

AN ORDINANCE **98694**

**AMENDING ORDINANCE NO. 98405, TO INCREASE THE NUMBER OF FULL TIME ADMINISTRATIVE ASSISTANTS THAT MAY BE HIRED BY EACH COUNCILMAN OR THE MAYOR FROM NO MORE THAN FOUR (4) FULL-TIME POSITIONS TO NO MORE THAN FIVE (5) FULL-TIME POSITIONS, WITHOUT INCREASING THE ADOPTED BUDGET FOR THESE SERVICES; AS REQUESTED BY MAYOR EDWARD D. GARZA.**

**WHEREAS**, pursuant to Ordinance No. 98405 dated November 6, 2003 City Council adopted an ordinance defining the compensation, classifications and benefits to be made available to persons contracted by the Mayor and City Council to provide administrative services, including a limitation of 4 as the maximum number of full-time administrative assistants that may be retained; and

**WHEREAS**, on December 17, 2003 the Governance Council Committee (the "Committee") considered a Council Consideration Request (CCR) from Mayor Garza seeking City Council action to increase the number of full-time administrative assistants to five with the provision that no additional funds would be needed to support the increased number of full-time assistants; and

**WHEREAS**, the CCR also sought City Council action clarifying that Council administrative 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, however it has been determined by the Committee, based on the advice of the City Attorney that it is not necessary to modify the existing duties of administrative assistants as originally anticipated; and

**WHEREAS**, the Committee now recommends to the full City Council that the number of full-time Council assistants be increased to five with the provision that no additional funds be allocated to accommodate this increase; **NOW THEREFORE:**

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

**SECTION 1.** The third paragraph of Section 1 in Ordinance No. 98405 passed and approved on November 6, 2003, is hereby deleted in its entirety, and the following provision is substituted in its place:

**Administrative Assistant Compensation.** The amount of \$119,544 is budgeted for administrative assistant compensation for the Mayor and each Council District. Mayor and each Councilmember may use these funds to contract for the services of no more than the equivalent of five (5) full-time administrative assistants to assist in serving constituents. Provided funds

exist in the district budget, administrative assistants employed full-time can be paid up to \$44,084 annually. Payment for part-time administrative assistants shall be paid on a pro-rata basis. Administrative assistants are not City Employees, but are employees of the Mayor or the individual Councilmembers. These administrative assistants answer only to the Mayor or Councilmember and represent only the Mayor's or Councilmember's point of view in serving constituents.

**SECTION 2.** The revisions to Ordinance No. 98505 set out above shall be effective as of January 1, 2004. Provisions of this Ordinance not otherwise amended shall remain in full force and effect.

**SECTION 3.** This ordinance shall become effective on the tenth (10<sup>th</sup>) day after the passage hereof.

***PASSED AND APPROVED THIS 8<sup>th</sup> DAY OF JANUARY, 2004***



M A Y O R

EDWARD D. GARZA

ATTEST: *Galanda L. Ledezma*  
City Clerk

APPROVED AS TO FORM: *Jim Zentucke*  
for City Attorney