

AN ORDINANCE

91330

ESTABLISHING THE BROOKS ADVISORY BOARD ("BOARD") TO ADVISE STAFF AND COUNCIL IN PLANNING AND IMPLEMENTING THE CITY-BASE PROJECT WITH THE AIR FORCE AND TO SERVE AS THE FORUM FOR PUBLIC PARTICIPATION AND INPUT INTO THE CITY-BASE PLANNING AND DEVELOPMENT PROCESS; AND APPOINTING MEMBERS TO THE BOARD. (RUBEN (BOB) SANCHEZ, FRED VILLAREAL, LEO GOMEZ, MARY WALLACE, REY NIETO, RICHARD (DICK) GRANT, FRANK LEDFORD JR., WILLIAM FLANNERY, DOMINICK DINA, JOHN WORTHINGTON)

WHEREAS, on November 4, 1999, City Staff, the Mayor's Brooks Property Development Advisory Committee, and the Brooks Partnership Advisory Committee presented an update on Brooks Air Force Base planning to City Council; and

WHEREAS, on November 4, 1999, the Mayor's Brooks Property Development Committee recommended establishing a Brooks Advisory Board, with members appointed by the City Council to serve staggered periods limited to three (3) consecutive two-year terms; and

WHEREAS, City Council finds that establishing a Brooks Advisory Board to advise the City Council and City Staff on the Brooks City-Base Project would facilitate public participation and public input into the planning and decision-making process for implementing the Brooks City-Base project; and

WHEREAS, City Council further finds that public participation and public input into the planning and decision-making process for implementing the Brooks City-Base Project is essential to ensuring the interests of the community are properly considered throughout the planning and implementation of the Brooks City-Base Project; **NOW THEREFORE**:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. City Council hereby establishes the Brooks Advisory Board (hereinafter referred to as the "Board").

SECTION 2. The role of the Board shall include advising and assisting City Council and City Staff on matters contained in the Board's Charter, Exhibit "A", attached hereto and incorporated herein. Board members shall comply with the Board's Charter.

SECTION 3. The Board shall consist of eleven (11) members (one appointed by each City Council member, with the Mayor's appointee serving as the Board Chairperson). Service on the Board shall be limited to three (3) consecutive two-year terms, except an individual appointed to fill a partial term may still serve up to three (3) consecutive two-year terms after completing a partial term.

SECTION 4. The individuals listed in Exhibit "B", attached hereto and incorporated herein, are hereby appointed to the Board to serve the terms specified in said B.

SECTION 5. Staffing support for the Board shall come from the City's Economic Development Department and, as needed, from additional City departments involved in Brooks City-Base planning and implementation.

SECTION 6. Funding for administrative expenses related to the Board shall be covered by funds budgeted for and approved by City Council for matters relating to the Brooks City-Base Project.

SECTION 7. This ordinance shall become effective the tenth (10th) day after the date of its passage.

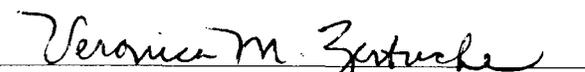
PASSED AND APPROVED this 24th day of February 2000.


M A Y O R
Howard W. Peak

ATTEST:


City Clerk

APPROVED AS TO FORM:


for City Attorney

00-08

BOARD APPOINTMENTS

*BROOKS
ADVISORY
BOARD*

As amended

AGENDA ITEM NUMBER: 26
 DATE: FEB 24, 2000
 MOTION: Perez Pro
 ORDINANCE NUMBER: 91330
 RESOLUTION NUMBER: _____
 ZONING CASE NUMBER: _____
 TRAVEL AUTHORIZATION: _____

