

YOLANDA FORD
Mayor

VASHAUNDRA EDWARDS
Councilmember at Large Position No. 1

CHRIS PRESTON
Mayor Pro Tem
Councilmember at Large Position No. 2



CHERYL STERLING
Councilmember District A

JEFFREY L. BONEY
Councilmember District B

ANTHONY G. MAROULIS
Councilmember District C

FLOYD EMERY
Councilmember District D

CITY COUNCIL SPECIAL MEETING AGENDA

Notice is hereby given of a Special City Council Meeting to be held on **Monday, June 1, 2020, at 5:30 p.m.** at: **City Hall, Council Chamber, 2nd Floor**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

NOTICE REGARDING PUBLIC PARTICIPATION

Due to the COVID 19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting.

The meeting will be available to members of the public and allow for two-way communications for those desiring to participate. Any person interested in speaking on any item on the agenda must notify the City by one of the following methods **before 4:00 p.m. on the day of the City Council meeting**:

1. Email or call the City Secretary at CSO@missouricitytx.gov or 281-403-8686; or,
2. Submit a "Public Comment Form" to the City Secretary from the following webpage: <https://bit.ly/39pw73Q>.

The request must include the speaker's name, address, email address, phone number and the agenda item number.

To livestream the meeting, the public may access the following link:
<https://www.missouricitytx.gov/780/MCTV>.

To access the meeting agenda packet in PDF format, the public may access the following link:
<https://www.missouricitytx.gov/407/City-Council>.

1. CALL TO ORDER

2. DISCUSSION/POSSIBLE ACTION

- (a) Discuss public and private roadways in the City, including roadways in Meadowcreek, Section 4.
- (b) Discuss city contract processes and administration.
- (c) Discuss and consider the procurement of legal services for potential civil service matters.

- (d) Consider and discuss the City's board, committee, and commission member appointments and reappointments.

3. CLOSED EXECUTIVE SESSION

The City Council may go into Executive Session regarding any item posted on the Agenda as authorized by Title 5, Chapter 551 of the Texas Government Code.

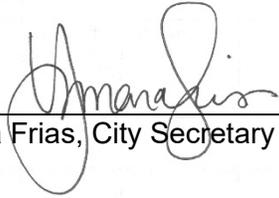
- 4. RECONVENE** into Special Session and consider action, if any, on items discussed in Executive Session.

5. ADJOURN

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Maria Jackson, City Secretary, at 281.403.8686.

CERTIFICATION

I certify that a copy of the June 1 2020, agenda of items to be considered by City Council was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on May 28, 2020, at 4:00 p.m.



Yomara Frias, City Secretary Department



**CITY COUNCIL
AGENDA ITEM COVER MEMO**

June 1, 2020

To: Mayor and City Council
Agenda Item: 2(a) Presentation on private and public roadways
Submitted by: James Santangelo, Assistant City Attorney

SYNOPSIS

This item is being brought to the City Council to provide advice on differentiating between public and private streets in the City, discussing what City services can be conducted on private streets, and analyzing the streets in the Meadowcreek subdivision, which has been brought to the Council's attention.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Have quality development through buildout.

BACKGROUND

This presentation covers a variety of topics related to private streets in the City. It provides documentary examples of how private streets may be reserved, including on plats and in deed restrictions and covenants that run with a given property. The presentation also discusses construction standards for public and private streets, as well as items that may be found in the City's records that provide evidence and context to help staff determine whether a street is private or public. Discussed will be whether government services such as police, fire, ambulance, solid waste collection, and school bus services can be conducted on private streets, and the presentation will also analyze the streets in the Meadowcreek subdivision, which have been brought to Council's attention both individually and as a governing body.

BUDGET ANALYSIS

Funding Source	Account Number	Project Code/Name	FY__ Funds Budgeted	FY__ Funds Available	Amount Requested
N/A					

Purchasing Review: N/A
Financial/Budget Review: N/A

Note: Compliance with the conflict of interest questionnaire requirements, if applicable, and the interested party disclosure requirements (HB 1295) has been confirmed/is pending within 30-days of this Council action and prior to execution.

SUPPORTING MATERIALS

1. Map of gated and non-gated private streets in the City
2. Meadowcreek Sections 1 & 4 plat
3. Excerpt from December 20, 1982 City Council meeting minutes

STAFF'S RECOMMENDATION

Council action is not recommended at this time.

Director Approval:

E. Joyce Iyamu, City Attorney

**Assistant City Manager/
City Manager Approval:**

Bill Atkinson, Interim City Manager

Gated vs Non-Gated Private Streets



Legend

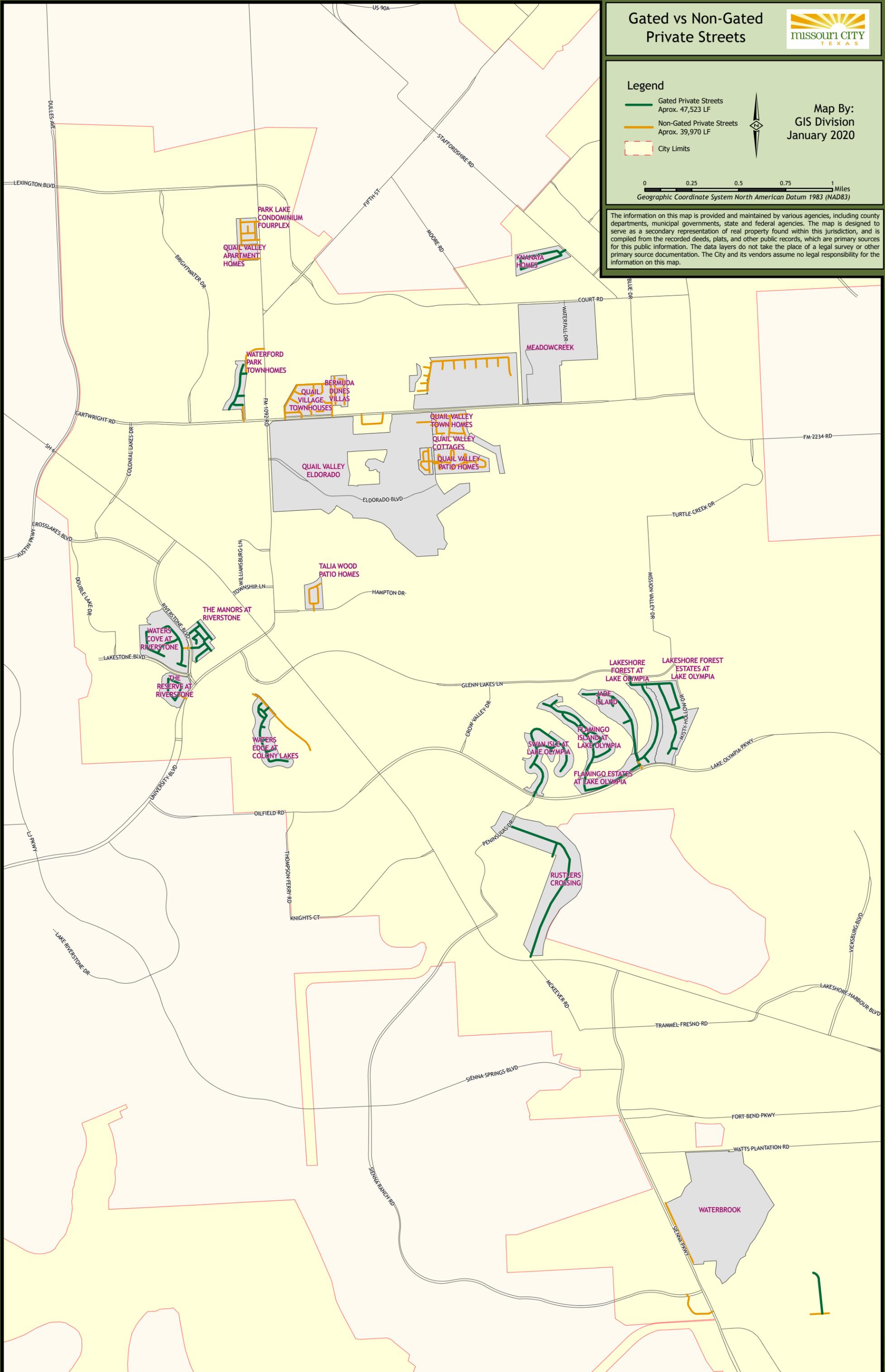
- Gated Private Streets
Aprox. 47,523 LF
- Non-Gated Private Streets
Aprox. 39,970 LF
- City Limits



Map By:
GIS Division
January 2020

0 0.25 0.5 0.75 1 Miles
Geographic Coordinate System North American Datum 1983 (NAD83)

The information on this map is provided and maintained by various agencies, including county departments, municipal governments, state and federal agencies. The map is designed to serve as a secondary representation of real property found within this jurisdiction, and is compiled from the recorded deeds, plats, and other public records, which are primary sources for this public information. The data layers do not take the place of a legal survey or other primary source documentation. The City and its vendors assume no legal responsibility for the information on this map.



THE STATE OF TEXAS
COUNTY OF FORT BEND

We, James J. Crow and W. K. Berg, President and Assistant Secretary respectively of Chesterton Investment Corporation, of Houston, Texas, owner of the property subdivided in the above and foregoing map of Meadowcreek Subdivision, Sections 1 and 4, do hereby make subdivision of said property for and on behalf of said Chesterton Investment Corporation according to the lines, streets, lots, alleys, parks, building lines, and easements therein shown, and designate said subdivision as Meadowcreek Subdivision, Sections 1 and 4, in the David Bright League, A-13, Fort Bend County, Texas, and dedicate to public use, as such, the streets, alleys, parks, and easements shown thereon forever, and do hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets and alleys dedicated, or occasioned by the alteration of the surface of any portion of streets or alleys to conform to such grades, and do hereby bind ourselves, our heirs and assigns to warrant and forever defend the title of the land so dedicated.

There is also dedicated for utilities an unobstructed aerial easement five (5) feet wide from a plane twenty (20) feet above the ground upward located adjacent to all easements shown hereon.

We hereby covenant and agree that all lots within the boundaries of this subdivision are for residential purposes unless otherwise noted.

In testimony whereof, Chesterton Investment Corporation has caused these presents to be signed by James D. Crow, its President, attested by its Assistant Secretary, W. K. Berg, and its corporate seal hereunto affixed, this 27th day of March, 1973.

CHESTERTON INVESTMENT CORPORATION

By James D. Crow President

Attest W. K. Berg Assistant Secretary

Medical Center Bank, owner and holder of a lien against the above described property, said lien being evidenced by an instrument of record in Volume 218, page 22, of the Mortgage Records of Fort Bend County, Texas, do hereby in all things subordinate to said subdivision and dedication said lien, and I hereby confirm that Medical Center Bank is the present owner of said lien and has not assigned the same nor any part thereof.

Medical Center Bank, as Lien Holder

By Arthur C. Cooper VICE PRESIDENT

Attested by Margaret Hammett ASST. CLERK

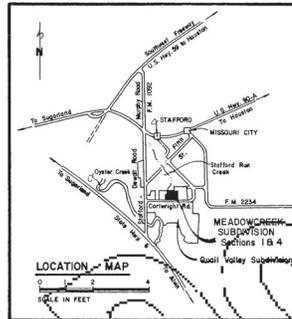
STATE OF TEXAS
COUNTY OF HARRIS

Before me, the undersigned authority, on this day personally appeared James D. Crow, President, and W. K. Berg, Assistant Secretary of Chesterton Investment Corporation, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed, and to the capacity therein set out as the act and deed of said corporation.

GIVEN UNDER MY HAND and seal of office this 27th day of March, 1973.

Richard S. Hunt
Notary Public and Notary
Harris County, Texas

226523
FILED FOR RECORD
AT 10:00 A.M.
JUN 7 1973
Ellen Meach
County Clerk, Fort Bend County, Texas



MEADOWCREEK SUBDIVISION

SECTIONS 1 & 4

99.178 Acres 8 Blocks 307 Lots 5 Reserves

IN

FORT BEND COUNTY TEXAS

OWNER

CHESTERTON INVESTMENT CORPORATION
James D. Crow President
W. K. Berg Asst. Secretary



CONSULTING ENGINEERS & PLANNERS

LOCKWOOD, ANDREWS, and NEWMAM, INC.
1010 Waugh Drive
Houston, Texas
WILLIAMS and CRAWFORD, INC.
2400 West Loop South
Houston, Texas

This is to certify that Daniel D. Clinton, Jr., P.E., a registered engineer of the State of Texas, has plotted the above subdivision from an actual survey on the ground, and that all lots, block corners, block points, and points of curve are properly marked on the feet by 5/8" inch iron rods, and this plat correctly represents the survey made and the subdivision.



Daniel D. Clinton, Jr.
Daniel D. Clinton, Jr., P.E.
Texas Registration No. 14912

CITY PLANNING COMMISSION
CITY OF MISSOURI CITY, TEXAS

This is to certify that the City Planning Commission of the City of Missouri City, Texas, has approved this plat and subdivision of Meadowcreek Subdivision, Sections 1 and 4 as shown hereon.

In Testimony of, witness the official signature of the Chairman and Secretary of the City Planning Commission of the City of Missouri City, Texas, this 27th day of May, 1973.

N.K. Hartman
Planning Commission Chairman

Miss Janice S. Dukes
Planning Commission Secretary

STATE OF TEXAS
COUNTY OF FORT BEND

I, Ella Hock, Clerk of the County Court of Fort Bend County, Texas, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on this 1 day of August, 1973, at 2:50 o'clock PM in Volume 12, Page 446 of records of plates for said County.

Witness my hand and seal of office, at Richmond, Texas, the day and date last above written.

Clerk, County Court Fort Bend County, Texas.

Ella Hock
Ella Hock

By Pat W. Habel
Deputy

GENERAL NOTES

- All Cul-de-sac radii are 50' unless otherwise indicated.
- All block corner and Cul-de-sac return to tangent radii, are to be 55' unless otherwise indicated.
- S. L. Indicates "Building Line."
- U. E. Indicates "Utility Easement."
- Utility Easements shown on side lot lines extending from the 5' Utility Easement on lot fronts, are 8' wide, centered on the lot line and extend a distance of 20' beyond the Building Line.
- Tract "G-6" is dedicated for use as a utility easement by Meadowcreek Utility District.

165/B

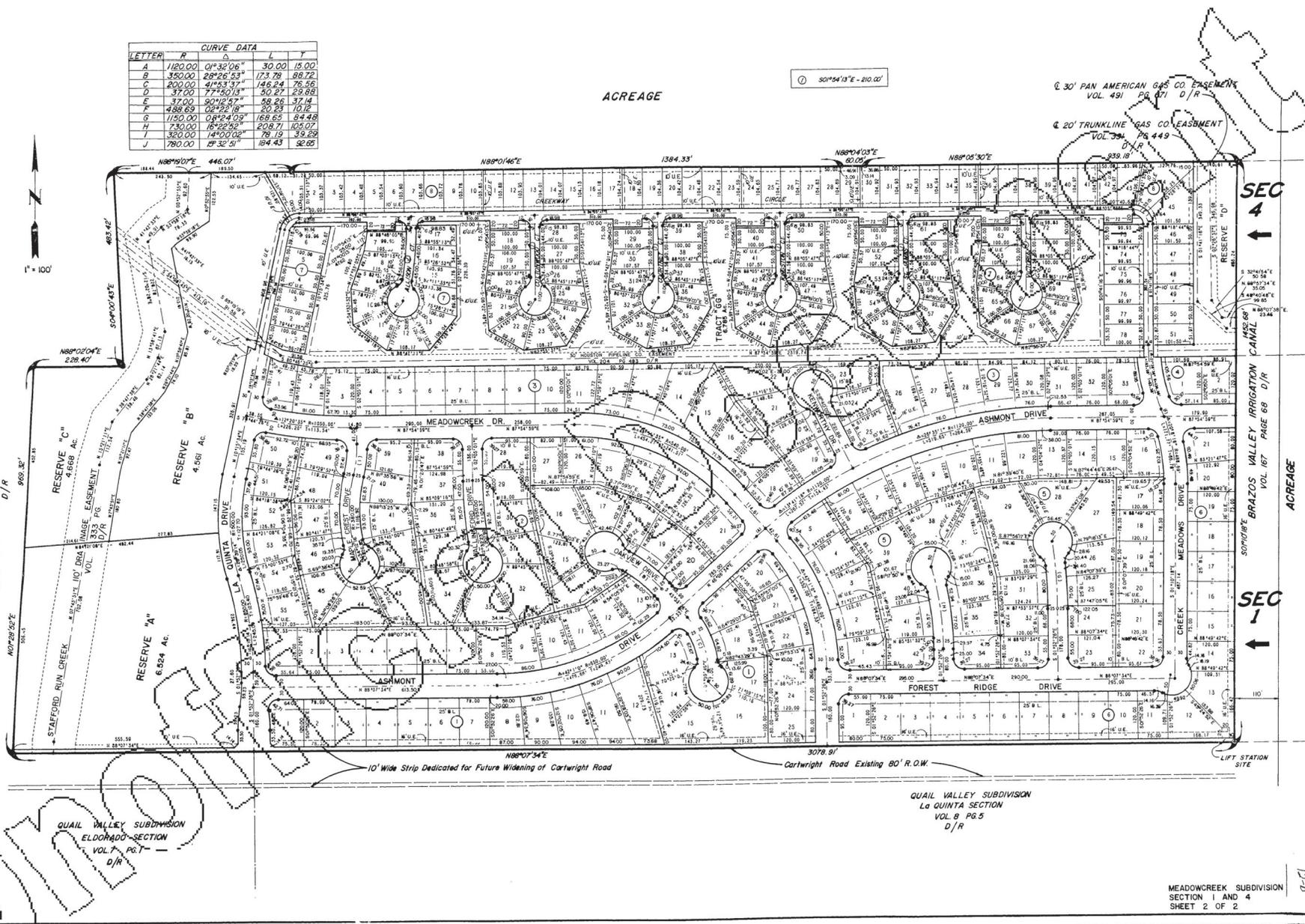
LETTER	R	CURVE DATA	L	T
A	1120.00	0°32'06"	30.00	15.00
B	3500.00	28°26'53"	173.78	88.72
C	200.00	41°43'37"	146.24	76.56
D	37.00	7°45'01"	50.27	29.86
E	37.00	50°12'57"	58.26	37.14
F	488.69	0°42'28"	20.28	10.12
G	1150.00	0°14'03"	165.63	84.48
H	730.00	6°52'52"	208.71	105.07
I	320.00	14°00'02"	78.19	39.29
J	780.00	2°32'51"	184.43	92.65

ACREAGE

① S0°54'15"E - 210.00'

② 30' PAN AMERICAN GAS CO. EASEMENT VOL. 491 PG. 871 D/R

③ 20' TRUNKLINE GAS CO. EASEMENT VOL. 394 PG. 449 D/R



SEC 4

SEC 1

ACREAGE

QUAIL VALLEY SUBDIVISION
SECTION VOL. 9 PG. 5
D/R

QUAIL VALLEY SUBDIVISION
ELDORADO SECTION
VOL. 7 PG. 7
D/R

QUAIL VALLEY SUBDIVISION
La QUINTA SECTION
VOL. 8 PG. 5
D/R

MEADOWCREEK SUBDIVISION
SECTION 1 AND 4
SHEET 2 OF 2

9-C1

6. Consideration of ordinances on first reading, continued:

- B. An ordinance changing the zoning classification of a 6.58 acre tract of land in the City of Missouri City, Texas from LC-3 to LC-4 Retail; amending the official zoning map of the City as adopted on January 19, 1981; and containing other provisions relating to the subject.

The Council asked that Mr. Olson report on this matter (as indicated in Item No. 9A on the agenda --to report on whether of not temporary zoning was permissible. Mr. Olson reported that he had reviewed the Texas law, and found no authority and that it was his opinion that the City should not grant "temporary zoning."

MOTION: Councilman Jones made a motion that the zoning request of Quail Valley Car Care to rezone a 6+ acre tract of land
SECOND: from LC-3 to LC-4 be denied. Councilman Wyatt seconded the motion. After a lengthy discussion, the motion
VOTE: carried by a 6-1 vote with Councilman Lee voting in opposition to the motion.

8. Authorizations by City Council.

- A. To consider formal acceptance of FY 1981-82 audit.

Mr. John Null and Mr. Tom Braaten, of John M. Null and Company appeared before Council with the completed audit. A copy of this audit is on file with the City. Mr. Null stated that the Council had reviewed and approved the draft, and that Mrs. Seckel and Mr. Braaten had been working to compile everything in order to submit the audit and financial statements to the MFOA for acceptance. He also stated that he had met with the Audit Committee of the Council, Councilman Belt, Councilman Jones and Mayor Knox.

Councilman Jones reported that the Audit Committee met on two occasions and reviewed the draft audit report and the financial statements and that they made several comments which had been incorporated. He said that they had also reviewed the management report letter. Councilman Belt agreed that everything was fine.

MOTION: Councilman Jones made a motion that the City Council accept the comprehensive financial statements including the audit
SECOND: report. Councilman Moseley seconded the motion, and the
VOTE: motion carried unanimously.

Mr. Null then presented the management letter, and a copy of that letter is on file with the City. Mr. Null complimented Mr. Harner and Mrs. Seckel on their operations.

Mayor Knox and Mr. Null and Councilman Jones briefly discussed automation for the City. Mr. Null recommended that a Fiscal Affairs Committee be appointed, and Mayor Knox agreed, particularly suggesting a pre-audit meeting with the City Manager and Mayor and Council.

- F. ~~Consideration and possible action on the request of Meadowcreek Patio Homes Association to declare the streets in Meadowcreek Section 4 as public streets.~~

Councilman Jones left the table during this portion of the meeting.

Mayor Knox went over this matter briefly, stating that the Patio Homes Association had made a request of the City to declare their streets public, and they should have an answer. He said that this was a problem in several patio home/townhouse subdivisions.

Councilman Lee asked what the impact would be on the City in declaring these public streets. Mr. Harner replied that it would be quite an impact--there were such things as posting of signs and no right-of-ways for doing that. He said that easements would be necessary and taking out speed bumps, etc.

MOTION: Councilman Wyatt made a motion that the City's position would be that the streets in Meadowcreek Section IV were private streets. Councilman Belt seconded the motion.

SECOND:

The Council discussed this further stating that it was the intention of the developer and the property owners that these were private streets, and that they were not built to public street standards. There was also discussion of other areas in the City in which circumstances were similar.

Mr. J. Barbeau, President of the Meadowcreek Patio Homes, made an eloquent plea for consideration, and the Council assured him that they were not ignoring his concern; however, they said that if this was done for these patio homes, it would have to be done for all of them.

Councilman Morris suggested that perhaps a Council Committee on private streets would be appropriate, and Mayor Knox appointed Councilmembers Jones, Wyatt, Moseley and Mr. Barbeau for such committee.

VOTE: A vote was taken on the pending motion, and the motion carried by a 6-0 majority with Councilman Jones absent from the table.

Mayor Knox added that he would seek some members for this committee from other patio sections in the City, and he asked Mr. Harner to assist in getting this going.

The Council recessed at 10:30 p.m. and reconvened at 10:45 p.m.

During the recess, Councilman Morris left the meeting due to illness.

- D. To consider requirements to be made of Southern Pacific particularly concerning its north right-of-way.

The Council and Mr. Strube discussed this matter at length. Councilman Lee said that he wanted the weed and rubbish ordinance done soon--in January. Mr. Olson replied that it was on the list. There was discussion that all large tracts in the City violated the weed ordinance.

Councilman Moseley asked that a representative of Southern Pacific be present at the Council Meeting on January 17. Councilman Belt asked some questions about the drainage.

After further brief discussion, it was agreed that the ordinance would be on the agenda on January 17, and that a representative of Southern Pacific would be invited to attend this meeting.

6. Consideration of ordinances on first reading, continued:

- C. An ordinance providing for the assessment, levy and collection of ad valorem taxes for the City of Missouri City, Texas for the year 1982 and for each year thereafter until otherwise provided; providing the date on which such taxes shall be due and payable; providing for penalty and interest on all taxes not timely paid; and repealing all ordinances and parts of ordinances in conflict herewith.



CITY COUNCIL AGENDA ITEM COVER MEMO

June 1, 2020

To: Mayor and City Council
Agenda Item: 2(b) Discuss city contract processes and administration
Submitted by: Allena Portis, Director of Financial Services

SYNOPSIS

At the May 18, 2020 Council meeting, a request was made for a presentation on the City's contract administration processes. This report is in response to this request.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Maintain a financially sound City

BACKGROUND

Contract administration encompasses the oversight of all relationships between the City of Missouri City and its contractor as they relate to contractor performance. The process of contract administration begins with the input provided for the solicitation documentation and continues through the completion of the acquisition process from the time of contract award until the work has been completed and accepted, final payment has been made, any disputes or adjustments have been resolved, and the contract is formally closed out.

The goal of contract administration is to ensure that the contract is performed and the responsibilities of both parties are properly discharged. To achieve this goal, Department Program Managers and Department Contract Administrators oversee, monitor, and provide technical guidance to the contractors. Effective contract administration will minimize or eliminate potential claims and disputes.

