

AN ORDINANCE **95974**

**AMENDING ORDINANCE NO. 94091 BY
CONSOLIDATING THE TWENTY FOUR CITY COUNCIL
COMMITTEES THAT WERE CREATED AND
APPOINTED ON JUNE 14, 2001 INTO SEVEN NEW
COMMITTEES WITH NEW MEMBERS; AS REQUESTED
BY MAYOR EDWARD GARZA.**

* * * * *

WHEREAS, by Ordinance No. 94091, passed and approved on June 14, 2001, the Mayor and members of the City Council were appointed to various subcommittees, ad hoc committees, boards and commissions, the terms of which appointments were to run concurrently with the City Council terms, set to expire May 31, 2003; and

WHEREAS, since the passage of said ordinance, it has become necessary to modify the Committee structure by reducing the number of Committees through consolidation from twenty-four into seven new committees with new members and to broaden the scope of these newly created committees, and

WHEREAS, it is now necessary to amend Ordinance No. 94091, in order to reflect said modifications, **NOW THEREFORE**;

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

SECTION 1. Ordinance No. 94091, passed and approved on June 14, 2001, is amended to reflect the following change consolidation of the twenty-four committees created by said ordinance into seven new committees with new members. The seven new Committees and the staff assigned to these Committees are set out in **Attachment I**

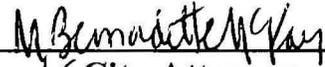
SECTION 2. The Guidelines For San Antonio City Council Committees, as set out in **Attachment II**, and approved by ordinance No 95160 on January 10, 2002 shall remain in effect for the newly revised committees

SECTION 3. This ordinance shall become effective on the 10th day after passage hereof.

PASSED AND APPROVED this the 20th day of June 2002


M A Y O R
EDWARD D. GARZA

ATTEST: 
ASSISTANT City Clerk

APPROVED AS TO FORM: 
City Attorney

02-25

MEETING OF THE CITY COUNCIL

As Amended

| |
|---|
| ALAMODOME |
| ASSET MANAGEMENT |
| AVIATION |
| CITY ATTORNEY |
| MUNICIPAL COURT |
| REAL ESTATE (FASSNIDGE) |
| REAL ESTATE (WOOD) |
| RISK MANAGEMENT |
| CITY MANAGER |
| SPECIAL PROJECTS |
| CITY PUBLIC SERVICE - GENERAL MANAGER |
| CITY PUBLIC SERVICE - MAPS AND RECORDS |
| CODE COMPLIANCE |
| COMMERCIAL RECORDER |
| COMMUNITY INITIATIVES |
| CONVENTION AND VISITORS BUREAU |
| CONVENTION CENTER EXPANSION OFFICE |
| CONVENTION FACILITIES |
| COUNCIL OFFICES |
| CULTURAL AFFAIRS |
| CUSTOMER SERVICE/311 SYSTEM |
| DEVELOPMENT SERVICES |
| HOUSE NUMBERING |
| LAND DEVELOPMENT SERVICES |
| TRAFFIC & DRAINAGE PLAN REVIEW |
| ECONOMIC DEVELOPMENT |
| ENVIRONMENTAL SERVICES |
| SOLID WASTE |
| EXTERNAL RELATIONS |
| PUBLIC INFORMATION OFFICE |
| FINANCE - DIRECTOR |
| FINANCE - ASSESSOR |
| FINANCE - CONTROLLER |
| FINANCE - GRANTS |
| FINANCE - PUBLIC UTILITIES SUPERVISOR |
| FINANCE- TREASURY |
| FIRE DEPARTMENT |
| HOUSING AND COMMUNITY DEVELOPMENT |
| HUMAN RESOURCES (PERSONNEL) |
| INFORMATION SERVICES |
| INTERNAL REVIEW |
| INTERNATIONAL AFFAIRS |
| LIBRARY |
| MANAGEMENT & BUDGET (OFFICE OF) OMB |
| MAYOR'S OFFICE |
| METROPOLITAN HEALTH DISTRICT |
| MUNICIPAL CODE CORPORATION |
| MUNICIPAL COURT |
| NEIGHBORHOOD ACTION |
| PARKS AND RECREATION |
| MARKET SQUARE |
| YOUTH INITIATIVES |
| PLANNING DEPARTMENT -NEIGHBORHOOD PLNG; |
| URBAN DESIGN/HISTORIC PRESERVATION |
| DISABILITY ACCESS OFFICE |
| POLICE DEPARTMENT |
| GROUND TRANSPORTATION |
| PUBLIC WORKS DIRECTOR |
| CAPITAL PROJECTS |
| CENTRAL MAPPING |
| ENGINEERING |
| PARKING DIVISION |
| REAL ESTATE DIVISION |
| TRAFFIC ENGINEERING |
| PURCHASING AND GENERAL SERVICES |
| SAN ANTONIO WATER SYSTEMS (SAWS) |
| VIA |