- ALAMODOME
- ASSET MANAGEMENT
- AVIATION
- BUDGET & EMPLOYEE SERVICES
- BUDGET & EMPLOYEE SERVICES - PERSONNEL
- BUILDING INSPECTIONS
- BUILDING INSPECTIONS - HOUSE NUMBERING
- CITY ATTORNEY
- MUNICIPAL COURT PROSECUTORS
- RISK MANAGEMENT
- CITY MANAGER
- CITY PUBLIC SERVICE - GENERAL MANAGER
- CITY PUBLIC SERVICE - MAPS & RECORDS
- CODE COMPLIANCE
- COMMERCIAL RECORDER (PUBLISH)
- COMMUNITY INITIATIVES
- COMMUNITY RELATIONS
- PUBLIC INFORMATION OFFICE
- CONVENTION & VISITORS BUREAU
- CONVENTION CENTER EXPANSION OFFICE
- CONVENTION FACILITIES
- COUNCIL OFFICES
- CULTURAL AFFAIRS
- ECONOMIC DEVELOPMENT
- FINANCE DIRECTOR
- FINANCE (ASSESSOR)
- FINANCE (CONTROLLER)
- FINANCE (GRANTS)
- FINANCE (TREASURY)
- FIRE DEPARTMENT
- HOUSING & COMMUNITY DEVELOPMENT
- INFORMATION SERVICES
- INTERGOVERNMENTAL RELATIONS
- INTERNAL REVIEW
- INTERNATIONAL AFFAIRS
- LIBRARY
- METROPOLITAN HEALTH DISTRICT
- MUNICIPAL CODE CORPORATION (PUBLISH)
- MUNICIPAL COURTS
- NEIGHBORHOOD ACTION
- PARKS & RECREATION
- PLANNING DEPARTMENT
- DISABILITY ACCESS OFFICE
- LAND DEVELOPMENT SERVICES
- POLICE DEPARTMENT
- GROUND TRANSPORTATION OFFICE
- PUBLIC WORKS DIRECTOR
- CAPITAL PROJECTS
- CENTRAL MAPPING (W/ATTACHMENTS)
- ENGINEERING
- ENVIRONMENTAL SERVICES
- PARKING
- REAL ESTATE
- SOLID WASTE
- TRAFFIC ENGINEERING
- PURCHASING & GENERAL SERVICES
- SAN ANTONIO WATER SYSTEM
- 1 VLANDRA*
- 1 MEJER*

NAME	ROLL	AYE	NAY
BOBBY PEREZ District 1		✓	
MARIO SALAS District 2		✓	
DEBRA GUERRERO District 3		✓	
RAUL PRADO District 4		✓	
RICK VASQUEZ District 5		✓	
ENRIQUE BARRERA District 6		✓	
ED GARZA District 7		✓	
BONNIE CONNER District 8		✓	
TIM BANNWOLF District 9		✓	
DAVID CARPENTER District 10		✓	
HOWARD W. PEAK Mayor		✓	

Except for Slot 9

00-03

2000 BROOKS PFE

Amendment

- ALAMODOME
- ASSET MANAGEMENT
- AVIATION
- BUDGET & EMPLOYEE SERVICES
- BUDGET & EMPLOYEE SERVICES - PERSONNEL
- BUILDING INSPECTIONS
- BUILDING INSPECTIONS - HOUSE NUMBERING
- CITY ATTORNEY
- MUNICIPAL COURT PROSECUTORS
- RISK MANAGEMENT
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- PARKING
- REAL ESTATE
- SOLID WASTE
- TRAFFIC ENGINEERING
- PURCHASING & GENERAL SERVICES
- SAN ANTONIO WATER SYSTEM

AGENDA ITEM NUMBER: 26

DATE: _____

MOTION: Inure Bannwolf

ORDINANCE NUMBER: _____

RESOLUTION NUMBER: _____

ZONING CASE NUMBER: _____

TRAVEL AUTHORIZATION: _____

NAME	ROLL	AYE	NAY
BOBBY PEREZ District 1		✓	
MARIO SALAS District 2		<i>absent</i>	
DEBRA GUERRERO District 3		✓	
RAUL PRADO District 4		✓	
RICK VASQUEZ District 5		✓	
ENRIQUE BARRERA District 6		✓	
ED GARZA District 7		✓	
BONNIE CONNER District 8		✓	
TIM BANNWOLF District 9		✓	
DAVID CARPENTER District 10		✓	
HOWARD W. PEAK Mayor		✓	

*Mayor, 1, 2, 3, 4, 5, 6,
7, 8 & 10*

Leave 9th open

00-08

EXHIBIT "A"

TO ORDINANCE NO. 91330

PASSED AND APPROVED ON FEBRUARY 24, 2000

**CHARTER OF THE
BROOKS ADVISORY BOARD**

EXHIBIT A

CHARTER OF THE

BROOKS ADVISORY BOARD

The Brooks Advisory Board shall function only in an administrative advisory capacity and shall make recommendations to City Council and/or City Staff on planning, coordinating, and implementing the Brooks Air Force Base (AFB) “City-Base” Project. This Board shall have no active policy or decision-making authority for or within City government.