The contract administration team manages all facets of awarded contracts to ensure successful contractor performance, which includes the following functions:

- 1) Oversight. Providing technical oversight and direction as required.
- 2) Review of Work. Confirming that work has been or is being performed by the contractor in accordance with the specifications and provisions of the contract.
- 3) Progress Monitoring. Providing the appropriate levels of monitoring, inspection, and acceptance as prescribed in the contract.
- 4) Invoice Processing. Reviewing and approving contractor invoices, as well as monitoring invoice payment for timeliness and accuracy. Payments are preferably tied to deliverables and/or service levels reflecting the value of the deliverables and/or services for which payment is sought.
- 5) Change Management. Managing changes to the contract, including change orders, modifications, amendments, terminations, and claims disposition.
- 6) Documentation and Filing. Documenting all actions taken with regard to the contract and ensuring

the original documentation is in the official contract file.

- 7) Performance Reviews. Reviewing contractor performance and addressing performance deficiencies.
- 8) Contract Closeout. Closing out the contract file.

The Current Process

In compliance with state law regarding local government procurement, the contracting process begins with an informal or formal solicitation depending upon the anticipated contract amount. Purchases under \$3,000 do not require competitive bidding; for purchases above \$3,000 and under \$50,000 the department must obtain three quotes and purchases above \$50,000 require a formal solicitation.

Once the department selects a vendor, Purchasing drafts a contract based on the type of service using the appropriate contract templates. The scope of services, term dates and compensation are adjusted within the template while the terms and conditions are usually unadjusted. The draft is sent from Purchasing to the vendor and department for review and comment/revisions. If the vendor has revisions to the terms and conditions, Purchasing seeks the advice from the City Attorney’s office. Once there is a final draft, a .pdf copy is sent to the vendor for signature. Once the vendor signs and returns the agreement to purchasing electronically, the contract is reviewed and signed by the Purchasing/Risk Manager and routed to the department and City Manager’s office for signature. The required signatures depend upon the contract amount.

Once the agreement is fully executed, a “Notice to Proceed” email is sent to the vendor and city staff with the agreement attached. The original hard copy is sent to the vendor by mail. The contract is then routed to the City Secretary’s office for filing and uploaded into the Tyler MUNIS contract management module and filed in Procurement’s records. If a contract requires Council approval, the contract process is not started until approval is granted.

The workflow for purchases are outlined in the below chart:

Steps	Dollar Range	Approval Authority	Alternate Approver	Notification
1	\$0-1,000	Department Representative	Division Manager	Manager; A/D and Director
2	\$1,001-3,000	Division Manager	Assistant Director (A/D)	A/D and Director
3	\$3,001-7,000	Assistant Director (A/D)	Director	Director
4	Greater than \$7,001	Director	Alternate Assistant City Manager	Assistant City Manager (ACM)
4b	\$15,001-\$25,000	Assistant City Manager	Alternate Assistant City Manager	City Manager
4c	Greater than \$25,001	City Manager	Assistant City Manager	

The procurement policy further outlines the delegation of signature authority for contracts. This applies to all types of agreements including contract for services, leases, rental agreements, service/maintenance agreements, facility use agreements, etc. Signature authority is as follows:

Goods and Services:

- 0-\$25,000 Assistant City Manager
- \$25,001 - \$49,999,99 City Manager
- \$50,000 + City Council Authorization

Construction Contract Change Orders:

City Manager or Assistant City Manager may approve construction contract change orders up to \$50,000 in the aggregate. Construction contract change orders greater than \$50,000 require City Council approval.

BrandEra

With turnover at multiple levels, the BrandEra incident was the epitome of a perfect storm brought about by lost knowledge and the need to fill the gap during a project well into implementation. In addition to reviewing where improvements may be necessary, it must be stated that the city staff is resilient and is focused on moving forward with lessons learned from this incident.

The areas within the BrandEra incident which included payment of invoices cumulatively over \$50,000 without Council authorization, brought to light the need to improve processes in the contract administration areas of:

- 1) Invoice Processing. Reviewing and approving contractor invoices, as well as monitoring invoice payment for timeliness and accuracy. Payments are preferably tied to deliverables and/or service levels reflecting the value of the deliverables and/or services for which payment is sought.
- 2) Change Management. Managing changes to the contract, including change orders, modifications, amendments, terminations, and claims disposition.

In order to improve in these areas, new procedures, technology, and training will be implemented.

New Procedures

The procurement process will remain as written in the City's procurement policy. The new procedures implemented will address post-award activities beginning with drafting the contract for an awarded vendor. A contract administration manual is being created and employees will be trained on every phase of contract administration including the Tyler MUNIS contract module.

The Request

A contract initiation/approval form will be required upon request to draft a contract. All contracts will be drafted in the Purchasing division using approved templates or modified templates as approved by the City Attorney. In order to begin the drafting process the form will need to be completed. A sample form is attached to this memo as an exhibit. It may be modified prior to being put into practice.

Drafting of Contract

For contracts that require Council approval, staff will continue to request Council authorization for the City Manager to negotiate and execute an agreement. This allows Council to approve the use of the vendor prior to going through the contract drafting and review process, which could take weeks to accomplish depending on vendor's legal review and internal legal review if basic terms are requested to be modified.

Contract Administration Team

A project manager for each contract will be designated in writing. The Project Manager should be the end user of the contract or one who has a vested interest in the procurement who will be responsible for the proper adherence to all contract specifications by the contractor. Contract administration shall be delegated in writing by the Purchasing & Risk Management Division designating a specific individual or position, highlighting important aspects of the contract, and distinguishing between the administrator's authority and that which must remain a function of the City Procurement Office, if the administrator is not a member of the Purchasing Division staff. Specific delegated tasks will be outlined in the designation letter which may include acceptance of goods or services, approval of invoices, scheduling and monitoring of project progress, and

methods for providing favorable or critical feedback to the contractor and Purchasing & Risk Management Division.

Technology

The City's ERP system includes a module for contract management. This module has not been fully implemented, but is on track to be fully functional in Fiscal Year 2021. This module integrates contract administration with encumbrances to allow for the obligation of funds for multi-year and single year contracts. This will allow for the monitoring of spending on contracts and ensuring funds are obligated from year to year as may be required by contract and in line with Council approved appropriations. During the past year, the Purchasing Division has worked towards integrating the use of technology in contract administration:

1. Current Use of Technology:

- a. The Purchasing & Risk Management Division Is currently implementing the Contract Module in Munis. Previous years contracts from 2010 -2018 were transferred from the FINSHARE drive into the contract module.
- b. Contract years 2019 -2020 were entered into the module by the Senior Contracts and Procurement Analyst. The contract module is presently being used as a searchable database. Users who have access to Munis can search (read only) for contracts by contract number, vendor, description of services, contract dates and department.
- c. Contract administration process: Within two weeks of execution of a contract, the Senior Contract and Procurement Analyst enters the contract into the module; the same for amendments and renewals. Entry includes assigning a contract number, assigning a vendor, assigning the department, entering the current not to exceed amount, entering the contract term dates and attaching the contract documents. The contract is not released for approval since during this phase of the module implementation, we are using it as a searchable database.

2. Future Plans:

- a. Contracts for FY2021 will be the linked to the encumbrance system. The contract not to exceed amount will be tracked as invoices are paid against the encumbrance. These contracts will be released into approval workflow.
- b. With the MUNIS upgrade, automatic electronic notifications of contract expiration dates and approaching contract not to exceed amounts will be possible in the system. Until such time, the Senior Contracts and Procurement Analyst will run a report monthly informing Directors of expiring contracts and purchase order balances. Purchasing will work collaboratively and proactively with departments to ensure timely processing of renewals which will ensure avoidance of contracts lapsing.

Training

Training will be conducted for all employees that could potentially become a designated project manager or contract administrator. Training will include the contract process, from cradle to grave and how to use Munis for contract administration. MUNIS procedural manuals will be created upon implementation of the next phase of the contract management module. In order to be designated a project manager or contract administrator, it will be necessary to complete the training.

Reporting

Department Heads currently receive monthly budget to actual reports for their respective departments. In addition to including budget to actual information, the monthly communication will include a report on open purchase orders and contract expiration as recorded in Munis.

BUDGET/FISCAL ANALYSIS

N/A

Purchasing Review: N/A

Financial/Budget Review: N/A

SUPPORTING MATERIALS

1. Sample Contract Approval Form
2. BrandEra Timeline
3. BrandEra Presentation from 2/17/2020 Council meeting

STAFF'S RECOMMENDATION

This report was for information purposes only. No Council action is necessary.

Director Approval: Allena Portis, Director of Financial Services

Assistant City Manager Approval: Bill Atkinson



CONTRACT INITIATION / FUNDING APPROVAL FORM

Did you complete the attached Contractor/Employee Worksheet? YES NO

If the duties/services described in this form appear to be that of an employee, the Human Resources Department will review the information and assess if this person should be a Part-Time employee instead of an Independent Contractor.

FROM: _____ DATE: **May 27, 2020**

CONTACT INFORMATION

CONTRACTOR: _____
CONTACT PERSON: _____ EMAIL: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____

CONTRACT TERMS / FUNDING SOURCE(S)

PROJECT MANAGER: _____
Who will be responsible for monitoring the contract & performance measures?

Is this a new contract or an amendment / revision to an existing contract?
New: Revision/Amendment:
Revise amount: YES NO If YES - Add or Decrease by: \$ _____
Revise term: YES NO If YES - Extend Term to: _____
Revised scope: YES NO If YES, please attach scope of work

Is this funded by a grant? YES NO If YES – provide Grant Name and Amount: _____

TOTAL AMOUNT: \$ _____ OBJECT CODE: _____ START DATE: _____ END DATE: _____
FUNDING SOURCE: Write full sentences that explain where the appropriation and offsetting revenue came from in the budget; specifically how the cost is going to be offset, information about the Fund, grant, state or federal revenue source, etc., if the appropriation is in an approved budget.

RATE OF PAYMENT: Milestone/Progress Payments Attach payment schedule proposed by vendor
 * Hourly / Monthly / Quarterly Rate: \$ _____. * If a Contractor is requesting an hourly / quarterly / monthly rate of payment, prior approval is required from the Director of Financial Services.

SIGNATURE REQUIRED

APPROVED

DIRECTOR OF FINANCIAL SERVICES SIGNATURE

BRIEFLY DESCRIBE THE REASON/NEED FOR CONTRACT (attach scope of work or additional information)

The selection process the department used to establish the best value through an open and fair process was: (check one)

- Three quotes
- RFQ or Request for Proposal (attach)
- Current or previous RFP (attach)
- Other: (explain)

The potential contractors who provided a price for the work/service were:

	Estimate #1	Estimate #2	Estimate #3
Name:			
Address:			
Phone:			
Price:			

Explain WHY the selected vendor best meets your needs: (If space is too small, attach your explanation to this form)

APPROVAL:

NO WORK SHALL COMMENCE until a contract has been fully executed. This form does not take the place of a contract.

SIGNATURE REQUIRED

DEPARTMENT HEAD: _____ DATE: _____
ASSISTANT CM/CITY MANAGER: _____ DATE: _____

CONTRACTOR / EMPLOYEE WORKSHEET

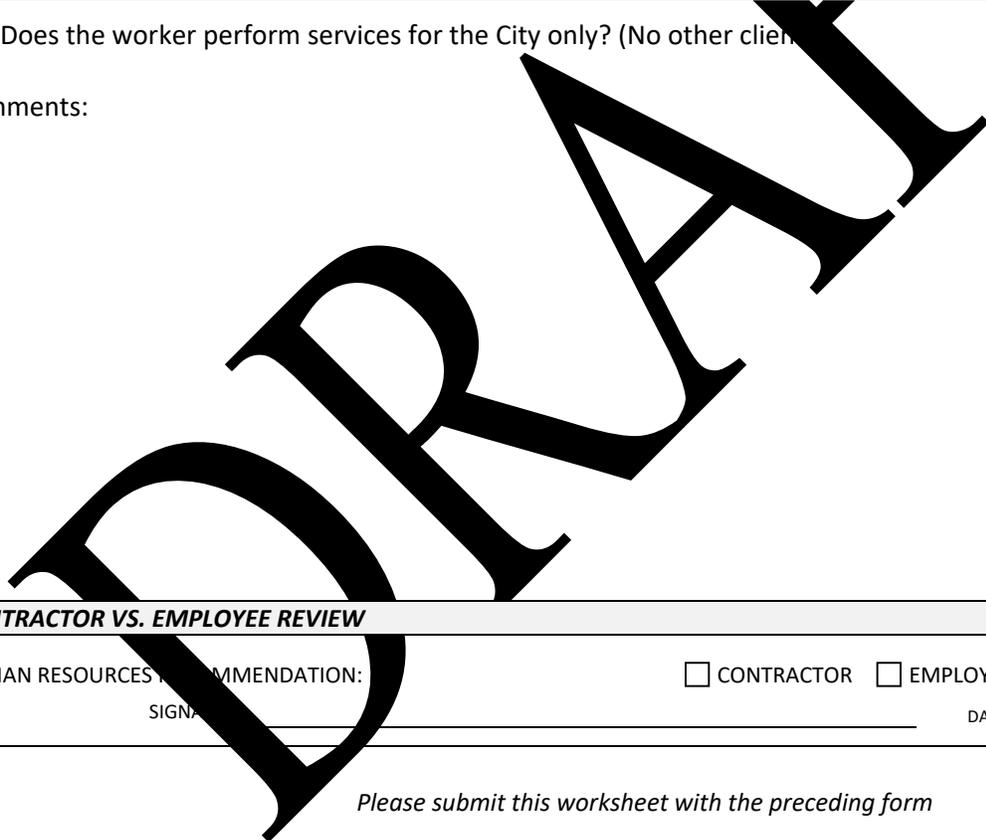
For clarification on determining Independent Contractor or Employee status, please visit:

<https://www.twc.texas.gov/businesses/classifying-employees-independent-contractors>

Contractor's Name: _____

	YES	NO
1. Is the worker given instructions in the way the work is to be done?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the worker performing the same or similar tasks as other employees of the City?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Are City assets used by the worker to perform their tasks (e.g. majority of tools, equipment, supplies and materials; incurred mileage and/or travel expenses are reimbursed; worker uses City vehicle)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Does the City set hours of work for the worker?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Is payment to worker made based on unit of times (hourly, weekly, bi-weekly, monthly)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Does the worker perform services for the City only? (No other clients)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:



CONTRACTOR VS. EMPLOYEE REVIEW	
HUMAN RESOURCES RECOMMENDATION:	<input type="checkbox"/> CONTRACTOR <input type="checkbox"/> EMPLOYEE
SIGNATURE: _____	DATE: _____

Please submit this worksheet with the preceding form

BrandEra Timeline

2/17/2020	Presentation to City Council by BrandEra including information regarding tri-folds and website
3/3/2020	Meeting to discuss outstanding Tourism Projects to include payment of BrandEra
3/12/2020	Meeting to discuss Tourism Interim Plans to include BrandEra payment
3/18/2020	Email correspondence was sent out to address BrandEra payment and outstanding projects
3/20/2020	Meeting to discuss outstanding Tourism Projects to include payment of BrandEra
3/20/2020	Requisition entered for rack card printing and distribution
3/26/2020	Requisition approved
3/30/2020	Notification of required ratification sent from Purchasing
3/30/2020	Contract renewal prepared by Purchasing
3/31/2020	Purchasing requested date for ratification; received response of 4/20
4/3/2020	Contract extension executed
4/6/2020	Requisition approved
4/7/2020	Purchase Order Issued
4/8/2020	Receiving completed on Purchase Order (Rack cards and distribution)
4/14/2020	PO Change Request submitted to include travel reimbursement for February Council meeting
4/15/2020	PO Change request was signed and returned
4/16/2020	PO Change for \$600 travel
4/16/2020	Receiving completed on PO for travel
4/16/2020	PO Liquidated (\$8,538) – payment made for travel, printing of rack cards and distribution
4/20/2020	Contract amendment failed by 5-2 City Council vote
4/22/2020	Demand letter sent to BrandEra
5/18/2020	City Council ratified additional \$2,010 payment
5/20/2020	Financial Services received refund of \$8,538 from BrandEra for distribution of rack cards

**Tourism Marketing Plan
for
Missouri City
by**



BRANDERA

BRANDERA

Who is BrandEra?

- Branding experts for municipalities, tourist destinations, school districts, public and private entities and nonprofits
- Head & heart messengers
- Consensus builders among various stakeholders
- Strategic team member and highly responsive partner
- Certified HUB vendor and Women's Business Enterprise

BRANDERA

How Can BrandEra Benefit Missouri City's Tourism?

- Tactical strategists with big ideas
- Highly responsive problem solvers
- Bilingual approach
- Consensus builders to facilitate community collaborations
- Hear the voices of multiple target markets
- Stretch your budget (niche marketing & negotiations)
- Utilize feature/benefit language for optimum activation
- Engaging creative = top of mind awareness
- Multi-task on various projects and capable of running parallel paths to increase productivity

BRANDERA

What are BrandEra's Capabilities?

- Branding Campaigns
- Collateral Development
- Advertising
 - Digital/Online
 - ❖ Programmatic
 - ❖ Retargeting
 - ❖ Geo-fencing
 - ❖ Geo-targeting
 - ❖ Gravity Ads
 - Print
 - TV
 - OTT
 - Radio
 - Out-of-Home
- Strategic Planning
- Video/Jingle Production
- Social Media Campaigns and Management
- Email Marketing
- Public Relations
- Special Event Planning
- Activation Campaigns
- Integrated Marketing Promotions
- Website Development and Design

BRANDERA

Approach for Missouri City's Tourism

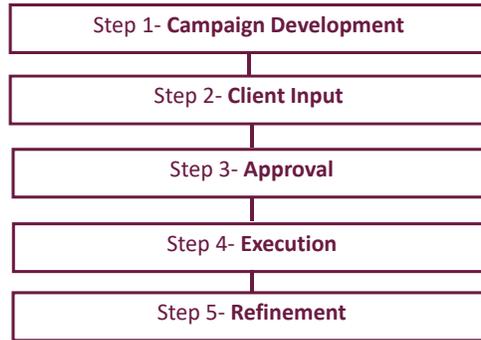
BRANDERA

The Process with Missouri City

- Reviewed city-provided research
- Conducted immersion day with key stakeholders
- Developed messaging brief
- Presented campaign concepts
- Reviewed city photography assets
- Developed shot list of key attractions

BRANDERA

The Creative Process



BRANDERA

The Process with Missouri City

- Planned and executed professional photo shoot
- Designed tourism ad
- Planned multi-pronged approach for tourism
 - Rack card
 - Tourism brochure
 - Tourism website (in production)



BRANDERA

BRANCH OUT AND Discover

Missouri City, Texas, is rooted in fun for all ages! Conveniently located southwest of Houston, you're sure to discover new shopping, dining and drinking destinations. Plus, Missouri City is brimming with exciting historical sites to explore and golf, fishing and other outdoor adventures to enjoy. Explore these hidden gems when you visit Missouri City.

- Edible Arbor Trail
- Quail Valley Golf Course (open to the public)
- DeWitt Heritage Center

Discover more about Missouri City at discoverMCTX.com or call 281.403.8500!

MISSOURI CITY TEXAS

BRANDERA

BRANCH OUT AND Discover HISTORY

Freedom Tree Park

On June 19, 1865, the end of slavery was announced under the proud and mighty oak tree. In addition to annual Juneteenth activities, Freedom Tree Park is a great place for family reunions, picnics or a visit to learn more about this historical site.

DeWitt Heritage Center

Explore the Dew Plantation House located in Kiny Hollow Park to experience what life would have been like on a sugar plantation. Filled with memorabilia, this historical home is ideal for field trips and family outings.

Discover more of Missouri City's rich history with a visit! Go to discoverMCTX.com or call 281.403.8500 to plan your trip.

MISSOURI CITY TEXAS

Fun is ROOTED HERE

Conveniently Located

Missouri City, Texas, is just a short drive southwest from Houston. Here, you'll find a city with a rich history and plenty of sites to explore.

Visit our unmatched dining, shopping and outdoor activities, too!

Action-Packed

Check out our City calendar for our signature can't-miss events happening during your stay. In addition to a host of fun activities, you can take a walk along the edible arbor trail or play a challenging round at Quail Valley Golf Course.

Plan a trip to Missouri City, Texas, today at discoverMCTX.com or call 281.403.8500!

MISSOURI CITY TEXAS

BRANDERA

BRANCH OUT AND Discover MISSOURI CITY






Experience DAYS GONE BY

Missouri City has a fascinating history. Take a step back in time to relive the City's past in the heart of its exciting future!

Wilson Tree Park
Walt Heritage Center
Franklin D. Roosevelt Memorial (coming soon)

TIME FOR Memorable Events

Throughout the year, Missouri City hosts several events that you'll want on your calendar!

- Juneteenth
- Fourth of July
- MCTX Family Fest
- Snowfest & Parade
- Various Concerts
- Golf Tournaments
- Community Night Out






MISSOURI CITY TEXAS

BRANDERA



CLICK UP FOR OUR NEWSLETTER **CLICK UP** SOCIAL MEDIA

EXPLORE THE POSSIBILITIES IN Missouri City, TX

Minutes from Houston, Missouri City, Texas, is packed with family-friendly adventures. Convenient to Hobby Airport, Missouri City attracts tourists and its Houston metro area neighbors with its numerous attractions. Come visit and discover all that Missouri City has to offer.

CLICK TO SEE FULL CALENDAR

OUTDOOR ADVENTURE

Step 1
Go to the Kobbler Arboretum Trail

Step 2
Go fishing or bird watching at Buffalo Run Park

Step 3
Stop by X for lunch on the patio

DATE NIGHT

Step 1
Make your reservation at Boulevard

Step 2
Catch a show at Star Cinema

Step 3
Get Dessert at X

HISTORIC HIGHLIGHTS

Step 1
Visit Freedom Tree Park

Step 2
Visit the Drivethru Message Center

Step 3
Take the trolley for lunch at X

HIT THE LINKS

Step 1
Pick up breakfast buffet at X

Step 2
Play the Quail Valley Golf Course

Step 3
Stop for lunch at the clubhouse

SHOP SMALL BUSINESS

Learn about local art, jewelry, confections, clothing and so much more. Missouri City is full of small businesses.

<http://www.discovermctx.com.php73-40.lan3-1.websitetestlink.com/>

BRANDERA

Next Steps

- Develop strategic marketing plan
 - Deploy campaign advertising
 - Develop strategic partnerships
 - Create public relations plan
- Place ad buy
- Monitor campaign results with analytics



BRANDERA

The BrandEra Difference

- BrandEra's mix of veteran marketers and strategists combined with young professionals gives you the best of both worlds for vision, messaging and execution
- BrandEra is prepared to develop campaign concepts and provide native files/associated templates to maximize use by Missouri City
- BrandEra knows how to launch campaigns to give unified look/feel on a variety of platforms

BRANDERA



BRANDERA

Thank you for viewing our work!

BrandEra, Inc.

Texas Office

219 South Main St.
Suite 301
Fort Worth, TX 76104
817-927-7750

New Mexico Office

500 Marquette Ave., NW
Suite 1200
Albuquerque, NM 87102
505-503-4833

bo@branderamarketing.com
www.branderamarketing.com

BRANDERA



CITY COUNCIL AGENDA ITEM COVER MEMO

June 1, 2020

To: Mayor and City Council
Agenda Item: 2(c) Procurement of legal services for potential civil service designation
Submitted by: E. Joyce Iyamu, City Attorney

SYNOPSIS

This is being brought to the City Council of the City of Missouri City, Texas (the "City") for discussion purposes and consideration of engaging a legal services provider to advise on City requirements in the event that residents of the City vote to authorize police and firefighters to have permanent employment through civil service.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Develop a high performing City team.

BACKGROUND

Section 143.004 of the Texas Local Government Code requires the governing body of a municipality to order an election submitting to the voters the question of whether Chapter 143 of the Texas Local Government Code, the firefighter' and police officers' civil service law ("Chapter 143"), should be adopted if the governing body of the municipality receives a petition on said matter that is signed by at least 10 percent of the qualified voters who voted in the most recent municipal election. On or about January 21, 2020, the City Secretary of the City of Missouri City ("City Secretary") received a petition requesting the adoption of Chapter 143 (the "Petition"). Pursuant to Chapter 143, the Petition was signed by at least 10 percent of the qualified voters who voted in the most recent municipal election, which requires the City Council of the City of Missouri City, Texas (the "City"), to hold an election in the City for the purpose of submitting to the qualified voters of the City a proposition providing for or against the adoption of Chapter 143. On or about February 3, 2020, the City Council ordered a special election to consider Chapter 143. On or about April 6, 2020, pursuant to gubernatorial authorization, the City Council moved the special election to November. If Chapter 143 is adopted, the chapter provides a specific timeline by which certain benchmarks for implementation must be met.

Specialized outside legal services may be desired for the development of policies, negotiations with police and firefighter representatives, and litigation that may arise if Chapter 143 is adopted. This item is being presented to allow the City to consider whether it desires to have outside special counsel to consult on civil service matters after the November election is called in August. If desired, the Purchasing Division may begin soliciting for such services.