AGENDA ITEM NUMBER: 30

DATE: JUN 20 2002

MOTION: *Moorhouse* Per

ORDINANCE NUMBER: 95974

RESOLUTION NUMBER: _____

ZONING CASE NUMBER: _____

TRAVEL AUTHORIZATION: _____

| NAME | ROLL | AYE | NAY |
|--|------|-----|-----|
| BOBBY PEREZ District 1 | | ✓ | |
| JOHN H. SANDERS District 2 | | ✓ | |
| ANTONIETTE "TONI" MOORHOUSE District 3 | | ✓ | |
| ENRIQUE "KIKE" MARTIN District 4 | | ✓ | |
| DAVID A. GARCIA District 5 | | ✓ | |
| ENRIQUE M. BARRERA District 6 | | ✓ | |
| JULIAN CASTRO District 7 | | ✓ | |
| BONNIE CONNER District 8 | | ✓ | |
| CARROLL W. SCHUBERT District 9 | | ✓ | |
| DAVID CARPENTER District 10 | | ✓ | |
| EDWARD D. GARZA Mayor | | ✓ | |

AMENDS ORD. NO. 94091 OF 6/14/01

02-25

02-9

MEETING OF THE CITY COUNCIL

Amendment

| |
|---|
| ALAMODOME |
| ASSET MANAGEMENT |
| AVIATION |
| CITY ATTORNEY |
| MUNICIPAL COURT |
| REAL ESTATE (FASNIDGE) |
| REAL ESTATE (WOOD) |
| RISK MANAGEMENT |
| CITY MANAGER |
| SPECIAL PROJECTS |
| CITY PUBLIC SERVICE - GENERAL MANAGER |
| CITY PUBLIC SERVICE - MAPS AND RECORDS |
| CODE COMPLIANCE |
| COMMERCIAL RECORDER |
| COMMUNITY INITIATIVES |
| CONVENTION AND VISITORS BUREAU |
| CONVENTION CENTER EXPANSION OFFICE |
| CONVENTION FACILITIES |
| COUNCIL OFFICES |
| CULTURAL AFFAIRS |
| CUSTOMER SERVICE/311 SYSTEM |
| DEVELOPMENT SERVICES |
| HOUSE NUMBERING |
| LAND DEVELOPMENT SERVICES |
| TRAFFIC & DRAINAGE PLAN REVIEW |
| ECONOMIC DEVELOPMENT |
| ENVIRONMENTAL SERVICES |
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| FINANCE - DIRECTOR |
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| FINANCE - CONTROLLER |
| FINANCE - GRANTS |
| FINANCE - PUBLIC UTILITIES SUPERVISOR |
| FINANCE- TREASURY |
| FIRE DEPARTMENT |
| HOUSING AND COMMUNITY DEVELOPMENT |
| HUMAN RESOURCES (PERSONNEL) |
| INFORMATION SERVICES |
| INTERGOVERNMENTAL RELATIONS |
| INTERNAL REVIEW |
| INTERNATIONAL AFFAIRS |
| LIBRARY |
| MANAGEMENT & BUDGET (OFFICE OF) OMB |
| METROPOLITAN HEALTH DISTRICT |
| MUNICIPAL CODE CORPORATION |
| MUNICIPAL COURT |
| NEIGHBORHOOD ACTION |
| PARKS AND RECREATION |
| MARKET SQUARE |
| YOUTH INITIATIVES |
| PLANNING DEPARTMENT -NEIGHBORHOOD PLNG; |
| URBAN DESIGN/HISTORIC PRESERVATION |
| DISABILITY ACCESS OFFICE |
| POLICE DEPARTMENT |
| GROUND TRANSPORTATION |
| PUBLIC WORKS DIRECTOR |
| CAPITAL PROJECTS |
| CENTRAL MAPPING |
| ENGINEERING |
| PARKING DIVISION |
| REAL ESTATE DIVISION |
| TRAFFIC ENGINEERING |
| PURCHASING AND GENERAL SERVICES |
| SAN ANTONIO WATER SYSTEMS (SAWS) |
| VIA |