Board members shall follow Board rules contained herein:

- This body shall be called the “Brooks Advisory Board (BAB).”
- The BAB shall be composed of 11 members (one appointed by each City Council member).
- The Mayor’s appointee shall serve as the Chairperson of the BAB.
- The Vice-Chair shall be elected by the BAB from its membership.
- The Executive Director, Greater Kelly Development Authority and the Deputy Director, Brooks Air Force Base may serve as non-voting liaisons to the BAB.
- The BAB shall meet monthly on such day and time as determined by the BAB.
- The Chairperson of the BAB shall preside at all meetings; appoint all Standing Committees and Special Committees, subject to approval by a majority of the BAB; act as an ex-officio member of such committees; call special meetings; and generally perform the duties of the presiding officer.
- BAB meetings shall be governed by Robert’s Rules of Order, Newly Revised, in all situations where they are not inconsistent with BAB rules stated herein.
- The BAB shall have authority to take formal actions only when a quorum is present and a majority of the quorum votes in the affirmative.

- A quorum for transacting business shall be a simple majority of BAB members in office. Proxy votes shall not be allowed
- Special meetings may be called by the Chairperson or at the request of five BAB members for the purpose of transacting business as stated in the notice of the special meeting.
- All BAB meeting notices shall conform to the Texas Open Meetings Act as it now exists or as such law may be changed in the future.
- Service on the BAB shall be limited to three (3) consecutive two-year terms, except an individual appointed to serve a partial term may still serve three (3) consecutive two-year terms after completing a partial term.
- Staggered terms of office are desired.
- BAB members may be removed at the discretion of the City Council.
- If a BAB member's attendance at regularly scheduled meetings falls below 50% on an annual basis from the appointment date or if a member misses three (3) consecutive regularly scheduled BAB meetings, the member may be asked by City Council to resign. Absences may be formally excused by the BAB.
- Requests for excused absences by BAB members from regular or special BAB meetings shall be considered in accordance with the then existing City policy as it relates to other City Council appointed Boards, Commissions, Committees, etc.

The BAB's role shall include advising and assisting City Council and City Staff in

- (1) building a strategic plan for Brooks Air Force Base's development and reuse;
- (2) conferring with the Air Force on potential transfer of property to the City and/or the private sector and leaseback to the Air Force;
- (3) determining the cost of the City providing municipal services to and of owning and/or managing Brooks Air Force Base;
- (4) assessing the marketability and revenue potential of available Brooks Air Force Base assets (land and facilities);
- (5) conducting the City's environmental activities for the Brooks City-Base Project;

(6) reviewing Requests for Proposals (RFPs) on the competitive selection of outside consultants and/or third-party contractors to perform professional services, property management and property development activities for City. This will include reviewing Air Force RFPs where City enters into an agreement to share project costs with the Air Force;

(7) ensuring the community surrounding Brooks Air Force Base is kept informed of development plans for the Base and afforded the opportunity to provide input into the planning process; and

(8) evaluating partnership opportunities identified by the Mayor's Brooks Partnership Advisory Committee. Working with City Council, City Staff, the Air Force, and other community stakeholders to facilitate implementation of partnerships.

EXHIBIT "B"

TO ORDINANCE NO. 9730

PASSED AND APPROVED ON FEBRUARY 24, 2000

**LIST OF BOARD MEMBERS AND TERM OF SERVICE
ON THE BROOKS ADVISORY BOARD**

NO. NATIONS - BROOKS ADVISORY JARD

<u>APPLICANT</u>	<u>SUBMITTED BY</u>	<u>DISTRICT/RESIDENCE</u>	<u>YEARS</u>
Ruben (Bob) Sanchez	Mayor	District 6	2
Fred Villarreal	District 1	District 9	1
Leo Gomez	District 2	District 3	2
Mary Wallace	District 3	District 3	1
Rey Nieto	District 4	District 4	2
Richard (Dick) Grant	District 5	District 1	1
Frank Ledford, Jr.	District 6	District 8	2
William Flannery	District 7	Outside City	1
Dominick Dina	District 8	District 8	1
Shirl Thomas	District 9	District 10	2
John Worthington	District 10	District 10	2

