



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Ray Baray, Chief of Staff

**DATE:** March 23, 2015

**SUBJECT: Peer City Research on Mayor and Council Office Staffing**

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During Council's discussion of Item 40 (relating to the Mayor's staffing proposal) at the February 26, 2015 meeting, the Council asked the City Manager to provide information pertaining to the staffing of Mayor and Council offices in peer cities.

In response to Council's request, staff reached out to ten council-manager cities throughout the country. The attached spreadsheet contains information that lists the population of each city along with the number of full-time equivalents (or FTEs) in their respective mayor and council offices. Also listed are the titles of those employees and the total budgets for mayor and councilmembers. And finally, the spreadsheet provides information on the size of each municipal governing body, and notes whether council offices are comprised of at-large seats, single-member districts or both.

If you have any questions, or would like additional information, please let me know. Thanks!

cc: Marc A. Ott, City Manager  
Assistant City Managers

Attachments (1) – Mayor & Council Office Staffing Levels

## Mayor Council Office Staffing Levels

(Peer City Staffing in Council-Manager Cities)

City	Rank	Population (2010 Census)	Form of Government	Mayor's Office Budget	Mayor's FTE	Mayor's Office FTE Titles	Budget per Council Member	Council Office FTEs	Notes	At large or single-member district	Total Mayor & Council Budget
Phoenix, AZ	6	1,513,367	Council-Manager	\$1,831,282	12.5	Mayor's Assistant (5); Council Secretary (2); Executive Assistant to the Mayor; Assistant to the Mayor (2); Management Assistant II; Clerical Trainee (0.5); Assistant to the Mayor (temporary).	\$442,000	2.6	For Council Offices, there are 21 total FTEs to staff the 8 Council offices. This averages to 2.6 FTEs per office. In addition there are 2 admin support positions that assist the Council as a whole.	8:1; Single-Member	\$5,367,737
San Antonio, TX	7	1,409,019	Council-Manager	\$313,601	4 City FTEs plus up to 6 contract FTEs	Assistant to the Mayor (2); Secretary; Executive Assistant; Mayor may hire up to 6 contract FTEs totaling no more than \$187,020 (titles vary).	\$363,903	Varies 2-6	Each office is provided with a council secretary. The 14 City FTEs support the council as a whole. Plus up to 6 contract FTEs per office totaling no more than \$264,849 (titles vary). There are an additional 4 positions that support the City Council as a whole and report to the Assistant to the City Council.	10:1; Single-Member	\$6,298,686
Dallas, TX	9	1,257,676	Council-Manager	Mayor & Council have combined budgets	4	Chief of Community Relations; Chief of Scheduling; Community Outreach Scheduler; Secretary.	Mayor & Council combined budgets	3	In addition, 5 FTEs assist the entire council.	14:1; Single-Member	\$3,923,178
San Jose, CA	10	998,537	Council-Manager	\$3,573,019	21	Chief of Staff; Scheduler; Public Information Officer; Sr. Policy Advisor (4); Policy Advisor (4); Policy Aide (7); Staff Technician; Office Specialist (2).	\$701,634	Varies 3-6	Of the 10 districts, four have 6 FTEs, five have 5 FTEs and one has 3 FTEs. -includes budget for constituent outreach; council budgets not equal	10:1; Single-Member	\$11,280,532
Austin, TX	11	885,400	Council-Manager	\$414,127*; Annualized figure = \$524,546	6	Chief of Staff; Senior Assistant to the Mayor (unpaid); Assistant to the Mayor; Policy Initiative and Advancement Director; Director of Community Engagement; Constituent Services Manager.	\$259,888*; Annualized figure = \$346,184	4	*denotes budget allocation for current City Council for remainder of FY2015.	10:1; Single-Member	\$3,718,743
Fort Worth, TX	17	792,727	Council-Manager	\$758,519	8	Chief of Staff; Deputy Chief of Staff; Receptionist; Scheduler; Executive Secretary; HR Coordinator/Office Manager; Community Outreach Coordinator; Aide.	\$91,811	1	Mayor's office staff provides support to Council offices as requested or as necessary.	8:1; Single-Member	\$1,495,725
El Paso, TX	19	674,433	Council-Manager	\$329,526	3	Chief of Staff; Executive Assistant; Executive Secretary.	\$115,958	1.5		8:1; Single-Member	\$1,257,190

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Oklahoma City	27	610,613	Council-Manager	\$268,306	2	Chief of Staff; Executive Assistant.	\$82,949	see note	The 8 Councilmembers have one secretary and three staff members to provide support to the Council as a whole.	8:1, Single-Member	\$942,399
Las Vegas, NV	30	603,488	Council-Manager	\$529,236	3	Special Assistant to the Mayor (3)	Varies between \$291,990 and \$361,555	2	Council districts budgets vary.	6:1, Single-Member	\$321,826
Sacramento, CA	35	479,686	Council-Manager	Mayor & Council have combined budgets	6	Executive Assistant (2); Chief of Staff; Staff Aide (1 Press Secretary and 1 Legislative Affairs Director); Special Assistant to the Mayor;	Mayor & Council have combined budgets	2	State Capital	8:1, Single-Member	\$4,795,336
Kansas City, MO	37	467,007	Council-Manager	\$1,668,127	14	Chief of Staff; Director of Council & Community Relations; Director of Policy; Director of Administration; Press Secretary; Special Assistant for Public Affairs, Special Assistant for Operations; Senior Advisor for Digital Communications and Civic Marketing; Education Advisor; Community Relations & Special Projects Coordinator; Special Assistant for the Office of Community & Civic Engagement; Special Assistant for Public Policy; Senior Advisor for State & Federal Government Affairs; Chief Innovation Officer.	approx. \$203,643	See Note.	30 FTEs for the 6 Council offices.	13:1, Mayor, 6 At-Large and 6 Single-Member.	\$4,111,854