AGENDA ITEM NUMBER: 30

DATE: _____

MOTION: Pass Yea

ORDINANCE NUMBER: _____

RESOLUTION NUMBER: _____

ZONING CASE NUMBER: _____

TRAVEL AUTHORIZATION: _____

| NAME | ROLL | AYE | NAY |
|-------------------------------------|------|-----|-----|
| BOBBY PEREZ District 1 | | ✓ | |
| JOHN H. SANDERS District 2 | | ✓ | |
| TONI MOORHOUSE District 3 | | ✓ | |
| ENRIQUE "KIKE" MARTIN District 4 | | ✓ | |
| DAVID A. GARCIA District 5 | | ✓ | |
| ENRIQUE M. BARRERA District 6 | | ✓ | |
| JULIAN CASTRO District 7 | | ✓ | |
| BONNIE CONNER District 8 | | ✓ | |
| CARROLL SCHUBERT District 9 | | ✓ | |
| DAVID CARPENTER District 10 | | ✓ | |
| ED GARZA Mayor | | ✓ | |

B & C -

*Remove Mr. Soderer
from Community Action
Advisory Board*

REVISED

ATTACHMENT I

COUNCIL COMMITTEES

June 12, 2002

Economic and Human Development

Combined: Healthy Families, Human Development, Technology, Airport Advisory

Enrique Barrera, Chair
 John Sanders
 Julian Castro
 Kike Martin
 David Carpenter

STAFF: Frances A. Gonzalez, Assistant to the City Manager (lead)
 Christopher J. Brady, Assistant City Manager
 Erik J. Walsh, Assistant to the City Manager
 Dennis J. Campa, Director, Community Initiatives Department
 Ramiro Cavazos, Director, Economic Development Department
 Kevin C. Doliolle, Director, Aviation Department
 Fernando A. Guerra, M.D., Director, Metropolitan Health District
 Gary J. Moeller, Director, Information Services Department
 Felix Padron, Director, Office of Cultural Affairs

Governance

Combined: Charter Revision, Agenda Planning, Audit & Contract Review, Personnel, Redistricting, Ethics

Mayor Ed Garza, Chair
 Bobby Perez
 Enrique Barrera
 Bonnie Conner
 Carroll Schubert

STAFF: Terry M. Brechtel, City Manager (lead)
 Travis M. Bishop, Assistant City Manager
 Erik J. Walsh, Assistant to the City Manager
 Andrew Martin, City Attorney
 Louis A. Lendman, Director, Office of Management and Budget
 Gary J. Moeller, Director, Information Services Department
 Milo Nitschke, Director, Finance Department
 Norma S. Rodriguez, City Clerk
 Rebecca Waldman, Director, Asset Management Department
 Carrie Bond, Acting Director, Office of Internal Review

Inter-Governmental Relations

Combined: State & Federal Initiatives, Intergovernmental Relations, Public Utilities,
Local Government Approval Committee-VIA

Bonnie Conner, Chair
Bobby Perez
Toni Moorhouse
Carroll Schubert
David Carpenter

STAFF: James R. Campbell, Director, External Relations Department (lead)
Melissa Byrne Vossmer, Assistant City Manager
Ben Gorzell, Jr., Public Utilities Supervisor/Assistant Director, Finance
Department
Emil Moncivais, Director, Planning Department
Thomas G. Wendorf, Director, Public Works Department

International Relations

Existing Committee

David Garcia, Chair
John Sanders
Kike Martin
Enrique Barrera
David Carpenter

STAFF: Christopher J. Brady, Assistant City Manager (lead)
Henry E Sauvignet, Director, International Affairs Department

Military Affairs

Existing Committee

David Carpenter, Chair
Toni Moorhouse
David Garcia
Enrique Barrera
Carroll Schubert