DO NOT TYPE IN THIS SPACE	CITY OF SAN ANTONIO Request For Ordinance/Resolution
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Date: February 14, 2000	Department: Economic Development	Contact Person/Phone #: Manuel Longoria, Jr.
Date Council Consideration Requested: Thu., February 24, 2000	Deadline for Action: February 24, 2000	Dept. Head Signature <i>Manuel Longoria, Jr.</i>

SUMMARY OF ORDINANCE

This ordinance establishes the Brooks Advisory Board ("Board") and appoints the Board members. The Board will also serve as the forum for public participation and input into the City-Base planning and development process.

Staff recommends approval of this ordinance.

Council Memorandum Must be Attached To Original

Other Depts., Boards, Committees Involved (please specify):
City Attorney's Office, City Clerk's Office, Finance, Budget, Intergovernmental Relations, Brooks Air Force Base

Contract signed by other party
Yes No

FISCAL DATA (If Applicable)	
Fund No. _____	Amt. Expended _____
Activity No. _____	SID No. _____
Index Code _____	Project No. _____
Object Code _____	
Comments:	Funds/Staffing Budgeted Yes <input type="checkbox"/> No <input type="checkbox"/>
	Positions Currently Authorized
	Impact of future O & M
	If positions added, specify class and no.
	Coordinator - White Legal - Green Budget - Canary Finance - Pink Originator - Gold

CITY OF SAN ANTONIO
ECONOMIC DEVELOPMENT DEPARTMENT
Interdepartmental Correspondence

TO: Mayor and City Council

THROUGH: Alexander E. Briseño, City Manager

FROM: Manuel Longoria, Jr., Acting Director, Economic Development Department

COPY: J. Rolando Bono; Christopher J. Brady; George Pedraza; Frank Garza; Louis Lendman; Jim Campbell; Rebecca Waldman; Octavio Peña; Trey Jacobson, File

SUBJECT: Chartering of the Brooks Advisory Board (BAB)

DATE: February 14, 2000

SUMMARY AND RECOMMENDATION:

This Ordinance establishes the Brooks Advisory Board (“Board”) and appoints members to the Board. The Board will advise staff and Council in planning and implementing the City-Base project with the Air Force. The Board will also serve as the forum for public participation and input into the City-Base planning and development process.

Staff recommends approval of this ordinance.

BACKGROUND:

On November 4, 1999, at Council B-Session, staff presented an update on Brooks Air Force Base planning, along with the chairs of the Mayor’s two advisory committees for property development and partnerships. At this B-session, the Mayor’s Property Development Committee recommended the establishment of a Brooks Advisory Board with members appointed by Council. A list of individuals nominated to serve as Board members is attached as Attachment B.

Board members will be asked to advise and assist both staff and Council in: (1) building a strategic plan for base development and reuse; (2) conferring with the Air Force on potential transfer of all or some of the property to the City/private sector and leaseback to the Air Force; (3) determining the cost of the City providing municipal services and of owning and/or managing base property; (4) assessing the marketability and revenue potential of available base assets (land and facilities); and (5) conducting the City’s environmental due diligence.

A proposed charter for the Board is attached (see Attachment A). The Board will consist of eleven (11) members selected from the community at large, with the Board Chair appointed by the Mayor. Board members are limited to three (3) consecutive two-year terms, except individuals filling partial appointments. Additionally, Board members are required to follow the board rules outlined in the proposed charter.

POLICY ANALYSIS:

Establishment of this Board allows for public participation and input into the planning and decision-making process for this important economic development initiative. This participation is essential to ensuring the interests of the community are diligently considered throughout the planning and potential implementation of the Brooks City-Base.

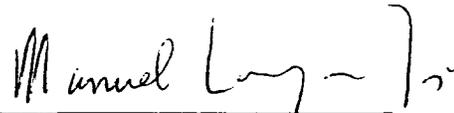
This Board will serve in an advisory capacity only.

COORDINATION:

This item has been coordinated with the City Attorney’s Office, City Clerk, Intergovernmental Relations Office, and Brooks Air Force Base.

