

CITY OF SAN ANTONIO
OFFICE OF THE CITY CLERK
 Interdepartmental Correspondence Sheet

ITEM NO. **29A+B**

TO: Mayor and Members of the City Council
 FROM: Yolanda L. Ledesma, Acting City Clerk
 COPIES: Terry M. Brechtel, City Manager; Management Team; File
 SUBJECT: District Board Appointments - **January 30 2003**

DATE: January 24, 2003

The following District Board appointments are submitted for the City Council meeting of January 30, 2003 for consideration:

A) **BOARD OF ADJUSTMENT**

APPOINT: Dale Riser (Mayor)

Mr. Riser replaces Lisa Musial. Term of office will expire on February 22, 2005.

COORDINATION

This Ordinance has been coordinated with the Development Services Department.

B) **HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO**

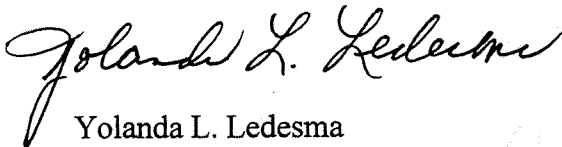
RE-APPOINT: Connie Prado (District 4)

Term of office will expire on October 18, 2004.

COORDINATION

This Ordinance has been coordinated with the San Antonio Housing Authority.

The applications on the respective candidates are attached for your reference.


 Yolanda L. Ledesma
 Acting City Clerk

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CITY OF SAN ANTONIO
CITY CLERK

**CITY OF SAN ANTONIO
OFFICE OF THE CITY COUNCIL**
Interdepartmental Correspondence

2003 JAN 15 PM 12:34

TO: City Council


FROM: Mayor Ed Garza

COPIES TO: Terry M. Brechtel, City Manager; Yolanda Ledesma, Acting City Clerk; Management Team; Teresa Vasquez Romero, Assistant to the Mayor; Gayle McDaniel, Assistant to City Council;

SUBJECT: Appointment to the Board of Adjustment

DATE: January 10, 2003

I respectfully nominate Mr. Dale Riser to the Board of Adjustment. His application for appointment is on file in the City Clerk's office.



EDWARD D. GARZA
Mayor

DALE RISER

159 Harmon Drive
San Antonio, Texas 78209
210.833.9837
driser@satx.rr.com

October 25, 2002

Councilman David Carpenter
P.O. Box 839966
San Antonio, TX 78283-3966

Dear Councilman Carpenter:

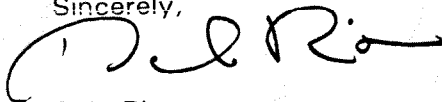
I am currently serving the Board of Adjustment as an alternate member, appointed in April of this year. It is my honor to seek appointment to the vacant District 10 position, which has most recently been held by Mr. Don Macaulay.

First I must tell you how much I appreciate Mr. Macaulay's service and leadership to our district as a member of the board. He is one of the more professional and fair-minded men I have been fortunate enough to work with, and he will be missed in our meetings.

It is my hope that with your support I can emulate Mr. Macaulay's leadership in my own service to the Board of Adjustment representing District 10. There are many issues at hand related to the new Unified Development Code, and I feel my service as an alternate has prepared me for understanding these issues and their resolution.

Thank you for your continued service to District 10, and I look forward to your support in this endeavor.

Sincerely,



Dale Riser

OFFICE OF THE CITY COUNCIL
02 OCT 28 PM 3:07

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CITY OF SAN ANTONIO
OCT 29 11:16

NOTE: THIS IS FOR APPOINTMENT TO DISTRICT 10'S VACANT POSITION.
I AM CURRENTLY AN ALTERNATE MEMBER.

