year. Any unused leave above 70 hours will be lost. Any unused leave up to 70 hours will be paid out upon separation.

**Deferred Compensation Program** – Eligible to save for retirement by voluntarily participating in a Deferred Compensation Plan. Contribution limits are set yearly by the IRS. Employees who wish to participate must contribute a minimum contribution of \$10 per paycheck.

## **Exhibit C**

### **City of San Antonio Council Aides Corporation Employee Terms and Acknowledgements**

The City of San Antonio Council Aides Corporation (Corporation) Employees are subject to the following employment terms and conditions:

- I. At-Will Employment Status.** Employees of the Corporation acknowledge they are At-Will not subject to Municipal Civil Service. Unless terminated earlier, their term of employment ends upon the election of a new Council member in their district. Employees acknowledge that if their employing Council member is term limited, does not seek re-election or is not re-elected, said employee will be placed in a hold-over status utilizing their annual leave or leave without pay until it is determined that said employee is not being selected for a position anywhere within the LGC, regardless of the City Council District. Employment is terminable by either Corporation or employee at any time for any reason;
- II. Nondisclosure Noncompete.** Employee agrees that while employed by the Corporation, Employee will not, directly or indirectly, as an employee, agent, proprietor, partner, broker, stockholder, officer, director, or otherwise, render any services to, or on their own behalf engage in or own a part or all of any business, enterprise or development, in conflict with the official duties of the Corporation. Employee further expressly agrees that Employee will not use for their own benefit or disclose to any person confidential information of the Corporation of any kind or character learned while acting as an Employee of the Corporation without the prior written consent of the Corporation.

Property Rights of Corporation. All constituent letters, reports, requests for service and all records of the services performed, any other records and books relating in any manner whatsoever to constituent services are official records and the exclusive property of the Corporation. Upon the termination of employment all such books, records and documents shall remain with the Corporation.

- III. Ethics Code.** Employee understands and agrees that he or she is bound to comply with the provisions of the Ethics Code of the City of San Antonio and further acknowledges that no political or campaign activities can be performed during normal work hours. Employee may participate in political activities commonly associated with and within the scope of political activities of the Corporation or an individual council member, provided such activities do not take place during duty hours. City equipment and resources provided to Employee for use in performing job duties of the Corporation shall not be used directly or indirectly in connection with the political activities commonly associated with and within the scope of political activities of the Corporation or any individual council member.

**IV. Professional Communications.** Employee agrees to provide prompt, courteous, efficient, and professional efforts in performance of job duties.

**V. Social Media.** Employee shall not use social media, or any other communication, to discuss work-related issues or confidential information gained through his/her position. Employee shall exercise good judgment when using social media on and off duty, including when posting pictures or audio files, and will not portray the City of San Antonio or any elected or appointed official in a derogatory, disrespectful, harassing or threatening manner. Employee understands that his or her conduct potentially reflects on the Corporation and elected officials, and will exercise prudent care with all social media communications to reflect the respect and public trust of the position.

**VI. RESERVED**

**EMPLOYEE WARRANTS THAT HE/SHE HAS READ THIS EXHIBIT C CITY OF SAN ANTONIO COUNCIL AIDES CORPORATION EMPLOYEE TERMS AND ACKNOWLEDGEMENTS, UNDERSTANDS ITS CONTENTS PRIOR TO SIGNING THIS ACKNOWLEDGEMENT AND KNOWINGLY AGREES TO THE TERMS AND CONDITIONS OF CORPORATION EMPLOYMENT UPON HIS/HER OWN FREE WILL.**

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**EMPLOYEE**



**EXHIBIT D**  
**BYLAWS**  
**OF**  
**CITY OF SAN ANTONIO COUNCIL AIDES CORPORATION**

**ARTICLE I**

**OFFICES**

The principal office of the (the "Corporation") shall be at the office of the City Clerk, City of San Antonio, Texas (the "City"), which is located at 100 Military Plaza - Second Floor, San Antonio, Bexar County, Texas 78205.

**ARTICLE II**

**DIRECTORS**

**SECTION 2.01. BOARD OF DIRECTORS.** The affairs of the Corporation shall be managed by an eleven (11) member board of directors (the "Board") or such greater or lesser number to be equivalent at all times with the total number of positions constituting the City Council of the City. The Board shall be composed in its entirety of persons who are members of the City Council of the City, and whose terms of officeshall be fixed by and run coterminous with their respective terms of office on such City Council of the City.

**SECTION 2.02. FILLING VACANCIES.** Vacancies on the Board, including vacancies to be filled by reason of an increase in the number of directors, shall be filled for the unexpired term by the person qualified to serve the specific unexpired term by virtue of that person's selection, in the manner prescribed by law, to serve the associated respective unexpired term of membership on the City Council of the City.

**SECTION 2.03. POWERS OF CORPORAT ION TO BE EXERCISED BY BOARD.** The property and business of the Corporation shall be managed by the Board which may exercise all powers of the Corporation and do all lawful acts.

