



Citizens Environmental  
Advisory Committee

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Vacant  
Mayor's Appointee

James Smyle  
District 1 Appointee

Barbara Gutierrez  
District 2 Appointee

Christel Villarreal  
District 3 Appointee

Marsha Meredith  
District 4 Appointee

Diane Lang  
District 5 Appointee

Daniel Castillo  
District 6 Appointee

Lisa Armstrong  
District 7 Appointee

Loretta Van Coppenolle  
District 8 Appointee

Jose Rodriguez  
District 9 Appointee

Stephen Kale  
District 10 Appointee

**Staff Liaisons:**

Laurence Doxsey  
207-1721

[laurence.doxsev@sanantonio.gov](mailto:laurence.doxsev@sanantonio.gov)

Liza Meyer  
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Robert Young  
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# AGENDA

## CITIZENS ENVIRONMENTAL ADVISORY COMMITTEE

November 6, 2009

7:30 AM- 9:00 AM

100 Montana; ALAMODOME; "J"Room

**Please note: You will be able to park in Lot A and enter through the tunnel area of the Alamodome. Parking in designated/reserved spaces is not permitted. It is best to park in the space underneath the marquee. Please be sure you have a picture ID to present to security.**

*At anytime during the Citizens Environmental Advisory Committee, 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) under Chapter 551 of the Texas Government Code*

- I. **Call to Order**  
Laurence Doxsey, Director

### REGULAR AGENDA

- II. **Citizens to be Heard**  
(each person is limited to 3 minutes)

- III. **Discussion and consideration of alternate meeting time and date**  
Laurence Doxsey, Director  
*Assignment: Please have the "meeting survey" sheet completed prior to the start of the meeting*

- IV. **Selection of Chairperson and Vice-Chairperson**  
Laurence Doxsey, Director  
*Assignment: Please e-mail a short bio to Liza Meyer by Monday, November 2nd ([liza.meyer@sanantonio.gov](mailto:liza.meyer@sanantonio.gov)) to share with other committee members*

- V. **Selection of Committee Priority Topics for 2010**  
Laurence Doxsey, Director  
*Assignment: Please review the "question and answer" sheet and have the "topics" page completed prior to the start of the meeting*

- VI. **Review and discussion of Citizens Environmental Advisory Committee Bylaws**  
Chris Hebner, Asst. City Attorney  
*Assignment: Please review the draft bylaws prior to the meeting and bring modifications/questions to the meeting*

- VII. **Announcement of date for the next CEAC meeting**

- VIII. **Adjournment**

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**Attachments:**

- Meeting Survey
- “Mission Verde” Questions and Answer
- 2010 topics for priority selection
- Advisory Duties – Bylaws
- Updated Committee Roster

*The location of this meeting is accessible to disabled persons. Each parking lot at Alamodome has handicap parking spaces. 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. For Assistance, Call (210) 207-7245 Voice/TTY.*

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### Meeting Schedule Survey

Please select meeting options in order of priority "1" through "3":

Day	Time	Complete Ranking Priority ("1", "2", "3")
2 <sup>nd</sup> Tuesday of the month	7:30 am to 9:00 am	
2 <sup>nd</sup> Tuesday of the month	9:00 am to 10:30 am	
2 <sup>nd</sup> Tuesday of the month	6 pm to 7:30 pm	
4 <sup>th</sup> Monday of the month	9:00 am to 10:30 am	
4 <sup>th</sup> Monday of the month	6 pm to 7:30 pm	
1 <sup>st</sup> Friday of the month	7:30 am to 9 am	
1 <sup>st</sup> Friday of the month	9:00 am to 10:30 am	



# CITY OF SAN ANTONIO

OFFICE OF ENVIRONMENTAL POLICY  
P.O. BOX 839966  
SAN ANTONIO, TEXAS 78283-3966

## “Mission Verde” Sustainability Plan Question and Answer

Question 1: Does Mission Verde (MV), as currently defined, actually exist at this time? This question arises from the information given in our last meeting that the City Council (CC) has not formally adopted it.

