

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: October 21, 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 appointments or reappointments.

Board/Citizen Input:

N/A

Financial Impact:

N/A

Staff Contacts:

Cathy Bourg, City Secretary
817-616-3810
cbourg@richlandhills.com

Animal Shelter Advisory Board

Place	Name	Current Appointment	Term Expires
Place 1	Dr. William Anderson (Lic Veterinarian)	09-16-2014	09/2016
Place 2	Pam Burney (Animal Welfare Rep)	09-16-2014	09/2016
Place 3	Kay Fisk (Municipal Officer)	09-16-2014	09/2016
Place 4	Elizabeth Jensen (Animal Control Officer)	09-16-2014	09/2016
Place 5	Vacant (Animal Shelter Volunteer)		09/2016
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.

Council Action:

Places up for appointment or reappointment:

- **Place 5 (Animal Shelter Volunteer) –** Need to make appointment

Applicant – Marletta Tucker

- **Chair and Vice-Chair –** Council appoints a Chair and Vice-Chair
- **Secretary –** City Manager appoints Secretary

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Public Service opportunities are offered by the City of Richland Hills without regard to race, color, national origin, religion, sex or disability. Date Received

City of Richland Hills Application for Boards and Commissions

Position Sought: If you are interested in applying for more than one position (maximum of three), please indicate the order of your preference by placing a number in the space to the left of the board or commission for which you are applying (#1 being your 1st choice, #3 being your last choice)

- ANIMAL SHELTER ADVISORY BOARD
- BUILDING BOARD OF APPEALS
- KEEP RICHLAND HILLS BEAUTIFL
- PLANNING AND ZONING COMMISSION
- ZONING BOARD OF ADJUSTMENTS

If asked to serve on a different board than you indicated, would you be interested? (Circle one) No

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION CLEARLY

Ms.
 Mrs. TUCKER MARLETTA D.
 Mr. Last Name First Name Mi.

Home Address [REDACTED] Zip Code [REDACTED] Home Phone [REDACTED]

Resident of City Y If yes: for 25 years

Name and address of Business: RETIRED

Email Address [REDACTED]

List any experience that qualifies you to serve in the positions indicated. I AM AN RHAS VOLUNTEER. I HAVE BEEN ON MANY TEAMS AND COMMITTEES IN MY CAREER AND IN MY CHURCH.

Have you ever served as a member of any Richland Hills boards, commissions, or committees? YES NO

If yes, specify which one and the approximate dates of service. I WAS ON THE ENTERTAINMENT COMMITTEE FOR THE 50TH ANNIVERSARY OF RICHLAND HILLS IN 2000.

List any civic or community activities in which you have been involved.

Do you have any business or personal relationship with the City of Richland Hills that would affect your ability to have impartial judgment in City matters? YES NO

If yes, please explain _____

List your educational background. NOTHING APPLICABLE.

What is your current place of employment or business affiliation? (Please indicate if you are self-employed, a Homemaker, or not employed.) RETIRED

What is your occupational experience? PRINTED CIRCUIT BOARD DESIGNER

This application is the only information considered for appointments by the City Council. Please do not send resumes, business cards, photographs or letters of recommendation.

Please call (817) 616-3810 for more information about the City's boards and commissions.

NOTE: APPLICATION MUST BE SIGNED BELOW BY APPLICANT.

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied.

I do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Date: 9-22-2014 Signature: MARLETTA D. TUCKER

**Return by mail, email, or fax:
City of Richland Hills
Attn: City Secretary
3200 Diana Dr.
Richland Hills, TX. 76118**

**Email: cbourg@richlandhills.com
Fax: 817-616-3803**

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.

Council Action:

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	09-16-2014	09/2016
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.

Council Action:

Places up for appointment or reappointment:

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

CITY OF RICHLAND HILLS

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For Office Use Only SEP-10 2014

Date Received

CITY SECRETARY'S OFFICE

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- ZONING BOARD OF ADJUSTMENTS

If asked to serve on a different board than you indicated, would you be interested? (Circle one) Yes No

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION CLEARLY

Ms.
 Mrs. Knowlton Douglas L
 Mr. Last Name First Name Mi.

Home Address _____ Zip Code _____ Home Phone _____

Resident of City N If yes: for 40+ years

Name and address of Business: _____

Email Address _____

List any experience that qualifies you to serve in the positions indicated. Have served PNZ 2 yrs

Have you ever served as a member of any Richland Hills boards, commissions, or committees? YES NO

If yes, specify which one and the approximate dates of service. PNZ, Charter Review

List any civic or community activities in which you have been involved. 9th July, Tex Pac Club.

Do you have any business or personal relationship with the City of Richland Hills that would affect your ability to have impartial judgment in City matters? YES NO

If yes, please explain _____

List your educational background. HS some College

What is your current place of employment or business affiliation? (Please indicate if you are self-employed, a Homemaker, or not employed.) Retired (Union Pacific RR 38 yrs)

What is your occupational experience? TRAIN MAN, YARDMASTER

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Date: 9/10/14 Signature: Douglas L. Knauth

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