**SECTION 2.04. PLACE OF BOARD MEETINGS.** Meetings of the Board may be held at such place or places in the State of Texas as the Board from time to time may determine; provided, however, in the absence of any such determination by the Board of Directors, the meetings shall be held at the City Council Chambers of the City.

**SECTION 2.05. REGULAR BOARD MEETINGS.** Regular meetings of the Board may be held on such dates and at such time and places as shall from time to time be determined by the Board; provided, however, in the absence of any such determination by the Board, the meetings shall be held at the City Council Chambers of the City. Public notice of such regular meetings shall be provided as required by Section 3 .01 herein below, a copy of which notice shall be given to the City Clerk of the City.

**SECTION 2.06. SPECIAL BOARD MEETINGS.** Special meetings of the Board may be called by the President on three days' notice to each director, and upon public notice as provided in Section 3.01 herein below, and shall be called by the President or Secretary also on three days' notice to each director, and upon public notice as provided in Section 3.01 herein below, on the written request of two directors. Emergency meetings shall be called by the President on two hours' notice, but only upon compliance with the public notice requirements as provided in Section 3.01 herein below.

**SECTION 2.07. QUORUM.** At all meetings of the Board the presence of a majority of the directors shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board, except as may be otherwise specifically provided by these Bylaws.

**SECTION 2.08. NO COMPENSATION PAID TO DIRECTORS.** Directors, as such, shall receive no compensation for services rendered as directors, but shall be reimbursed for all reasonable expenses incurred in performing their duties as directors.

**SECTION 2.09. COMMITTEES.** The Board may by resolution or resolutions adopted by the Board, establish one or more committees, each committee to consist of two or more of the directors of the Corporation. Such committee or committees shall have such name or names, and such powers, as may be determined from time to time by resolution adopted by the Board.

**SECTION 2.10. COMMITTEE MINUTES.** The committees shall keep regular minutes of their proceedings and report the same to the Board when required.

### **ARTICLE III**

#### **NOTICES**

**SECTION 3.01. OPEN MEETINGS ACT.** The Board, all actions of the Board, all meetings of the Board, whether regular, special, or emergency, and all meetings of committees of the Board shall be subject to the public notice requirements of the Texas Open Meetings Act, Chapter 551, Texas Government Code.

**SECTION 3.02. NOTICE TO DIRECTORS.** Whenever under the provisions of any statute or these Bylaws, notice is required to be given to any director, it shall not be construed to mean personal notice, but such notice may be given in writing, by mail, addressed to such director at such address as appears on the books of the Corporation, and such notice shall be deemed to be given at the time when the same shall be thus mailed.

**SECTION 3.03. WAIVER OF NOTICE BY DIRECTORS.** Whenever any notice is required to be given to a director under the provisions of any statute or of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.



## **ARTICLE IV**

### **OFFICERS**

**SECTION 4.01. SELECTION OF VARIOUS OFFICERS.** The officers of the Corporation shall be: The Mayor of the City shall serve as the President, The Mayor Pro Tem of the City shall serve as the Vice President, The City Clerk of the City shall serve as the Secretary of the Corporation, and the Chief Financial Officer of the City shall serve as the Treasurer of the Corporation.

**SECTION 4.02. APPOINTMENT OF OTHER OFFICERS AND AGENTS.** The Board may appoint such other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

**SECTION 4.03. REMOVAL OF OFFICERS.** Any officer elected or appointed by the Board may be removed at any time by the affirmative vote of a majority of the whole Board. If the office of any officer becomes vacant for any reason, the vacancy shall be filled by the Board.

**SECTION 4.04. EXECUTIVE DIRECTOR OF CORPORATION.** The City's Assistant to City Council shall serve as Executive Director of the Corporation, who shall be the Chief Administrative Officer of the Corporation and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

### **THE PRESIDENT**

**SECTION 4.05.** The President shall preside at all meetings of the directors.

**SECTION 4.06.** The President shall be ex-officio a member of all standing committees, shall have general supervision of the management of the business of the Corporation, and shall see that all resolutions of the Board are carried into effect.

**SECTION 4.07.** The President shall execute bonds, mortgages and other contracts except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board to some other officer or agent of the Corporation.

### **THE VICE PRESIDENT**

**SECTION 4.08.** The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President, and shall perform such other duties as the Board shall prescribe.

### **THE SECRETARY**

**SECTION 4.09.** The Secretary shall attend all sessions of the Board and record all votes



and the minutes of all proceedings in a book to be kept for that purpose and shall perform like duties for the standing committees when required. The Secretary shall give, or cause to be given, notice of all meetings of the Board and shall perform such other duties as may be prescribed by the Board or the President. The Secretary shall keep in safe custody the seal of the Corporation and, when authorized by the Board, affix the same to any instrument requiring it, and, when so affixed, it shall be attested by the Secretary's signature. When the corporate seal is required as to instruments executed in the course of ordinary business, the Secretary shall attest to the signature of the President or Vice President and shall affix the seal thereto. The Board may appoint one or more persons to serve as an Assistant Secretary, which person may, but need not be, a director. The Assistant Secretary may perform any duty granted to the Secretary in these Bylaws and/or in any resolution approved by the Board.