STAFF'S RECOMMENDATION

Action required: Staff recommends that Council discuss whether to authorize staff to proceed with a request for qualifications for legal services for civil service matters.

**Assistant City Manager/
City Manager Approval:**

Bill Atkinson, Interim City Manager



CITY COUNCIL AGENDA ITEM COVER MEMO

June 1, 2020

To: Mayor and City Council
Agenda Item: 2(d) Consider and discuss the City's board, committee, and commission member appointments and reappointments.
Submitted by: Maria Jackson, City Secretary

SYNOPSIS

Consider and discuss the City's board, committee, and commission member appointments and reappointments.

BACKGROUND

During the March 16, 2020, special City Council meeting, City Staff members presented the board, committee and commission members whose term would expire on June 30, 2020; and, board vacancies.

City Council requested that City Staff members extend an opportunity to each member whose term would expire to determine if they would be interested in serving another term. Please find the responses below.

During the April 20, 2020, special City Council meeting, Mayor Pro Tem Preston tagged this agenda item so that residents of Missouri City would be allowed additional time to apply, should they be interested in serving the City boards, committees, or commissions.

During the May 4, 2020, special City Council meeting, City Council was provided with an overview of the board, committee and commission member appointments and reappointments; and, recommended further discussion to take place at a future City Council meeting.

During the May 8, 2020, special City Council meeting, City Council requested to further discuss the board, committee and commission member appointments and reappointments during the June 1, 2020 special City Council meeting; and, that the application submission deadline would be extended to May 31, 2020.

Community Development Advisory Committee members

- Position 6 – Eunice Reiter, Citizen At Large – Agreed to continue serving
- Position 7 – Zelia Brown, Citizen At Large – Agreed to continue serving

Board Functions

During the first funding year of the Community Development Block Grant (CDBG) Program (1998), the City of Missouri City established a Community Development Advisory Committee. Presently, the Committee membership is composed of the Council members from Districts A and B; one additional Council member; a resident from the Target Area in District A; a resident from the Target Area in District B; and, two citizens at large with an interest in the CDBG program, for the purpose of providing direction to the distribution of the CDBG funds. The citizen members of the committee serve staggered two year terms.

New Candidate Application

1. James Davidson, Jr., District B

2. Dr. Alice Thompson, District D
3. Mimi Kwan, District C
4. Raymond Richardson, District B
5. Cindy Proctor, District B
6. Rosalind Thomas, District D
7. Nettie Glaze, District B

Terms expire: June 30, 2020

Construction Board of Adjustments & Appeals members:

- Position 1 – George E. Johnson, III, District B – Agreed to continue serving
- **Position 2 – Roger Morris, District A – No responsive via email, phone call or through certified mail**
- **Alternate – Vacant, District D**

Board Functions

This board hears appeals to Building Code, Fire Code and infrastructure standard requirements in Missouri City.

Terms expire: June 30, 2020

New Candidate Applications

1. William A. Cronin, District A
2. Max J. Montegut III, District D

Electrical Board member

- Position 2 – Charles Jarvis – Agreed to continue serving

Board Functions

The Electrical Board hears appeals and other matters concerning the city's electrical regulations.

Term expires: June 30, 2020

New Candidate Application

1. William A. Cronin, District A

Parks Board members

- Position 2 - Thomasine Johnson, District B – Agreed to continue serving
- Position 4 – Mary Ross, District D – Agreed to continue serving
- **Position 6 - Sharman McGilbert, District A – Did not agree to continue serving**
- Position 8 – Brian Merchant, District B – Agreed to continue serving
- Position 10 - Don Johnson, District D – Agreed to continue serving
- Position 12 - Buddy Snyder, District B – Agreed to continue serving

Board Functions

The Parks Board serves in an advisory capacity to City Council on parks and recreation policy matters.

New Candidate Applications

1. Lillian H. Davis, District D
2. Kymberly McMorries, District A
3. Valore Lott, District D
4. Reggie Abraham, District C

5. Charles Lewis, Jr., District D
6. Everett Land, District B
7. Susan Dierker, District A
8. Debbie Poncik, District D
9. Don Avera, District D
10. William McMullen, Jr., District D
11. Jennifer Spriggs, District C
12. Nettie Glaze, District B

Terms expire: June 30, 2020

Planning and Zoning Commission members

- Position 1 – Gloria Lucas, District A – Agreed to continue serving
- Position 2 - Courtney Johnson-Rose, District A – Agreed to continue serving
- Position 3 - Sonya Brown-Marshall, District D – Agreed to continue serving
- Position 4 – James G. Norcom, III, District B – Agreed to continue serving

Board Functions

The Planning and Zoning Commission is the final authority on applications concerning the subdivision of land and makes recommendations to City Council regarding applications for amendments to the Missouri City Zoning Map and Zoning Ordinance.

New Candidate Applications

1. Daniel Silva, District A
2. Karen Overton, District D
3. Rodney Griffin, District A
4. Peter Thompson, District D
5. John Conlon, District D
6. Wil Willis, District B

Current Commission Member Application

1. Hugh D Brightwell, District D

Terms expire: June 30, 2020

Zoning Board of Adjustments & Appeals members

- **Position 4 - Roger Morris, District A – No responsive via email, phone call, or through certified mail**
- Position 5 – Denice Pringle, District D – Agreed to continue serving
- Alternate - Cleotha Aldridge, District B – Agreed to continue serving
- Alternate - Sharon Jurica, District C – Agreed to continue serving

Board Functions

The Zoning Board of Adjustment and Appeals hears appeals in the enforcement of the Zoning Ordinance.

New Candidate Applications

1. William Booher, District D
2. Max J. Montegut III, District D

Terms expire: June 30, 2020

Members & Functions The Tax Increment Reinvestment Zone (TIRZ) Board #3 consists of 11 members who serve in staggered two-year terms. Positions #1 through #6 and #9 are appointed by the Council and positions #7, #8, #10 and #11 are reserved for other taxing units levying taxes within the zone. TIRZ Board #3 makes recommendations to the Council concerning the administration of the zone. They also prepare (or cause to be prepared) and adopt a project plan and reinvestment zone financing plan for the zone, and submit plans to the Council for its approval.

On February 20, 2020, City Council was notified of the vacancy left by Mr. Reitz.

- **Position 3 – Vacancy left by David Reitz**

New Candidate Applications

1. Karen Overton, District D
2. Shaizad A Chatriwala, District C

Term expires: December 31, 2021

Missouri City Parks Foundation

- **Position 1 – Harry Johnson – Did not agree to continue serving**
- Position 2 – Anthony Snipes – Agreed to continue serving
- Position 3 – E. Joyce Iyamu – Agreed to continue serving
- Position 4 – Tom Nichols – Agreed to continue serving
- Position 5 – Lisa Glenn – Agreed to continue serving
- Position 6 – Krystal Toups – Agreed to continue serving
- Position 7 – Bill Odle – Agreed to continue serving
- **Position 8 – Adrienne Barker – Did not agree to continue serving**
- **Position 9 – Jim Browne – Did not agree to continue serving**
- Position 10 – Alice Aanstoos – Agreed to continue serving
- **Position 11 – vacancy left by Tom Wilcox**
- **Position 12 – vacancy left by Gustave (Gus) Hawkins**
- **Position 13 – vacancy left by Marvin Marcell**

ARTICLE 2. PURPOSE

2.1. The Corporation is organized exclusively for charitable and educational purposes allowed by law, including supporting the City in the City's acquisition, ownership, construction, development, improvement, operation, or maintenance of land, equipment and facilities owned or controlled by the City including land, facilities, equipment and activities for recreation, entertainment, sports, the arts, and similar activities that might benefit the citizens of the City of Missouri City.

2.2. The Corporation will focus its efforts on encouraging persons, businesses, and corporations, to make contributions of funds, equipment or donations of real estate or other property of value, to the Foundation.

ARTICLE 5. BOARD OF DIRECTORS

5.3. Appointment, Vacancies, and Removal. The City Council appoints the persons to serve as directors on the Board, will fill vacancies on the Board, and may remove a director at any time.

Terms expire: June 30, 2020

2020 Charter Review Commission

Councilmember Sterling has recommended:

1. Sonja Giddings, District A
2. Jeanette Quimby, District A
3. Sam Chatriwala, District C

Mayor Ford has recommended:

4. JaPaula Kemp, District B
5. Mary Ross, District D

Councilmember Edwards has recommended:

6. Angie Young, District B
7. Shirley Paul, District B

Councilmember Emery has recommended:

8. Thomasine Johnson, District B
9. Bertha Eugene, District B

The City is also in receipt of the following candidate applications to serve the commission:

10. Robin Elackatt, District D
11. Joe Workman, District D
12. Eunice Reiter, District A
13. Joelynn C. Kelly, District B

Section 11.13 of the City's Charter states the following procedure regarding the Charter Review Commission:

The council shall appoint a charter review commission at least every four (4) years. The council shall appoint the first charter review commission after the adoption of this provision no later than July, 1981. All charter review commissions shall be appointed in July and each shall consist of five (5) citizens of the City of Missouri City.

A. Duties of the commission:

1. Inquire into the operation of the city government under the Charter provisions and determine whether any such provisions require revision. To this end public hearings may be held, and the commission shall have the power to compel the attendance of any officer or employee of the city and require the submission of any of the city records which it may deem necessary to the conduct of such hearing.
2. Propose any recommendations it may deem desirable to insure compliance with the provisions of the Charter by the several departments of the city government.
3. Propose, if it deems desirable, amendments to this Charter to improve the effective application of the Charter to current conditions.
4. Report its finding and present its proposed amendments, if any, to the council.

B. Action by council: The council shall receive and have published in the designated official public newspaper of the city a summary of any report presented by the Charter review commission; shall consider any recommendations made, and if any amendments be presented as part of such report, may order such amendment or amendments to be submitted to the voters of the city in the manner provided by law.

C. Term of office: The term of office of such Charter review commission shall be six (6) months; and at the completion of such term a report shall be presented to the council, and all records of the proceedings of such commission shall be filed with the city secretary and shall become a public record.

During the August 2, 2004, regular City Council meeting, City Council moved to appoint the following individuals to the commission:

1. Joe Workman, District D
2. Carl Bowles, District A
3. Albert Glover, District B
4. Scott Moseley, District B
5. Allen Robinson, District A

During the July 7, 2008, regular City Council meeting, City Council moved to appoint the following individuals to the commission:

1. Joe Workman, District D
2. Carl Bowles, District A
3. Albert Glover, District B
4. Roger Morris, District A
5. Scott Moseley, District B

During the July 2, 2012, regular City Council Meeting, City Council moved to appoint the following individuals to the commission:

1. Eunice Reiter, District A
2. Albert Glover, District B
3. Scott Moseley, District B
4. Robert Burton, District C
5. Joe Workman, District D
6. Buddy Jimerson, District D, Alternate

During the July 18, 2016, special City Council Meeting, City Council moved to appoint the following individuals to the commission:

1. Joe Workman, District D
2. Robin Elackatt, District C
3. Scott Moseley, District B
4. Eunice Reiter, District A
5. Cheryl Sterling, District A

SUPPORTING MATERIALS

1. Board, Committee, Commission Rosters
2. New Applicants
3. Attendance Logs
4. Resolution R-14-36 re Rules of Procedure for the Planning & Zoning Commission
5. Resolution R-16-11 re Missouri City Parks Foundation Creation Resolution
6. Resolution R-17-35 re Missouri City Parks Board Bylaws
7. Resolution R-18-15 re Community Development Advisory Committee Bylaws
8. Resolution R-18-36 re Missouri City Parks Foundation Amendments
9. PowerPoint Presentation

STAFF'S RECOMMENDATION

Discuss the appointment/reappointment of members to various City boards/committees/commissions and direct staff accordingly.

Director Approval:

Maria Jackson, City Secretary



(2019-2021)
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE
ROSTER

Name & Address	Position	Member Type	Term Expires	Meeting Date when <u>first</u> Appointed	Phone Number(s)	District
Cheryl Sterling	Position 1	District A Councilmember	n/a	11/18/2020		A
Jeffrey L. Boney	Position 2	District B Councilmember	n/a	11/20/2017		B
Chris Preston	Position 3	Any member of Council to serve At-Large Position	n/a	5/25/2014		C
Monica Rasmus	Position 4	Regular	6/30/2021	1/3/2012		A
Bertha Eugene	Position 5	Regular	6/30/2021	1/3/2012		B
Eunice Reiter	Position 6	Regular	6/30/2020	1/3/2012		Citizen At Large
Zelia Brown	Position 7	Regular	6/30/2020	7/2/2018		Citizen At Large



(2019-2021)
**CONSTRUCTION BOARD OF
 ADJUSTMENT AND APPEALS**

Name & Address	Position	Member Type	Term Expires	Meeting Date when first appointed	Phone Number(s) & Email Addresses	District
George E. Johnson III	Position 1	Regular	6/30/2020	7/18/2016		B
Roger Morris – No response via email, phone or certified mail	Position 2	Regular	6/30/2020	8/2/1993		A
Sammy Freeman	Position 3	Regular	6/30/2021	10/1/2001		D
William W. Johnson	Position 4	Regular	6/30/2021	10/1/2001		D
Daniel Silva	Position 5	Regular	6/30/2021	05/20/2019		A
Warren Howard Waugh		Alternate	6/30/2021	06/17/2019		C
Vacancy left by Pamiel Johnson Gaskin on February 28, 2020		Alternate	6/30/2020			D



(2019-2021)
ELECTRICAL BOARD
ROSTER

Name & Address	Position	Term Expires	Meeting Date when first	Phone Number(s)	District
Buford Jurica	Position 1 Master Electrician	6/30/2021	6/18/1980		C
Charles Jarvis	Position 2 Registered Electrical Engineer	6/30/2020	06/04/2018		D
Kevin Mondshine	Position 3 Registered Electrical Engineer	6/30/2021	6/3/2019		D
Christopher Harvey	Position 4 CenterPoint Energy - Required per Charter	6/30/2020	03/28/2018		N/A
Frank Hester	Position 5	6/30/2021	07/06/04		N/A
Kirk Allen Chief Bldg. Official 1522 Texas Parkway Missouri City, Texas 77489	Staff Building Official	N/A	Position Required by Charter		N/A
Gus Garcia City Electrical Inspector 1522 Texas Parkway Missouri City, TX 77489	Staff	N/A	Position Required by Charter		N/A



(2020-2021) PARKS BOARD

ROSTER

Name	Position	Term Expire	Meeting Date when first appointed	Phone Number(s) and email addresses	District
Victoria Porter	Position 1	6/30/2021	07/17/2017		D
Thomasine Johnson	Position 2	6/30/2020	07/1/2013		B
Raj Joseph	Position 3	6/30/2021	12/5/2019		C
Mary Ross	Position 4	6/30/2020	12/16/2019		D
Claudia Iveth Garcia	Position 5	6/30/2021	05/20/2019		B
Sharman McGilbert	Position 6 Co-Chairman	6/30/2020	07/16/2007		A
Diane Giltner	Position 7	6/30/2021	07/18/2011		C
Brian Merchant	Position 8	6/30/2020	07/17/2017		B
Llarance Turner	Position 9 Chairman	6/30/2021	10/1/2001		A
Don Johnson	Position 10	6/30/2020	08/17/2009		D
J.R. Atkins	Position 11	6/30/2021	06/20/2016		C
Buddy Snyder	Position 12	6/30/2020	07/21/2014		B
Leslie Mack Jr.	Position 13	6/30/2021	05/20/2019		B



**(2019-2021) PLANNING AND ZONING
COMMISSION
ROSTER**

Name	Position	Term Expires	Meeting Date when first Appointed	Phone Number(s)	District
Gloria Lucas	Position 1	6/30/2020	01/07/2019		A
Courtney Johnson Rose	Position 2	6/30/2020	7/21/2014		A
Sonya Brown-Marshall	Position 3 Chair	6/30/2020	7/6/2004		D
James G. Norcom, III	Position 4	6/30/2020	05/09/2018		B
John T. O'Malley	Position 5	6/30/2021	8/16/2004		D
Monica L. Rasmus	Position 6	6/30/2021	06/03/2019		A
Hugh Brightwell	Position 7	6/30/2021	6/6/2005		D
James R. (Bob) Bailey	Position 8	6/30/2021	05/20/2019		C
Timothy R. Haney	Position 9 Vice Chair	6/30/2021	7/6/1999		C

This commission also serves as the Capital Improvements Advisory Committee for the City.



(2019-2021)
ZONING BOARD OF ADJUSTMENTS
AND APPEALS ROSTER

Name & Address	Position	Member Type	Term Expires	Meeting Date when <u>first</u> Appointed	Phone Number(s)	District
Joe Workman	Position 1	Vice-Chairman	6/30/21	08/06/07		D
Peter Thompson	Position 2	Regular	06/30/21	05/20/2019		D
Robin Elackatt	Position 3	Regular	06/30/21	07/03/17		D
Roger Morris – No response via phone, email or certified mail	Position 4	Chairman	06/30/20	08/18/86		A
Denice Pringle	Position 5	Regular	06/30/20	12/5/2019		D
J.R. Atkins	n/a	Alternate	06/30/21	07/18/16		C
Candace McCray	n/a	Alternate	06/30/21	12/5/2019		D
Cleotha Aldridge	n/a	Alternate	06/30/20	07/06/04		B
Sharon Jurica	n/a	Alternate	06/30/20	01/22/02		C



(2020-2021)
TIRZ #3 ROSTER

Name	Position	First Appointment	Term Expire*	District	Phone Number(s)
Robert Hodge	Position 1	12/01/2014	12/31/2021	D	
Reggie Abraham	Position 2 Member	12/5/2019	12/31/2020	C	
Vacancy left by the late David Reitz on 02.20.2020	Position 3 Member		12/31/2021	C	
JaPaula Kemp	Position 4 Member	02/18/2019	12/31/2020	B	
Joyce Raynor	Position 5 Member	12/02/2013	12/31/2021	B	
Joe Workman	Chairman Position 6 Member	02/18/2008	12/31/2020	D	
Stephen Brown, Jr.	Position 7 FBC Rep	n/a	12/31/2021		
David Sepulveda	Position 8 FBC Drainage District Rep	n/a	12/31/2020		
Sharon Jurica	Position 9 Member <i>(City Member because FBISD failed to appoint)</i>	11/16/2009	12/31/2021	C	
Marshall B. Heins	Position 10 HCC Rep	05/06/2019	12/31/2020		
Frank Hester	Position 11 SPLID Rep Sienna Plantation LID Rep	n/a	12/31/2021		



(2018-2020)
MISSOURI CITY PARKS FOUNDATION
ROSTER

Name & Address	Position	Term Expires	Meeting Date Appointed	Phone Number(s) Email Address
Harry Johnson	Position 1	6/30/2020	03/18/2019	
Anthony Snipes	Position 2	6/30/2020	2/15/2016	
E. Joyce Iyamu	Position 3	6/30/2020	2/15/2016	
Tom S. Nichols	Position 4	6/30/2020	03/18/2019	
Lisa Glenn	Position 5 Secretary	6/30/2020	6/20/2016	
Krystal Toups	Position 6	6/30/2020	6/20/2016	
Bill Odle	Position 7 President	6/30/2020	6/20/2016	
Adrienne Barker	Position 8	6/30/2020	6/20/2016	



(2018-2020)
MISSOURI CITY PARKS FOUNDATION
ROSTER

Jim Browne	Position 9	6/30/2020	9/06/2016	
Alice Aanstoos	Position 10	6/30/2020	03/18/2019	
Vacancy left by Tom Wilcox	Position 11	6/30/2020		
Vacancy left by Gustave (Gus) Hawkins	Position 12	6/30/2020		
Vacancy left by Marvin Marcell	Position 13	6/30/2020		



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

James Davidson, Jr.
Name

B
District

Address

Missouri City, Texas 77459
City, State, Zip Code

Parks Edge/Dry Creek Village
Subdivision

Phone Number

Email Address

Retirement Marketing/AIG/Sr. Communication Consultant

Occupation/Employer/Job Title

Master Degree
Education

On which Board/Committee/Commission would you like to serve?::

Tax Increment Reinvestment Zone (TIRZ) Board #2, or Community Development Advisory
Committee

Explain why::

I recently moved into the Dry Creek Community, though I grew up and lived in Missouri City since 1996. When starting my family and purchasing my first home, I chose to come back to Missouri City because of its potential and was excited to see the city take investment/reinvestment seriously.

With regard to background, I've served on the Houston Area Urban League Young professionals board multiple terms. While chair, I lead voter & policy education programs, and created issue-based initiatives to raise awareness for city of Houston residents. I have my Masters in Public Administration from the University of Houston and received a degree in communications from the University of Kentucky. I've also worked in retirement marketing & project management for the last six years.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

Civic involvement:

- FBISD Board Leadership Academy Inaugural Class

- Volunteer, read across the glob

- Career Day participant at various FBISD schools

Voter registration drives and member, The Fort Bend Church

As a new home owner, I would like to assist int he decision making process for growing a world class community that attracts business, retail and families to Missouri City

Hobbies/Personal/Family Interests::

N/A

References (optional)::

Mayor Yolanda Ford

Length of residence in the City::

18

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 2/9/2020

Signature of Applicant:: James Davidson, Jr.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Dr. Alice Thompson

Name

D

District

Address

Missouri City, Texas 77459

City, State, Zip Code

PALMER PLANTATION AT LAKE OLYMPIA Section : 1

Subdivision

Phone Number

Email Address

Retired Educational Administrator

Occupation/Employer/Job Title

PhD

Education

On which Board/Committee/Commission would you like to serve?::

Community Development Advisory Committee

Explain why::

I would like to serve on this committee to assist in planning for the city to continue to make it a great place to live.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

Member of several organizations (AKA & Links) that are Service organizations that serve Missouri City.

Hobbies/Personal/Family Interests::

Golf, reading, meeting people and traveling

References (optional)::

Stacie Walker

Length of residence in the City::

30+ years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 4/16/2020

Signature of Applicant:: Dr. Alice Thompson



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Mimi Kwan _____ C
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

PLANTATION PARK AT FIRST COLONY Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address**

Real Estate broker _____

Occupation/Employer/Job Title

B.S. Education & Family Resources _____

Education

On which Board/Committee/Commission would you like to serve?::

Community Development Advisory Committee _____

Explain why::

Hope MC become diversified and strong; strong sense of community and willingness to do public good, safety and stronger enforcement to watch out for residents _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for::

Familiar with new and old developments in MC; served as neighborhood rep and a member of the realtor advisory committee of FCCA. _____

Hobbies/Personal/Family Interests::

watch news on ABC, Apple News, CNN, MSNBC etc. _____

References (optional)::

available upon request

Length of residence in the City::

18 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 4/16/2020

Signature of Applicant:: mimi o. kwan



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Raymond Richardson

B

Name

District

Address

Missouri City, Texas 77459

City, State, Zip Code

MEADOWCREEK Section : 1&4

Subdivision

Phone Number

Email Address

Retired

Occupation/Employer/Job Title

(blank)

Education

On which Board/Committee/Commission would you like to serve?::

Community Development Advisory Committee

Explain why::

I would like to be part of decisions that are being made for our city and future planning

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

Just a God fearing man

Hobbies/Personal/Family Interests::

Golf, Reading and helping teach men to be leaders not followers

References (optional)::

(blank)

Length of residence in the City::

24 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 4/19/2020

Signature of Applicant:: Raymond Richardson



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Reggie Abraham _____ C
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

HERITAGE COLONY AT FIRST COLONY Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address**

CEO/Managing Partner _____

True Care Surgical Center _____

Occupation

Doctorate, Management & Organizational Leadership _____

Education

On which Board/Committee/Commission would you like to serve?::

Zoning Board of Adjustments and Appeals. Position 5, Parks Board, TIRZ #3 _____

Explain why::

I have lived in Missouri City for 33 years. I would like the opportunity to be a voice for the people who live in our community. _____

I am also interested in the position below if TIRR position is already taken. _____

Parks Board, Position 3 _____

TIRZ #3 Board, Position 2 _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

I have sat on Fort Bend ISD committee's for zoning and building improvement committees. I am also very passionate about our community and like to be involved in making our city a great place to live.

Hobbies/Personal/Family Interests::

I volunteer for the Houston Livestock Show and Rodeo and been involved for over 7 years.

I enjoy playing golf at Quail Valley Golf Club

I play soccer at our community centers in Missouri City.

I have a family of 6 which includes my wife (Evelyn), 2 sons (Mathew & Andrew), and daughter's (Hannah & my dog Emily)

References (optional)::

None referenced

Length of residence in the City::

33 years

Are you a registered voter?::

Yes

If available, please attach your resume::

Reggie Abraham CV.doc

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: October 9, 2019

Signature of Applicant:: Reggie Abraham

Reggie Abraham, DM, MHA, MBA

Houston, Texas • Ph. 713-277-5679

Summary of Qualifications

- Over eighteen years of experience in the field of healthcare in private physician groups, physician organizations, urgent care, on-site clinics, ancillary services, and hospitals.
- Executive level experience with a strong emphasis in operations management, revenue cycle management, human resources management, and fiscal management.
- Extensive experience in Health Information Management, Electronic Health Records, Practice Management Systems.
- Outstanding leadership qualities and excellent management skills, including significant experience in hospitals, physician practices, ancillary services, and telemedicine.
- High degree of initiative with a solid work ethic, sound judgment, excellent decision making skills, and a professional demeanor.
- Exceptional communication skills, problem solving capabilities, excellent analytical skills and organizational skills.
- Experience in establishing and maintaining effective working relationships with superiors, employees, policymaking bodies, third party payers, patients, and the public.