STAFF: Christopher J Brady, Assistant City Manager (lead)
Ramiro Cavazos, Director, Economic Development Department
James R. Campbell, Director, External Relations Department
Thomas Rumora, Director, Brooks City Base
Additional assistance to be provided by
Bruce Miller, Executive Director, Greater Kelly Development Authority

Quality of Life

Combined: Environmental Quality, Public Safety, Commercial Transportation, Infrastructure, Fiesta, Municipal Courts, Steering Committee of San Antonio/Bexar County MPO

Bonnie Conner, Chair
Bobby Perez
Toni Moorhouse
David Garcia
Julian Castro

STAFF: Melissa Byrne Vossmer, Assistant City Manager (lead)
J. Rolando Bono, Deputy City Manager
Andrew Cameron, Director, Housing and Community Development Department
Janie B. Cantu, Director, Purchasing and General Services Department
Daniel V. Cardenas, Director, Environmental Services Department
Kevin C. Dolliole, Director, Aviation Department
Ben Gorzell, Jr., Public Utilities Supervisor/Assistant Director, Finance Department
Fernando A. Guerra, M.D., Director, Metropolitan Health District
Louis A. Lendman, Director, Office of Management and Budget
Andrew Martin, City Attorney
Malcolm Matthews, Director, Parks and Recreation Department
Emil Moncivais, Director, Planning Department
Milo Nitschke, Director, Finance Department
Robert Ojeda, Fire Chief
Albert Ortiz, Police Chief
Quentin B. Porter, Director, Municipal Courts
Norma S. Rodriguez, City Clerk
Alfredo M. Tavera, Presiding Judge
Rebecca Waldman, Director, Asset Management Department
Thomas G. Wendorf, Director, Public Works Department

Urban Affairs

Combined: Balanced Growth, Housing & Neighborhoods, Small & Neighborhood Business

Bobby Perez, Chair
John Sanders
Kike Martin
Julian Castro
Bonnie Conner

STAFF: Jelynne Burley, Assistant City Manager (lead)
Andrew Cameron, Director, Housing and Community Development Department
Ramiro Cavazos, Director, Economic Development Department
David D. Garza, Director, Neighborhood Action Department
Emil Moncivais, Director, Planning Department
Felix Padron, Director, Office of Cultural Affairs
Martin G. Rodriguez, Director, Code Compliance Department
Rebecca Waldman, Director, Asset Management Department

BOARD AND COMMISSION APPOINTMENTS

Alamo Area Council of Governments

Bonnie Conner
Enrique Barrera
John Sanders

STAFF: Melissa Byrne Vossmer, Assistant City Manager (lead)
Daniel V Cardenas, Director, Environmental Services Department
Emil Moncivais, Director, Planning Department
Thomas G. Wendorf, Director, Public Works Department

Convention and Visitors Advisory Committee

Bobby Perez
Toni Moorhouse

STAFF: Roland A. Lozano, Assistant to the City Manager (lead)
Michael Abington, Alamodome Department
Edward C. Garcia, Director, Convention Facilities
Dale Lockett, Acting Director, Convention and Visitors Bureau

Fire and Police Pre-funded Health Trust

Enrique Barrera
Toni Moorhouse

STAFF: Erik J. Walsh, Assistant to the City Manager (lead)
Elisa Pena Bernal, Director, Human Resources Department
Ben Gorzell, Jr., Public Utilities Supervisor/Assistant Director, Finance
Department

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

Mayor Ed Garza
Bobby Perez
David Carpenter

STAFF: Erik J. Walsh, Assistant to the City Manager (lead)
Elisa Pena Bernal, Director, Human Resources Department
Ben Gorzell, Jr, Public Utilities Supervisor/Assistant Director, Finance
Department

Planning Commission

Bonnie Conner

STAFF: Christopher J. Brady, Assistant City Manager (lead)
Emil Moncivais, Director, Planning Department
Director, Development Services Department (vacant)

San Antonio Water System, Ex Officio

Mayor Ed Garza

STAFF: Melissa Byrne Vossmer, Assistant City Manager (lead)
Ben Gorzell, Jr., Public Utilities Supervisor/Assistant Director, Finance
Department
Thomas G. Wendorf, Director, Public Works Department