Answer: Yes, Mission Verde exists as policy and guidance for the City of San Antonio.

Question 2: How likely is the CC to adopt it as it is currently defined?

Answer: At this time, a resolution is being prepared for City Council adoption for the Fall or early Winter.

Question 3: What, if any, are the issues to having MV formally adopted, what is being done to address those and who is leading the process?

Answer: City Council and City staff does not foresee insurmountable challenges related to the City Council adopting a Mission Verde resolution.

Question 4: Is there any strategy or timeline for MV’s implementation?

Answer: The timeline for the implementation of specific elements of various initiatives is referenced on page 6 of the Mission Verde Plan

Question 5: What are the notional sources of budget to implement MV?

Answer: Sources of budget to implement the MV plan are determined by ordinances for Council approval. To date various budget sources have funded MV action steps.

Question 6: What elements of MV currently have significant resources identified for their implementation and which do not?

Funding has been allocated and expended for the following initiatives:

Initiative 1: Building energy infrastructure,

Initiative 2: Multi-tech venture capital

Initiative 3: Create a green jobs program

Initiative 10: Address sustainability efforts and resource efficiency across City departments

American Recovery and Reinvestment Act funding has been allocated to advance the following MV initiatives

Initiative 1: Building energy infrastructure

Initiative 5: Adoption and implementation of a green high performance building code

Initiative 6: Green retrofit program for existing homes and buildings

Initiative 7: Create an integrated efficient multi-modal transportation system

Initiative 9: Create a green one stop center

Initiative 11: Maximize energy efficiency across all city facilities

Question 7: Are there clear institutional arrangements for the implementation of MV? If so, what are they? If not, who are the key institutional stakeholders that must be brought in?

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Answer: Yes, city departments are assigned initiatives and efforts. The Office of Environmental Policy provides facilitation and accountability to ensure initiatives are implemented and performance is measured.

Question 8: Are there clear implementation arrangements for MV? If so, what are they? If not, is there any process in place to develop these?

Answer: Yes, the plan document provides guidance on implementation and timelines.

Question 9: What role is the OEP supposed to play in all of the above?

The Office of Environmental Policy provides facilitation and accountability to ensure initiatives are implemented and performance is measured.

Question 10: Where would I find the “Green Building Ordinance” and the CPS Energy “Sustainable Energy Policy Statement”?

Answer: These attachments can be found on <http://www.sanantonio.gov/oep/sustainabilityplan.asp> as attachments referenced within the Mission Verde Plan.

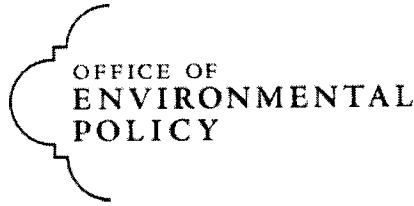
Question 11: Where can I find more information on the following bullet points: CPS Energy incentives on renewable energy, buildings as power plants and energy storage?

Answer: CPS Energy’s “Solartricity Producer Program” is a terrific start to providing solar incentives beyond the conventional solar rebates. You will find the “Third Industrial Revolution” discussed in the appendix for Strategy #1 of the Mission Verde Sustainability plan.

Question 12: How is the award winners selected for the City’s green building awards?

Answer: A committee comprised of LEED Accredited Professionals, Mechanical Engineers and members of the AIA and San Antonio Water System and CPS Energy established the scoring criteria that weighed the entire building system and site.