City of San Antonio
Application for Appointment



CC
10/31
48

Board/Commission/Committee BOARD OF ADJUSTMENT

*Note: Information subject to review

Name: RISER DALE
(Title) (Last) (First) (Middle)

OFFICE OF THE
CLERK
02 OCT 21

Business Address: 311 THIRD ST. # 200 78205 (210) 227-3333 / (210) 224 9515
(Street) (Zip Code) (Business Phone and Fax)

Employer LAKE/FLATO ARCHITECTS Occupation: ARCHITECTURAL INTERN

Are you or can you be qualified to vote in a City of San Antonio Election? ☒ Yes ☐ No

Are you a City of San Antonio resident? ☒ Yes ☐ No How Long? 4 YEARS

In which City Council District do you reside? 10 Length of residence: 3 YEARS

Have you ever represented any other private person, group or entity for compensation before the City Council or any department, commission, board or committee of the City within the last three years?
☐ Yes ☒ No

Do either you, your spouse or your employer have any financial interest, direct or indirect in any contract with the City (this includes serving as an Administrative Aide to a Council member), or do either you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?
☐ Yes ☒ No

Resolution No. 92-31-26 states - appointment to City Boards and Commissions include allowance for proper representation to reflect not only the ethnic makeup of the community, but also its gender makeup.

ETHNIC CODE: ☒ W

W = Non-Minority

H = Hispanic*

* = Note that Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

B = African American

P = Asian or Pacific Islander

O = Other

I = American Indian/Alaska Native Aleutian

GENDER CODE: ☒ M

M = Male

F = Female

Do you have any litigation pending, either personally or professionally? If yes, please describe:

Have you ever been convicted of a felony or a misdemeanor crime involving moral turpitude?
☐ Yes ☒ No

2002

CITY OF SAN ANTONIO

Name: RISER, DALE

Page 2

BACKGROUND

Education: B.A.RCH, B.A. ENGLISH/TECHNICAL WRITING
LOUISIANA TECH UNIVERSITY - AUGUST 1995

Professional: LAKE/FLATO ARCHITECTS AUG. 1998 - PRESENT

Volunteer Experience/Community Service: BIG BROTHERS/BIG SISTERS SAN ANTONIO - MENTOR
HABITAT FOR HUMANITY; DIABETES ADVOCATE

Areas of interest: _____

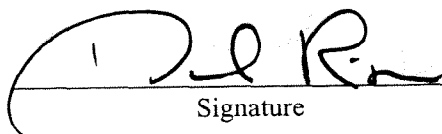
Please specify membership on any other governmental Board/Commission/Committee.

CURRENTLY ALTERNATE MEMBER, BOARD OF ADJUSTMENT

Please provide a brief narrative outlining your reasons for seeking appointment to a board or commission.
(Resume or additional information may be attached.) SEE ATTACHED RESUME/LETTER.

SEEK TO BUILD ON THE TIME I HAVE SPENT OF THE BOARD
OF ADJUSTMENT, CONTINUING MY SERVICE TO THE DISTRICT AND
CITIZENS OF SAN ANTONIO.

I have read and understand the guidelines set out in Attachment I of this application. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.


Signature

10/28/02
Date

PLEASE RETURN COMPLETED FORM TO CITY COUNCIL OFFICE FOR PROCESSING:

City Council Office
P.O. Box 839966
San Antonio, Texas 78283-3966
Fax No. City Council - (210) 207-7027; City Clerk's Office - (210) 207-6938

(Original copy will be on file in the City Clerk's Office for 12 months.)

DALE RISER

159 HARMON DRIVE
SAN ANTONIO TX 78209
210.833.9837
driser@satx.rr.com

RECEIVED
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2002 SEP 16 11:16 AM

WORK

Lake/Flato Architects · San Antonio TX
September 1998 – present

- Design and production of a variety of architectural project types

Parshall + Associates Architects · Austin TX
July 1997 – September 1998

- Design and production of primarily commercial and public sector projects

L.M. Holder III F.A.I.A. · Austin TX
November 1995 – July 1997

- Design, production and construction administration on a variety of tenant finish-out spaces

Currently active in architectural registration process

CAD experience: Arris (current platform), Microstation, AutoCAD releases 13 and 14

EDUCATION

Louisiana Tech University · Ruston LA
August 1995

- Bachelor of Architecture
- Bachelor of Arts in English/Technical Writing

PROJECTS

Lake/Flato

- Private Residence · Los Angeles CA *schematic design to begin October 2002*
- University of Texas Health Science Center School of Nursing · Houston TX (with BNIM Architects)
- Government Canyon State Natural Area · Helotes TX
- Dallas Arboretum · Dallas TX (with Ogelsby-Greene Architects)
- Congregation Agudas Achim · Austin TX · 2001 A.I.A. San Antonio Merit Award