City Public Service, Ex-Officio

Mayor Ed Garza

STAFF: Melissa Byrne Vossmer, Assistant City Manager (lead)
Ben Gorzell, Jr., Public Utilities Supervisor/Assistant Director, Finance
Department
Thomas G. Wendorf, Director, Public Works Department

San Antonio Development Agency, Ex-Officio

Enrique Barrera
Toni Moorhouse
Julian Castro

STAFF: Jelynn Burley, Assistant City Manager (lead)
Andrew Cameron, Director, Housing and Community Development
Department
David D Garza, Director, Neighborhood Action Department

Sports Liaison

David Garcia

STAFF: Roland A. Lozano, Assistant to the City Manager (lead)
Michael Abington, Alamodome Department
Dale Lockett, Acting Director, Convention and Visitors Bureau

Cesar Chavez Liaison

David Garcia

STAFF. Travis M. Bishop, Assistant City Manager

July Fourth Liaison

Julian Castro

STAFF: Malcolm Matthews, Director, Parks and Recreation Department

Martin Luther King Liaison

John Sanders

STAFF: Travis M. Bishop, Assistant City Manager (lead)
Jelyne Burley, Assistant City Manager

Diez y Seis Liaison

Bobby Perez

STAFF: Travis M. Bishop, Assistant City Manager (lead)
Teresa Vasquez-Romero, Assistant to the Mayor for Administration

LOCAL BOARD APPOINTMENTS

Crime Commission

David Garcia

Community Action Advisory Board

Kike Martin

David Garcia

Enrique Barrera

Bonnie Conner

San Antonio Commission on Literacy

Bonnie Conner

MILITARY LIAISONS

Bobby Perez

United States Marine Corps

Carroll Schubert

HQ, Fort Sam Houston

United States Army Medical Command

U.S. Army Medical Center and School

Brooke Army Medical Center

Fifth United States Army

U.S. Army Readiness Group

HQ, 49th Armored Division Artillery, Texas Army National Guard

90th United States Army Reserve Command

United States Army 5th Recruiting Brigade (Southwest)

Toni Moorhouse

HQ, Brooks Air Force Base

U.S. Air Force School of Aerospace Medicine

U.S. Air Force Human Systems Division

Enrique Barrera

Wilford Hall United States Air Force Medical Center

Lackland Air Force Base

149th Tactical Fighter Group, Texas Air National Guard

Air Force Military Training Center

Defense Language Institute, English Language Center

San Antonio Air Logistics Center

Kike Martin

HQ, Kelly Air Force Base

San Antonio Air Logistics Center

Air Force Intelligence Command

433rd Tactical Airlift Wing, Kelly AFB

Julian Castro

United States Navy

United States Coast Guard Reserve

David Carpenter

12th Flying Training Wing

HQ, Air Education and Training Command, AETC

Air Force Personnel Center

12th Flying Training Wing

U.S. Air Force Recruiting Service

MAYOR'S AD HOC COMMITTEES

Mayor's Arts and Cultural Council

United San Antonio Mayor's Commission

Reach for the Skies

CITY OF SAN ANTONIO
Interdepartmental Correspondence
City Manager's Office

TO: Mayor and Council

FROM: Terry M. Brechtel, City Manager

COPIES: Executive Team

SUBJECT: Staff Assignments to Council Committees, Boards and Commissions

DATE: June 20, 2002

Upon taking office in June of 2001, Mayor Garza created a Council Committee structure to provide a forum for program and policy development. After reviewing the efforts and effectiveness of the various City Council Committees during his first year in office, the Mayor decided to take this opportunity to revise the Committee structure by reducing the number of Committees and broadening their scope. His goal is to reduce the number of meetings and increase Committee efficiency. In consultation with each of the Committee chairs, the Mayor will circulate a list of issues and initiatives the Committees are expected to take up during the coming year.

I have had an opportunity to review each of the Committees, Boards and Commissions and have recommended staff assignments to assist the Mayor and Council committee members in this important endeavor (Attachment I). As mentioned above, each of the committees will have an established workplan and will also continue to address other issues that arise during the year. The Guidelines for San Antonio City Council Committees, approved by ordinance on January 10, 2002, will remain in effect for the newly revised committees (Attachment II).

Should you have any questions, please feel free to contact me.