Professional Experience

Axis One Source, LLC, 2018
CEO/Managing Partner
True Care Surgical Center

- True Care Surgical Center Management
- Physician practice management consulting services
- Revenue cycle management
- Credentialing and managed care contracting
- Business development
- IT management including PM, EHR, HIM
- Physician, clerical, administrative, and clinical staffing
- Development of ancillary services
- Occupational health services, new business development and management
- Urgent care start-ups and management
- Space, design, and construction of healthcare facilities
- IT support
- Website design and development
- Development of on-site clinic for employer groups who are self insured for occupational health services

US Pain & Spine Institute, 2016 – 2018
Chief Operating Officer

- Operational oversight of a multi-disciplinary healthcare company consisting of a seven bed hospital, Ambulatory Surgery Center, eight pain management clinics, primary care and wellness clinic, three pharmacies, two labs, and three diagnostic imaging centers.
- New business development with focus on new service lines and market current book of business.
- Developed a Personal Injury platform as a new service line to facilitate cases at the hospital and the out-of-network surgery center.
- Direct over-sight of revenue cycle management through an external billing & collections company maintaining collections rate and days in AR compared to MGMA benchmarks.
- Directly involved in new business development for all service lines, including establishing and maintaining good relationships with external referral sources.
- Directly involved with the seamless conversion and transition of practice management software for revenue cycle management.
- Manage Human Resource functions for the several departments with regards to: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations, and salary planning.
- Budgeting and fiscal oversight of all the different service lines to ensure profitability. Implemented a platform for MACRA and Merit-based Incentive Payment System to not only avoid a penalty, rather to earn a bonus payment by reporting the required measures.
- Instrumental in establishing and successfully implementing a tele-medicine platform.

Westfield Urgent Care, 2014 – 2016
Chief Executive Officer

- Implementation and management of Onsite Health Clinics for employers that are self-insured and have more than 250 employees.
- Focus on finding innovative ways to improve healthcare in the work place, especially given the recent trends of budget cuts and change increases to healthcare policy.
- Collaboratively work with self-insured employer groups to create a customized on-site clinic, based on their needs, goals, and cultures.
- Dedicated to changing the conversation about healthcare in the workplace by providing cost-effective, quality care to employees on-site and thereby creating a thriving work environment.
- Instrumental in starting an Urgent Care center November of 2014.
- Involved in all aspects of management of the center from HR, Financial Management, Compliance, day-to-day operations, Revenue Cycle, Contracting, Marketing, and Facilities Management.
- Develop additional locations for urgent care centers across Houston.
- Business development with focus on occupational health services to local school districts and small to medium size local businesses.

- Established relationships with local businesses to provide occupational health services on a direct contract basis with no insurance billing.

University of Texas Health, Houston, 2010 – 2014

UTHS

Director, Management Operations

- Plan, implement, and control operational, financial, administrative and activities in the areas of clinical practice and education.
- Design and evaluate operational and financial models; prepare and implement business and strategic plans, and develop and maintain administrative infrastructure for efficient and financially sound operations.
- Develop, implement, and monitor budget for multiple funding sources and ensure budget compliance.
- Manage departmental facilities, procurement activities, equipment purchases, and equipment inventory.
- Serve as the designated responsible party for financial reporting for the department.
- Prepare and interpret financial analyses to better support the department's mission.
- Manage contracts for professional services, processing contractual agreements, invoicing and collection activities to ensure a positive margin.
- Manage Human Resource functions for the department with regards to: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations, and salary planning.
- Responsible for the design, execution and effectiveness of a system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded; financial information is reliable and compliant with applicable laws, regulations, policies and procedures.

Southside Group of Companies, 2010 – 2010

Vice President, Operations

- Direct oversight of operations of several divisions of Southside Group of Companies including: Southside Healthcare Solutions, Southside Home Health, Durable Medical Equipment, Physician Clinics, Southside Sleep Center, and Southside Infusion
- Operating budget of over \$20 million
- HR responsibility for the organization as the Director of HR.
- Established a Pulmonary and Pain clinic from ground up including a pulmonary rehab facility and sleep center
- Direct oversight of Operations, fiscal management, facilities management, human resources, revenue cycle management, marketing and new business development, and corporate compliance

Methodist Health System, 2006 – 2010

Administrator – Department of Obstetrics & Gynecology

- Develop the annual Departmental budget, including revenue projections and justification of expenditures.

- Collaborated with the Department Chairman and Faculty to develop long-range projections and financial plans, maintain appropriate analyses, and recommend necessary adjustments.
- Assume primary responsibility for the fiscal administration and integrity of the Department including purchasing, capital equipment, inventory management, monthly account management and reports, and grants management.
- Participate in strategic planning for the Department regarding operations and new program development.
- Responsible for the hiring, training, development, and evaluation of the administrative, technical and clerical work force of the Department. Direct, assign, coordinate and review the staff within the Department.
- Handle and coordinate with Human Resources personnel activities including, but not limited to wage and salary administration, development of position descriptions, orientation and training of new staff, and employee relations.
- Responsible for promoting a customer service orientation throughout the Department.
- Work with Department Chairman and Division Chiefs on faculty recruitment, promotion and credentialing and practice plan administration.
- In conjunction with the Department Chairman and Faculty, complete space and resource planning for the Department, working closely with each Division in identifying and prioritizing the Department's administrative, clinical, educational and research resource needs, including addressing space allocation and renovation issues.
- Maintain direct fiscal and management responsibility for all equipment and personnel in clinical sites.
- Ensure Departmental compliance with all state and federal regulatory agencies, CMMS, HIPAA, EEOC, etc.
- Responsible for the effective operation of all billing and collections operations in the Department.
- Ensure charges are effectively captured, accurately coded and appropriately documented.
- Responsible for management of pre- and post-awards research administration, including budget development and review for all grants submitted by the Department.

Pediatric Center, 2001 – 2006

Administrator

- Provide leadership and direction to all the clinical, administrative and financial functions of the organization.
- Manage the administrative infrastructure of the company to achieve the business goals efficiently and profitably.
- Oversee daily operations, fiscal management, human resources, new business development, billing and collections, contract negotiations, payroll, staff evaluation and review process, physician recruiting, practice expansion, marketing, compensation and benefits, financial management and budgeting.
- Supervise directors and managers and oversee the activities of all clinic staff and activities.
- Provide direct oversight for all accounting and financial functions of the organization.

Bellaire Dermatology Associates, 2000 – 2001

Administrator

- Provide leadership to all clinical and administrative staff.
- Negotiated new managed care contracts and re-negotiated reimbursement rates on existing managed care contracts.
- Human resources management, responsible for the overall management of staff and related functions, accounting, staff payroll and benefits.
- Identify new business development opportunities, established and maintained relations with employers, insurers, and patients, marketing, and sales.
- Implemented procedure and policy manuals. Onsite IT support administrator for hardware and medical software.
- Directly involved in the sales and marketing of dermatology and cosmetic products and services.
- Provided employee guidance and counseling as needed. Managed employee morale to meet company goals and objectives.
- Annual budget preparation for various service lines, including product sales and dermatology services
- Oversight for all accounting and financial functions of the organization.
- Directly involved with the transition of the EHR system with included data conversion and transfer of accounting information.

Memorial Hermann Healthnetwork Providers, 1997 – 2000

Manager, Contracting/Provider Relations

- Responsible for management of provider relations and contracting.
- Negotiated new contracts and also contract renewals and re-negotiations.
- Spear headed the education and communication concerning provider relations and contracting to physicians and their office staff.
- Regulated and accessed on a continuous basis pricing and/or reimbursement rates for physician contracts with managed care organizations

Education

DM - Doctorate in Management and Organizational Leadership, University of Phoenix

MHA - Master of Healthcare Administration, University of Houston, Clear Lake (UHCL)

MBA - Master of Business Administration, UHCL

BS - Bachelor of Science in Healthcare Administration with concentration in Finance, UHCL

Computer skills

Microsoft Office: MS Project, Word, Excel, PowerPoint, Outlook

Practice Management Software: eClinical Works, McKesson Practice Partner, Medical Manager (Intergy), Medisoft, Vantage Med, eClinical, Athena Health, Allscripts.

Health Information Management

IT Administration: Computer software, hardware, networking.

Awards

President – Medical Group Management Association, Gulf Coast Division at University of Houston, Clear Lake

Awarded a certificate of completion in mediation and dispute resolution from University of Houston, Clear Lake



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Charles Lewis Jr. _____ D _____
Name **District**

_____ Missouri City, Texas 77459 _____
Address **City, State, Zip Code**

QUAIL PARK PATIO HOMES Section : 1 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

2nd year law student _____
Occupation

Texas Tech-- History, Political Science, Thurgood Marshall School of Law _____
Education

On which Board/Committee/Commission would you like to serve?::
Parks Board _____

Explain why::
The city needs a voice of the future. Also I believe that the Freedom Tree is being deeply neglected by the city. The Freedom Tree is Missouri City's greatest gem, it deserves respect from the park board.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::
A resident who has a deep passion and love for Missouri City. Also I am a person who has an uplifting vision for the future of this city, who want to see growth with progressive ideas.

Hobbies/Personal/Family Interests::

Visiting museums and viewing street art in Houston, reading and running when not busy with school. Traveling to new cities around the world and in the U.S.

References (optional)::

No response

Length of residence in the City::

20 years

Are you a registered voter?::

Yes

If available, please attach your resume::

resume final.docx

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: April 1, 2019

Signature of Applicant:: Charles Lewis Jr.

CHARLES LEWIS

EDUCATION

Texas Southern University, Thurgood Marshall School of Law, Houston Texas May 2020
Juris Doctor Candidate, GPA: 3.05, Top 20%

- *Thurgood Marshall Law Review*
- Dean's List
- 1L Property Tutor

Texas Tech University, Lubbock Texas

Double Major, Bachelor of Arts in Political Science and History
Minor in Spanish, GPA: 3.0

- Dean's List, (2014-2016)
- Texas Tech History Club, (2016-2017)
- Texas Tech Center: Seville, Seville, Spain, Study Abroad Program Participant (Fall 2015)

EXPERIENCE

TJ Davis Law Firm, PLLC, Houston, Texas 7/2018-Present
Law Clerk

- Drafted discovery requests, nondisclosure agreements, and court filings.
- Prepared and compiled deposition briefs and evidence for trial for criminal litigation
- Assisted with client intake and managed database of over 150 clients and open case files.

Longshoremen's Association Local 1351, Houston, Texas

Longshoreman Clerk 7/2017 – Present

- Scheduled streamlined the efficiency of the work place
- Developed a diverse work environment among employees
- Oversaw the organization of incoming and outgoing shipment

Texas Tech University Hospitality Services, Lubbock, Texas

Student Manager 1/2016 - 5/2017

Hospitality Assistant 4/2014 - 5/2015

- Coordinated responsibility for setting goals, and distributing tasks among employees

Marco's Pizza, Missouri City

Team Leader/Driver 5/2015 - 8/2015

- Conducted efficient customer service and communication skills

SKILLS AND INTEREST

- Intermediate Spanish
- Long-distances running
- Enjoy history and exploring new cities and cuisines



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Lillian H. Davis
Name

D

District

Address

Missouri City, Texas 77459

City, State, Zip Code

QUAIL VALLEY GLENN LAKES Section : 1
Subdivision

Phone Number

Email Address

Registered Nurse

Home Health Supervisor 25 years in the industry

Occupation

No response

Education

On which Board/Committee/Commission would you like to serve?::

Parks Board

Explain why::

Would love the opportunity to promote awareness of healthy living and promoting holistic wellness in the community

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for::

Community health organization experience. Public health professional. Geriatric care professional.

Hobbies/Personal/Family Interests::

Group fitness instructor.

Creative arts worship leader

References (optional)::

No response

Length of residence in the City::

4 years

Are you a registered voter?::

Yes

If available, please attach your resume::

Lillian H Resume.docx

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: February 28, 2019

Signature of Applicant:: Lillian Hollins Davis

Lillian H. Davis, RN HCS-D, COS-C
Missouri City, TX 77459

Professional Summary: I am a highly skilled professional with more than 20 years management and practical experience in hospital and home health. My areas of specialized practice include Home Health, Infusion, Gerontology, Coding, Quality Management and Utilization Review.

Credentials: Registered Nurse

Board Examination

License, State of Louisiana 1989

License by Endorsement, State of Indiana 1990

License by Endorsement, State of Texas 2014

Specialty Credentials: HCS-D ICD-10 Board Medical Specialty Coding and Compliance
Certificate for Oasis Specialist-Clinical Oasis Answers 2016

Experience

Clinical Coder, Utilization Review Specialist June 2015 ---current

Kindred at Home (formerly Gentiva) Remote Coder---Corporate Services

Responsible for reviewing OASIS assessments for accuracy, and ensuring comprehensive coding review and assignment to ensure all coding guidelines are met. Reviewing documentation for clinicians to ensure clinical standards, skilled requirements are met.

Manager of Clinical Practice March 2013 --- June 2015

Gentiva Home Health 8606 Allisonville Road, Indianapolis, IN 46250 (317) 915-1440

Clinical oversight of home health services for location serving 200+ patients. Responsible for staff supervision for all clinical and ancillary staff, responsible for ensuring clinical and quality standards were met. Responsible for implementation of performance and process standards from initial referral intake, to admission, to client care delivery, client discharge, and client customer services review.

Administrator August 2011---March 2013

Intrepid USA HealthCare Services 3333 Founders Rd. Suite 100, Indianapolis, IN 46268 (317)334-0859

Administrative management of agency operations for Medicare certified home health agency specializing in disease management programs and comprehensive home rehab services. Fiscal oversight, ensuring regulatory and clinical compliance with all state, federal and specialty accreditation entities.

Director of Operations August 2008 --- August 2011

Amedisys Home Healthcare 9101 Wesleyan Road, Suite 300 Indianapolis, IN 46282 (317) 876-8201

Provided administration oversight and management of entire operation of home health agency services specializing in disease management programs, rehab services. Provided fiscal oversight, budget analysis and sales initiatives and implementation and ensuring regulatory and clinical compliance with all state, federal and specialty accreditation entities. Oversaw branch operations of parent and branch units.

Regional Clinical Manager Indiana Region February 2005—July 2008

American Nursing Care 1001 Summit Dr. Ste. 300 Milford, OH 45150 (513) 576-0262

Provided clinical oversight to six branch offices for Indiana state territory, providing quality patient care, provide mentoring and clinical management orientation for branch clinical management professionals to ensure the quality initiatives were exceeded and regulatory compliance was established.

Director of Clinical Services January 2003----January 2005

NBA HomeCare Plus 5254 W. 62nd Street Indianapolis, IN 46268

Clinical management and oversight of private duty and Medicare certified services ensuring the delivery of quality patient care.

Patient Care Manager December 2000 ---- January 2003

SpectraCare of Indiana 8402 Georgetown Road, Indianapolis, IN 46268

Responsible for care coordination of rehab, infusion, pediatric client care services. Responsible for staff development for all new hires including PPS, OASIS education. Provide quality management education for all clinical staff.

Education: Associate Science of Nursing Louisiana Tech University 1989



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Kymberly McMorries
Name

A
District

Address

Missouri City, Texas 77459
City, State, Zip Code

QUAIL VALLEY NORTH Section : 1
Subdivision

Phone Number

Email Address

Attorney, self-employed

Occupation

Juris Doctorate
Education

On which Board/Committee/Commission would you like to serve?::

Parks Board

Explain why::

I would like to become more involved in my community, and I see there is a vacancy.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

I served on a focus group for FBISD with regards to rebalancing high schools, and I have been actively involved in volunteering with the schools. I also am a mentor for a child at QVE, and I was a volunteer with the Missouri City animal shelter.

Hobbies/Personal/Family Interests::

Movies, travel, food, reading

References (optional)::

No response

Length of residence in the City::

9.5 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: March 11, 2019

Signature of Applicant:: Kymberly McMorries



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Valore Lott _____ D _____
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

QUAIL VALLEY EAST Section : 4
Subdivision

_____ **Phone Number** _____ **Email Address**

Real Estate Broker/RE/MAX Fine Properties
Occupation

B.S. & M.S. TSU
Education

On which Board/Committee/Commission would you like to serve?::
Parks Board

Explain why::
1.Avid national, state, & local park visitor
2.Naturalist
3.Active BabyBoomer

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

1.Secretary - Missouri City AARP (Approx 7 yrs)
2.Meals on Wheels Home Delivery volunteer (10yrs) & Volunteer Advisory Board

Hobbies/Personal/Family Interests::

Travel, Fishing, Reading, Road-tripping

References (optional)::

No response

Length of residence in the City::

35 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: March 10, 2019

Signature of Applicant:: Valore Lott



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Everett Land B
Name **District**

Missouri City, Texas 77489
Address **City, State, Zip Code**

HUNTERS GLEN Section : 5A
Subdivision

Phone Number **Email Address**

Retired

Occupation/Employer/Job Title

(blank)

Education

On which Board/Committee/Commission would you like to serve?::

Parks Board

Explain why::

I would like to see more activities for kids in the parks.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

President of Hunters GlenV.

Vice- President of Tidelands Labor Assembly

Graduate of Missouri City Citizens Academy

Hobbies/Personal/Family Interests::

(blank)

References (optional)::

(blank)

Length of residence in the City::

33

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 4/16/2020

Signature of Applicant:: Everett Land



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Susan Dierker _____ A
Name **District**

_____ Missouri City, Texas 77489
Address **City, State, Zip Code**

FONDREN GROVE _____
Subdivision

_____ **Phone Number** _____ **Email Address**

Registered Nurse _____

Retired 2017 Department of Veterans Affairs _____

Occupation/Employer/Job Title

Master's Degree _____
Education

On which Board/Committee/Commission would you like to serve?::

Parks Board _____

Explain why::

The Missouri City parks are so nice and I love walking the trails. I would like to be a part of maintaining and improving them for all of the citizens of this community.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

Past President of the Houston Organization of Nurse Executives _____

Member of the Athletic Volunteers at Lamar High School and Westside High School _____

Past memberships of many Nursing Organizations _____

Long time member of the YMCA _____

Hobbies/Personal/Family Interests::

Spending time with my children and grandchildren and their many school and athletic events

Walking

Aerobics

Traveling

Reading

Cooking

References (optional)::

Nathaniel J Walton, JD

Length of residence in the City::

26 years

Are you a registered voter?::

Yes

If available, please attach your resume::

SUSAN Elizabeth Dierker-RESUME.doc

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 4/27/2020

Signature of Applicant:: /es/Susan E Dierker



Susan Elizabeth Dierker, MSN, RN, NEA-BC

Missouri City, Texas 77489
Cell phone
Email

EDUCATION:

- 1972 AD Nursing, Forest Park Community College, St. Louis, Missouri
- 1985 BSN, University of Texas, Galveston, Texas
- 1988 MSN, Nursing Administration, Texas Woman's University, Denton, Texas

LICENSURE:

Texas
Missouri (inactive)

CERTIFICATION:

- 2005 Nurse Executive, Advanced-Recertification 5/2015

EXPERIENCE:

- 6/04/2017-present Walton/Henry Recruiting, temporary assignments
- 06/2015-10/2016 Acting Ambulatory Nurse Executive, Houston VAMC, Clinical and Administrative responsibility for Nursing and administrative staff in Prime Care, Emergency Room and Cardiology. Nursing liaison for the 8 Community Based Outpatient clinics.
- 01/2014-3/2014 Acting Associate Director for Patient Care Services for the Houston VAMC

06/2012-4/2014	Magnet Coordinator for the Houston VAMC coordinated the submission of the magnet re-designation document and the subsequent successful Magnet survey and designation.
06/2012-10/2012	Acting Deputy Chief Nurse, Houston VAMC, clinical oversight for nursing and functioned as the Associate Director for Patient Care Services in her absence.
01/2011-06/2017	Neurology/Rehabilitation/Spinal Cord Injury Care Line Nurse Executive, Houston VAMC, Clinical and administrative responsibility for Nursing and administrative staff.
12/00-12/2010	Medical Care Line Nurse Executive, Houston VAMC Clinical and administrative responsibility for the Nursing staff for the Medical Care Line.
10/98–12/00	Acting Assistant Chief Nurse-Medicine, Houston VAMC Administrative and clinical responsibility for the Medicine Nursing Service which includes Prime Care, Neurology, General Medicine, Observation, Respiratory/Telemetry, Oncology, CCU, MICU, Hemodialysis and Cardiac Catheterization Lab. Also participates in Medical Center committees, initiatives and strategic planning.
3/97-10/98	Staff Nurse Pre-Admission Screening Clinic, Houston VAMC Prepared outpatients for surgical and invasive procedures. Self-directed in coordinating patients testing and care with various members of the interdisciplinary team to provide a smooth process for the outpatients.
2/94-3/97	Head Nurse, Houston VAMC Administrative and clinical responsibility for a 40 bed acute General Medicine unit and 24 staff members. Identified and coordinated the appropriate resources for the resolution of multi-disciplinary patient care problems.
4/87-2/94	Medicine Nursing Coordinator, Houston VAMC Administrative and clinical responsibility for the 240 bed Medicine Service, which included General Medicine, Neurology and Oncology, in the old facility and the new facility. Interfaced with all services within the hospital on a day-to-day basis. Acted for the ACNS in her absence. Frequently functioned as the weekend supervisor, which included making administrative and clinical decisions for all of Nursing Service.

2/84-4/87 Evening Nursing Supervisor, Houston VAMC
Administrative and clinical responsibility for Nursing Service on the evening tour of duty.

11/76-2/84 Staff Nurse Medical Critical Care, Houston VAMC
Provided care for patients in the MICU, CCU and the Coronary Step-Down Unit.

10/74-11/76 Staff Nurse General Medicine, Houston VAMC
Evening charge nurse on a 36 bed acute General Medicine unit. Responsible for the patient care provided during that tour.

5/72-10/74 Staff Nurse GU/ENT surgery unit, St. Louis VAMC
Team Leader and Charge Nurse responsibilities for the provision of patient care.

