



**CITY OF SAN ANTONIO
OFFICE OF THE CITY COUNCIL
COUNCIL CONSIDERATION REQUEST**

2019 AUG -8 PM

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TO: Mayor and City Council
FROM: Councilmember Roberto C. Treviño
COPIES TO: Erik Walsh, City Manager; Leticia Vacek, City Clerk; Andy Segovia, City Attorney; John Peterek, Assistant to the City Manager; Christopher Callahan, Assistant to City Council, Mayor and City Council
SUBJECT: Equitable Council Aide Compensation
DATE: August 8, 2019

Issue For Proposed Consideration

I ask for your support for the inclusion of the following item on the agenda of the earliest available meeting of the either the Governance Committee, Audit Committee, or the Community Health and Equity Committee:

The three most important roles of councilmembers are: 1. Represent the people who elected them, 2. Provide oversight of the City (it's policies, programs, and people), and 3. Create public policies that benefit the community. These are the core reasons councilmembers are elected. Without an educated, experienced, professional, and service-focused staff, councilmembers cannot fulfill the duties of the office in a capable manner.

Given City Staff and City Council did not have the Council Aide Compensation Budget discussion requested in an Interdepartmental Memo dated June 20, 2019, a more formal approach to discuss policy is necessary.

Historically, the compensation and benefits budgets for City Council Aides has paled in comparison to City of San Antonio departments/employees who perform comparable jobs; therefore, I propose the following budget amendment to be included in the FY20 budget, either with a budget amendment prior to the adoption of the FY20 budget, or at the latest, by the midyear budget adjustment:

A total increase in the budget for all eleven council offices in the amount of \$1,305,426 (see attached proposal document for a line item breakdown).

Additionally, this should inform a path to fund the total of the Salary High dollar amount in the FY21 budget to address the compensation inequity that has historically existed.



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In an effort to identify funds to cover this budget amendment request, I also propose City Council HR budget line item (Salary, Health Insurance, Parking, IRA, Phone Allowance, Vehicle Allowance) Prior Year Carryforward balances for all council offices be used as a partial funding offset.

Brief Background

Attached is an eleven-year history of City Council Aide compensation budgets. In six out of the past eleven years, the annual year-over-year budget increase was less than ten percent, with two years having no increase. In all but one year (FY19), benefits were not funded for all eligible full-time employees and for eight out of eleven years, there were no Council Aide benefits for several benefit categories available to CoSA employees. Also attached are CoSA Job Descriptions with pay ranges as posted on CoSA web pages. These job descriptions accurately overlap the experience required and the duties performed by Council Aide staffs, with the exception of compensation and benefits. Additionally, Council Aides both attend and host community meetings, public input sessions, board and commission meetings all of which require extended hours of work into the evenings and on weekends.

Submitted for Council consideration by: _____

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Supporting Councilmembers' Signatures (4 only)

1. _____
2. _____
3. _____
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District

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FY20 Council Aide Budget Proposal - based on COSA Job Descriptions & Salary Ranges

#	COSA Job Title	Council Aide Job Title	Salary: Low	Salary: High	Salary: Average
1	Assistant to City Council	Chief of Staff	\$92,718	\$148,349	\$120,533
2	Special Projects Manager	Policy Director	\$61,627	\$104,765	\$83,196
3	Special Projects Manager	Zoning/Planning Director	\$61,627	\$104,765	\$83,196
4	Management Analyst	Constituent Service Director	\$43,540	\$65,310	\$54,425
5	Public Engagement Officer	Communications Director	\$52,683	\$79,024	\$65,853
6	Community Servs Specialist	Constituent Services	\$35,983	\$53,974	\$44,979
7	Community Servs Specialist	Constituent Services	\$35,983	\$53,974	\$44,979
Salary Average Totals					\$497,160
FICA (7.65%)					\$38,033
Health Insurance					\$39,690
Parking					\$6,552
IRA Match					\$28,000
Phone Allowance					\$5,880
Vehicle					\$16,800
Total Budget Per Office					\$632,115
Budget for 11 Offices					\$6,953,266
COSA Proposed FY20 Budget					\$5,647,840
Additional Budget Funds Required To Fully Fund					\$1,305,426

Council Aide Budget (FY09 - FY19)

