

CITY OF SAN ANTONIO
Interdepartmental Correspondence

TO: Mayor and City Council

FROM: Andrew Martin, City Attorney
 Louis A. Lendman, Director of Management & Budget

SUBJECT: Amendment to Council Administrative Assistant Policy Ordinance

DATE: January 8, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance amends the Council Administrative Assistant Policy Ordinance (Ordinance #98405) to revise the number of full-time administrative assistants that may be contracted with the Mayor and each City Councilmember, to provide administrative services at any given time from four to five.

BACKGROUND INFORMATION

On November 6, the Mayor and City Council passed an ordinance defining the compensation, classifications and benefits to be made available to persons contracted with the Mayor and City Councilmembers, respectively, to provide administrative services. Specifically, the November 6 action established the maximum number of full-time administrative assistants at four. On December 17, the Governance Committee considered a Council Consideration Request (CCR) (copy attached) from Mayor Garza seeking Council action to increase the number of full-time administrative assistants to five with the provision that no additional funds would be budgeted to support the increased number of full-time assistants. Additionally, the CCR seeks Council action clarifying by ordinance that Council assistants, in addition to serving constituents, may perform specific duties such as administrative services, assist with media/public relations and perform other duties as assigned.

The Governance Committee voted to recommend to the full Council that the number of full-time Council assistants be increased to five with the provision that no additional funds would be budgeted to accommodate the increase. With respect to the second action requested by the CCR, the City Attorney stated his opinion that the current language in the Administrative Assistant Policy Ordinance concerning the duties of Council assistants was inclusive enough to cover the specific duties suggested by the CCR as well as all other duties that may be assigned to a Council assistant consistent with providing service to the Mayor and each Councilmembers in connection with their official duties. With this statement, the Governance Committee concluded that it was not necessary to add any further specific duties to the Administrative Assistant Policy Ordinance.

POLICY ANALYSIS

The proposed ordinance is consistent with actions contemplated at the time the FY 2004 Budget was adopted by the City Council on September 18, 2003 and with the recommendations of the Governance Committee on December 17.

FISCAL IMPACT

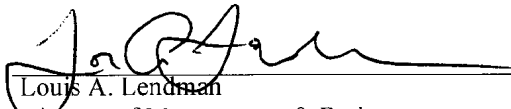
The proposed ordinance does not require the appropriation of any additional funds. Approximately \$1.5 million is budgeted in FY 2004 to cover expenditures associated with administrative assistants for the Mayor and Councilmembers. These resources are adequate to cover the expense of the additional positions.

COORDINATION

This ordinance has been coordinated the City Attorney's Office and the Office of Management & Budget.




Andrew Martin
City Attorney



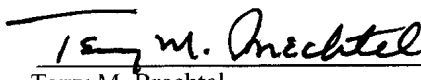
Louis A. Lendman
Director of Management & Budget

APPROVED:



Erik Walsh
Assistant to the City Manager

APPROVED:



Terry M. Brechtel
City Manager

CITY OF SAN ANTONIO
OFFICE OF THE MAYOR
INTERDEPARTMENTAL CORRESPONDENCE

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK

2003 DEC 15 AM 8:39

To: City Councilmembers

From: Mayor Edward D. Garza, Mayor of the City of San Antonio

Copies to: City Manager; City Attorney; City Clerk; Budget Department

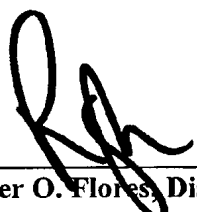
Subject: Council Consideration Request to Amend the Budget Sections which address Administrative Assistants and their duties

Date: December 12, 2003


The undersigned members of the City Council and I are considering amending the budget ordinance to provide for additional assistance to the Council. We recommend increasing the number of administrative assistants and adding responsibilities for each aide. The changes we are considering are the following:

1. increase the number of full-time assistants from no more than 4 to no more than 5, without increasing the funds currently budgeted for each Councilmember and the Mayor; and
2. in addition to assisting the Council in serving constituents, assistants will also provide administrative services, assist with media/public relations and perform other duties as assigned.

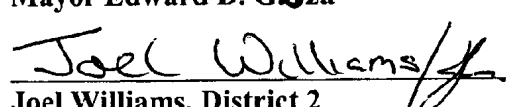
City staff is directed to include this matter as an item on the Governance Committee agenda for discussion, then for City Council's consideration and possible action at the meeting of December 18, 2003.



Roger O. Flores, District 1



Mayor Edward D. Garza

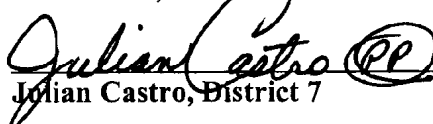


Joel Williams, District 2

Ron H. Segovia, District 3

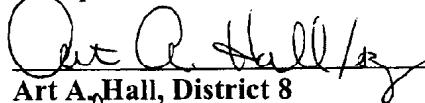
Richard Perez, District 4

Patti Radle, District 5



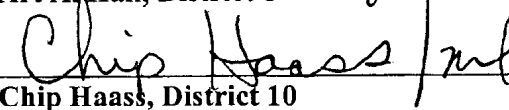
Julian Castro, District 7

Enrique M. Barrera, District 6



Art A. Hall, District 8

Carroll W. Schubert, District 9



Chip Haass, District 10