COMMITTEES:

Current:

2014-2017 Co-Lead Black Belt Project for bed flow

2014-2017 Member, Inpatient Value Stream

2013-2017 Member, Patient Flow committee value stream

2013 Member black belt project to implement the electronic patient incident report which included interdisciplinary training

2013 Past President Houston Organization of Nurse Executives

2012-2014 Texas Team "Advancing Health through Nursing", Initiative on the Future of Nursing

Nurse Regional Champion Hospital (Metropolitan)

2012 President, Houston Organization of Nurse Executives

2011 President Elect, Houston Organization of Nurse Executives

10/2010 Developed and implemented a three day workshop for Nurse Managers' Leadership Development for the MEDVAMC

7/2010 Chair, Magnet standard, "Exemplary Professional Practice" for MEDVAMC third re-designation

2009-2017 Lead, Implementation of VHA Bed Management System for the MEDVAMC; Lead Instructor

2010 Nursing Lead, Implementation of new Care Fusion IV Pumps

2010 Member, Medical Center Skin Committee

2009 Member, Medical Center Pain Committee

2009 Lead, Implementation of the Clinical Nurse Leaders program at the MEDVAMC

2009 Lead Nurse to implement electronic blood transfusion forms

2009 Co-Chair, reusable medical equipment conversions and standard operating procedures

2009	Member, Medical Center strategic planning group- Conversion of inpatient rooms to all single patient rooms
2009	Chair, Implementation of the electronic bed management package for the Michael E. DeBakey VAMC
2009	Member, National NOVA workgroup to develop certification examination for VA Nurses
2009	Member, Medical Care Line Patient Satisfaction Workgroup
2008-2009	Chairperson, sub-group, Succession Planning for MEDVAMC Nursing Strategic Plan
2008	Writer, MEDVAMC, Magnet re-certification document
2008	Veterans Health Administration Carey Award Examiner
2007-2008	Member, Michael E. DeBakey VAMC Magnet Re- designation Writing Team
2008	Co-Chair, MEDVAMC Magnet Symposium
2008-2010	Member, Affiliated Partnership Council, Taskforce
2008-2009	Secretary, Houston Organization of Nurse Executives
2007	Member, MEDVAMC Magnet Re-designation Writing Team
2007-2012	Chair, Clinical Nurse Leader Program Development
2007-2012	Member, Medical Center Performance Improvement Committee
2006-2007	Board Member, Houston Organization of Nurse Executives
2006-2017	Member, Medical Center, External Peer Review Program
2005-2012	Member, GME Committee
2005-2017	Member, Peer Review Committee
2005-2007	Member, VHA Acute Inpatient Care Workgroup
2005-2006	Member, VHA Nursing Administrative Indicators Development Workgroup
2004	SWAT leader for Inpatient admissions
2004	Clinical Leader for the Medical Center Inpatient redecoration initiative
2004-2006	Member, Houston Gulf Coast Steering Committee, High School to Healthcare Occupations
2003-2009	Liaison, Clinical Staff Council
2003-2010	Co-Chair, Medical Care Line Performance Improvement Committee
2003-2008	National Nurse Professional Standards Board Expert Workgroup
2003-2004	Member, MEDVAMC Magnet writing and preparation team
2002-2004	Member, VISN 16, Bed Safety Team
2002-2003	Faculty for the National Nurse Professional Standards Board training
2002	Loaned Clinical Faculty, Texas Women's University
1999-2007	Chairperson, Nurse Professional Standards Board
1999-2017	Member, P&T Committee
1999-2005	Member, Business Advisory Council

Past:

Chairperson, Magnet Standard Nurses as Teachers
Chairperson, Magnet Standard Collegiality Workgroup
Member, Encounter task force
Member, Performance Measures committee
Member, Medicine Care Line Implementation team
Member, Neurology Care Line Implementation team
Team Leader for the Non-Physician Providers Implementation team
Team Leader to resolve the type I deficiencies related to JCAHO standard TX.5.3
“Operative and other procedures”
Co-Chairperson, Family Day 2000 celebration
Chairperson, Chronic Pain Task Force
Co-Chairperson, Bed Utilization Team
Liaison, Advanced Practice Nurse Qualification Standards task force
Mentor, Houston VAMC, Mentoring program
Member, VISN 16, 24 Hour Support Services work group
Member, Texas Medical Center, Physician/Nurse relationship workgroup
Primary instructor for all title 38 Registered Nurses regarding the New Nurse
Qualification Standards
Chairperson, Nursing Service Safety Sub-Committee

ORGANIZATIONS:

American Nurses Association
American College of Healthcare Executives, National and Local-past
Leadership VA Alumni Association-past
Federally Employed Women-past
Houston Area Federal Women’s Program Managers-past
National Association of Female Executives
National Organization of VA Nurses-past
Houston Organization of Nurse Executives
Sigma Theta Tau, Beta Beta Chapter-past
Texas Organization of Nurse Executives-past
EWomens Network

AWARDS AND HONORS:

6/2005	ANCC Certification, Nursing Administration Advanced (recertification 5/2015)
5/2005	Inducted into Sigma Theta Tau, National Nursing Honor Society, Beta Beta Chapter
2002	Completed Leadership VA
2001-2003	Selected as the Federal Women’s Program Manager for the Houston VAMC

2001 Performance award for work performed during the Tropical Storm Allison disaster

2000 Undersecretary for Health's Innovations Award for the Preoperative Screening Clinic

2000 Selected as an alternate item writer to the National Nursing Council for the RN NCLEX exam

2000 Employee of the month for May, Houston VAMC

1999 Commendation from the Medical Center Director for Co-Chairing the patient move from the old facility to the new facility

1989 Who's Who In American Nursing

1990 2000 Most Notable American Women

1988 Certified in Nursing Administration

1985 Certified in Medical/Surgical Nursing

ACTIVITIES:

1/2010-Member first aid station for "Build a Home" project for an OEF/OIF veteran

8/2009-Coordinated first aid station for Houston area OEF/OIF Welcome Home Event

Past member of the SATCH Basketball Booster Club

Member of the reader panel for "Working Mother" magazine

4/2004 Rider, MS150 bike ride from Houston to Austin, Texas

FACULTY APPOINTMENTS:

2001-2006 Adjunct faculty, Texas Woman's University; clinical instructor

2001-2006 Adjunct faculty, University of Texas, Houston

PRESENTATIONS:

11/2011 Poster Presentation, AMSUS conference, San Antonio, Texas, "Want to Improve Outcomes? Try a Clinical Nurse Leader"

10/2011 Virtual Poster Presentation, ANCC National Magnet Conference, Baltimore, Maryland, "Want to Improve Outcomes? Try a Clinical Nurse Leader"

07/2011 Poster Presentation. National Organization of VA Nurses (NOVA), annual conference, Las Vegas, Nevada, "Impacting Mental Health Emergency Care"

06/2011 Poster Presentation, Clinical Nurse Leader Conference, University of San Francisco, "Want to Improve Outcomes? Try a Clinical Nurse Leader"

10/2010 Podium Presentation (accepted), ANCC National Magnet Conference, Phoenix, Arizona, "Impacting Mental Health Emergency Care"

7/2010 Poster Presentation, Sigma Theta Tau, 21st International Nursing Research Congress, Orlando, Florida, "Impacting Mental Health Emergency Care"

11/2009 Poster Presentation, Houston Organization of Nurse Executives Fall Town Hall, Houston, Texas, "Preparing Mid-Level Nursing Leaders"

9/2009 Poster Presentation, Nursing Management Congress 2009, Chicago, Illinois, "Preparing Mid-Level Nursing Leaders"

10/2008 Poster Presentation, AMSUS, San Antonio, Texas, "Attitudes in Restraint Reduction"

5/2008 Poster Presentation, MEDVAMC Magnet Symposium, Houston, Texas, "Attitudes in Restraint Reduction"

4/2008 Poster Presentation, National VHA Leadership Conference, Seattle, Washington, "Attitudes in Restraint Reduction"

2007 Instructor, MEDVAMC Nurse Managers Workshop

2006 Instructor, Revisions, VHA Nurse Qualification Standards

3/2005 Poster Presentation, National VHA Nursing Leadership Conference, Chicago, Illinois, "Work Re-design: An Interdisciplinary Collaboration"

3/2004 Speaker, Harris County Nursing Service, "MEDVAMC Magnet Journey"

2003 Poster presentation, AMSUS convention, San Antonio, Texas, "The Development and Implementation of a Nurse Managed Procedure Clinic"

2003 Poster presentation, AMSUS convention, San Antonio, Texas, "Nursing Faculty Needed: A Local Initiative"

2003 Poster presentation at the The Forum on Health Care Leadership, Washington, DC, "Nursing Faculty Needed: A Local Initiative"

2003 Poster abstract for the American Organization of Nurse Executives convention, "Nursing Faculty Needed: A Local Initiative"

2002 Poster presentation at the American Organization of Nurse Executives convention, Orlando, Florida, "Some Patients Attitudes toward Increased Non-Physician Provider Care"

2001 Presenter for the Houston VAMC "Second Annual Pain Awareness Week"; JCAHO Standards regarding pain

2001 Poster presentation at the Texas Nurse Practitioners Annual Conference, Houston, Texas, "Veterans' Attitudes Toward Increased Non-Physician Provider Care"

2001 Poster presentation at the Nineteenth Annual Health Services Research and Development (HSR&D) Service Meeting, Washington, DC, "Some Veterans' Attitudes Toward Increased Non-Physician Provider Care"

2000 Poster Presentation at the AMSUS conference, Las Vegas, Nevada, "An Innovative Approach to Meet JCAHO Standard TX.5.3"

PUBLICATIONS:

- 1/2001 Contributor to "5th vital sign", Houston VAMC pain newsletter
- 2/2001 Abstract "Some Veterans' Attitudes Toward Non-Physician Provider Care", HSR&D Service 19th Annual Meeting
- 4/2002 Abstract "Some Patients Attitudes Toward Non-Physician Provider Care", American Organization of Nurse Executives annual convention
- 8/2003 Selected for the Industry Board for *Advance for Nurses* magazine



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Debbie Poncik _____ D
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

QUAIL VALLEY ELDORADO Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address**

Office Manager of Furry Friend Pet Care

Occupation/Employer/Job Title

High School
Education

On which Board/Committee/Commission would you like to serve?::

Park

Explain why::

I would like to be more involved in my community. I attended MCCU and learned about all the different areas of the city.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

I attend MCCU.

Volunteered at the Rec Center during Harvey.

I have volunteered with the care of the animals as well as transportation for MCAS.

I am a CASA/GAL (Court Appointed Special Advocate/Guardian ad Litem) for Child Advocates of Fort Bend.

I have been a volunteer at schools in FBISD for over 20 years. I also was Associate Principle Secretary and worked at Dulles Middle School for 10 years.

I am involved with Social Concerns at St. Laurence Catholic Church.

Hobbies/Personal/Family Interests::

My hobbies include sewing, crafts and reading. My passion is caring for animals and people. I love volunteering and being a voice for children in CPS custody.

References (optional)::

Jessica Rhudy owner of Furry Friend Pet Care

Dawn Mungroo staff member I worked with at Dulles Middle School

Anthony Maroulis-I have worked with him during my time at FBISD

Length of residence in the City::

14 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/01/2020

Signature of Applicant:: Debbie Poncik



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Daniel Silva A
Name **District**

Missouri City, Texas 77489
Address **City, State, Zip Code**

GLEN PARK SEC 1, BLOCK 2, LOT 47
Subdivision

Phone Number **Email Address**

Business Owner
Occupation

1 Years College
Education

Civic/Church/Community Involvement::

Catholic (Holy Family)

10 Years Vice President Glen Park Homeowners Association

2014 to 2016 President, Mexican American Golf Association (Houston Tx. Chapter)

2018 Member MAGA San Antonio

UH Alumni Association Member

Hobbies/Personal/Family Interests::

Golf with Family & Friends

Home Gardening (Citrus & Fruit Tree Enthusiast)

Season Ticket Holder for UH, Astros, Skeeters & Texans

On which Board/Committee/Commission would you like to serve?::

Planning & Zoning Commission

Explain why::

My dreams have always been representing my community, sharing, giving my time to improve & make a difference in Missouri City. From seeing the neighborhood kids grow up, graduate & remembering the good times we all had when we came together in Glenn Park. We have made it our goal to maintain our subdivision well represented within Missouri City.

References (optional)::

Randy Meyers _____

Calvin Simon _____

Clifford Brooks _____

Length of residence in the City::

15 years

If available, please attach your resume::

Resume Daniel Silva Letter 2018.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Daniel Silva

Submission Date:: December 27, 2018



January 3, 2019

Missouri City

Introduction: Daniel Silva

Since 1991 Daniel Silva has worked for several Major Crane Manufactures (5) all offshore field service and in management positions, Daniel has traveled to Colombia for Texaco and now for Chevron for the past 18 years, He has an excellent understanding to Chevrons offshore safety requirements and an unblemished safety record. Another advantage is that he is also fluent in Spanish, having Certified all Chevron Crane Operators in Safe Operation and Crane Safety Awareness.

Daniel Silva, President of Independent Crane & Equipment, LLC (ICE), incorporated his company in August, 2008, and has led ICE in its mission to provide excellent services to its customers since that time.

Attached you will find Mr. Silva's work history (in the form of a resume). Mr. Silva has in the past and does currently maintain all the certifications and training required/necessary to administer and perform the designated services on behalf of ICE. The company's employee drug testing is administered by Pipeline Testing Consortium. Our safety programs and proper insurances are monitored by ISNetwork...In short, Mr. Silva and ICE are pleased to confirm that ICE meets all the qualifications and programs that are required by all of our clients in the oil and gas industry.

If I can be additional assistance, or if you should need additional documentation regarding this matter, please don't hesitate to contact me at your earliest convenience.

Sincerely,

Clifford Brooks, Jr.
Chief Financial Officer

Attachment:

Resume
of
Daniel Silva

January 1991 - September 2001

**WEATHERFORD /AMERICAN AREO CRANES
6707 NORTHWIND DR.
HOUSTON TEXAS 77041**

SENIOR SERVICE TECHNICIAN:

OFFSHORE GULF OF MEXICO AND SOUTH-CENTRAL AMERICA OPERATIONS; COMPLETE NEW PEDESTAL OFFSHORE CRANE INSTALLATIONS; COMMISSIONING CRANES FROM 10-TONS TO 75-TON CRANE CAPACITY; COMPLETE REFURBISHMENT OF PLATFORM PEDESTAL CRANES ON EXISTING OFFSHORE PLATFORMS; INSTALLATION OF TEMPORARY PORTABLE RENTAL CRANE OFFSHORE; COMPLETE ANNUAL INSPECTION AND REPAIRS OF ALL OFFSHORE CRANES AS PER AMERICAN PETROLEUM INSTITUTE GUIDE LINES API R2D2 RECOMMENDED SPECIFICATIONS; TRAVELS TO SOUTH AND CENTRAL AMERICA ON CRANE REPAIRS AND INSPECTIONS; CRANE CERTIFICATION AND OPERATOR CLASS ROOM INSTRUCTOR; BILINGUAL LECTURES AND CLASSES GIVEN IN SPANISH FORMAT FOR CRANE OPERATORS IN MEXICO AND COLOMBIA (TEXACO / RIOHACHA).

September 2001 - September 2007

**MARINE & MAINLAND CRANES
11981-A SPENCER RD.(FM529)
HOUSTON TEXAS 77041**

SENIOR SERVICE TECHNICIAN:

OFFSHORE GULF OF MEXICO AND SOUTH-CENTRAL AMERICA OPERATIONS; COMPLETE NEW PEDESTAL OFFSHORE CRANE INSTALLATIONS; COMMISSIONING CRANES FROM 10-TONS TO 75 -TON CRANE CAPACITY; COMPLETE REFURBISHMENT OF PLATFORM PEDESTAL CRANES ON EXISTING OFFSHORE PLATFORMS; INSTALLATION OF TEMPORARY PORTABLE RENTAL CRANE OFFSHORE; COMPLETE ANNUAL INSPECTION AND REPAIRS OF ALL OFFSHORE CRANES AS PER AMERICAN PETROLEUM INSTITUTE GUIDE LINES (API R2D2 RECOMMENDED SPECIFICATIONS); INSPECTOR OF OVERHEAD MONORAIL CRANE AND LIFTING EQUIPMENT TO LAND FACILITIES IN REFINERIES AND CHEMICAL PLANTS (BP TXCITY , SEAWAY TEPPCO,WILLIAMS PIPELINE ,VOPAK, STERLING CHEMICAL); TRAVELS TO SOUTH AND WEST AFRICA FOR INSPECTIONS AND REPAIRS OF PLATFORM PEDESTAL CRANES; TRAVELS TO SOUTH AND CENTRAL AMERICA ON CRANE REPAIRS AND INSPECTIONS; CRANE CERTIFICATION AND OPERATOR CLASS ROOM INSTRUCTOR; BILINGUAL LECTURES AND CLASSES GIVEN IN SPANISH FORMAT FOR CRANE OPERATORS IN MEXICO AND COLOMBIA (CHEVRON / RIOHACHA)

September 2007 to August 2008

**ENERGY CRANES
6707 NORTHWIND DR.
HOUSTON TEXAS 77041**

SENIOR SERVICE TECHNICIAN:

OFFSHORE GULF OF MEXICO AND SOUTH-CENTRAL AMERICA OPERATIONS, COMPLETE NEW PEDESTAL OFFSHORE CRANE INSTALLATIONS , COMMISSIONING CRANES FROM 10 TONS TO 75 TON CRANE CAPACITY , COMPLETE REFURBISHMENT OF PLATFORM PEDESTAL CRANES ON EXISTING OFFSHORE PLATFORMS, INSTALLATION OF TEMPORARY PORTABLE RENTAL CRANE OFFSHORE , COMPLETE ANNUAL INSPECTION AND REPAIRS OF ALL OFFSHORE CRANES AS PER AMERICAN PETROLEUM INSTITUTE GUIDE LINES API R2D2 RECOMMENDED SPECIFICATIONS, INSPECTOR OF OVERHEAD MONORAIL CRANE AND LIFTING EQUIPMENT TO LAND FACILITIES IN REFINERIES AND CHEMICAL PLANTS (BP TXCITY , SEAWAY TEPPCO,WILLIAMS PIPELINE ,VOPAK, STERLING CHEMICAL)TRAVELS TO SOUTH AND WEST AFRICA FOR INSPECTIONS AND REPAIRS OF PLATFORM PEDESTAL CRANES, TRAVELS TO SOUTH AND CENTRAL AMERICA ON CRANE REPAIRS AND INSPECTIONS, CRANE CERTIFICATION AND OPERATOR CLASS ROOM INSTRUCTOR , BILINGUAL LECTURES AND CLASSES GIVEN IN SPANISH FORMAT FOR CRANE OPERATORS IN MEXICO AND COLOMBIA (CHEVRON / RIOHACHA).

August - 2008 – PRESENT

**INDEPENDENT CRANE & EQUIPMENT
12 GREENWAY PLAZA, SUITE 1100
HOUSTON, TEXAS**

COMPLETE REFURBISHMENT OF PLATFORM PEDESTAL CRANES ON EXISTING OFFSHORE PLATFORMS; INSTALLATION OF TEMPORARY PORTABLE RENTAL CRANE OFFSHORE; COMPLETE ANNUAL INSPECTION AND REPAIRS OF ALL OFFSHORE CRANES AS PER AMERICAN PETROLEUM INSTITUTE GUIDE LINES (API R2D2 RECOMMENDED SPECIFICATIONS; INSPECTOR OF OVERHEAD MONORAIL CRANE AND LIFTING EQUIPMENT TO LAND FACILITIES IN REFINERIES AND CHEMICAL PLANTS (ENTERPRISE PRODUCTS SEAWAY TEPPCO,WILLIAMS PIPELINE ,VOPAK, LAREDO GROUP OFFSHORE); TRAVELS TO NORTH AND SOUTH CAROLINA FOR INSPECTIONS AND REPAIRS OF BRIDGE OVERHEAD CRANES; TRAVELS TO SOUTH AND CENTRAL AMERICA ON CRANE REPAIRS AND INSPECTIONS; CRANE CERTIFICATION AND OPERATOR CLASS ROOM INSTRUCTOR; BILINGUAL LECTURES AND CLASSES GIVEN IN SPANISH FORMAT FOR CRANE OPERATORS IN MEXICO AND COLOMBIA (CHEVRON / RIOHACHA).



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Karen Overton _____ D
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

PEARL POINTE AT LAKE OLYMPIA Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Professor
Occupation

MBA
Education

Civic/Church/Community Involvement::

Habitat for Humanity Finance committee, Chairperson

Graduate Missouri City Citizen University

Community Volunteer - Lake Olympia Subdivision

Board Director Municipal Utility District No. 49

Voter Registrar Deputy

FB Election Judge

Hobbies/Personal/Family Interests::

Yoga

Avid non-fiction reader

Line Dancer

AOA member YMCA

On which Board/Committee/Commission would you like to serve?::

Planning & Zoning Commission

Explain why::

Based on my prior work experience and active community involvement, I could assist with creating a 21st century community.

References (optional)::

Mayor Yolanda Ford

HCC Trustee Neeta Sane

Vivian Ellis, HCC counselor

Judge Teana Watson

Length of residence in the City::

10 years

If available, please attach your resume::

Overton, Karen Resumegeneral2016.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Karen E.Overton

Submission Date:: December 26, 2018

KAREN OVERTON

VITAE

KAREN OVERTON

SUMMARY:

Exceptionally professional leader and visionary with a solid history of building successful **Community Partnerships**, Profit-driven strategies, and organizational planning. Respected educator and business development expert who consistently demonstrates a steadfast commitment to the strategies and goals of the organization. Insightful and analytical negotiator adept at nurturing collaboration between strategic resources.

- Fosters strong community involvement through innovative outreach and awareness pursuits.
- Expert in organizational structure and development.
- High-level experience and understanding of **Marketing, Management, and Financial Planning**.

Key Qualifications

- Mission/Vision Development
- Fund Raising & Fiscal Planning
- Marketing & Business Development
- Instructional Marketing Plans
- Strategic Relationships
- Program Evaluation & Design
- Public Speaking
- Promotion Planning
- Group/Individual Instruction
- Board of Directors Presentations
- Staff Management
- Community Leaders Networking

Career Highlights

Business Administration Department • Houston Community College • Houston, TX INTERIM DEPARTMENT CHAIR/ASSOCIATE PROFESSOR

Serving more than 1.3 million students since its establishment in 1971, HCC is the third largest community college in the US and offers a broad range of educational opportunities in continuing and adult education, ESL, distant learning, and Associate-level degree-seeking curricula for students in the Houston in area.

Served as Department Chair as well as Associate Professor to deliver program development and oversight, created and launched the program's strategic sales and marketing initiatives, and fostered internal and community relationships to build the department's external reach. Coordinated with the Board of Trustees to create community action programs. Provided subject matter expertise to develop and deliver innovative instructional methodology, syllabi, and educational experiences for each discipline. Created and implemented teaching materials performing student assessments. Designed and delivered coursework, promoted enrollment and retention, and developed student-participation resources. Performed student advisory and mentorship activities.

KAREN OVERTON

VITAE

Key highlights—DEPARTMENT CHAIR

- Developed the department's sales and marketing plan designed to increased student enrollment—successful initiatives that resulted in improvement of 73% and 79% respectively for 2008 and 2009 through targeted department improvement, whole campus, and community reach initiatives including:
 - Targeted department improvement through whole campus and community marketing activities including personal selling to students in all college disciplines.
 - Trained department professors and launched consultative talks at 6 college campuses to bring program awareness to students in other areas.
 - Listed product positioning of classes with a strategy based on market research results for better overall program positioning.
 - The establishment of intern and mentoring programs for students and community business leaders.
 - Design and launch of a student awareness campaign “Can I Help” to provide a resource for student registration problem resolution.
 - Negotiated and established dual credit programs through the Independent School District and Community College.
- Developed critical recruiting standards and procedures, and employed and trained 8 new adjunct professors.

Key highlights—ASSOCIATE PROFESSOR

- Developed the first college of Business Administration “Student in Action” organization.
- Successfully spearheaded the college's Haiti Relief Efforts Fund Raiser.
- Served in various governance and resource functions including:
 - President of Faculty Senate for 3 consecutive years.
 - College Leadership Program—Selected by Chancellor from a pool of more than 3,000 candidates.
 - Chair of the Academic Conversion Committee.
- **Created and taught more than 15 different distance and on-campus management, marketing, human relations, and personal finance courses through LMS platforms: WebCT, Blackboard, Vista 8.03, Moodle and Canvas LMS.**
- Significantly increased student enrollment and retention levels by developing a holistic department sales and marketing plan including:
 - College and community outreach.
 - Creation of the department's honors program.
 - Training and awareness initiatives targeting students, administrators, community, and other departments.
 - Establishing communications with college counselors, explaining the department's programs.
- Authored course transfer guidelines for conversion to 4-year curriculums.

Business/Marketing Departments • University of Houston • Houston, TX 1994-1995

ADJUNCT INSTRUCTOR

Provided management and marketing courses curriculum development, planning, and instruction. Developed student enrollment marketing objectives, and worked with department leaders to improve educational initiatives and student success.

Key highlights

- Delivered course instruction over a highly-diverse range of management and marketing classes.

KAREN OVERTON

VITAE

- Carried out various community, school, corporate, and organizational activities to foster interest and growth of the department by building student and community interest in its programs.
- Developed the overall business administration curriculum and defined specific educational objectives.

Additional Experience

Adjunct Instructor • Houston Community College • Houston, TX 1984-1990
Senior Account Executive • Valvoline Oil Company • Houston, TX 1981-1984
Territory Manager • Exxon USA • Dallas, TX 1977-1981
Marketing Analyst • Union Oil of California • Los Angeles, CA 1976-1977
Lending Officer Assistant • Texas Commercial Bank • Houston, TX 1973-1976

Education • Professional Development

Masters of Business Administration

Texas Southern University, Houston, TX

Bachelor of Arts in Sociology, Minor in Psychology

Texas Southern University, Houston, TX

Awards and Special Accomplishments

- ☐ *Faculty Sponsor for first Business Administration Student Org.*
- ☐ *Graduate of Competent Leadership Program*
- ☐ *San Jacinto Girl Scout Council Speaker's Bureau*
- ☐ *Who's Whom Among American Teachers Roster*
- ☐ *Southwest College Team Captain for HCC Foundation*
- ☐ *Department Chair for Business Administration/Houston Community College*
- ☐ *Faculty Senate Chairperson for Southwest College*
- ☐ *YMCA Campaign Fund Solicitor*

KAREN OVERTON

VITAE

Memberships and Affiliations

- *Membership Chairperson for National Community Organization Convention*
- *Board Secretary for Glenshire Community Association*
- *Board member for Westland YMCA, Houston, Texas*
- *Project Manager - Builders, Inc.*
- *PTO Board Member - Johnston Middle School*
- *PTO Board Member – Sugar Grove School*
- *Chairperson - Johnston Middle School Locker Renewal Project*
- *Interim Business Administration Department Chair, 2008*
- *Certificate of Technology Instruction/ Houston Committee College, 2008*
- *Board member for National Community Organization*
- *Chairperson - Southwest Faculty Senate - HCC, 2008, 2009, 2010*
- *Team Captain, HCC Foundation, 2009*
- *VIP member FOR FBISD, Dulles High School*
- *President and founder, Voters In Action Association*
- *President of Seriously Speaking Toastmasters*
- *Administrative Assistant area Governor of Toastmasters International*
- *Speakers Bureau for National Community Organization*
- *Counselor for Young Junior Achievement Organization*
- *Inner-City Marketing Committee for Young Junior Achievement of Southeast Texas*
- *Media Sales Association member*
- *Who's Who Among American Teacher 1996, 1999, 2004*
- *Curriculum Disciplinary Committee for Houston Community College*
- *Former Board Member Southwest Girl Scout Council*
- *YMCA fund-raiser/Solicitor, 2003*
- *Member of Texas Community College Association*
- *Author Acknowledgements in two Business Management textbooks*

Hobbies

Golf, Yoga, amateur guitar player, professional volunteer and avid non-fiction reader.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Peter Thompson _____ D _____
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

QUAIL VALLEY THUNDERBIRD Section : 2
Subdivision

_____ **Phone Number** _____ **Email Address**

Retired telephone company engineer with six years of right-of-way purchasing experience. 2 years as telephone company representative to the City of Houston Plat Approval Board. Four years as a member of the Fort Bend Appraisal District Review Board. Four years as a member of telephone company representative to the Houston Builders association.

