

CITY OF SAN ANTONIO  
MAYOR'S OFFICE  
INTERDEPARTMENTAL MEMORANDUM

TO: City Council Members

FROM: Edward D. Garza, Mayor

COPIES: Rolando Bono, *Interim City Manager*; Executive Team, Andrew Martin, *City Attorney*; Leticia Vacek, *City Clerk*; Walter Ague, *Assistant to the Mayor*; Gayle McDaniel, *Assistant to Council*; File


SUBJECT: Council Committees and Board and Commission Appointments – REVISED

DATE: November 11, 2004

Through this memo I am making some adjustments to existing Council Committee and Board and Commission Appointments as first outlined in my memo of August 4, 2003, effective this date.

Council Member representation to Boards and Commission:

- Councilman Art Hall is designated as a member of the Metropolitan Planning Organization – replacing Councilman Julian Castro.
- Councilman Chip Haass is designated as a member of the Metropolitan Planning Organization – replacing Councilman Councilman Ron Segovia.
- Councilman Richard Perez is designated as a member of the Metropolitan Planning Organization – replacing Councilman Joel Williams.
- Councilwoman Patti Radle is designated as a member of the Fire and Police Pre-funded Health Trust and the Fireman's and Policemen's Pension Fund Board of Trustees – replacing Councilman Carroll Schubert.
- Councilman Julian Castro released from membership on the Community Action Advisory Board.
- Councilman Art Hall is released from membership on the Committee of Six (Alamo WorkSource) as an alternate for Mayor Edward D. Garza.

  
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EDWARD D. GARZA  
Mayor

Copies to: Affected Agencies and Staff

**CITY OF SAN ANTONIO  
OFFICE OF THE MAYOR  
MEMORANDUM**

**TO:** City Council

**FROM:** Edward D. Garza, Mayor of the City of San Antonio

**COPIES TO:** Terry Brechtel, City Manager; Yolanda Ledesma, Acting City Clerk;  
Gayle McDaniel, Assistant to City Council; File

**SUBJECT:** Council Committees and Board and Commission Appointments

**DATE:** August 4, 2003

City Council will resume regular meetings and City Council committee meetings this month. Through this memo I hope to clarify the functions and responsibilities of the City Council committees and the logistics of committee meetings. Committees should serve as an opportunity for staff to receive policy guidance from City Council while programs and projects are under development, and for briefings on ongoing issues. Committee meetings also allow staff to hear and address Council members' and stakeholders' concerns before presentation to the full council and the public.

The process for the Council committee meetings is as follows:

- The committee Chairs are responsible for setting meeting agendas and calling meetings.
- A Master Calendar has been established through Gayle McDaniel's office. Any changes to that schedule should be reported to her as promptly as possible.
- The City Manager has assigned her staff to support each committee by assisting with scheduling, posting notice, distributing the agenda and keeping minutes.
- The City Attorney will provide a template for committee agendas.
- All Council members will receive copies of all committee agendas, whether or not they serve on a particular committee. Council members may wish to assign aides to attend the meetings of committees on which they do not serve.
- City Council members may grant aides the authority to attend meetings of committees on which they do serve. Aides may request information or make statements, but may not vote or participate in discussion.
- Please remember to copy Executive Secretaries on your communications to Council members.

A final list of appointments to the Council committees and to other boards and commissions is attached.

In consultation with the committee chairs, I have developed the following charges to the committees for the coming year.

### **Economic and Human Development**

Councilman Enrique Barrera will lead the Economic and Human Development Committee, responsible for programs and initiatives that support education, development in targeted industries and creating a competitive economy. I will coordinate with the committee to target the recruitment of Fortune 500 companies through creation of an Economic Development Incentive Fund. Other supports, such as the Incentive Tool Kit, will focus on small and mid-sized business recruitment and expansion.

I will collaborate with the Economic and Human Development Committee to create a focused program of education, industry and economic development incentives that advances the goals of SA Inc, our economic development plan. Perhaps most importantly, we must invest in our human capital and other existing resources--such as Brooks City Base, KellyUSA, the UTHSC and our medical center--to ensure that San Antonio is a leader in bio-medical research, computer and information security, homeland defense, telecommunications and aviation/aerospace. These industries form the basis for preparedness enterprise, and San Antonio has a real opportunity to become a global competitor in this field.

During the next year, the Economic and Human Development Committee will partner with UTSA and the Texas A&M system to achieve two goals—a flagship UTSA campus and a four-year A&M campus on the south side of San Antonio. The committee will also address programs and projects related to health—such as the Fit City Initiative; social services—such as my ad hoc Hunger and Homelessness task force and Day Labor task force; domestic abuse; and family strengthening. Finally, this committee will work with the tourism industry to develop a culinary arts facility for San Antonio, as well as address issues relating to a Convention Center Hotel.