Parshall + Associates

- Travis County Correctional Complex · Del Valle TX (with Pfluger Wiginton Hooker and NBBJ)
- Emil Residence Renovations · Austin TX
- Austin Waldorf School Master Plan · Austin TX
- Austin Community College Business Center · Austin TX

L.M. Holder

- Austin Centre Space Planning · Austin TX

MEMBERSHIPS AND INTERESTS

- American Institute of Architects, Texas Society of Architects – Associate Member
- City of San Antonio Board of Adjustment At-Large Member – April 2002 to present
- Big Brother/Big Sister of San Antonio - Mentor
- San Antonio Sustainable Building Coalition
- St. Mark's Episcopal Church Young Adult Ministry Task Force
- Louisiana Tech University School of Architecture Fifth-Year Design Review Guest Critic - February 2000

**City of San Antonio
Office of the City Council
Interdepartmental Correspondence Sheet**

To: Mayor and Councilmembers

From: Councilman Enrique "Kike" Martin, District 4


Copies To: Terry Brechtel, City Manager; Yolanda Ledesma, Acting City Clerk; Yolanda Byington, Senior Administrative Assistant; Assistant to City Council; Assistants to Mayor; File

Subject: Nomination of Connie Prado to the Housing Authority of the City of San Antonio

Date: November 15, 2002

I would like to nominate Connie Prado to the Housing Authority of the City of San Antonio.

Your favorable consideration is appreciated.



Enrique "Kike" Martin
Councilman, District 4

cc
10/25

City of San Antonio

Application for Appointment

Board/Commission/Committee

San Antonio Housing Authority

*Note: Information subject to review

Name

Commissioner Prado Connie Vidal
 (Title) (Last) (First) (Middle)

Business Address:

One Velero Place, 78212 210-370-2068
 (Street) (Zip Code) (Business Phone and Fax)

Employer

Velero Energy Corp. Occupation: Educational Assistant
Are you or can you be qualified to vote in a City of San Antonio Election? ☒ Yes ☐ NoAre you a City of San Antonio resident? ☒ Yes ☐ No How Long? 53 yearsIn which City Council District do you reside? Dist. 4 Length of residence: 10 years

Have you ever represented any other private person, group or entity for compensation before the City Council or any department, commission, board or committee of the City within the last three years?

☐ Yes ☒ No

Do either you, your spouse or your employer have any financial interest, direct or indirect in any contract with the City (this includes serving as an Administrative Aide to a Council member), or do either you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

☐ Yes ☒ No

Resolution No. 92-31-26 states - appointment to City Boards and Commissions include allowance for proper representation to reflect not only the ethnic makeup of the community, but also its gender makeup.

ETHNIC CODE:

☒ H

W = Non-Minority

H = Hispanic*

* = Note that Hispanic includes all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

B = African American

P = Asian or Pacific Islander

O = Other

I = American Indian/Alaska Native Aleutian

GENDER CODE:

☒ M

M = Male

F = Female

Do you have any litigation pending, either personally or professionally? If yes, please describe:

None

Have you ever been convicted of a felony or a misdemeanor crime involving moral turpitude?

☐ Yes ☒ No

Name: Cornie V. Prado

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BACKGROUND

Education: Fox Tech High School Graduate 1967
Community College Diploma 1969

Professional: _____

Volunteer Experience/Community Service: Mentor, San Antonio Independent School
Dist. Mentor, Juvenile Justice Center; Member, Christmas In April;
Volunteer, St. Joseph's Homes; Trustee, Davidson Respite
Care of San Antonio.

Areas of interest: _____

Please specify membership on any other governmental Board/Commission/Committee.

Trustee, South San Antonio ISD 1998-2001
Re-elected 2001 - PresentPlease provide a brief narrative outlining your reasons for seeking appointment to a board or commission.
(Resume or additional information may be attached.)See Attached

I have read and understand the guidelines set out in Attachment I of this application. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.

Cornie V. Prado
SignatureSeptember 18, 2002
Date

PLEASE RETURN COMPLETED FORM TO CITY COUNCIL OFFICE FOR PROCESSING:

City Council Office
P.O. Box 839966
San Antonio, Texas 78283-3966
Fax No. City Council - (210) 207-7027; City Clerk's Office - (210) 207-6938

(Original copy will be on file in the City Clerk's Office for 12 months.)