Terry M. Brechtel
City Manager

GUIDELINES FOR SAN ANTONIO CITY COUNCIL COMMITTEES

I. Open Meetings and General Conditions

A. General Rules

Purpose. It is fundamental to public business that actions taken by public officials be open to the very citizens they represent. Decisions affecting public policy and public business, therefore, shall be conducted in an open forum whenever possible. In the spirit of open government, the City Council recommends that all City Council Committee Meetings be conducted utilizing the tenets of the Texas Open Meetings Act as guidelines.

Texas Attorney General has concluded that in certain situations, City Council Committees must comply with the Open Meetings Act. Specifically, when the full Council "rubber stamps" decisions deliberated by the Council Committee, or when the Committee exercises such control over public business that it results in the final action taken at the Committee level rather than by the full City Council.

Act Requirements. City Council Committee Meetings should be held pursuant to and in compliance with the Texas Open Meetings Act ("Act"). As such, Committee Meetings will be posted in accordance with the provisions of the Act and open to the public.

Quorum. In order to hold a meeting, a quorum of the Committee members must be present.

Agenda. In addition to the requirements of the Act, as set out in B., below, each posted agenda shall contain the following items, in substantially the form as attached (Attachment 1): 1) item(s) for consideration, discussion and direction; 2) Staff report or briefing; and 3) provision for executive session. It will be the responsibility of the staff coordinator to ensure that an agenda is prepared and posted as required.

City Council Direction. Members of the City Council Committees may give direction to Staff regarding a contract or a public policy issue that is posted, so long as all members of the City Council are apprised of the proposed modification prior to a vote of the full Council.

City Manager Discretion. The City Manager may, at her discretion, direct any item considered by the Committee to be discussed in B-Session, Executive Session or A-Session for a consideration by the full Council.

B. Posting and notice requirements

Each Committee Meeting posting must contain the date, time and location of the meeting, as well as the subject matter to be discussed. The notice must be posted on a bulletin board, at a place convenient and readily accessible to the general public at all times, in the City Hall, for at least seventy-two (72) hours before the scheduled time of the meeting.

A Staff Report item will be posted on each agenda. Pursuant to this item, staff may provide a briefing on an item of interest to the Committee. This item will be provided for informational purposes and action on the item will be limited to direction only.

If, at the Committee Meeting, a member of the Committee inquires about a subject which was not posted on the agenda, deliberation about that subject must be limited to direction by the Committee to place that subject on the agenda for a subsequent Committee Meeting. Any item posted for action at the Committee level will proceed to the full Council for a final decision.

C. Minutes of Committee Meetings

Minutes of each Committee Meeting must be maintained. (Sample provided at Attachment II.) The minutes must state the subject of each deliberation and indicate each decision, the direction given, or other action taken. The minutes of each Committee Meeting are public.

A person in attendance may record all or any part of the Committee Meeting by means of a tape recorder, video camera or other means of audio or visual reproduction. However, the Committee may adopt reasonable rules to maintain order at the Committee Meeting, including rules relating to the location of recording equipment and the manner in which the recording is conducted. Such rules may not prevent or unreasonably impair a person from exercising this right.

D. Exceptions to General Rule (Executive Sessions)

The Committee may meet in a closed meeting, or executive session, as follows:

Consultation with Attorney: Pursuant to Section 551.071 *Consultation with Attorney; Closed Meeting* of the Act, the Committee may conduct a private consultation with its attorney when the Committee seeks the advise of attorney about either pending litigation, settlement offer or on a matter in which the duty of the City Attorney, or his designee, under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas otherwise dictates a closed meeting.

At other times pursuant to such other applicable provision of the Act, as determined by the City Attorney. (Personnel, Security, Real Estate)

E. Procedures for Closed Meetings (Executive Sessions)

In order to conduct a closed meeting or executive session, not less than a quorum of the Committee must first convene in an open meeting for which notice has been given, as provided above, and during that meeting, the Chairperson must publicly announce that a closed meeting will be held and identify the section or sections of the Act under which the closed meeting is being held.

Any direction, or action on a matter deliberated in a closed meeting may only be made in an open meeting that is held in compliance with the notice provisions of the Act. Thus, the Committee is prohibited from taking any action in a closed meeting.

