

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Mayor and City Council

**FROM:** Louis A. Lendman, Director of Management & Budget  
Ramiro Cavazos, Director of Economic Development

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Christopher J. Brady, Assistant City Manager; Thomas Rumora; Veronica Zertuche

**SUBJECT:** Brooks Development Authority Staffing

**DATE:** May 22, 2003

**Summary and Recommendation**

This ordinance authorizes the City Manager to negotiate and execute terms and conditions for amending the operating agency contract with the Brooks Development Authority (BDA). Specifically, the City Manager will be authorized under this action to negotiate and execute the transfer of the Brooks City-Base Office personnel and associated budget to the Brooks Development Authority.

Staff recommends approval of this Ordinance.

**Background**

The Brooks City-Base Office was created in 2001 to manage and redevelop the 1,300-acre Brooks City-Base into a Technology and Business Center. The staff was set up as a City Department in May, 2001. The Brooks Development Authority was created in September, 2001. An operating agency contract between the City and BDA was approved by Council on March 6, 2003. The contract authorized the transfer of funds associated with marketing, legal counsel, security and capital projects. The funds were appropriated in the FY 2003 Adopted Budget. The proposed amendment would add the management/personnel component to the contract.

City staff will negotiate the terms of the amendment with the BDA. The BDA will be responsible for determining the most appropriate means for transferring the current Brooks City-Base Office personnel to the BDA. The amendment to the City's agreement with the BDA will become final once the BDA approves the amendment.

**Policy Analysis**

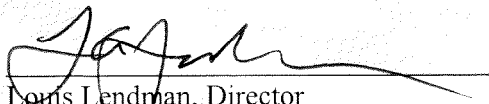
The City has provided financial assistance to BDA staff operations and capital improvements since FY 2002. This assistance supports implementation of "Objective 3.2: Promote Revitalization in Targeted Areas", as stated in the City's Strategic Plan for enhanced economic development.

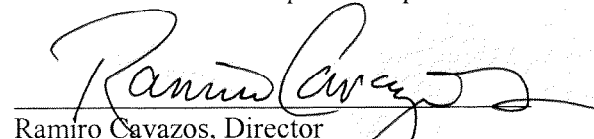
**Financial Impact**

There will be no savings to the City budget from this action. While the Brooks City-Base Office will cease to exist as a City department, the City will continue to contribute an amount equivalent to the City-Base Office's operating budget as its contribution to the BDA which completely assume the City-Base Office's responsibilities. The authorized personnel in the Brooks City-Base Office is comprised of five positions: Fiscal Operations Manager, Special Projects Officer, Fiscal Officer, Economic Development Specialist, and Director. The total FY 2003 personnel budget is \$390,773. Once the BDA approves the amendment to the current agreement, the five authorized positions in the Brooks City-Base Office will be eliminated.

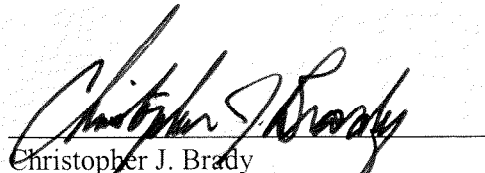
**Coordination**

This item has been coordinated with the City Attorney's Office, Brooks City-Base Office, Office of Management & Budget, Human Resources Department and Economic Development Department.

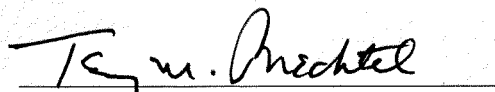
  
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APPROVED:

  
Christopher J. Brady  
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