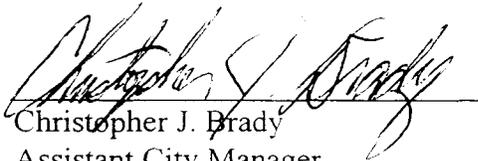
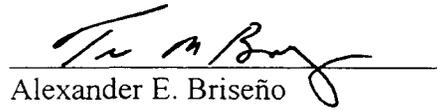
FINANCIAL IMPACT:

Establishment of the Brooks Advisory Board will require staffing support from the Economic Development Department and as needed from additional City departments involved in Brooks planning. The support and the involvement of other public and private organizations are encouraged. Funding for administrative expenses related to the Board will be covered by budgeted Brooks project funds.



Manuel Longoria, Jr., Acting Director
Economic Development Department

APPROVED:


Christopher J. Brady
Assistant City Manager
Alexander E. Briseño
City Manager

ML/ed

Attachments

ATTACHMENT A

CHARTER OF THE

BROOKS ADVISORY BOARD

The Brooks Advisory Board shall function only in an administrative advisory capacity and shall make recommendations to the City Council and the City Manager on planning, coordination, and implementation of the Brooks Air Force Base (AFB) "City Base" concept. This Board itself shall have no active policy or decision making authority for or within the City government.

Board Rules will be as follows:

- This body shall be called the "Brooks Advisory Board (BAB)."
- The BAB will be composed of 11 members as appointed by the City Council. Members can be appointed at large from the community.
- The Mayor will select the Chair of the BAB.
- The BAB members will elect the Vice-Chair.
- The Executive Director, Greater Kelly Development Authority and the Deputy Director, Brooks Air Force Base may serve as non-voting liaisons to the BAB.
- The BAB will meet monthly on such day and time as determined by the BAB.
- The Chair of the BAB shall preside at all meetings; appoint all Standing Committees and Special Committees, subject to approval by the BAB; act as an ex-officio member of such committees; call special meetings; and generally perform the duties of the presiding officer.
- Proceedings of all meetings shall be governed by Robert's Rules of Order, Newly Revised in those cases in which they are applicable and in which they are not inconsistent with these board rules.
- Formal action can be taken only with a quorum present and with a majority of the members present voting affirmative.
- Special meetings may be called by the Chair or at the request of five board members for the purpose of transacting business as stated in the notice of the special meeting.

- All board meeting notices shall conform to the Texas Open Meetings Law as it now exists or as such law may be changed in the future.
- A quorum for transaction of business shall be a simple majority of board members in office. Proxy votes are not allowed.
- Board members are limited to three (3) consecutive two-year terms. Individuals fulfilling partial appointments may still serve three (3) consecutive two-year terms.
- Staggered terms of office are desired.
- BAB members can be removed at the discretion of the City Council.
- If a member's attendance at regularly scheduled meetings falls below 50% on an annual basis from the appointment date or if a member misses three (3) regularly scheduled consecutive meetings, the member will be asked by City Council to resign. Absences may be formally excused by the BAB.
- Excused absences by BAB members from regular, special or called meetings of the BAB shall be considered in accordance with currently established City policy as it relates to other Council-appointed Boards, Commissions, Committees, etc.

The Brooks Advisory Board's role shall be as follows:

- Advise City Council and City Staff on the propriety of the City assuming ownership of Brooks AFB, providing municipal services, contracting with a third-party contractor for property management and for development of available property/facilities.
- Review Requests for Proposals (RFPs) and advise City Staff on the competitive selection of outside consultants and/or third-party contractors to perform professional services, property management and property development activities for the City. This will include reviewing Air Force RFPs where the City enters into any formal agreement to share project costs with the Air Force.
- Assist and advise City Staff in reviewing an agreement with the Air Force on a transfer of base property to the City with a subsequent lease back of property to the Air Force.
- Actively participate in developing a master planning document for Brooks AFB that outlines the City's plans for future development and land utilization on Brooks.
- Work with City Staff and the Air Force to ensure the community surrounding Brooks AFB is kept informed of development plans for the base and afforded the opportunity to provide input into the planning process.

- Evaluate the partnership opportunities identified by the Mayor's Brooks Partnership Advisory Committee. Work with City Staff, the Air Force and other community stakeholders to facilitate implementation of partnerships.
- Review and advise City Council on any potential environmental concerns and liabilities associated with the City's ownership of Brooks AFB.
- Assist City Staff in determining which facilities and property the City should maintain and/or operate for its own programs and services in the interests of the community.

