

Memorandum



CITY OF DALLAS

DATE February 4, 2022

TO Honorable Mayor Pro Tem Chad West

SUBJECT **Staffing Levels for Councilmember Offices – Comparative Research**

On December 11, 2021, you requested the following information:

1. The number of staff members assigned to councilmember (CM) offices.
2. Situations in which CM offices might “share” employees.
3. The pay ranges and titles for staff members.

Below is comparative data for similarly sized council-manager cities. Staff selected these cities for comparison because they represent the top 8 most populous council-manager form of government cities where council member staff were able to be identified. Table 1 shows how many staff members are assigned to council member offices for each comparison city and shows the ratio of staff members to council members for each city. The average number of staff per councilmember in the council-manager cities is 2.3. Dallas has 2.0 staff members per councilmember.

Table 1: Staff Members per Council Members

City	CM Offices	CM Staff Members	Ratio
Dallas	14	28	2.0
Charlotte	11	8	0.7
Fort Worth	8	8	1.0
Kansas City	12	23	1.9
Las Vegas	6	19	3.2
Phoenix	8	19	2.4
San Antonio	10	13	1.3
San Jose	10	56	5.6

Source data for staff members is from cities 'salary data or Fiscal Year 2022 budgets.

Both full time and temporary or unclassified/non-classified positions are counted in this rate calculation.

Data from Austin, El Paso, Oklahoma City, and Tucson were excluded from this analysis due to unavailable disaggregated data (the cities did not provide detailed enough data to separate mayor staff from council member staff).

The second question was about situations in which councilmembers may share staff members. Staff did not identify evidence of any situation in which CM offices might “share” employees. The available data did not show how individual staff members were assigned.

In response to the third question, Table 2 shows the average pay and titles for councilmember staff. Table 2 shows the salary data readily available from the comparative cities. Job descriptions and organizational charts were not available for every role or city, making it challenging to assess the role and group them by type, category or rank. Grouping by position title was not a viable option. For example, “assistant” appears in the title across all salary levels and therefore is likely used in a very different capacities across all cities. Therefore, position titles are separated by salary in an attempt to group comparable positions.

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The first section of Table 2 shows positions by city with salary averages lower than \$60,000. This salary range comprises 65% of all the positions found (108 out of 166). The second section shows positions by city with salary averages from \$60,000 to \$85,000. This salary range comprises 28% of all the positions found (46 out of 166). The third section shows positions by city with salary averages above \$85,000. This salary range comprises 7% of all the positions found (12 out of 166).

Dallas' council member staff salaries average \$60,790 while the overall average of all cities' council member staff salaries is \$60,489. The data shows that Dallas council member staff salaries fall slightly above average when compared to peer cities.

Table 2: Breakdown of Council Member Staff By Salary

<i>Salary Bracket</i>	<i>City</i>	<i>Position</i>	<i>Number of Positions</i>	<i>Average Salary</i>
<u>Below \$60K</u>	Charlotte	MCC Support Specialist Assoc	3	\$58,130
	Dallas	Council Assistant	14	\$53,123
	Kansas City	Administrative Secretary to City Council	1	\$49,284
		Assistant to Elected Official	22	\$50,316
	Las Vegas	Special Assistant to Council	19	\$54,459
	Phoenix	Council Aide (NC)*	6	\$46,179
	San Antonio	Senior Executive Secretary	12	\$44,354
	San Jose	Council Assistant U*	20	\$48,932
		Council Policy & Legislative Advisor U*	11	\$58,347
	<u>\$60-85K</u>	Charlotte	MCC Support Specialist	4
Dallas		City Council Liaison	14	\$68,457
Phoenix		Council Research Analyst (NC)*	7	\$60,314
		Council Assistant (NC)**	6	\$84,219
San Jose		Senior Council Assistant U*	15	\$71,639
<u>Above \$85K</u>	Charlotte	MCC Support Specialist Sr	1	\$94,205
	San Antonio	Assistant to City Council	1	\$100,000
	San Jose	Council Chief of Staff U*	10	\$106,024

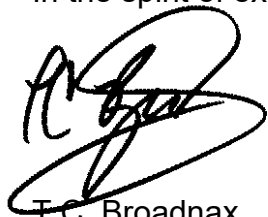
* Unclassified /Non-classified or Temporary position. ** FTE and Non-classified employees with same title.

In conclusion, we have answered the three questions in the following ways: 1) we provided the staffing levels of council member offices of comparison cities; 2) we did not find a situation in which CM offices shared employees; and 3) we used data available to present the average salary of each position for each city. Dallas' two staff members per council member is similar to the other comparison cities and the average salary for Dallas council member staff is above the average of the comparison cities.

Should you have any questions, please contact me or Kimberly Bizzor Tolbert, Chief of Staff.

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In the spirit of excellence!!



T.C. Broadnax
City Manager

c: Honorable Mayor and City Councilmembers
Chris Caso, City Attorney
Mark Swann, City Auditor
Billerae Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Deputy City Manager
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Robert Perez, Interim Assistant City Manager
Carl Simpson, Interim Assistant City Manager
M. Elizabeth Reich, Chief Financial Officer
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