Personal Services	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Total Allowed FTEs	5	5	6	6	6	6	6	6	6	7	7
Fully Funded # of FTEs	4	4	4	4	4	4	4	4	4	6	7
FTE (Salary+FICA)	\$172,931	\$172,931	\$214,601	\$234,794	\$264,849	\$264,849	\$275,445	\$280,787	\$292,019	\$323,675	\$392,723
Health Insurance	\$15,120	\$15,120	\$15,120	\$15,120	\$15,120	\$15,120	\$15,120	\$15,120	\$20,078	\$28,800	\$37,800
Parking	\$5,616	\$5,616	\$5,616	\$5,616	\$5,616	\$5,616	\$5,616	\$5,616	\$5,616	\$5,616	\$6,552
IRA match (max)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,440	\$16,500	\$19,250
Phone allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$5,040	\$5,880
Tuition reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,197	\$9,000	\$10,500
Vehicle allowance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$14,400	\$16,800
Total Budget	\$193,667	\$193,667	\$235,337	\$255,530	\$285,585	\$285,585	\$296,181	\$301,523	\$341,350	\$403,031	\$489,505
% Increase of Salary		0.00%	24.10%	9.41%	12.80%	0.00%	4.00%	1.94%	4.00%	10.84%	21.33%
Average Salary/FTE	\$34,586	\$34,586	\$35,767	\$39,132	\$44,142	\$44,142	\$45,908	\$46,798	\$48,670	\$46,239	\$56,103

1071 Assistant to City Council / 600 E Unclassified
Salary \$92,718.08 – \$148,348.72

Job Description

Under direction, is responsible for maintaining communication between the City Council, the Mayor, City staff, citizens and the media; responds to inquiries and complaints from the public on behalf of the Council; and provides highly responsible and complex administrative support to members of the City Council. Exercises direct supervision over staff.

Essential Job Functions

- Maintains effective communication between the City Council, the Mayor, City staff, citizens, and the media; coordinates briefing sessions and meetings; distributes correspondence to appropriate City departments; and prepares response statements to City departments, outside agencies, and citizens.
- Coordinates travel plans for members of the City Council and establishes and reviews itineraries and travel calendars with council members.
- Coordinates and supervises the work of staff responsible for providing secretarial and clerical support for members of the City Council.
- Responds to and resolves, on behalf of the City Council, sensitive inquiries and complaints from both internal and external sources; coordinates work with special citizens' groups; and coordinates City involvement with other governmental agencies.
- Plans and coordinates receptions and other special events for the City; and coordinates involvement with other governmental and outside agencies.
- Performs research for special projects as assigned by the City Council or City Manager and compiles and summarizes information to submit to appropriate parties.
- Represents the City on a variety of boards and committees; attends and participates in meetings; and stays abreast of City policies and procedures.
- Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; and works with employees to correct deficiencies.
- Attends City Council meetings; provides staff assistance to Council during meetings; and attends to needs and requests of Council.
- Performs related duties and fulfills responsibilities as required.

Job Requirements

- Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Public Administration, Communications or a related field.

- Five (5) years of increasingly responsible professional and administrative research and analytical experience in a municipal government.
- Or Equivalent combination of education and experience.
- Valid Class 'C' Texas Driver's License.

Knowledge, Skills, and Abilities

- Knowledge of current social, political, and economic trends and problems of municipal government.
- Knowledge of concerns and interests of civic groups, governmental agencies, and the general public.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of sources of information related to a broad range of municipal programs, series, and administration.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.
- Ability to provide effective leadership in coordinating and promoting administrative activities.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to effectively administer and coordinate a variety of City-wide programs and events.
- Ability to interpret and apply City policies, procedures, laws, and regulations.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Ability to prepare clear and concise reports and develop appropriate recommendations.
- Ability to travel with members of the Council as requested.
- Ability to maintain confidentiality in the performance of duties.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.

Physical Requirements

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. Working conditions are in an office environment.

866 / SPECIAL PROJECTS MANAGER

Salary \$61,626.50 - \$104,764.92 Annually

Job Summary

Under administrative direction, is responsible for managing and coordinating complex administrative projects or activities that require a high degree of specialized knowledge. Conducts research, provides data, makes recommendations, and implements solutions to achieve project goals and objectives. Exercises direct supervision over assigned staff.