ATTACHMENT B

NOMINATIONS – BROOKS ADVISORY BOARD

<u>APPLICANT</u>	<u>SUBMITTED BY</u>	<u>DISTRICT/RESIDENCE</u>
Ruben (Bob) Sanchez	Mayor	District 6
Fred Villarreal	District 1	District 9
Leo Gomez	District 2	District 3
Mary Wallace	District 3	District 3
Rey Nieto	District 4	District 4
Richard (Dick) Grant	District 5	District 1
Frank Ledford, Jr.	District 6	District 8
William Flannery	District 7	Outside City
Dominick Dina	District 8	District 8
Shirl Thomas	District 9	District 10
John Worthington	District 10	District 10

EXHIBIT A

CHARTER OF THE

BROOKS ADVISORY BOARD

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- (1) building a strategic plan for Brooks Air Force Base's development and reuse;
- (2) conferring with the Air Force on potential transfer of property to the City and/or the private sector and leaseback to the Air Force;
- (3) determining the cost of the City providing municipal services to and of owning and/or managing Brooks Air Force Base;
- (4) assessing the marketability and revenue potential of available Brooks Air Force Base assets (land and facilities);
- (5) conducting the City's environmental activities for the Brooks City-Base Project;

(6) reviewing Requests for Proposals (RFPs) on the competitive selection of outside consultants and/or third-party contractors to perform professional services, property management and property development activities for City. This will include reviewing Air Force RFPs where City enters into an agreement to share project costs with the Air Force;

(7) ensuring the community surrounding Brooks Air Force Base is kept informed of development plans for the Base and afforded the opportunity to provide input into the planning process; and

(8) evaluating partnership opportunities identified by the Mayor's Brooks Partnership Advisory Committee. Working with City Council, City Staff, the Air Force, and other community stakeholders to facilitate implementation of partnerships.



City of San Antonio
Economic Development Department

Brooks Advisory Board

Agenda Item 26

February 24, 2000

SUMMARY

◆ **This Ordinance:**

- ◆ **Establishes the Brooks Advisory Board**
- ◆ **Appoints the members of the Brooks Advisory Board**

BACKGROUND

- ✦ **Staff presented an update on Brooks City Base planning at B-Session on Nov 4, 1999**
- ✦ **Council directed staff to:**
 - **Proceed with City Base planning**
 - **Negotiate a deal to transfer the base to the City and leaseback property to the Air Force**
 - **Establish a Brooks Advisory Board**

Brooks Advisory Board Composition

- ✦ Board will consist of 11 members**
- ✦ Board Chair appointed by the Mayor**
- ✦ Terms will be staggered**
- ✦ Members may serve 3 consecutive two-year terms**

Board Charter

- ✦ **Board advise staff and Council on:**
 - **Planning and implementing the Brooks City Base project;**
 - **Development of the strategic plan;**
 - **Examine Partnership and economic development opportunities; and**
 - **Serve as a forum for public participation and input**

POLICY ANALYSIS

- ✦ **Establishment of the Brooks Advisory Board**
 - **Allows for public participation and input into the planning and decision-making process for the Brooks City Base Project**
 - **Ensures community interests and concerns are considered in pursuing this important economic development initiative**

FINANCIAL IMPACT

- ✦ **The Brooks Advisory Board will receive staffing support from the Economic Development Department**
- ✦ **Other City departments will participate in the planning process**
- ✦ **Budgeted Brooks project funds will cover the Board's administrative expenses**

Brooks Advisory Board Nominations

Ruben Sanchez/Mayor

Fred Villarreal/Dist 1

Leo Gomez/Dist 2

Mary Wallace/Dist 3

Rey Nieto/Dist 4

Richard Grant/Dist. 5

Frank Ledford, Jr./Dist 6

William Flannery/Dist 7

Dominick Dina/Dist 8

Shirl Thomas/Dist 9

John Worthington/Dist 10

COORDINATION

- ◆ **City Attorney's Office**
- ◆ **Brooks Air Force Base**
- ◆ **City Clerk**
- ◆ **Intergovernmental Relations Office**
- ◆ **Budget and Performance Assessment**

RECOMMENDATION

- ✦ **Staff Recommends Approval of this Ordinance**
- ✦ **Upon approval of this Ordinance, City Clerk will draw lots to determine each board member's term**