

Office of the City Secretary

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Cathy Bourg, City Secretary
Date: September 16, 2014
Subject: Consider Appointments of Board Members and Officers to Boards and Commissions

City Council Action Requested:

Consider appointments of board members and officers to various boards and commissions.

Background Information:

On October 1, 2013, Council approved Ordinance 1255-13 amending Chapter 10 "Boards, Committees, Commissions". The ordinance dissolved certain boards and committees and revised the remaining.

The attached Boards and Commissions are scheduled for September appointments or reappointments.

Board/Citizen Input:

N/A

Financial Impact:

N/A

Staff Contacts:

Cathy Bourg, City Secretary
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Animal Shelter Advisory Board

Place	Name	Current Appointment	Term Expires
Place 1	Dr. William Anderson (Lic Veterinarian)	08-09-2011	09/2013
Place 2	Pam Burney (Animal Welfare Rep)	07-02-2013	09/2015
Place 3	Beverly Williams (Municipal Officer)	08-09-2011	09/2013
Place 4	Elizabeth Jensen (Animal Control Officer)		
Place 5	Travis Malone (Animal Shelter Volunteer)	01-07-2014	09/2015
Alternate 1	Vacant		
Alternate 2	Vacant		

Consist of 5 Members and 2 Alternates

- Place 1 - licensed veterinarian
- Place 2 - a representative of an animal welfare organization
- Place 3 - municipal official who may be an elected official or an employee of the city
- Place 4 - a person whose duties include daily operation of the animal shelter
- Place 5 - a person who volunteers at the animal shelter.

The persons who are appointed to places 1 through 4 need not be registered voters within the city, but registered voters within the city shall be given preference for appointment. The person appointed to place 5 shall be a registered voter within the city. The persons appointed as alternates to this board need not be registered voters within the city, but registered voters within the city shall be given preference for appointment.

The officers of the boards shall be a chairman and vice-chairman selected by a majority vote of the City Council. Each board shall have a secretary, who shall be appointed by the city manager.

Places up for appointment or reappointment:

- **Place 1 (Licensed Veterinarian)** – Dr. William Anderson would like to be reappointed. There are no other applicants on file qualified for this appointment.
- **Place 3 (Municipal Officer)** – Reappoint Councilmember Williams or appoint a city employee.
- **Place 4 (Animal Control Officer)** – Appoint Elizabeth Jensen, Animal Control Officer.
- **Chair and Vice-Chair** – Council appoints a Chair and Vice-Chair
- **Secretary** – City Manager appoints Secretary

Building Board of Appeals

Place	Name	Current Appointment	Term Expires
Place 1	Vacant		
Place 2	Vacant		
Place 3	Vacant		
Place 4	Vacant		
Place 5	Vacant		
Alternate 1	Vacant		
Alternate 2	Vacant		
Alternate 3	Vacant		
Alternate 4	Vacant		

Consist of 5 Members and 4 Alternates

Each councilmember shall be entitled to appoint one member to the board, to the place corresponding to the numbered place of the nominating councilmember. Any member of the council shall be entitled to nominate an alternate member.

The members of this board should be qualified by experience and training to pass upon matters pertaining to building construction and who are not employees of the City of Richland Hills.

Places up for appointment or reappointment:

- **Place 1** – Nomination by Councilmember Goveas
- **Place 2** – Nomination by Councilmember Barrette
- **Place 3** – Nomination by Councilmember DeSoto
- **Place 4** – Nomination by Councilmember Williams
- **Place 5** – Nomination by Councilmember Lopez
- **Chair and Vice-Chair** – Council appoints a Chair and Vice-Chair

Planning & Zoning Commission

Place	Name	Current Appointment	Term Expires
Place 1	Athena Campbell - Chair	09-17-2013	09/2015
Place 2	Doug Knowlton	03-20-2012	09/2014
Place 3	David Baker	10-01-2013	09/2015
Place 4	Kyle LaPointe	04-15-2014	09/2014
Place 5	Lisa Skier – Vice Chair	10-01-2013	09/2015
Alternate 1	Vacant		
Alternate 2	Vacant		

Consist of 5 Members and 2 Alternates

Appointment of planning and zoning commission members should be accomplished by the city council to coincide with election of city council members in places 1 through 5. Any member of the city council may nominate applicants for alternate members and each nomination shall be subject to approval by a majority vote of the city council present.

The Commission shall elect a Chairman from its membership.

Places up for appointment or reappointment:

- **Place 2** – Doug Knowlton would like to be reappointed. Nomination by Councilmember Barrette.
- **Place 4** - Kyle LaPointe would like to be reappointed. Nomination by Councilmember Williams.

Richland Hills Development Corporation

Directors	Name	Current Appointment	Term Expires
Place 1	Bill Agan - Chair		09/2014
Place 2	Roland Goveas		09/2014
Place 3	Beverly Williams		09/2014
Place 4	Edward Lopez		09/2014
Place 5	David Ragan		09/2014
Place 6	Athena Mathew		09/2014
Place 7	Jorge Cisneros		09/2014

Consist of 7 Directors

- Places 1-4 are designated for Councilmember directors
- Places 5-7 are designated for Citizenmember directors

Officers

- President - Eric Strong
- Treasurer - Barbara Mann
- Secretary - Cathy Bourg

Each director shall hold office for the term for which the director is appointed unless sooner removed or resigned. Each director, including the initial directors, shall be eligible for reappointment. Directors are removable by the City Council at will and must be appointed for a term a two (2) years. A vacancy occurring on the board of directors through death, resignation or otherwise shall be filled by appointment by the City Council for the remainder of the vacating member's term.

The chairman of the Board shall be the mayor or mayor pro-tem of the City.

Places up for appointment or reappointment:

- **Councilmember places 1 through 4 are eligible for reappointment**
- **Place 5** – David Ragan, Citizenmember would like to be reappointed.
- **Place 6** – Athena Mathew, Citizenmember would like to be reappointed.
- **Place 7** – Jorge Cisneros, Citizenmember is eligible for reappointed.