### **THE TREASURER**

**SECTION 4.10.** To the extent not otherwise provided by the Board, by rules or regulations, in resolutions relating to the issuance of bonds, or in any financing documents relating to such issuance, the Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall deposit all moneys and other valuable effects in the name and to the credit of the Corporation in a depository as shall be designated by the Board. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, taking proper vouchers for such disbursements and shall render to the President and directors, at the regular meetings of the Board, or whenever they may require it, an account of all transactions performed as Treasurer and of the financial condition of the Corporation. The Board may appoint one or more persons to serve as an Assistant Treasurer, which person may, but need not be, a director. The Assistant Treasurer may perform any duty granted to the Treasurer in these Bylaws and /or in any resolution approved by the Board.

**SECTION 4.11. SURETY BONDS.** The Board may require the President, Vice President, the Secretary, any Assistant Secretary, the Treasurer, and any Assistant Treasurer to give the Corporation bonds in such sums and with such surety or sureties as shall be satisfactory to the Board for the faithful performance of the duties of their office and for the restoration to the Corporation, in case of such person's death, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in such person's possession or under such person's control belonging to the Corporation.

**SECTION 4.12. FACSIMILE SIGNATURES.** The provisions of the Texas Uniform Facsimile Signature of Public Officials Act shall be applicable to the Corporation, which is a duly constituted instrumentality of the City, a political subdivision of the State of Texas.

## **ARTICLE V**

### **FISCAL PROVISIONS**

**SECTION 5.01. RESTRICTIONS ON PAYMENT OF FUNDS.** No dividends shall ever be paid by the Corporation and no part of its net earnings remaining after payment of its expenses shall be distributed to or inure to the benefit of its directors or officers or any individual, firm,

corporation, or association, except that in the event the board of directors shall determine that sufficient provision has been made for the full payment of the expenses, bonds, and other obligations of the Corporation, then any net earnings of the Corporation thereafter accruing shall be paid to the City. No part of the Corporation's activities shall be carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office during duty hours for services. City equipment and resources provided to the Council Aide for use in performing services shall not be used directly or indirectly in connection with the political activities commonly associated with and within the scope of political activities of City Council.

**SECTION 5.02. EXECUTION OF FINANCIAL INSTRUMENTS.** All checks, demands for money, withdrawals of money, notes, time and demand deposits and certificates of deposit shall be signed by the Treasurer or his designee or such other person or persons as the Board of Directors from time to time may designate by resolution or other action of the Board of Directors or as may be designated in any financing documents relating to the issuance of bonds or other obligations of the Corporation, provided that in the case of checks at least one of the authorized signatories shall be an officer of the Corporation.

**SECTION 5.03. FISCAL YEAR.** The fiscal year of the Corporation shall be the same as the fiscal year of the City.

**SECTION 5.04. BOOKS AND RECORDS.** The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the Board and committees having any of the authority of the Board. All books and records of the Corporation shall be kept at the principal office of the Corporation where they shall be available to the public in accordance with the applicable provisions of the Open Records Act (Chapter 552, Tex. Government Code, as amended).

**SECTION 5.05 STAFF FUNCTIONS.** Staff functions for the Corporation may be performed by the City as directed by the City Council of the City. The Corporation shall pay, to the extent funds of the Corporation are legally available, the amount of costs for such services from fees collected by it, as from time to time shall be billed to the Corporation by the City.

## **ARTICLE VI**

### **SEAL**

The corporate seal shall be circular and shall have inscribed in the outer circle "City of San Antonio, Texas Council Aide Corporation". Said seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced or otherwise.

## **ARTICLE VII**

### **AMENDMENT AND INTERPRETATION OF BYLAWS**



**SECTION 7.01. AMENDMENT OF BYLAWS.** These Bylaws may be amended at any time and from time to time by majority vote of the Board with approval of the City by resolution of the City Council of the City, provided, however, such amendments will always be consistent with the Articles of Incorporation.

**SECTION 7.02. INTERPRETATION OF BY LAWS.** These Bylaws and all the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section or other part of these Bylaws, or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of these Bylaws and the application of such word, phrase, clause, sentence, paragraph, section or other part of these Bylaws to any other person or circumstance shall not be affected thereby.

## **ARTICLE VIII**

### **CODE OF ETHICS**

It is the policy of the Corporation that Directors and officers must follow the City's Code of Ethics adopted on June 21, 2018 as it may be amended from time to time by the Council.

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**ADOPTED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, of 2021.

\_\_\_\_\_  
President, Board of Directors  
City of San Antonio Council Aide Corporation

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors  
City of San Antonio Council Aide Corporation