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## TOPIC PRIORITY RANKING

Please select ten (10) topics in order of priority "1" through "10":

Topic	Description	Complete Ranking Priority ("1" - "10")
Building a 21 <sup>st</sup> Century Urban Energy Infrastructure	Generation of energy from renewable energy sources, energy storage, smart grid system	
Multi-Tech venture capital fund in San Antonio	A regional fund headquartered in San Antonio	
Creation of a green jobs program	Collaboration with employers, educators to match training for emerging and existing clean and green tech jobs	
City's economic development strategies to foster a 21 <sup>st</sup> century sustainable economy	Use of incentives and programs with a focus on green and clean tech companies	
High performance building code for new residential and commercial construction	The move toward building to meet zero carbon emissions	
Green retrofit program for existing homes and commercial buildings	Weatherization and retrofit programming	
Integrated and efficient multi-modal transportation system	Development of multiple transportation options	
New sustainable real estate development – mixed use/income, walkable and transit oriented	Utilize and modify code and incentives to advance sustainable development	
Green One-Stop Center	Centralization of sustainability efforts for residents and businesses	
COSA "Leading By Example" Sustainability efforts with City departments	COSA Sustainability Task Force and OEP facilitation of efforts and objectives related to energy, waste and fleet operations	
Green building resolution for municipal facilities	COSA "green building" resolution and efforts to advance high performance building in city facilities	
Recycling and Resource Reduction Efforts	Development of programs and policy on waste minimization and recycling	
Sustainable Events – indoor and outdoor events/meetings	Development of ordinance/policy to require environmentally sustainable events	

Bike Master Plan Policy	The evolution of bike facility and amenities development and the process to develop an updated master plan	
Alternative fuels	Regional efforts related to reducing the use of petroleum and the evolving to electric and plug-in electric transportation	
Build San Antonio Green	A residential green building certification program sponsored by COSA, CPS, SAWS, VIA and Bexar County	
Water Quality and Conservation	COSA and SAWS conservation efforts in advancing water quality and conservation	
Other	Please indicate a topic of interest to you that is not addressed in the recommended topic options:  _____	

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**Bylaws of the  
Citizens' Environmental Advisory Committee (CEAC)**

**ARTICLE I – NAME AND PURPOSE**

Section 1. Name: The name of the committee shall be the Citizens Environmental Advisory Committee (CEAC), created on April 2, 2009 by City of San Antonio Ordinance number 2009-04-02-0247, as amended by Ordinance 2009-05-14-0388. The CEAC is comprised of volunteer District appointees.

Section 2. Purpose: The purpose of the CEAC is to involve the community in advancing the City of San Antonio "Mission Verde" sustainability plan into the future. The committee will provide recommendations on effective environmental programs and policies to City staff and City Council and will serve as a forum for the community to offer input concerning environmental sustainability.

**ARTICLE II – MEMBERSHIP**

Section 1. The CEAC is comprised of eleven members, one member representing each of the ten Council Districts, and one representing the Mayor.

Section 2. Membership Term:

A. CEAC members serve two year terms.

B. The term of office for each member will run concurrently with the terms of office of the city council that appoints each member.

Section 3. Resignation, Leave and Termination:

A. A member who is automatically removed from the CEAC for failure to meet the attendance requirement is ineligible to seek appointment to any board or commission for a period of one (1) calendar year from the date of the member's automatic removal.

B. A member who is automatically removed from the CEAC for failure to file a Financial Disclosure Report is ineligible to serve on any other board or commission for a period of one (1) calendar year from the date of the member's automatic removal.

C. All CEAC members serve at the pleasure of the City Council and may be removed from office at the discretion of the City Council without cause, such removal to be evidenced by passage of an ordinance.

D. Except for the automatic removal mentioned above, requests for removal of a CEAC member must be initiated by City Council Consideration Requests. Such Request shall also direct the Office of the City Clerk to advertise for applications to the CEAC in the

same manner as originally appointed. The new member shall serve out the remainder of the term of the removed member.

### ARTICLE III – SELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Section 1. Selection and term of chairperson: The chairperson shall be selected by a majority vote by the CEAC membership. The term is for one year.

Section 2. Chairperson's roles and responsibilities: The Chairperson's responsibilities include but are not limited to the following: establishing the agenda and presiding over all CEAC meetings, leading meeting discussions while maintaining order and decorum, facilitating the CEAC to arrive at decisions in a timely and democratic manner, working with the Office of Environmental Policy (OEP) staff to formulate agendas. The Chairperson will serve as the spokesperson for the CEAC.