Occupation

High School, some college
Education

On which Board/Committee/Commission would you like to serve?::

Planning & Zoning _____

Explain why::

I enjoyed my work with builders, developers and government officials during my working career.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

My 33 year work experience in providing utilities to developers throughout the Houston area.

Hobbies/Personal/Family Interests::

Member Sugar Creek Baptist Church

Certified Volunteer Chaplain Assistant with the Texas Department of Criminal Justice.

References (optional)::

No response

Length of residence in the City::

31 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: March 8, 2019

Signature of Applicant:: Peter Thompson



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Rodney Griffin _____
Name **District**

_____ Missouri City, Texas 77489
Address **City, State, Zip Code**

HUNTERS GLEN Section : 2
Subdivision

_____ **Email Address** _____

Retired Real Estate & Insurance Broker
Occupation

B.A. Mathematics & minor Government University of Texas At Austin
Education

Civic/Church/Community Involvement::

Precinct Chair, State Democratic Executive Committee , National Alliance On Mental Illness,
Wheeler Avenue Baptist Church, Readers' Roundtable " As We Saw It " UT Press, Hunters Glen
HOA,

Hobbies/Personal/Family Interests::

Chess, Reading, Travelling, Fishing, Spending time with family, Public Affairs/ Public Policy
Advocacy

On which Board/Committee/Commission would you like to serve?::

Planning & Zoning

Explain why::

I live in District since 1980 and have seen Texas Parkway go from a robust street to one that lacks the once upscale businesses. We along the Texas Parkway “corridor” should not have to leave our community for services other communities enjoy. I want that back!!!

References (optional)::

Marquis Who’s Who in the South and Southwest 18th edition

“As We Saw It” Book (Profile) University of Texas Press

Length of residence in the City::

38 years 1month

If available, please attach your resume::

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Rodney Griffin

Submission Date:: March 26, 2018

Rodney Leverett Griffin

Objective: City of Missouri City Planning and Zoning Commission

Summary: Professional real estate and financial services consultant. Received numerous national commendations, recognitions, and awards for outstanding service in insurance, real estate, and government. I am referenced in Marquis Who's Who in the South & Southwest 17th & 18th editions. My background, along with excellent communication skills, vision, and strong attention to detail will make me an asset to your organization. Nearly thirty - nine years ago Jan and I settled in Missouri City to raise our children. I became a respected member of the business community, an admired civic leader; and am an alumnus of the Fort Bend Chamber Leadership Forum

Professional Experience:

The Rodney Griffin Group (June 2004 - Present)

Principal - Real Estate Consulting and Financial Services
Residential and Commercial

State Comptroller of Public Accounts-(January 1998 to September 2004)

Taxpayer Services Officer

- Provided customer services to business taxpayers in sales, franchise fuel, and twenty other state taxes
- Prepared presentations and seminars for businesses

Allstate Life Insurance Company (July 1991 to October 1998)

Life Specialist (Licensed Insurance Broker, Local Recording Agent, Commercial, Group I, Group II)

- As a charter member of Allstate's Life Initiative Program, Allstate Life became a member of the top **100** lifeinsurance companies
- Trained Allstate managers and agents in marketing and servicing life insurance
- Increased profitability of Allstate Property and Casualty by 20 percent
- Earned numerous awards including National Conference, Partnership Ring, Sales Leader and Sales Achievement from National Association of Life Underwriters

The Rodney Griffin Group (1981 to 1991) Licensed Real Estate Broker

Principal Owner

- Provided Real estate brokerage and appraisal services in residential and commercial markets
- Consulted on Community development projects throughout City of Houston

Southwestern Bell Telephone Company (September 1974 to September 1981)

Marketing Representative/Facilities Supervisor

- Marketed telecommunication systems to real estate and city government
- Promoted to Facilities supervisor

- Administered network within budget
- Modernized and managed outside plant facilities to handle tens of thousands of new telephone lines
- Coordinated telecommunications for River Oaks Tennis Tournament.

City of Austin (June 1970 to June 1974)

Department of Community Action - Division Head

- Administered, directed, managed, developed and supervised over 400 employees in public and private funded city department in a manager – council form of government
- Directly responsible for planning, research, public information, community resource mobilization, intergovernmental relations, and training functions
- Member director of community development committee for Community Action program
- Saint John Neighborhood Development Project- Chair/ Revitalized NE predominately African American community. Preserved the residential character of the community while improving the community for the next generation

Education:

Bachelor of Science

Mathematics - University of Texas at Austin

Minor: Government

Continuing Education:

Texas A & M School of Extension, College Station, Texas

Texas Southern University Continuing Education-Houston, Texas

Telephony Seminars - Interactive Voice Recognition- Daythal Kendall, Phd- Instructor

American College, CLU/CHFC matriculated

Continuing Education – Texas Real Estate Brokerage

Technical Skills:

Industry specific and full scope of Microsoft strategic solutions to include Vb6, SQL Server

Platforms: Windows 95/98/2000, 2007, 2010, Windows NT, XP

Databases: MS Access, MS SQL Server

Languages: Visual Basic 6, VB Script, VBA, SQL 6, Parity Vos.

Other Software: MS Office /97, 2000; Word Suite 2002, PowerPoint, Excel, WordPerfect

Honors:

Certificate of Congressional Recognition 2018

White House Guest@ The Civil Rights Summit 2014

Special Guest of President Bill Clinton 2001

Jesse H. Jones Scholarship

Houston Endowment Inc.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

John Conlon _____ D
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

QUAIL VALLEY GLENN LAKES Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address**

Business Development/ Precision Aerial Compliance Solutions/ Director of Business
Development

Occupation/Employer/Job Title

Northeastern University
Education

On which Board/Committee/Commission would you like to serve?::

Planning & Zoning Commission

Explain why::

I would like to see the city continue to be as vigilant as they have been regarding zoning. The appearance of our city is important in attracting families & businesses alike. Concerning planning, as a long time resident of Ft Bend county and one year resident of Missouri City, I believe it is important that our city grow organically. We live in a beautiful city, and it should remain that way.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

Boys and Girls Club of Greenwich CT.- Volunteer. First Colony Little League/Dream League/
Sugar Land, TX – Volunteer and fundraising.

First Colony Little League- Volunteer coach, board member, umpire.

First Colony Youth Basketball Association-Volunteer Coach.

Clements High School Baseball- Volunteer, President of the booster club, director of social
media.

This past January I helped the MCPD & MCFD collect signatures so the "civil service" question
would be added to the ballot.

Hobbies/Personal/Family Interests::

Sports/ Playing golf (not well), pick up basketball with my three sons and brother. Watching my
boys play sports.

My wife & I have resided in Ft. Bend County for almost 22 years. In Sugar Land (First Colony)
and for the last year in Missouri City (Quail Valley). We have three sons ages 21, 20,& 16 and a
Yorkie named Winston. Our oldest two boys graduated from Clements high school, our youngest
is a sophomore at Elkins.

Our family enjoys spending time near any body of water, eating my wife's homecooked meals
(which are fantastic), time spent with friends (although that is limited these days) and competing
with and against each other in sports, card games and bingo.

References (optional)::

Councilwoman Vashaundra Edwards- Friend

Scott McGowan- Founder & President of Precision Aerial/ my direct supervisor

Length of residence in the City::

1 year

Are you a registered voter?::

Yes

If available, please attach your resume::

John Conlon-Resume1.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 4/16/2020

Signature of Applicant:: John A Conlon

John Conlon

Missouri City, TX

CAREER OBJECTIVE

Efficient and detailed sales professional with 20+ years of successful experience growing sales revenue through client relations, brand management, account development and commodity marketing. Aiming to leverage my skills to successfully fill a Business Development Manager role.

PROFESSIONAL EXPERIENCE

PRECISION AERIAL, Conroe, TX

Business Development Manager, May 2019 – Present

- Formulated from scratch marketing and sales strategy to promote products and services.
 - Built from zero a \$500,00 pipeline in first 6 months.
 - Sold \$200,000 in new contracts in first 6 months.
 - Reduced sales process by 15 days (45 to 30) in first 6 months.

SAGE REFINED PRODUCTS, Houston, TX

Commodities Broker, Oct 2018 – Apr 2019

- Led compliance effort and increase of 25% in 3 years to better align with industry regulations.
- Expanded companywide brokerage by 20% to cover other energy derivatives.
- Provided price discovery and market depth to major institutional clients. Including, but limited to, banks, hedge funds, utility companies, end users and other trading partners.

FUELX ENERGY, Houston, TX

Commodities Broker/ Desk Manager, Jan 2017 – Oct 2018

- Increased customer base by 300% in 20 months.
- Led negotiations that expanded customer portfolio to include hedge funds, banks and utilities.
- Increased desk sales production by 150% in a 20-month span.
- Negotiated or approved contracts, agreements and brokerage rates with clients.

BLACK BARREL ENERGY, Houston, TX

Commodities Broker, Nov 2015 – Nov 2016

- Improved firm efficiency by 55% by implementing live OTC to screen/ exchange brokerage.
- Negotiated transitional NYMEX floor to OTC seat sales for average 50%-70% profit.
- Increased client base for cross commodity sales brokerage by 50%.

EDGE ENERGY, LLC, Sugar Land, TX

Co-Founder/ President/ Commodities Broker, Jun 2009 – Nov 2015

- Increased revenue by 5% in FY12; 7% in FY13; 10% in FY14.
- Led all personnel decisions and day to day operations.
- Led staff of 9 who produced compound annual revenue growth of 8% during tenure.
- Led portfolio growth from 25 to over 300 billable active clients.
- Increased sales volume by more than 300% over five years.

CHOICE! ENERGY, Houston, TX

Commodities Broker/ Desk Manager, Nov 2001 – May 2009

- Increased Natural Gas marketing information and analysis by 40%.
- Increased commodity futures trades by 30% in a high-pressure environment.
- Coordinated activities of departments concerned with production, pricing, marketing.

EDUCATION, CERTIFICATIONS & COMMUNITY

Northeastern University - *Associates Degree, Business Management and Administration*
(Feb 1993)

Boys and Girls Club of Greenwich- *Volunteer.*

First Colony Little League/Dream League/ Sugar Land, TX – *Volunteer and fundraising.*

First Colony Little League- *Volunteer coach, board member, umpire.*

First Colony Youth Basketball Association-*Volunteer Coach.*

Clements High School Baseball- *Volunteer, President of booster club, director of social media.*

ADDITIONAL SKILLS

- Understanding of company/corporate objectives. Detail oriented about the goals our team is trying to achieve.
- Strong leadership, organizational and communications skills.
- Able to gather, maintain and analyze information in high pressure situations.
- Advanced understand and experience with data entry, basic office applications. MS (word, excel office, etc).
- Strong negotiation skills. Able to communicate effectively to clients the need to execute business in a timely fashion.
- Exceptional at building and cultivating relationships with clients.

CREDENTIALS AND LICENSES

- National Futures Association- Series 3

REFERENCES

References available upon request



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Karen Overton _____
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

PEARL POINTE AT LAKE OLYMPIA Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address**

Associate Professor/Business Management
Occupation

MBA
Education

Civic/Church/Community Involvement::

Graduate Citizen University

Board Director MUD #49

Comprehensive Planning Committee, Missouri City

Lake Olympia Community Volunteer

Missouri City Community Organizer

Fort Bend County Voter Deputy Registrar

Fort Bend Election Judge

Hobbies/Personal/Family Interests::

AOA - Active Older Adult Member @ YMCA

Yoga Enthusiast

Author

Public Speaker

Line Dance

On which Board/Committee/Commission would you like to serve?::

TIRZ 2 or TIRZ 3

Explain why::

I would bring the broad skill set necessary to assist City Council's forward planning of what will undoubtedly be complicated business & legal matters associated with development and redevelopment opportunities.

References (optional)::

Commissioner Grady Prestage

Mayor Yolanda Ford

HCC Trustee Neeta Sane

Judge Teana Watson

Length of residence in the City::

10 years

If available, please attach your resume::

Overton, Karen Resumegeneral2016.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Karen E.Overton

***Updated Submission Date::** December 11, 2019

KAREN OVERTON

VITAE

KAREN OVERTON

SUMMARY:

Exceptionally professional leader and visionary with a solid history of building successful **Community Partnerships**, Profit-driven strategies, and organizational planning. Respected educator and business development expert who consistently demonstrates a steadfast commitment to the strategies and goals of the organization. Insightful and analytical negotiator adept at nurturing collaboration between strategic resources.

- Fosters strong community involvement through innovative outreach and awareness pursuits.
- Expert in organizational structure and development.
- High-level experience and understanding of **Marketing, Management, and Financial Planning**.

Key Qualifications

- Mission/Vision Development
- Fund Raising & Fiscal Planning
- Marketing & Business Development
- Instructional Marketing Plans
- Strategic Relationships
- Program Evaluation & Design
- Public Speaking
- Promotion Planning
- Group/Individual Instruction
- Board of Directors Presentations
- Staff Management
- Community Leaders Networking

Career Highlights

Business Administration Department • Houston Community College • Houston, TX INTERIM DEPARTMENT CHAIR/ASSOCIATE PROFESSOR

Serving more than 1.3 million students since its establishment in 1971, HCC is the third largest community college in the US and offers a broad range of educational opportunities in continuing and adult education, ESL, distant learning, and Associate-level degree-seeking curricula for students in the Houston in area.

Served as Department Chair as well as Associate Professor to deliver program development and oversight, created and launched the program's strategic sales and marketing initiatives, and fostered internal and community relationships to build the department's external reach. Coordinated with the Board of Trustees to create community action programs. Provided subject matter expertise to develop and deliver innovative instructional methodology, syllabi, and educational experiences for each discipline. Created and implemented teaching materials performing student assessments. Designed and delivered coursework, promoted enrollment and retention, and developed student-participation resources. Performed student advisory and mentorship activities.

KAREN OVERTON

VITAE

Key highlights—DEPARTMENT CHAIR

- Developed the department's sales and marketing plan designed to increased student enrollment—successful initiatives that resulted in improvement of 73% and 79% respectively for 2008 and 2009 through targeted department improvement, whole campus, and community reach initiatives including:
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- Developed critical recruiting standards and procedures, and employed and trained 8 new adjunct professors.

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 - Chair of the Academic Conversion Committee.
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- Authored course transfer guidelines for conversion to 4-year curriculums.

Business/Marketing Departments • University of Houston • Houston, TX 1994-1995

ADJUNCT INSTRUCTOR

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Key highlights

- Delivered course instruction over a highly-diverse range of management and marketing classes.

KAREN OVERTON

VITAE

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- Developed the overall business administration curriculum and defined specific educational objectives.

Additional Experience

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Senior Account Executive • Valvoline Oil Company • Houston, TX 1981-1984
Territory Manager • Exxon USA • Dallas, TX 1977-1981
Marketing Analyst • Union Oil of California • Los Angeles, CA 1976-1977
Lending Officer Assistant • Texas Commercial Bank • Houston, TX 1973-1976

Education • Professional Development

Masters of Business Administration

Texas Southern University, Houston, TX

Bachelor of Arts in Sociology, Minor in Psychology

Texas Southern University, Houston, TX

Awards and Special Accomplishments

- ☐ *Faculty Sponsor for first Business Administration Student Org.*
- ☐ *Graduate of Competent Leadership Program*
- ☐ *San Jacinto Girl Scout Council Speaker's Bureau*
- ☐ *Who's Whom Among American Teachers Roster*
- ☐ *Southwest College Team Captain for HCC Foundation*
- ☐ *Department Chair for Business Administration/Houston Community College*
- ☐ *Faculty Senate Chairperson for Southwest College*
- ☐ *YMCA Campaign Fund Solicitor*

KAREN OVERTON

VITAE

Memberships and Affiliations

- *Membership Chairperson for National Community Organization Convention*
- *Board Secretary for Glenshire Community Association*
- *Board member for Westland YMCA, Houston, Texas*
- *Project Manager - Builders, Inc.*
- *PTO Board Member - Johnston Middle School*
- *PTO Board Member – Sugar Grove School*
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- *Interim Business Administration Department Chair, 2008*
- *Certificate of Technology Instruction/ Houston Committee College, 2008*
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- *Team Captain, HCC Foundation, 2009*
- *VIP member FOR FBISD, Dulles High School*
- *President and founder, Voters In Action Association*
- *President of Seriously Speaking Toastmasters*
- *Administrative Assistant area Governor of Toastmasters International*
- *Speakers Bureau for National Community Organization*
- *Counselor for Young Junior Achievement Organization*
- *Inner-City Marketing Committee for Young Junior Achievement of Southeast Texas*
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- *Who's Who Among American Teacher 1996, 1999, 2004*
- *Curriculum Disciplinary Committee for Houston Community College*
- *Former Board Member Southwest Girl Scout Council*
- *YMCA fund-raiser/Solicitor, 2003*
- *Member of Texas Community College Association*
- *Author Acknowledgements in two Business Management textbooks*

Hobbies

Golf, Yoga, amateur guitar player, professional volunteer and avid non-fiction reader.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Shaizad A Chatriwala
Name

C
District

Address

Missouri City, Texas 77459
City, State, Zip Code

PLANTATION CREEK Section : 1
Subdivision

Phone Number

Email Address

Consulting Engineer
Occupation

B.S. Civil Eng. & B.S. Natural Gas Eng.
Education

Civic/Church/Community Involvement:

1. Director of First colony LID-14: overseeing flood protection for the sub.div. In 2019 reduced the tax by 26% tax and implemented debt reduction a move towards making LID-14 complete Debt Free by year 2023/24.
2. Currently, HOA-Rep. Plantation Creek Subdivision at the First Colony
3. Key member of the transition team of the Fort Bend County Judge (elect):KP George.
4. Former Dir. Brand Lane Islamic Center (BLIC-ISGH) and Everest Academy -Stafford, TX
5. During Harvey, Managed the Shelter at (BLIC-ISGH), Stafford, TX, with 100+ residents
6. Involved in the establishing the Houston Food Bank Center at (BLIC-ISGH), Stafford, TX during 2017

Hobbies/Personal/Family Interests::

1. Traveled extensively around the world and lower 48 states in US.
2. Married wife of last 40 yrs. with three sons, Imran-Air Force, Omar -Journalist, Adnan-Software Dev. Five Grand Kids.

3. Social worker always willing to help in community and social activities.

On which Board/Committee/Commission would you like to serve?

I am open to work on any committee including TIRZ Board

Explain why:

I have 35 yrs of experience in construction and engineering . I have worked on the management side of the major Oil and Gas Co. I can definitely bring on the table years of experience in development of Missouri City. Responsible for conducting economics and feasible studies, involved in decision making on major development and infrastructure projects.

References (optional):

Judge George Fort Bend County.

Length of residence in the City:

8 yrs in Missouri City, previously Sugar Land

If available, please attach your resume:

See attached

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities? Yes

Signature of Applicant: Shaizad A Chatriwala

Submission Date: February 25, 2020

SHAIZAD “SAM” CHATRIWALA

Education

B.S Civil Engineering Texas A&M at Kingsville (previously it was Texas A&I)

B.S Natural Gas Engineering Texas A&M at Kingsville (previously it was Texas A&I)

Industry Courses in Management and Engineering

Family

A Lifelong resident of Texas travelled around the country and overseas due to work related activities. Currently I reside in Missouri City since 2012, prior to that I lived in Sugar Land.

Happily (Off course) married to my wife for last forty-two years, Raquel (Razia) Chatriwala, an educator by profession.

Proud father of three sons and five grandchildren.

Imran the eldest son, Second Lieutenant at the US Airforce

Omar is a Multi Media Journalist is currently Executive producer with News organization

Adnan is a manager at a major Multimedia Game development.

Profession

- Independent Consultant in Petroleum engineering, specializing in Upstream in Oil and Gas development, Infrastructure and facilities planning. Additionally, property developer utilizing Civil Engineering experience.
- I have thirty-five (35) years of industry experience in Upstream side of Oil and Gas, specializing in Engineering design, Operations and Management. I have worked for fortune 500 companies in the Oil industry; Chevron, Shell, Aramco, Baker Oil.
- Supervised and managed multi million dollars projects related to Oil & Gas Up stream projects related to; Facilities and Infrastructure. As a Snr Engineer handled Oil production of one million barrels of oil on a daily basis.
- Responsible for conducting economics and feasible studies, involved in decision making on major development and infrastructure projects.
- Published and presented technical papers at the major industry conferences.
- Training young professionals and development careers.

SHAIZAD "SAM" CHATRIWALA

Community Involvement

I have passion from an early age to do community work and help people. From my schooldays, I was involved in social activities, troop leader of Scout, General secretary at the university for the student body, held several positions at the community level organizations. Following are some of my past and present activities.

- Currently Director of First colony LID-14: overseeing flood protection for our families, implemented higher quality service at lower costs allowed for a potential 40% reduction of LID tax. In Sept. 2019 time reduced the tax as first step by 26% tax and implemented Debt reduction a move towards making LID-14 complete Debt Free by year 2023/24.

http://fbindependent.com/digital-edition-p13426-1.htm?fbclid=IwAR36wZ0jmPtqLQc5hHUiCZmTixbnEr_B6I6lXVEtJWV8f4b1S271f8G02Uw

- I was the Director of the local non-profit organization, managed community center, managed 10-acre facility with a full-time school.
- During Harvey managed shelter with more 100 plus families. Provided food and all amenities at the shelter and shared the excess with the other neighborhoods.