II. Robert's Rules of Order

Any questions regarding parliamentary procedure may be resolved by the Chairperson, in accordance with Robert's Rules of Order.

SAMPLE

Attachment I

NOTICE OF PUBLIC MEETING

A MEETING OF THE _____ COMMITTEE* WILL BE HELD AT (*location of the meeting, including street address*), SAN ANTONIO, TEXAS 78204 ON (*date*) AT (*time*) TO CONSIDER THE FOLLOWING MATTERS:

AGENDA
NAME OF THE COMMITTEE
DATE OF MEETING

At any time during the _____ Committee Meeting, the Committee may meet in executive session regarding any of the matters posted below in compliance with the Texas Open Meetings Act (Attorney-Client, Personnel, Security, Real Estate).

1. List Subject Matter of item for consideration, discussion and direction
2. List Subject Matter of item for consideration, discussion and direction
3. Staff Report

DISABILITY ACCESS STATEMENT

This meeting place is accessible to disabled persons. City Hall is wheelchair accessible. The accessible entrance is located on the southwest corner, basement level, City Hall, 100 Military Plaza. Accessible parking is also located at City Hall.

To arrange for special assistance to attend this meeting, please call the Disability Access Office at 207-7243. Requests for an interpreter for the hearing impaired must be received at least 48 hours prior to the meeting by calling (210) 207-7245 V/TCC for assistance.

**The Committee Meetings of the City Council are not required to be held in accordance with the Texas Open Meetings Act, subject to certain exceptions.*

SAMPLE

Attachment II

Minutes

_____ Committee

_____ (day), _____ (date)

_____ (time)

_____ (location)

Committee Members Attending:

Committee Members Absent:

I. Briefing and consideration of (matter listed on agenda)

Staff presentation given by _____ (name), (title) _____, regarding (matter presented).

Discussion and questions ensued regarding this matter.

(State direction other action taken)

II. Briefing and consideration of (matter listed on agenda)

Staff presentation given by _____ (name), (title) _____, regarding (matter presented).

(State direction other action taken)

III. Staff Report

Staff presentation given by _____ (name), (title) _____, regarding (matter presented).
Explanation was provided as to (matter presented).

Staff presentation given by _____ (name), (title) _____, regarding (matter presented).
Explanation was provided as to (matter presented).

Staff presentation given by _____ (name), (title) _____, regarding (matter presented).
Explanation was provided as to (matter presented).

No official action was taken regarding these matters.

CITY OF SAN ANTONIO
OFFICE OF THE MAYOR
MEMORANDUM

TO: Terry Brechtel, City Manager

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

COPIES TO: City Council; Norma Rodriguez, City Clerk

SUBJECT: Council Committees and Board and Commission Appointments

DATE: June 12, 2002

Attached please find a list of my appointments to the reorganized City Council Committees. This list also includes City Council members' designation as Board and Commission members and as liaisons for the military and various events. Please place this item on the City Council Agenda on June 20, 2002.

Thank you for your assistance with this matter.



EDWARD D. GARZA
Mayor

CITY OF SAN ANTONIO
Interdepartmental Correspondence
City Manager's Office

TO: Mayor and Council
FROM: Terry M Brechtel, City Manager
COPIES: Executive Team
SUBJECT: Staff Assignments to Council Committees, Boards and Commissions
DATE: June 20, 2002

Upon taking office in June of 2001, Mayor Garza created a Council Committee structure to provide a forum for program and policy development. After reviewing the efforts and effectiveness of the various City Council Committees during his first year in office, the Mayor decided to take this opportunity to revise the Committee structure by reducing the number of Committees and broadening their scope. His goal is to reduce the number of meetings and increase Committee efficiency. In consultation with each of the Committee chairs, the Mayor will circulate a list of issues and initiatives the Committees are expected to take up during the coming year.

I have had an opportunity to review each of the Committees, Boards and Commissions and have recommended staff assignments to assist the Mayor and Council committee members in this important endeavor (Attachment I). As mentioned above, each of the committees will have an established workplan and will also continue to address other issues that arise during the year. The Guidelines for San Antonio City Council Committees, approved by ordinance on January 10, 2002, will remain in effect for the newly revised committees (Attachment II).

Should you have any questions, please feel free to contact me.



Terry M. Brechtel
City Manager