

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 15, 2015
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:

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
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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	Vacant (Animal Control Officer)		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 4 - (Animal Control Officer)** – Need to make appointment
- **Place 5 – (Animal Shelter Volunteer)** – Need to make appointment
- **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.

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	10-21-2014	09/2016
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 1** – Nomination by Councilmember Goveas.
- **Place 3** – Nomination by Councilmember DeSoto.
- **Place 5** – Nomination by Councilmember Lopez.