Section 3. Selection and term of Vice-Chairperson: The Vice-Chairperson will be selected by a majority vote by the CEAC membership. The term is for one year.

Section 4. Vice Chairperson's roles and responsibilities: The Vice-Chairperson is responsible for assisting the Chairperson on all assigned tasks and will perform the duties of the Chairperson when necessary.

### ARTICLE IV – MEETINGS OF MEMBERS

Section 1. Meetings: The CEAC will hold 12 regular meetings per calendar year and the meetings shall be held on the first Friday of each month. Special meetings may be called and held at various times as required upon proper notice.

Section 2. Quorum:

A. A majority (simply, half plus one) of the number of seats on the CEAC shall constitute a quorum. A quorum of an 11 member board is six.

B. To adopt a measure, and for all other matters, the CEAC may do so by a majority of members appointed and in office.

Section 3. Attendance: CEAC members must attend at least 50% of the regularly scheduled meetings annually (starting from the appointment date), and miss no more than three (3) regularly scheduled consecutive meetings, or the member will be automatically removed from the CEAC without any action by the City Council. When the Clerk's Office is notified of the removal, they advertise for applications to CEAC, in accordance with the rules governing the CEAC in Chapter 2, Article IX of the City Code. The new member shall serve out the remainder of the term of the removed member.

Section 4. Procedures:

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A. Citizens To Be Heard . Persons speaking at the “Citizens To Be Heard” section of the agenda will be limited to three (3) minutes speaking time with no organization allowed more than a total of nine (9) minutes to address the CEAC. A person or organization is provided an opportunity to address the CEAC through written testimony, in lieu of presenting verbal testimony, if submitted 24 hours prior to the CEAC official meeting date.

B. The Office of Environmental Policy shall be responsible for posting the meeting notices seventy-two (72) hours prior to the meeting.

C. The Office of Environmental Policy shall prepare and maintain minutes of the board or commission meetings. Such minutes shall be maintained in accordance with the City’s Records Retention Schedule.

ARTICLE IV – GENERAL RULES APPLICABLE TO ALL CITY-CREATED BOARDS, COMMISSIONS AND COMMITTEES

The CEAC is governed by the City’s rules for Boards and Commissions, codified in Chapter 2, Article IX of the City Code of the City of San Antonio.

Section 1. Financial Disclosure: Members of all boards, commissions, and committees have to file a Financial Disclosure Report (FDR) pursuant to the requirements of the City’s Ethics Code. Failure to file an FDR will result in removal from the board.

Section 2. Open Meetings Act: The board must comply with the Open Meetings Act (OMA). Agendas must be posted 72 hours prior to a meeting. Meetings must be open to the public. There is no requirement for a “Citizens to be Heard” portion of the agenda, but it is common practice among the City’s boards.

Section 3. Public Information Act: The board is a public body and all documents relating to the board are public documents, within the City’s ability to obtain, and therefore are subject to disclosure upon the receipt of an “open records request.”

Section 4. Public Officials: All members of City-created boards are public officials, unless there is state or federal law stating otherwise. The City may not exempt board members from this status.

Section 5. Holdover: It is important to ensure that a quorum may be reached, and the business of the board may be conducted, so in the event a member has resigned from the board, or their term has expired, state law provides that until their successor is appointed and qualified, the member holds over in office.

Section 6. Subcommittees: Boards and commissions may create subcommittees comprised of persons other than current members of the board or commission to address

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specific policy initiatives of the City, on an as-needed basis, to provide input and recommendations.

A. The size of a subcommittee's membership may be equal to, but no larger than the size of the creating board or commission.

B. The chair of a subcommittee shall be a member of the creating board or commission.

C. Subcommittees shall be created for a specific purpose and shall operate for a specific time period. A subcommittee will automatically dissolve upon completion of its charge, or the time prescribed by the City Council, without any further action by the City Council.

Section 7. Meeting procedures:

A. Boards and commissions will conduct meetings in accordance with the latest edition of Robert's Rules of Order.

B. Proxy votes will not be allowed. State law does not permit a proxy vote or telephone participation.

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