<https://www.nydailynews.com/news/national/houston-mosques-turn-shelters-aid-harvey-victims-article-1.3456479>

<https://www.americanmusliminstitution.org/press-releases/american-muslims-forego-eid-feasts-to-help-hurricane-harvey-victims/>

<http://dunyanews.tv/en/World/403797-Texas-Muslims-help-flood-victims-by-opening-doors>

<https://www.arkrepublic.com/2018/08/27/you-gotta-have-faith-islamic-and-jewish-groups-opened-their-doors-to-the-poor-and-tired-during-hurricane-harvey-regardless-of-religious-affiliation/>

- Currently, HOA Rep. Plantation Creek Subdivision at the First Colony.
- Introduced Houston Food Bank to the community, we distribute food on monthly basis to one hundred plus families in Missouri City and Stafford neighborhoods. It is open to all needy families.
- Key member of the Fort Bend County Judge George's Transition Team



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

William Booher _____
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

PEARL POINTE AT LAKE OLYMPIA Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address**

Finance Professional
Occupation

No response
Education

On which Board/Committee/Commission would you like to serve?::

Zoning Board of Adjustments

Community Development Advisory Committee

Planning & Zoning Commission

Explain why::

I will be running for an Elected Office in 2020 and want to get involved in as many ways possible to offer my expertise in Finance and Development. Hopefully contributing to our City's growth and learning at the ground level.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

Precinct Chairperson

Fort Bend County Republican Party Communications Chair

Yale Club of Houston Treasurer

Interviewer for Yale

Hobbies/Personal/Family Interests::

No response

References (optional)::

No response

Length of residence in the City::

21

Are you a registered voter?::

Yes

If available, please attach your resume::

William Booher 2019 - Resume.docx

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: May 1, 2019

Signature of Applicant:: William Booher

WILLIAM JAMEL BOOHER

Education

2004 - 2005

COLUMBIA BUSINESS SCHOOL

New York, New York

MBA, Finance/Media

- Junior Achievement at Columbia Business School
- Venturing with the Eugene Lang Center's Director Professor Murray Low
- GMAT: 790 (99th percentile)

1994 - 1998

YALE UNIVERSITY

New Haven, Connecticut

B A , History of Science, History of Medicine

- The William Phelps Scholarship (4 years)
- The Hammon Foundation Scholarship (4 years)
- Editor-In-Chief, The Akili Newsmagazine (African-American student paper)
- SAT: V: 800, M: 740 LSAT: 175

Experience

2017 – Present

THE BIAFRA GROUP, LLC

Houston, Texas

Founder, Senior Advisor

- Advisor to executives providing thought partnership, strategic analysis, and insights
 - Annual strategic planning cycles to support informed decision making around the company's long-term strategic direction
 - Support the Board, C-suite, and senior leaders, providing an exceptional opportunity to work on the most important strategic topics
- Specialize in cost management, innovation, growth, digital, and business/organizational transformation strategy
- Lead development of strategic roadmaps, organizational redesigns, and facilitation framework strategies to drive effective implementation and organizational adoption

2016 – 2017

THE DEPOSITORY TRUST & CLEARING CORPORATION (DTCC)

New York, New York

Director of Global Strategy

- Member of the Executive Management Team
 - Formulate and monitor the execution of corporate strategy and associated plans, programs, and projects in support of DTCC's vision, mission and goals;
 - Maintain a viable, integrated planning structure and process; ensure alignment of objectives between the Operating plan and long range plan;
- Lead the development of Global Strategy;
 - Translate it for people across functions and business units, and drive organizational change forging new working relationships and synergies across the organization;
 - Establish greater transparency and accountability for carrying out the company's strategy; and counsel the Board of Directors and executive management on strategic planning
 - Leads the development of the strategic plan/framework for the organization, and the detailed current year operating plan
 - Formalizing and leading the strategic planning process, focusing on long term trends and outlook, and competitive intelligence
- Ensure global operations are in place and functioning to completely meet the demand of our customers in the most cost efficient, high quality, high profit manner

2012 – 2016

HYUNDAI CAPITAL AMERICA

Irvine, California

CORPORATE STRATEGY GROUP: Business Strategy, Process Innovation, & Strategic Services

Senior Director, Deputy Department Head

- Responsible for the day-to-day operations of the Department
 - Strategic Leadership: Develop business strategies that will drive growth, profitability and competitive success for the Capital Company in the face of shifting customer and regulatory behavior
 - Product Strategy: In partnership with the leaders of individual products verticals, develop and implement new strategies for products across the business Recommend new product extensions or enhancements as changes are warranted or justified and develop long term goals for related product lines Identify and target potential customers and /or markets for new products extensions Influence sales force regarding strategies, markets and customers
 - Execution: Coordinate and communicate across the line of business to manage and sequence delivery of business strategy and intent, build business requirements and execute against the product strategy
 - Partnership: Develop and enhance professional rapport with all stakeholders Work closely with senior stakeholder including: Product Development, Sales, Operations, Finance, Communication and others to drive product strategy and improvement
- Lead the Corporate Intelligence function
 - Responsible for delivering relevant, timely, and high-value analysis and insights to a wide range of stakeholders, including C-suite, Board, senior business leaders, and client-facing groups
 - Focus on broader industry trends and the competitive landscape across Hyundai's major business lines
- Lead the Strategy, Process Improvement, & Strategic Services functions
 - Spearhead the development, communication and implementation of effective growth strategies and processes for the Global market, including the U S
 - Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and people designed to accommodate the rapid growth objectives
 - Spearhead & Champion Key Cross-functional Enterprise-wide strategy development & execution
 - Customer & Dealer Service Strategy
 - Voice of the Dealer & Business Development Manager
 - Wholesale Business (Dealer Finance) Strategy Review
 - Canada Market Entry Strategy
 - Information Systems (IS) Enterprise Storage and Delivery (Corporate)
 - Support Advise & Integrate high-impact Departmental Originated (Business Unit) Key Strategic Efforts
 - Set the vision, direction, and approach for all Corporate Strategy executed initiatives

2010 – 2012

WELLS FARGO & COMPANY: Wealth, Brokerage, & Retirement

Charlotte, North Carolina

Vice President of Strategy, Institutional Retirement & Trust and Retail Retirement

- Led strategic projects for the Wells Fargo Executive team, including project/scope definition, cross-functional team leadership, analytical support for growth initiatives (financial model development, communication of strategic relevance, and execution) and overall project management
 - Close Partnership with Institutional Retirement (401K) & Retail Retirement (IRA) product/service leaders on business support (product strategy development, new service development) and with business unit leadership on business development support (internal growth initiatives)
 - Initiated & led creation of the Financial Advisors/Institutional Retirement Service/Product Alliance
 - Developed both Financial Advisor & Plan Sponsor Process (identification, recruitment, on-boarding, evaluation, & retention)
- Develop strong relationships across the company and cultivate the team's linkages with client-facing groups, client segment and product development teams, and the broader strategy community

2005 – 2010	MITCHELL MADISON GROUP (McKinsey & Co. Spin-Off) Engagement Manager, Financial Services <ul style="list-style-type: none"> • Worked with a national bank across corporate banking to manage and optimize channel activity <ul style="list-style-type: none"> ○ Driving cross-sell and new client acquisitions sales through new and existing channels and developing channel expansion opportunities ○ Support the strategic planning process, including evaluating the market environment, competitive position, performance relative to customer expectations, capabilities (strengths and weaknesses), and operational / financial performance • Led a firm-wide organization review of a major Global Wholesale Bank <ul style="list-style-type: none"> ○ Reviewed the distribution channel operating model and transformed the organization analyzed strategic options to increase profitability of existing business models ○ Restructured the IT and Ops organization ○ Defined 3-5 Year Strategic Plan • Responsible for the strategic development and implementation of a Global Financial Services Company's transformation from a Product focused organization to a Customer-centric enterprise <ul style="list-style-type: none"> ○ Executed Business Transformation Office <ul style="list-style-type: none"> ▪ Established clear roles, accountabilities, and deliverables with matrixed, cross-functional team members and stakeholder groups ▪ Measured, monitored and reported the outcome of projects on an ongoing basis, post-implementation, provided feedback and additional support to the business: tracked milestones, ensured that deliverables were met, and reported project status ○ Led and directed matrixed work team composed of product, customer, channel stakeholders and key support partners (MIS, Technology, IT, Finance) 	New York, New York
2000 – 2002	J. P. MORGAN & COMPANY Associate, European Banks and Institutions Group (EBIG) <ul style="list-style-type: none"> • Generated Elephant Trade credit derivative opportunities & Balance Sheet Recapitalizations; Derivative enhanced disposal transactions • Identified, evaluated, and cultivated new business opportunities for key relationship managers • Completed first phase of client optimization including mapping client trading accounts to client profiles to discover additional areas of opportunities; designed instruments to assist in the analysis of client accounts 	London, UK
1998 – 2000	BOOZ ALLEN & HAMILTON INC Senior Consultant, Communications, Media & Technology <ul style="list-style-type: none"> • Evaluated \$100MM telecommunications market opportunity for a leading venture capital firm • Performed industry and comparable company research; formulating valuation techniques and creating models including discounted cash flow, break-up, accretion/dilution; comparable company and transaction analyses • Structured entry strategy for new segment of Private Wealth Market for leading Global Investment Bank; • Assisted in the launch of the new business including working closely with senior level management on business development, customer acquisition, strategic partners, financial projection, modeling and market analysis 	New York, New York

Internships/Special Contract Engagements

2004	THE BOSTON CONSULTING GROUP Summer Associate	New York, New York
2003	GENERAL ATLANTIC PARTNERS (contract through Stax, Inc.) Special Project, Technology in the Government Sector	Greenwich, Connecticut
	THE SOROS GROUP (contract through Stax, Inc.) Special Project, Technology in the Financial Sector	New York, New York
1997	GOLDMAN SACHS, PARTNERSHIP Summer Analyst, Fixed Income, Currency, & Commodities (Derivatives)	New York, New York

Additional Information

<i>Entrepreneurial:</i>	\$TASH, It's Your Money, It's Your Life, It's Your Stash! Founder & Editor-In-Chief of finance lifestyle magazine
<i>Other Awards:</i>	2018 White House Regional Fellow, 2018 Africa Business Fellow Finalist, National Merit Scholarship;
<i>Organizations:</i>	Yale Class of 1998 Secretary, Yale Club of Houston Treasurer, The Hudson Institute



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Sonja Giddings
Name

A

District

Address

Missouri City, Texas 77489
City, State, Zip Code

FONDREN GROVE Section : 1A
Subdivision

Phone Number

Email Address

Speech Language Pathologist/HoustonISD
Occupation/Employer/Job Title

BS
Education

On which Board/Committee/Commission would you like to serve?

Charter Review

Explain why:

I feel that participating in the Charter Review, first will allow me to serve my community. Secondly, serving as a part of the Charter Review would allow me the opportunity to have a valid and positive input on the direction of the city. Lastly, any recommendations to revise the charter would be based on reliable research and valid information from measurable current data to improve the city, provide a sense of comfort, relief, and pride to the citizens of Missouri City; knowing that the're well being is first and foremost.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

My willingness to serve and be involved is shown through by past record of running for public office in Missouri City.

Hobbies/Personal/Family Interests:

Member of Good Hope Missionary Baptist Church, Alpha Kappa Alpha Sorority Incorporate, Board Member of People' Family Workshop, Member of the Local DLW Chapter of Grambling State University Alumni Chapter

Hobbies Reading, attending Grambling State Univ. Football games, spending time with my grand kids, helping/mentoring single moms

References (optional):

Cheryl Sterling

Length of residence in the City:

16 years

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: Sonja Giddings

Date:: 04/09/2020



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Jeanette Quimby
Name

A
District

Address

Houston, Texas 77071
City, State, Zip Code

FONDREN PARK Section : 3
Subdivision

Phone Number

Email Address

Centralized Credentialing Coordinator - Texas Children's Hospital. Process applications for physicians and advance practice providers for hospital privileges - ensuring that they meeting licensing, hospital, and Joint Commission requirements (since 2014). Previously worked at MD Anderson Cancer Center (10 years) and UT Medical School (20 years)

Occupation/Employer/Job Title

3 years of College - no degree
Education

On which Board/Committee/Commission would you like to serve?

Charter Review

Explain why:

I have lived in Missouri City for over 30 years and have see many changes through the years. I love this City and my community. Though we are adjacent to Houston, I have always felt that we are unique - in that our City hears the voices of the community and prioritizes making the city government does not become business focused but remains faithful to the needs to the community.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

Community Involvement - because a member of our Home Owner's Association two years ago and am currently the Secretary for the board.

Hobbies/Personal/Family Interests:

Hobbies - Travel (Paris), needlework, reading, shopping

Personal/Family Interests - grandson who is currently 4 years old and the apple of our eye.

References (optional):

John Dansdill

Chris Sparks

If you need phone numbers - please let me know. Both live in Missouri City in Fondren Park.

Length of residence in the City:

32 years

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: Jeanette Quimby

Date:: 04/13/2020



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Shaizad A Chatriwala
Name

C

District

Address

Missouri City, Texas 77459

City, State, Zip Code

PLANTATION CREEK Section : 1
Subdivision

Phone Number

Email Address

Independent Consultant in Petroleum engineering, specializing in Upstream in Oil and Gas development, Infrastructure and facilities planning. Additionally, property development utilizing Civil Engineering experience

Occupation/Employer/Job Title

B.S Civil Engineering and B.S Natural Gas Engineering Texas A&M
Education

On which Board/Committee/Commission would you like to serve?

Charter Review Commission

Explain why:

I have thirty-five (35) years of industry experience in Upstream side of Oil and Gas, specializing in Engineering design, Operations and Management. I have been involved in conducting economics and feasible studies, involved in decision making on major development and infrastructure projects.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

1. Director of First colony LID-14: overseeing flood protection for the sub.div. In 2019 reduced

the tax by 26% tax and implemented debt reduction a move towards making LID-14 complete Debt Free by year 2023/24.

2. Currently, HOA-Rep. Plantation Creek Subdivision at the First Colony

3. Key member of the transition team of the Fort Bend County Judge KP George.

4. Former Dir. Brand Lane Islamic Center (BLIC-ISGH) and Everest Academy -Stafford, TX

5. During Harvey, Managed the Shelter at (BLIC-ISGH), Stafford, TX, with 100+ residents

6. Involved in the establishing the Houston Food Bank Center at (BLIC-ISGH), Stafford, TX during 2017.

Hobbies/Personal/Family Interests:

1. Enjoy walking around the Fruit trail in dist. C, MC.

2. Help community, social work.

3. Married with three grown up sons and five grand kids.

4. Enjoy sports watch on TV

References (optional):

FBC Judge KP George. known him for eight years.

Length of residence in the City:

8 years

Are you a registered voter? Yes

If available, please attach your resume. BIO Shaizad R1.docx

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: Shaizad A Chatriwala

Date:: 04/14/2020

SHAIZAD "SAM" CHATRIWALA

HOME ADDRESS

Education

B.S Civil Engineering Texas A&M at Kingsville (previously it was Texas A&I)

B.S Natural Gas Engineering Texas A&M at Kingsville (previously it was Texas A&I)

Industry Courses in Management and Engineering

Family

A Lifelong resident of Texas travelled around the country and overseas due to work related activities. Currently I reside in Missouri City since 2012, prior to that I lived in Sugar Land.

Married to my wife for last forty-two years, Raquel (Razia) Chatriwala, Educator

Proud father of three sons and five grandchildren.

Imran the eldest son, Second Lieutenant at the US Airforce

Omar is a Multi Media Journalist is currently Executive producer with News organization

Adnan is a manager at a major Multimedia Game development.

Profession

- Independent Consultant in Petroleum engineering, specializing in Upstream in Oil and Gas development, Infrastructure and facilities planning. Additionally, property developer utilizing Civil Engineering experience.
- I have thirty-five (35) years of industry experience in Upstream side of Oil and Gas, specializing in Engineering design, Operations and Management. I have worked for fortune 500 companies in the Oil industry; Chevron, Shell, Aramco, Baker Oil.
- Supervised and managed multi million dollars projects related to Oil & Gas Up stream projects related to; Facilities and Infrastructure. As a Snr Engineer handled Oil production of one million barrels of oil on a daily basis.
- Responsible for conducting economics and feasible studies, involved in decision making on major development and infrastructure projects.
- Published and presented technical papers at the major industry conferences.
- Training young professionals and development careers.

SHAIZAD "SAM" CHATRIWALA

Community Involvement

I have passion from an early age to do community work and help people. From my schooldays, I was involved in social activities, troop leader of Scout, General secretary at the university for the student body, held several positions at the community level organizations. Following are some of my past and present activities.

- Currently Director of First colony LID-14: overseeing flood protection for our families, implemented higher quality service at lower costs allowed for a potential 40% reduction of LID tax. In Sept. 2019 time reduced the tax as first step by 26% tax and implemented Debt reduction a move towards making LID-14 complete Debt Free by year 2023/24.

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- I was the Director of the local non-profit organization, managed community center, managed 10-acre facility with a full-time school.
- During Harvey managed shelter with more 100 plus families. Provided food and all amenities at the shelter and shared the excess with the other neighborhoods.

<https://www.nydailynews.com/news/national/houston-mosques-turn-shelters-aid-harvey-victims-article-1.3456479>

<https://www.americanmusliminstitution.org/press-releases/american-muslims-forego-eid-feasts-to-help-hurricane-harvey-victims/>

<http://dunyanews.tv/en/World/403797-Texas-Muslims-help-flood-victims-by-opening-doors>

<https://www.arkrepublic.com/2018/08/27/you-gotta-have-faith-islamic-and-jewish-groups-opened-their-doors-to-the-poor-and-tired-during-hurricane-harvey-regardless-of-religious-affiliation/>

- Currently, HOA Rep. Plantation Creek Subdivision at the First Colony.
- Introduced Houston Food Bank to the community, we distribute food on monthly basis to one hundred plus families in Missouri City and Stafford neighborhoods. It is open to all needy families.
- Key member of the Fort Bend County Judge George's Transition Team



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Robin Elackatt _____ D _____
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

SILVER RIDGE Section : 2 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Business Owner _____
Occupation/Employer/Job Title

MBA _____
Education

On which Board/Committee/Commission would you like to serve?
City Charter Review Commission _____

Explain why:
I had the opportunity to serve on this commission 4 years ago. I would love the opportunity to serve again. _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:
I had the opportunity to serve as a Councilmember in the past and a resident of our city. I feel that I can bring a balance to both. _____

Hobbies/Personal/Family Interests:
Bicycling _____

References (optional):

(blank)

Length of residence in the City:

15 years

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Date:: 04/19/2020

Signature of Applicant:: Robin J Elackatt



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Joseph (Joe) Workman

Name

D

District

Address

Missouri City, Texas 77459

City, State, Zip Code

Quail Valley Thunderbird Patio Homes

Subdivision

Phone Number

Email Address

Retired

Occupation/Employer/Job Title

BBA - Accounting

Education

On which Board/Committee/Commission would you like to serve?

Charter Review Commission

Explain why:

I believe this is one of the more important committees in the City and I have the knowledge and experience to bring to the deliberations of this commission.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

Former Council member - 8 years

Chair of the Charter Review Commission 2012 and 2016

Zoning Board of Adjustments and Appeals 2007-Present

Hobbies/Personal/Family Interests:

(blank)

References (optional):

(blank)

Length of residence in the City:

47 years

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Date:: 04/22/2020

Signature of Applicant:: Joseph N. Workman



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Eunice Reiter _____ A _____
Name **District**

_____ Missouri City, Texas _____
Address **City, State, Zip Code**

Fondren Park _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Accountant/Self Employed/Owner _____
Occupation/Employer/Job Title

(blank) _____
Education

On which Board/Committee/Commission would you like to serve?
Charter Review Commission _____

Explain why:
I served on three prior Charter Review Commissions and am familiar with the document. _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

Five years Planning & Zoning Commission; 15 years on City Council; CDBG committee, TIRZ 1, seven terms HOA president and various other civic and charitable involvement _____

Hobbies/Personal/Family Interests:

Community Involvement _____

Bridge _____

Reading _____

Education _____

References (optional):

(blank)

Length of residence in the City:

56 years (1964 to present)

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Date:: 04/28/2020

Signature of Applicant:: Eunice H. Reiter



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Joelynn C. Kelly
Name

B
District

Address

Missouri City, Texas 77459
City, State, Zip Code

SEDONA CREEK SEC 3
Subdivision

Phone Number

Email Address

Development Director for Hope For Three
Occupation/Employer/Job Title

Bachelors Degree in Communications from Hampton University
Education

On which Board/Committee/Commission would you like to serve?

Charter Review Commission

Explain why:

As a longtime resident of Missouri City, I am passionate about my city and am always looking for ways to be involved that are a good fit for me, my interests and my schedule. The opportunity to join this board only comes around every so often. As a vested member of Missouri City, I would like to be able to make recommendations on what should and should not be changed on our charter for the city. I fell my input will be valuable as a resident.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

As a resident of Missouri City for over 35 years, I am fully vested in my community and have been since the day I moved here. I am a product of Missouri City schools and have served my community as a volunteer in various ways throughout the years. As a litte girl, I volunteered in

my neighborhood of Chasewood, passing out newsletters for my civic club and being a part of the biggest clean-up projects for 2234 as young girl. During Hurricane Harvey, I set up a shelter location and distribution site in Fort Bend and also volunteered and donated food, clothing at several others sites around Houston. I am a huge advocate for autism and have volunteered to help families in Missouri City and surrounding areas with funding, resources and referrals. I am the Co-Founder of Autism Caregivers Around the Bend which is a local support group for any caregiver who is raising an individual with autism spectrum disorder. I volunteer my time at many events throughout the year to help raise awareness and fundraise for families and children living with autism. I hold an event once a year in Missouri City that raisies money for families in our community affectd by autism. I previously served as a member of the Board of Directors for The Edison Arts Foundation on Texas Parkway, Board of Directors for Hope For Three in Fort Bend, the Advisory Board for Autism Rescue Angels, and am a former Volunteer and Instructor at The Fort Bend Women's Center. For many years, I served on the Parent Teacher Organization Executive Board at Palmer Elementary, even serving as President, Vice President and Fifth Grade Chair. Currently, I am a member of the Missouri City Chapter of Alpha Kappa Alpha Sorority, Inc. where I have served our community for 20 years within this organization. I am an active member of the Missouri City-Sugar Land chapter of Jack and Jill of America, Inc., a mother's organization that creates and hosts community service projects for our children so that they can learn early how to serve others. I am a member of the Advisory Board for Smahrt Girls Foundation, helping at-risk teens succeed. I am an active member of The Spectrum Ministry at my church, The Fort Bend Church, helping families living with children who are differently abled get the most out of their worship experience. Lastly and most importantly, I am fair, honest, trustworthy, and have a high level integrity. I would be honored to be a part of this committee.

Hobbies/Personal/Family Interests:

Volunteering, Working out, Cycling, Crafting, Movies, Family Projects, Event Planning, Fundraising

References (optional):

- Pam Gaskin _____
- Grady Prestage _____
- Ron Reynolds _____

Length of residence in the City:

35

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Date:: 04/28/2020

Signature of Applicant:: Joelynn C. Kelly



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

JaPaula Kemp _____ B _____
Name **District**

_____ Missouri City, Texas 77459 _____
Address **City, State, Zip Code**

OLYMPIA ESTATES Section : 2 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Attorney _____
Occupation/Employer/Job Title

Juris Doctor _____
Education

On which Board/Committee/Commission would you like to serve?
Charter Review Commission _____

Explain why:

I am an attorney. I believe that I would be an asset to the board given my analytical skills. I work well with others and I have time to devote to this committee. _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

At present I am a precinct chair and member of TIRZ 3 board for Missouri City. _____

Hobbies/Personal/Family Interests:

Spending time with family. Reading. _____

References (optional):

Chris Preston (At Large Council Member) _____

Length of residence in the City:

14+ yrs

Are you a registered voter? Yes

If available, please attach your resume. JaPaula Carmile Kemp Missouri City.pdf

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Date:: 04/29/2020

Signature of Applicant:: JaPaula C. Kemp

JAPAULA CARMILE KEMP

PROFESSIONAL EXPERIENCE

JaPaula C. Kemp- Attorney at Law

Attorney and Counselor ♦ Dec. 2003 to present

Solo practitioner actively involved in litigation in the areas of civil law, criminal law and juvenile law. Advocate for children and adults involved in child protective services litigation. Represent and counsel clients in the criminal and juvenile court system. Attend hearings and mediations, conduct plea negotiations, draft pre-trial and trial motions, prepare jury charges, participate in voir dire selection, propound and respond to extensive discovery, and participate in depositions. Attorney has tried numerous cases as lead counsel.

Attorney General of Texas

Contract Attorney ♦ August 2009 to March 2010

Assistant Attorney General employed as a contract attorney with the Child Support Division. Duties included review of child support pleadings, motions and orders for submission in the administrative process. Assisted Child Support Review Officers with legal inquiries, negotiation conferences, and drafting pleadings and orders.

Mahoney and Mahoney- Law Firm

Contract Attorney ♦ Dec. 2003 to July 2010

Prepared documents including but not limited to contracts, legal memoranda, case files, trial transcripts and appellate records. Conducted extensive research with regard to personal injury, contract, and family law matters. Other duties included assisting in the draft of appellate briefs, participation in mediation, and assisting with preparation of attorney's trial folder.

Washington & Associates- Lawyers

Paralegal ♦ May 2001 to Dec. 2003

Conducted extensive manual and computer aided research in the areas of criminal law, tort law and contract law. Assisted attorneys in both trial and document preparation including but not limited to reviewing documents and drafting pleadings, motions, and memoranda of law. Also assisted with propounding discovery, preparing discovery responses, participation in depositions, client counseling, and writ writing.

Earl Carl Institute for Legal/Social Policy, Houston, TX

Research Scholar ♦ May 2001 to May 2003

Drafted memoranda of law. Conducted extensive research regarding various social and legal issues. Assisted law professor with preparation of civil procedure supplemental text and exercises. Assisted in the research and writing of law review and other articles that are currently published.

United States District Court for the Southern District of Texas

Honorable Magistrate Judge Calvin Botley

Federal Judicial Extern ♦ Jan. 2002 to Apr. 2002

Drafted memoranda of law for federal judge and magistrate. Conducted extensive manual and computer aided research in the areas of social security and criminal law. Gained a working knowledge of social security rules and regulations while building writing and practical skills.

EDUCATION

Thurgood Marshall School of Law-Texas Southern University

Juris Doctorate, May 2003

Thurgood Marshall Law Review, 2001-2003
Solicitations Editor

Helen Dawn Williams Mock Trial Participant 2001-2002

Phi Alpha Delta Legal Fraternity

University of Michigan- Flint, Michigan

Bachelors of Arts, Criminal Justice, Dec. 1999

SKILLS

Lexis-Nexis Training and Certification; Westlaw Training; Able to conduct extensive manual research; Excellent research, writing, editing, and communication skills; Field Sobriety Test Training and Certification.

ACHIEVEMENTS

Studied abroad via the International and Comparative Law Program at the University of Paris, France- Summer 2002 (International Negotiations and International Telecommunications Law); Co-author of the following published law review articles: The Community Reinvestment Act, Kansas Journal of Law and Public Policy/Fall 2002; The Effect of Educating Prisoners, Vol. 7, Journal of Law and Social Change at the University of Pennsylvania 1.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Mary Ross _____ D _____
Name **District**

_____ Fresno, TX 77545 (Mailing only, this is in Missouri City)
Address **City, State, Zip Code**

CREEKMONT Section : 2 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Procurement Specialist, Retired _____
Occupation

Some college _____
Education

On which Board/Committee/Commission would you like to serve?::
Parks Board, any TIRZ, or Committee/Commission _____

Explain why::

I have served on civic organizations that relate to quality of life issues for communities where I live, and have lived for most of my adult life. There is current neighborhood development going on in Missouri City that will effect the quality of life in Missouri City neighborhoods. My past involvement with drainage issues, environmental issues, and quality of life planning for neighborhoods in both Missouri City and the City of Houston gives me the desire to work in the best possible interest of both the residents and the City of Missouri City, Texas after studying related governing or planning documents for each project that may come before the commission. My experience with contract and specification creation, and analyzing specifications for the bidding of multi million dollar supply and service contracts, one time major purchases and services gives me the ability to examine all sides of issues by the presiding rules and, depending on the requirements, by the desire of the residents and any limitation(s) or requirement(s) of The City.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for. :

Past President of Creekmont Community Improvement Association (HOA) (Missouri City)

Currently serves on the Environmental Committee of the Houston Complete Communities for Briargate CIA in the City of Houston in Council District K

Past President of the Briargate Community Improvement Association (Houston/Fort Bend)

Past President, Fort Bend Houston Super Neighborhood Council (Houston Fort Bend)

Founded the Coalition Against the Blue Ridge Landfill Expansion.