### **Governance**

I will continue to serve as chair of the Governance Committee, which will be responsible for ongoing functions such as agenda planning, financial matters, personnel, audit and contract monitoring and ethics reform. The committee will also be responsible for special efforts such as ERM/CRM oversight, review of the City Manager, and charter reform. The City Auditor and City Clerk will continue to report to Council through this committee.

### **Inter-Governmental Relations**

Councilman Julian Castro will serve as chair of the Inter-Governmental Committee, whose mission encompasses relationships and initiatives with local, state and federal governments and agencies. During the special session or sessions of the 78<sup>th</sup> Legislature, this committee will review and respond to legislation that affects the City of San Antonio. Inter-Governmental Relations is also responsible for coordination with other local governmental entities, including Bexar County, VIA, ACCD and school districts. Inter-Governmental Relations has oversight of City-County joint service agreements.

### **International Relations**

International Relations, led by Councilman Barrera, will continue to seek opportunities for economic development in other countries and to oversee business exchanges. While relationships with Japan have become much more significant, the committee will also seek to strengthen relationships and trade with Mexico and other established partners. This committee will coordinate with the Free Trade Alliance, the Chambers of Commerce and the World Trade Council to position San Antonio as a logistics center for international trade, and with the CVB to attract international travel. International Relations will continue to support San Antonio as the home of the NAD Bank.

### **Military Affairs**

Councilman Carroll Schubert will chair the Military Affairs Committee, which will take the lead on preparing for 2005 base closure/EFI activities. During the next year, the committee will work with the Chambers of Commerce to further develop our strategy for protecting San Antonio's installations, including innovative privatization efforts at Brooks City Base and Ft. Sam Houston. Also critical are efforts to strengthen the position of military medical facilities such as the trauma centers at BAMC and Wilford Hall.

### **Quality of Life**

The Quality of Life Committee will also be led by Councilman Carroll Schubert and will cover issues including environmental quality, infrastructure (including Neighborhood Improvement Districts), transportation (including airports and related issues) and public safety. A designated subcommittee will oversee municipal courts. The Quality of Life Committee will be responsible for arts and culture, including the Cultural Arts Plan; community facilities, including the Alamodome and the Tower of the Americas; and animal care, including plans for a new animal care facility.

During the next year, the Quality of Life Committee will consider the effectiveness of Proposition 3 and make a recommendation on expansion or extension of a publicly funded program to purchase sensitive lands over the recharge zone. The committee will also guide the planning process for the creation of the Edwards Aquifer Management Model, including building partnerships with other agencies and governments and coordinating funding. Other GIS models—such as that being prepared for the Medical Center area—will also come under the oversight of the committee.

As part of their transportation charge, the Quality of Life Committee will coordinate with SAMCo and the Austin-San Antonio Corridor Council, and will work with AACOG's AIRCo to map out a vehicle emissions testing strategy for San Antonio.

### **Urban Affairs**

The Urban Affairs Committee will be responsible for issues affecting the vitality of neighborhoods and downtown. Under the leadership of Councilman Castro, the committee will review all programs and policies related to housing, balanced growth and support for small business. The committee is the designated point of contact for the San

Antonio Housing Authority and will have oversight of issues related to the redevelopment of the former Victoria Courts. Urban Affairs will also handle annexation, including oversight of the Southside Initiative.

During the coming year, Urban Affairs will oversee the implementation of the Incentive Tool Kit; the Neighborhood Commercial Revitalization (NCR) program review; the Historic Civic Center plan; the ongoing historic building inventory; the downtown housing market study; and CRAG initiatives related to the 36 square-mile target area. In addition, the Urban Affairs Committee will monitor the revision of guidelines for the Tax Increment Financing/Reinvestment Zones. This committee is responsible for UDC implementation, such as developing a proposal for a maximum-setback commercial zoning classification and oversight of the revised Tree Preservation ordinance.

I look forward to working with each of you during the coming year to accomplish these goals and those that you bring to your committees' work.