Essential Job Functions

- Manages and coordinates projects and activities between various divisions, City departments, public agencies, and/or private sector representatives.
- Seeks and evaluates information from a variety of sources; provides specialized reports as requested by management.
- Oversees coordination between divisions/departments throughout duration of projects.
- Prepares and delivers presentations.
- Coordinates and prepares reports and correspondence in response to requests for information from City Manager's Office and Mayor & Council Offices; may also prepare City Council agenda material such as ordinances, council memos, etc.
- Suggests and implements management solutions to address new or ongoing problems within department or division.
- May assist in preparing and monitoring of annual departmental or divisional budget.
- Serves as departmental/divisional representative at conferences and meetings.
- May supervise, train, and evaluate staff.
- Performs related duties and fulfills responsibilities as required.

DEPARTMENT-SPECIFIC JOB FUNCTIONS: (General variations in Job Functions by Department)

- Parks & Recreation: Coordinates and prepares Departmental Requests for Proposals (RFP) for applicable licenses, leases, and concession contracts. Coordinates and prepares specialized contracts, leases, and license agreements for the Department.
- Office of Management & Budget: As leader of Management Response Team, coordinates special projects as assigned by the Management Team.
- Coordinates City efforts regarding efficiency improvements, privatization efforts, and managed competition programs. Performs specialized analysis, including cost of service and performance evaluation, and makes recommendations for solutions to problems.
- Assists departments in compiling, organizing, and presenting proposals to Management Team and City Council. Assists City efforts regarding the development, evaluation, and negotiation of inter-local agreements and collective bargaining processes.

Job Requirements

- Bachelor's Degree from an accredited college or university. A Master's Degree is highly desirable.
- Three (3) years of increasingly responsible experience in planning, business, finance, or a related field.
- Two (2) years of supervisory experience.

Knowledge, Skills, and Abilities

- Knowledge of administrative and management practices.
- Knowledge of research techniques, methods, and procedures.
- Knowledge of presentation requirements and methods.
- Knowledge of accounting methods, practices, and procedures.
- Knowledge of public administration practices and local government issues.
- Skill in utilizing a personal computer and associated software programs.
- Ability to operate a computer keyboard and other basic office equipment.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations.
- Ability to implement policies and procedures.
- Ability to communicate clearly and effectively.
- Ability to establish and maintain effective working relationships with employees, management and the general public.

Physical Requirements

Physical requirements include frequently lifting/carrying up to 5 pounds and occasional lifting/carrying up to 15 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment with occasional exposure to hazardous materials, bodily fluids, infectious diseases and unfavorable fumes, vapors and odors.

46 MANAGEMENT ANALYST

Salary \$43,539.86 - \$65,309.66 Annually

Job Summary

Under general direction, is responsible for performing administrative professional work coordinating projects and activities between various divisions, departments, public agencies, and private sector representatives. Working conditions are primarily in an office environment. May exercise supervision over assigned staff.

Essential Job Functions

- Monitors and evaluates assigned programs and projects, sets deadlines, analyzes issues, and provides recommendations.
- Implements, monitors and evaluates new programs.
- May assist in the preparation and monitoring of the annual budget.
- Prepares written reports and presentations on project progress and results.
- Works to ensure coordination between divisions within the department.
- Organizes and prepares written summaries of project reports and action plans in a timely manner.
- Performs related duties and fulfills responsibilities as required.

Job Requirements

- Bachelor's Degree from an accredited college or university with preferable coursework in Business, Public Administration, or a related field.

DEPARTMENT SPECIFIC:

- Municipal Court
- SAPD
- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor
- Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

Knowledge, Skills, and Abilities

- Knowledge of management study principles.
- Knowledge of computer software and hardware applications.
- Knowledge of budget and accounting principles.
- Knowledge of project management methods.
- Knowledge of training techniques.
- Knowledge of general statistical and quantitative methods.
- Ability to analyze and recommend solutions to management and organizational problems.
- Ability to assist in the preparation of budgets and accounting systems.
- Ability to operate a computer keyboard and other basic computer equipment.

- Ability to develop and implement innovations towards improving the department's operations and delivery of services.
- Ability to assess data processing needs and submit requests to the Information Technology Services Department.
- Ability to provide technical assistance and training to computer users.
- Ability to communicate clearly and effectively.
- Ability to develop, implement, and evaluate new programs.