Attachment

My experience in working with the community and senior citizens of District 4 has enabled me to see firsthand the needs of our citizens.

As Commissioner I will do my best to make sure my constituents are represented and dealt with fairly and equitably. My experience as Trustee of the South San Antonio Independent School District has taught me to deal with both financial needs as well as physical needs.

Thank you for this opportunity to serve the citizens of not only District 4 but of the City of San Antonio.

Connie Prado
215 McLaughlin
San Antonio, Texas 78211

EXPERIENCE

2000 - Present

Valero Energy Corporation
Executive Assistant

San Antonio, TX

- *Work for Senior Executive and typically coordinates administrative duties for a major organizational function.*
- *Prepares correspondence, memoranda, and reports including the consolidation and editing of monthly activity reports. Initiates routine correspondence and memoranda.*
- *Schedules and maintains calendar of appointments, meetings and travel itineraries and coordinates related arrangements.*
- *Coordinates administrative duties including filing, processing of invoices and requisitions, monitoring and reconciling controllable expenses, time cards, annual budgets for this expense center and all rollup expense centers, and handles complex secretarial and administrative functions.*
- *Generates and distributes reports concerning/affecting the activities of the functional areas reporting to Senior Executive including the monthly activity reports, budgets and controllable reports.*
- *Negotiates with Vendors*

1998-2000

Trinity University
Administrative Secretary

San Antonio, TX

- *Act as representative of the department Chair in matters involving other administrative offices on campus-*
- *Composes correspondence as necessary for coordination with other administrative offices.*
- *Works independently under guidelines established by Department Chair in matters relating to part-time faculty schedules.*
- *Act as office manager of the Business Administration Department. Supervise all secretarial personnel and student workers employed by the department. Assigns tasks and monitors performance.*
- *Responsible for compiling annual evaluations for the Senior Secretary, Distinguished Professor's Secretary and the 9-Month Secretary.*
- *Answer inquiries and interprets policy for students in matters related to registration, add/drop, the advising and the transfer approval process.*
- *Maintain the correspondence, personnel, and budget files for the department.*
- *Responsible for the interviewing processing and filling staff vacancies- Exercises initiative and sound judgement in handling a variety of situations in the absence of the department chair-*

- *Travel- prepare authorizations, and requests for reimbursement. Maintain all travel records.*
- *Maintain budget records for the department, compares the University print-out with records and checks for discrepancies (monthly). Assembles bills and receipts, prepares requisitions for university payment to vendors.*

1995-1998

*Miguel Carrillo, Jr. Elementary San Antonio, TX
School Secretary*

- *Provide clerical support to the Principal, Vice-Principal & Staff, as needed.*
- *Receive calls, greet visitors.*
- *Maintain principal's calendar and schedule appointments. Keep current quarterly school activity calendar.*
- *Prepare school calendar on a monthly basis for the parents of the school.*
- *Insure school has sufficient supplies to function throughout the year. Responsible for insuring monies budgeted is appropriated correctly.*
- *Prepare and submit payroll on a weekly basis.*

1992-1995

*ALDOJ, Brooks AFB San Antonio, TX
Stenographer, GS-6;*

- *Receive calls, greet visitors, and direct to staff member only those contacts needing their attention or action.*
- *Respond to routine and non-technical requests for information such as status of reports, duty station of employees, suspense date for matters requiring compliance, and information readily available from files. Place both local and long distance calls for personnel.*
- *Maintain supervisor's calendar and schedule appointments. Compose correspondence on administrative support or clerical functions of the office.*
- *Take and transcribe dictation of correspondence, reports, and committee meeting minutes.*
- *Prepare travel requests and all associated actions and documentation.*
- *Provide guidance and assistance on applicable procedures, instructions, and regulations to other clerical personnel assigned to the work unit.*

1990-1992

*USAFSAM/CCH, Brooks AFB San Antonio, TX
Quality Assurance/Risk Manager/Credentials Custodian*

- *Serve as QA Coordinator for USAFSAM/DOJ to assure management is knowledgeable of the Joint Commission on Accreditation of Hospitals (JCAHO) and other regulatory requirements for medical/patient care audits and evaluations and make appropriate recommendations regarding these requirements.*
- *Collects, collates, displays, and disseminates QAIRM data. Reviews and analyzes data to identify actual or potential QAIRM problems. Analyzes current and future data sources reflecting clinical or administrative operations and*

evaluates their actual or potential effectiveness in meeting USAFSAM QA/RM objectives.