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**EDWARD D. GARZA**  
Mayor

**Mayor's Appointments**  
**Committees, Boards & Liaisons**  
**August 4, 2003**

**COUNCIL COMMITTEES**

**Economic and Human Development**

Enrique Barrera, Chair  
Ron Segovia  
Patti Radle  
Julian Castro  
Art Hall

**Governance**

Mayor Ed Garza, Chair  
Richard Perez  
Julian Castro  
Art Hall  
Carroll Schubert

**Inter-Governmental Relations**

Julian Castro, Chair  
Joel Williams  
Enrique Barrera  
Carroll Schubert  
Christopher "Chip" Haass

**International Relations**

Enrique Barrera, Chair  
Roger Flores, Jr.  
Ron Segovia  
Richard Perez  
Patti Radle

**Military Affairs**

Carroll Schubert, Chair  
Joel Williams  
Ron Segovia  
Richard Perez  
Enrique Barrera

**Quality of Life**

Carroll Schubert, Chair  
Roger Flores, Jr.  
Joel Williams  
Art Hall  
Christopher "Chip" Haass

Municipal Courts (Subcommittee of Quality of Life Committee)

Roger Flores, Jr., Chair

Art Hall

Christopher "Chip" Haass

Urban Affairs

Julian Castro, Chair

Roger Flores, Jr.

Ron Segovia

Patti Radle

Christopher "Chip" Haass

## **BOARD AND COMMISSION APPOINTMENTS**

Alamo Area Council of Governments

Enrique Barrera

Roger Flores, Jr.

Ron Segovia

AIRCo

Ron Segovia

Alamo Workforce Development Board—Committee of Six

Mayor Ed Garza

Enrique Barrera

Crime Commission

Ron Segovia, Chair

Julian Castro

Committee of Six—Stormwater Management

Joel Williams

Art Hall

Patti Radle, alternate

Community Action Advisory Board

Enrique Barrera

Joel Williams

Patti Radle

Christopher "Chip" Haass

Convention and Visitors Bureau Advisory Committee

Roger Flores, Jr.

Ron Segovia

Fire and Police Pre-funded Health Trust

Art Hall

Carroll Schubert

Fireman's and Policemen's Pension Fund Board of Trustees

Mayor Ed Garza

Art Hall

Carroll Schubert

Metropolitan Planning Organization

Carroll Schubert

Joel Williams

Ron Segovia

Julian Castro

Planning Commission

Art Hall

San Antonio Water System, Ex Officio

Mayor Ed Garza

City Public Service, Ex-Officio

Mayor Ed Garza

RMA Study Group

Carroll Schubert

San Antonio Development Agency, Ex-Officio

Joel Williams

Richard Perez

Christopher "Chip" Haass

San Antonio Commission on Literacy

Christopher "Chip" Haass

Education Partnership

Patti Radle

Christopher "Chip" Haass

San Antonio Military Missions Task Force

Carroll Schubert

Ron Segovia

San Antonio Mobility Coalition

Carroll Schubert

Liaison to the Committee on Elderly Affairs

Julian Castro



Sports Liaison

Christopher "Chip" Haass

Cesar Chavez Liaison

Patti Radle

July Fourth Liaison

Julian Castro

Martin Luther King Liaison

Joel Williams

Diez y Seis Liaison

Roger Flores, Jr.

Mayor's Task Force on Hunger and Homelessness

Patti Radle

Julian Castro

Brooks City Base

Ron Segovia

KellyUSA

Richard Perez

## MILITARY LIAISONS

Roger Flores, Jr.

United States Marine Corps

Joel Williams

HQ, Fort Sam Houston

Brooke Army Medical Center

Ron Segovia

Brooks City Base

U.S. Air Force School of Aerospace Medicine

U.S. Air Force Human Systems Division

Richard Perez

KellyUSA

San Antonio Air Logistics Center

Air Force Intelligence Command

433<sup>rd</sup> Tactical Airlift Wing, Kelly AFB

Enrique Barrera

Wilford Hall United States Air Force Medical Center  
Lackland Air Force Base  
149<sup>th</sup> Tactical Fighter Group, Texas Air National Guard  
Air Force Military Training Center  
Defense Language Institute, English Language Center  
San Antonio Air Logistics Center

Julian Castro

United States Navy  
United States Coast Guard Reserve

Carroll Schubert

HQ, Fort Sam Houston  
United States Army Medical Command  
U.S. Army Medical Center and School  
Camp Bullis  
Brooke Army Medical Center  
Fifth United States Army  
U.S. Army Readiness Group  
HQ, 49<sup>th</sup> Armored Division Artillery, Texas Army National Guard  
90<sup>th</sup> United States Army Reserve Command  
United States Army 5<sup>th</sup> Recruiting Brigade (Southwest)

Art Hall

U.S. Air Force Recruiting Service  
Camp Bullis  
Camp Stanley

Christopher "Chip" Haas

12<sup>th</sup> Flying Training Wing  
HQ, Air Education and Training Command, AETC  
Air Force Personnel Center