2380 PUBLIC ENGAGEMENT OFFICER

Salary \$52,682.50 - \$79,024.14 Annually

Job Summary

Under general direction, is responsible for performing media relations and community engagement to promote, support, and integrate community involvement into City governance. Provides public relations support for a City department to improve the timely and accurate distribution of information to the public. May be required to drive a vehicle and conduct field work. Working conditions are primarily inside an office environment. May exercise supervision over assigned staff.

Essential Job Functions

- Plans, develops, and implements strategies and programs to help facilitate community involvement with City departments, programs and initiatives.
- Develops and implements City policies, procedures, and protocol designed to engage community input on various City programs and initiatives.
- Conducts neighborhood need assessments, meets with neighborhood residents, leaders, and community groups to identify needs and available resources.
- Confers with management concerning material to be prepared and style of presentation.
- Arranges for the distribution of news releases, pamphlets, and special articles.
- Prepares or edits scripts to be presented over communications media; outlines of material for newspaper photographers; and display advertising for newspapers, posters, handbills, exhibits or programs.
- Attends committee meetings and public gatherings to obtain information for and provide information concerning the City.
- Monitors social media and fosters two-way dialogue with residents through social media channels.
- Facilitates public dialogues and consensus building to identify and resolve issues between the City and various community stakeholders.
- Assesses various community concerns, values, and opinions on City projects, programs, and initiatives, and presents findings to City staff.
- Consults with City staff to develop and implement public information training materials, bulletins, and presentations.
- Establishes and maintains effective relationships with community leaders, City Officials, the media, and the general public.
- Coordinates and facilitates community research and responses to technical documents issued by City departments, developers and other jurisdictions.
- Performs related duties and fulfills responsibilities as required.

Job Requirements

- Bachelor's Degree from an accredited college or university with major coursework in Journalism, Public Relations, Communications, or a related field.
- Three (3) years professional experience in Public Relations.

Knowledge, Skills, and Abilities

- Knowledge of marketing principles, methods, and techniques.
- Knowledge of public relations principles, practices, and techniques.
- Knowledge of journalistic principles, practices, and procedures.
- Knowledge of television production procedures, audience needs, and producer's goals.
- Skill in operating a personal computer and utilizing rudimentary software.
- Skill in utilizing desktop publishing programs.
- Skill in data analysis and problem solving.
- Ability to operate a computer keyboard and other basic office equipment.
- Ability to utilize marketing principles to create a successful plan.
- Ability to coordinate with other organizations.
- Ability to use conflict resolution and negotiation.
- Ability to establish effective relationships with co-workers, supervisors, the general public and other professionals in the public information field.
- Ability to research, gather, write, and graphically present information and prepare it for publication.
- Ability to communicate clearly and effectively.

2062 COMMUNITY SERVICES SPECIALIST
Salary \$35,982.96 - \$53,974.44 Annually

Job Summary

Under general supervision, is responsible for assisting in the implementation, coordination, and continuous review of various community service programs. May exercise functional and technical supervision over assigned staff.

Essential Job Functions

- Acts as liaison between local agencies concerned with the functions and operations of the program.
- Interprets program guidelines, and other policies and procedures for operating agencies.
- May conduct periodic visits to outside agencies and department programs and prepares written reports of observations on the quality of services and program management.
- Receives, reviews, coordinates, and replies to correspondence submitted by operating agencies.
- Participates with agencies and department programs in recognizing operational problems; assists in making required adjustments; and promotes program innovation.
- May assign, evaluate and monitor completion of tasks.
- Performs related duties and fulfills responsibilities as required.

Job Requirements

- Bachelor's Degree from an accredited college or university.
- Two (2) years of increasingly responsible experience in social service or related experience.

DEPARTMENT SPECIFIC:

- SAPD
- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony
- Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor
- Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.
- Valid Class 'C' Texas Driver's License.

Knowledge, Skills, and Abilities

- Knowledge of community service programs.
- Knowledge of social work and management practices.
- Knowledge of principles and practices of supervision, training, and personnel management.
- Knowledge of the community and its needs.
- Ability to make initial determination of services needed by clients and make proper referrals.
- Ability to organize and prioritize assignments.
- Ability to document clearly and concisely pertinent information.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to assign and schedule subordinate staff.
- Ability to train and counsel subordinate staff.

Physical Requirements

Physical requirements include frequent lifting/carrying up to 15 pounds and occasional lifting/carrying up to 50 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment with occasional exposure to hazardous materials, bodily fluids, infectious diseases and unfavorable fumes, vapors and odors.