1990-1991 (P/T)

**Audubon Place Apartments
Leasing Consultant**

San Antonio, TX

- *Serve as Leasing Consultant -Provide customers with information on the different floor plans available to include features, cost, security system, deposit, etc. Insure everyone is' given a tour of he grounds, model and /or apartment. Answer phones, type lease agreements, filing, refer emergency work orders to the maintenance staff on call.*

1988-1990

**USAFSAM/TS, Brooks AFB
Secretary (Stenographer)**

San Antonio, TX

- *Receives calls, greet visitors, and directs to staff members only those contacts needing their attention or action.*
- *Respond to routine and non-technical requests for information such as status of reports, duty stations of employees, suspense date for matters requiring compliance, and information readily available from files.*
- *Place both local and long distance calls for personnel.*
- *Maintain supervisor's calendar and schedule appointments.*
- *Compose correspondence on administrative support or clerical functions of the office.*
- *Take and transcribe dictation of correspondence, reports, and committee meeting minutes.*
- *Prepare travel requests and all associated actions and documentation.*
- *Provide guidance and assistance on applicable procedures, instructions, and regulations to other clerical personnel assigned to the work unit.*

1986-1988

Southwest General Hospital

San Antonio, TX

Medical Staff Coordinator/Director of Volunteers

- *Take, transcribe, and maintain minutes of medical staff meetings.*
- *Maintain current medical staff and committee appointment rosters.*
- *Maintain current master copy of Bylaw's, Rules and Regulations, manuals, policies and procedures and be familiar with each.*
- *Maintains master calendar for the medical staff*
- *Prepares and distributes Emergency Room On-Call Rosters as directed by the department chiefs.*
- *Carries out all MAJOR T ASKS and other related duties as assigned by the Administrator.*
- *Maintains confidential files on all medical staff members, reflecting current status, licensure and attendance records.*
- *Performs credentialling process, appointments/reappointments.*
- *Prepare Fiscal Year (FY) budget for Volunteer Department-*
- *Maintain reports, forms, and records on all volunteers.*
- *Monitor hospital's needs for volunteers.*

- Develop job descriptions for volunteers.
- Recruit, interview, train and place students from South San High School as well as senior citizens and community people from the south side.
- Supervise and evaluate all volunteers and services regularly.

1982-1986

*Southwest General Hospital**San Antonio, TX**Director, Patient Relations/Volunteers*

- Serve as patient advocate as appropriate.
- Consumer relations.
- Prepare Fiscal Year (FY) Budget for department.
- Maintain reports, forms and records.
- Interpret hospital policies and procedures.
- Communicate with patients to identify source of difficulty.
- Helped establish a Pastoral Care Department for patient's needs.

1978-1982

*Southwest General Hospital**San Antonio, TX**Executive Secretary*

- Provide secretarial and receptionist support to Administrator, Medical Staff and Board of Directors.
- Attended an average of 10 monthly Medical Staff meetings and provided secretarial support.
- Made all travel arrangements for Administrator.
- Supervised and evaluated two other staff members.

EDUCATION

1967	Fox Tech High School	Diploma
1970	Community Business College	Steno Certification
1986	Texas A&M Engineering Extension Sch.	Certificate
1988	Introduction to Word Processing	Certificate
1989	Wordperfect 5.0	Certificate
1990	Word5.5	Certificate

MEMBERSHIPS

Trustee/Secretary, South San Antonio Independent School District (1998-2001)

Re-elected (2001-2004)

Member, Miguel Carrillo, Jr. Elementary PTA

Member, Dwight Middle School PTA

Member, Keep South San Proud

Member, Christmas In April

Trustee, Respite Care of San Antonio and the Davidson Respite House

Mentor, Gonzalez Alternative School, SAISD