Fort Bend County Precinct Chair

Fort Bend County Deputy Voter Registrar

Hobbies/Personal/Family Interests::

I am and have historically been involved in my church and community. My family is my rock, and so is my community. I have and will extend assistance and kindness to current and former community members because if we all do this, our communities, the City of Missouri City, and neighboring communities will be better for it. I have been very involved in every disaster in the Houston Metro area for more than 20 years. I cannot be physically involved in the novel COVID 19 recovery, so I must donate.

References (optional)::

JaPaula Kemp

Christopher Preston

Mayor Yolanda Ford

Vashaunda Edwards

Length of residence in the City::

13 1/2 years

Are you a registered voter? :

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: Prior: December 9, 2019; Current: May 1, 2020

Signature of Applicant:: Mary Ross



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Angie Young _____ B
Name **District**

_____ Missouri City, Texas 77489
Address **City, State, Zip Code**

MEADOWCREEK Section : 5
Subdivision

_____ **Phone Number** _____ **Email Address**

Health Care Administrator, Educator
Occupation/Employer/Job Title

Master's in Public Health, Master's Social Work
Education

On which Board/Committee/Commission would you like to serve?
Charter Review Commission _____

Explain why:

As a long standing resident of Missouri City, I would like to make a contribution to my local city government by utilizing my expertise in policy development, planning, management and analytical assessment. It would be an honor to serve the city in which I live and love.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

Board Chair, American Red Cross, Southeast Branch _____

Ft. Bend Medical Reserve Corp _____

Coalition of Urban Resource Experts (CURE) _____

Hobbies/Personal/Family Interests:

Traveling, Reading, Visiting Nursing Homes, Line Dancing and Karate

References (optional):

Dr. Beatrice James

Dorothy Cummings

G. Burgess

Length of residence in the City:

18 years

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: Angie Young

Date:: 5/05/2020



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Bertha Eugene B
Name **District**

Missouri City, Texas 77459
Address **City, State, Zip Code**

QUAIL VALLEY EAST Section : 4
Subdivision

Phone Number **Email Address**

Retired

Occupation/Employer/Job Title

BS Degree
Education

On which Board/Committee/Commission would you like to serve?

Charter Review Commission

Explain why:

As a Missouri City resident and community leader for my subdivision, I know the importance of communication and transparency. I would like to serve on this board so that I can be a voice for the people, especially those in my area who are unable to attend city meetings.

Not only can I advise in regards to the potential impact of decision, but I can also assist with disseminating information related to the progression of our city to other residents.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

Fort Bend County, TX - Served as a Grand Juror for six months

Served as a Juror for Missouri City Court

Served on the CDBG Committee (MC)

Served on the Senior Planning Committee (MC)

Volunteer for the Cradle of Texas (Brazoria County, TX) Emmaus

HOA Board Member

Hobbies/Personal/Family Interests:

Sewing and Reading

Personal - Founder - Spreading God's Word Inc. - a 501(c)(3) non profit organization

Sunday School Teacher

Family Interest - Working with my family to help provide and deliver care bags to the homeless.

Covid9 - We are currently sewing and distributing masks to Medical providers and a church family in Bastrop, TX

References (optional):

(no response)

Length of residence in the City:

40 + yrs

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: Bertha Eugene

Date:: 5/07/2020



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Cindy Proctor _____ B
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

VICKSBURG: VILLAGE OF CUMBERLAND Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address**

teacher/Fort Bend ISD/ Literacy Interventionist and Coach
Occupation/Employer/Job Title

Master of Education - Administration
Education

On which Board/Committee/Commission would you like to serve?::

Community Development Advisory Committee

Explain why::

I would like to be more involved in my community and this committee looks like a good start to learning and understanding more about city functions.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

I have no prior experience, but I am an ideal candidate because of my interest in my community and willingness to learn.

Hobbies/Personal/Family Interests::

sewing, gardening and being a grandma

References (optional)::

(blank)

Length of residence in the City::

5.5 years

Are you a registered voter?::

Yes

If available, please attach your resume::

Cindy Resume.PDF

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/16/2020

Signature of Applicant:: Cindy Proctor

Cynthia Proctor

Missouri City, TX 77459

Objective Leadership position

Summary of Qualifications

- Campus Literacy Leader and Coach
- Plan and conduct PLCs based on principal's vision and campus needs
- Coach teachers on district literacy model and lesson planning
- Arranged for Intervention/Enrichment groups based on testing data
- Adapted lessons to suit the needs of students during intervention and general classroom
- Developed rotation plan for small group instruction with flexible grouping based on data
- Intervened into student disciplinary issues to support the team

Licenses

Principal EC-12	Standard 2017
English as a Second Language	Standard -2004, 2016
Elementary Self-Contained 1-8	Provisional-1995

Education

- **Masters of Education - Educational Administration.** –
Texas A&M Commerce, 05/2017
- **Human Resources Master's Certificate**
Keller Graduate School of Management, 01/2011-05/2013
- **BS Interdisciplinary Studies** – Reading 1995
University of Houston – Victoria, 1995, Dean's List 1995

Teaching Experience

- **Fort Bend ISD - 2017- present**
- Literacy Intervention Specialist and coach – Barbara Jordan Elementary
Plan literacy intervention groups according to data
Plan and execute PLCs based on principal's vision and need
Coach teachers on district literacy model, lesson planning and campus needs
Spelling Bee Coordinator
Broadcast Sponsor and announcements coordinator
- Classroom Teacher, 5th grade Self Contained Mission West Elementary, 2017- 2018 SY
Curriculum writer, Social Studies, 4th grade, 2017
Math Cadre, 2017
Campus Improvement Committee, Special Events Committee
- **Brazosport ISD, Elisabet Ney Elementary, 2014- 2017**
- Classroom Teacher, 4th grade ELA, Social Studies, Self-contained
- **Navastoa ISD, Navasota Intermediate, 2001-2004**
- Classroom Teacher and ELA lead 5th grade English Language Arts & Social Studies
- **Brazoria Elementary, Columbia-Brazoria ISD, 1995-2001**
- Classroom teacher, 2nd & 3rd grades, Self-Contained
Grade Level Lead, UIL Writing Coach

Other Experience

- Restaurant Manager , Salt Grass Steak House , San Marcos, TX 2011-2014
- Restaurant Manager, Anchor's Landing Family Restaurant, Canyon Lake, TX 2005-2011



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Don Avera D
Name **District**

Missouri City, Texas 77459
Address **City, State, Zip Code**

QUAIL VALLEY LA QUINTA Section : 1
Subdivision

Phone Number **Email Address**

Self-employed; Realtor, Keller Williams Realty Southwest

Occupation/Employer/Job Title

Graduate (BA) from Abilene Christian University
Education

On which Board/Committee/Commission would you like to serve?::

Parks

Explain why::

Interested in keeping Missouri City moving forward with new, updated, and well-maintained parks and recreation facilities and programs for our growing community.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

My wife and I have been residents of Quail Valley in Missouri City for 42 years. I was a founding member of Quail Valley Proud, and one of our sons was a 22-year veteran of the Missouri City Police Department. I was the Director of Tennis at the QV Tennis Club for almost 10 years and have a deep interest in youth sports development.

Hobbies/Personal/Family Interests::

I am still very active in tennis and somewhat less active in golf, hunting and fishing. Love and follow our Houston sports teams. I also serve as an elder of the First Colony Church of Christ.

References (optional)::

(no response)

Length of residence in the City::

42 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/16/2020

Signature of Applicant:: Don S. Avera



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Jennifer Spriggs _____ C
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

PARK LAKE CONDOMINIUM FOURPLEX Section : 1
Subdivision

_____ Hospitality professional
Occupation/Employer/Job Title

_____ MA- University of Illinois
Education

On which Board/Committee/Commission would you like to serve?::
_____ Parks Board

Explain why::
_____ To share and expand my professional knowledge, energy, and expertise. To become more involved in my community. To increase my networking capabilities. To continue to develop my leadership skills.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

_____ *Best Buddies Texas Advisory Board

_____ *Alpha Kappa Alpha Sorority - Graduate Chapter Member (Missouri City)

_____ *Windsor Village UMC member

Hobbies/Personal/Family Interests::

Travel, food, fitness, wealth building

References (optional)::

(no response)

Length of residence in the City::

22

Are you a registered voter?::

Yes

If available, please attach your resume::

JENNIFERLSPRIGGS.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/17/2020

Signature of Applicant:: Jennifer Spriggs

JENNIFER LEIGH SPRIGGS, CMP

Missouri City, TX 77459

OBJECTIVE

Obtain a career-oriented position that will enable use of my education and experience as an asset to this organization.

CERTIFICATIONS/CERTIFICATES

Certified Meeting Professional (CMP), Certified Tourism Ambassador (CTA)
Texas Alcohol Beverage Commission (TABC), ServeSafe, City of Houston Food Service Manager

EDUCATION

The University of Texas at Austin - Austin, Texas
Applied Learning and Development - BS, 1996
The University of Illinois – Champaign, Illinois
Recreation, Sport and Tourism-MS, 2011

EXPERIENCE

Aramark Corporation

04/18-07/19 General Manager, University of Houston - Athletics, Houston, TX

- Total managed volume is \$4.5M, multi-unit operation.
- Generally manages up to 250 hourly employees and 3 salaried managers.
- Develop and be accountable for a culture that creates a safe work environment.
- Plan, direct, and control all unit food service and resources to meet operating and financial goals, client objectives, and customer needs in a multi-unit operation.
- Responsible for analyzing all financial reports for catering and retail operations.
- Review all financial measurements with directors to ensure achievement of financial goals.
- Develop operational component forecasts; P & L Management.
- Ensure compliance with Aramark Standard of Operations in all retail and catering operations.
- Interact with Client management and maintains effective client and customer relations at all levels.
- Ensure compliance with company policies such as safety, wage & hour, sanitation, and purchasing.
- Responsible for recruiting, training, and succession planning of all talent at location.
- Oversee the implementation and maintenance of new marketing, sustainability, and culinary concepts for retail locations.

10/17-04/18 Regional Brand Manager, National Accounts, Field-Based

- Drives change that results in profitable incremental sales growth for Business Dining.
- Responsible for consistency of program implementation with a strategic focus on priority accounts.
- Coaches and trains site level managers on retail and brand elements on a regular basis.
- Ensures front line engagement in marketing programs and follow-through on the execution of the programs.
- Partners with cross-functional team (Finance, Regional Leadership, Marketing Development, Operations, and Human Resources) to achieve goals.
- Creates an overall marketing plan and coordinates account growth plans for accounts to achieve desired revenue and profit outcomes.
- Manage (5) Salaried Marketing Managers
- Leads revenue-building initiatives: increases market penetration and revenue in multiple channels; assures recommended pricing; follows established guidelines for profitability

- Develops content for client presentations, action planning and progress reporting.
- Supports marketing programs for opening of new accounts.
- Communicates all ARAMARK national & strategies, brand programs, and processes to operations
- Implement brand package and innovation opportunities into new and existing workplace cafes with a focus on brand and marketing management.
- Work directly with café managers to drive revenue and customer satisfaction.
- Align site level managers on retail and brand elements, customer service and organizational goals.

01/14-10/17 Assistant General Manager, George R Brown Convention Center & Theatre District, Houston, TX

- Total managed volume is \$14M–\$18M, multi-unit operation.
- Generally manages 70–300 hourly employees, 23 salaried managers.
- Develop and be accountable for a culture that creates a safe work environment.
- Plan, direct, and control all unit food service and resources to meet operating and financial goals, client objectives, and customer needs in a multi-unit operation.
- Responsible for analyzing all financial reports for catering and retail operations.
- Review all financial measurements with directors to ensure achievement of financial goals.
- Develop operational component forecasts; P & L Management.
- Ensure compliance with Aramark Standard of Operations in all retail and catering operations.
- Interact with Client management and maintains effective client and customer relations at all levels.
- Ensure compliance with company policies such as safety, wage & hour, sanitation, and purchasing.
- Responsible for recruiting, training, and succession planning of all talent at location.
- Oversee the implementation and maintenance of new marketing, sustainability, and culinary concepts for retail locations.

01/07-01/14 Director of Operations, Theatre District, Houston, TX

- Administers the sales efforts, negotiation and sales functions of contracts for Wortham Center, Jones Hall and Miller Outdoor Theater.
- Manage combined fiscal year revenue budgets of \$2.2M.
- Hire, train, delegate and supervise Theatre staff, including three (3) salaried managers.
- Assign tasks and on-going projects and activities to include organizing, prioritizing, and scheduling work assignments.
- Work with staff to develop goals, complete yearly performance evaluations and resolve personnel issues.
- Sell to and maintain contact with major accounts, including resident arts groups.
- Negotiate and manage contractual arrangements.
- Manage the operational efforts of carrying out and producing catering events and public food sales.
- Assist in the annual budget planning process and regularly monitors expenditures (labor and food costs).
- Respond to inquiries and researches and resolves problems related to transactions handled by the unit; serves as liaison with other constituencies in the resolution of day-to-day administrative and operational issues.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies/procedures.

03/01-01/07 Catering Sales Manager, George R. Brown Convention Center, Houston, TX

- Responsible for achieving yearly budgeted catering sales as determined by the General Manager and the Director of Sales.
- Work with Culinary to develop and implement new menus within corporate guidelines.
- Assist in developing marketing strategies, annual marketing plan and help design and distribute catering literature.

- Meet with clients to discuss event details, while presenting a high level of service and professionalism.
- Responsible for the effective transfer of all relevant information from the client to the catering management team, event planning team, as well as assists in the execution of special events.
- Complete monthly sales progress reports.
- Account Management



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Max J. Montegut III

Name

D

District

Address

Missouri City, Texas 77459

City, State, Zip Code

QUAIL VALLEY LA QUINTA Section : 1

Subdivision

Phone Number

Email Address

Executive in Commercial Construction

Brookstone L.P.

Vice President & Director of Preconstruction

Occupation/Employer/Job Title

BS Texas A&M 1979; MBA Rice University 1995

Education

On which Board/Committee/Commission would you like to serve?

Zoning/Construction Board of Adjustments & Appeals or Construction Board of Adjustments & Appeals

Explain why:

I have 40+ years of executive managerial experience in the development and construction industry, expert experience in contracts, claims and dispute resolution and an MBA in Finance and Strategic Planning. I feel it would be of benefit to the community

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

QV Fund Board, YMCA Houston Facilities Committee, The Troops Project

Hobbies/Personal/Family Interests:

Golf, Travel & Grandchildren

References (optional):

Bryan Duncan

Kathryn Anderson

Length of residence in the City:

16+ years

Are you a registered voter? Yes

If available, please attach your resume. Max Resume and Projects.pdf

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: Max J. Montegut III

Date:: 5/11/2020



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Shirley Paul _____ B _____
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

QUAIL VALLEY GLENN LAKES Section : 3
Subdivision

_____ **Phone Number** _____ **Email Address** _____

_____ **Alief ISD**

_____ **Educator**

_____ **Occupation/Employer/Job Title**

_____ Masters Degree
Education

On which Board/Committee/Commission would you like to serve?

Charter Review Commission _____

Explain why:

To review, discuss, and make recommendations of amendments to the charter for the City of
Missouri City _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

As a residence of Missouri City I attend City Council meetings to stay current with issues related to our community, available to assist constituents to promote active involvement. _____

Hobbies/Personal/Family Interests:

(no response)

References (optional):

(no response)

Length of residence in the City:

30 years

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: Shirley Paul

Date:: 5/08/2020

SHIRLEY M PAUL

MISSOURI CITY TX 77459

EDUCATION:

- **Master of Science in Education – December 2014**
Specialization in Reading and Literacy
Capella University, Minneapolis, Minnesota
- **Bachelors of Business Management – May 2006**
LeTourneau University, Houston TX
- **Associates of Arts Degree – May 2001**
Houston Community College, Houston TX

TRAINING/CERTIFICATIONS:

- SBEC Certified Teacher Generalist (EC-4)
- RTI Training and NLPC Certification
- TELPAS RATER
- ESL Certification
- GT Certified
- SIOP Trained
- AVID Trained

PROFESSIONAL DEVELOPMENT:

- Utilization of Best Practices
- CCAP Trainer of Trainers Team Training: Getting Started for Teacher
- RTI, 504, and Special Education
- Neuhaus Training - Reading Readiness, Language Enrichment, Scientific Spelling
- R.T. Garcia – Early Childhood Winter Conference 2013
- Curriculum & Instruction Academic Push/Diversity
- TELPAS Supplemental Training
- AVID Site Team Member
- SIOP Leadership (Sheltered Instruction Observation Protocol)

EMPLOYMENT:

ALIEF ISD: CUMMINGS ELEMENTARY, Houston TX

- **First Grade Teacher** **August 2013 – June 2016**
- **Second Grade Teacher** **August 2016 - 2017**
- **Third Grade Teacher** **August 2017 – present**
(Team Leader – Third Grade)
Nominated Teacher of the Year 2017-2018, 2018-2019

GIRLS AND BOYS PREPARATORY ACADEMY, Houston TX

- **Third Grade Teacher** **August 2008 – August 2009**
- **First Grade Teacher** **August 2009– August 2013**
- Provided quality of classroom teaching, lesson plans, and instructional materials used in teaching diverse subjects (e.g., language arts, math, reading, science, social studies). Incorporate technology into students' learning activities and assisted in after school tutorials.
- Motivated student learning through engaging instruction through creation of state standard data driven and differentiated lesson plans as well as grade level syllabi.
- Utilized great interpersonal and communication skills to foster positive relationships with students, faculty, staff, and parents.

FORT BEND ISD, Sugar Land, TX

August 2006 – August 2008

Substitute Teacher working effectively with children, teaching in all subject areas.

- Residence Substitute Teacher - Lantern Lane Elementary from August 2007- August 2008
- Completed Two Long-Term assignments at Lantern Lane Elementary: 5th grade

CENTERPOINT ENERGY: 1100 Louisiana, Houston TX

September 1979 through June 9, 2006

- Analyst assisted in the implementation of the Systems Application Products, and worked diligently analyzing and correcting system generated errors for residential and commercial customers.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Thomasine Johnson _____ B _____
Name **District**

_____ Missouri City, Texas 77489 _____
Address **City, State, Zip Code**

VICKSBURG: VILLAGE OF SHILOH Section : 1 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

George E. Johnson Real Estate & Dev _____

Director of Community Development and Owner of En'terior Designs _____

Occupation/Employer/Job Title

Masters Degree in Community Development _____

Education

On which Board/Committee/Commission would you like to serve?

Charter Review Commission _____

Explain why:

To offer my service to help Missouri City continue to be the great city it is today and to help it grow to new heights. _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

I graduated from Missouri City University class of 2014. Missouri City Parks and Recreation Board member , Missouri City TIRZ 2 Board Member, Owner of Farmers Market Partners- Missouri City first community farmers market. Texas Methodist Foundation Board Member. DAAP Foundation Board Member. Missouri City Juneteenth Community Service Award. _____

Hobbies/Personal/Family Interests:

Special interest in anything that brings communities together. I also enjoy cooking, entertaining and spending time with family and friends

References (optional):

(no response)

Length of residence in the City:

25 years

Are you a registered voter? Yes

If available, please attach your resume. Thomasine Johnson Synopsis 5520.pdf

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: Thomasine Johnson

Date:: 5/05/2020

A Synopsis of Thomasine Johnson,

Thomasine Johnson is the President/CEO of En'terior Designs, a comprehensive interior design firm that has a strong focus on community development. After retiring from corporate America, Thomasine decided to pursue her lifelong passion of becoming an interior designer. With that in mind, she combined her 1) Talents, 2) Education, and 3) Corporate experience to develop the unique residential and commercial design services of *En'terior Designs*.

The mission of En'terior Designs is to create comprehensive designs that focus on people, purpose, and space in any community. Thomasine has a passion for using design to enhance the quality of life for **everyone**. She strongly believes you can develop a whole community... one space at a time. It is with that belief she has been afforded opportunities to work with non-profit organizations and for-profit corporations all over the world. Johnson has won multiple local and national interior design industry accolades and awards in community service. Thomasine has also been the recipient of numerous personal awards: FHPW Woman of Excellence Award, American Business Women of America Woman of the Year, Houston Top 25 Woman, Houston Who's Who to name a few.

Over the years, Thomasine has developed a strong conviction for Community Service that goes hand-in-hand with the Master's Degree that she holds in *Community Development* from Prairie View A&M University. Coupling her passion for service and talent, she has been able to focus on projects that add value to any community. From sponsoring design workshops for low-to-moderate-income homeowners to being a principal designer of full community development projects. Thomasine also dedicates her time and resources to the efforts of Habitat for Humanity, Houston Furniture Bank, Project 1%, and other non-profit organizations. She has served as chair the Community Outreach Committee for The Texas Gulf Coast ASID.

Thomasine Johnson has been a citizen for Missouri City for over 25 years and loves the city. She is honored to be a graduate of Missouri City University Class of 2014. She also serves on Missouri City Parks and Recreation Board and Missouri City TIRZ 2 Board. With the same passion of putting things together that work well together, in 2018 Johnson is the co-founder of Farmers Market Partners, LLC. Missouri City's first farmers market. The farmers market is one of the few events in Missouri City that has an event every Saturday and has evolved into a community hub that support for our local farmers and small business.

Thomasine is married to George E. Johnson Jr. real estate developer. They have four adult children that work hand and hand in the family owned corporation. Their joy is their eight wonderful grandchildren who will continue the Johnson Family legacy.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

William A. Cronin _____ A _____
Name **District**

_____ Missouri City, Texas 77489 _____
Address **City, State, Zip Code**

PINE MEADOW Section : 1 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Retired / Former City of Missouri City Facility Superintendent _____

Occupation/Employer/Job Title

Trade Schools, FMP, ProFM _____
Education

On which Board/Committee/Commission would you like to serve?

Electrical or Construction Boards _____

Explain why:

As resident of the City I feel I can contribute to the future of the community. _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for:

Completed several years of training and employment in the construction trades. _____

Hobbies/Personal/Family Interests:

Served as Chairman and president of the Fort Bend Theatre, Directed and acted in several shows.5+ years. _____

References (optional):

Could mention several City Staff.

Length of residence in the City:

30yrs +

Are you a registered voter? Yes

If available, please attach your resume. No file was uploaded

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? Yes

Signature of Applicant:: William Cronin

Date:: 5/07/2020



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Wil Willis B
Name **District**

Missouri City, Texas 77489
Address **City, State, Zip Code**

QUAIL GREEN Section : 1
Subdivision

Phone Number **Email Address**

Insurance Representative

Occupation/Employer/Job Title

(no response)

Education

On which Board/Committee/Commission would you like to serve?::

Planning & Zoning Commission

Explain why::

I am curious in the selection process.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

Past board member of Quail Green East subdivision

Hobbies/Personal/Family Interests::

(no response)

References (optional)::

(no response)

Length of residence in the City::

32 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/13/2020

Signature of Applicant:: Wil Willis



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

William McMullen, Jr.

D

Name

District

Address

Missouri City, Texas 77459

City, State, Zip Code

QUAIL VALLEY EAST Section : 5

Subdivision

Phone Number

Email Address

The University of Texas MD Anderson Cancer Center Senior Telehealth Coordinator

Occupation/Employer/Job Title

Associates Degree

Education

On which Board/Committee/Commission would you like to serve?::

Parks Board

Explain why::

I would like to serve on the Parks Board in order to do my part to better parks facilities and recreational programs for all residents of Missouri City. I want to support parks and recreation staff as they work to maintain our facilities and programs. I also want to deepen my understanding of the operations by parks and recreation management in our city so that I can do my part to make the parks and recreation programs in Missouri City some of the best in the country.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

I am currently the vice president of the Quail Valley East HOA. In this organization, I have spent countless hours volunteering working on community clean ups, neighborhood infrastructure improvements, and such. I am also involved in volunteering at STAMO park. We have spent many hours on park cleanup and communicating with the city as needs arise. I hope that all areas of Missouri City can work together to establish and maintain great parks to improve the quality of life for our residents.

Hobbies/Personal/Family Interests::

Camping, church, motorcycles, volunteering.

References (optional)::

(no response)

Length of residence in the City::

8.5

Are you a registered voter?::

Yes

If available, please attach your resume::

William McMullen Resume.doc

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/12/2020

Signature of Applicant:: William McMullen, Jr.

William McMullen, Jr.

Missouri City, Texas 77459

Objective: Senior Telehealth Coordinator with 24 years of videoconferencing experience seeks employment as Technical Support Analyst III - Telemedicine at Texas Children's Hospital.

Experience:

MD Anderson Cancer Center

Senior Telehealth Coordinator

Houston, Texas

10/2011 to Present

I currently coordinate the daily videoconference operations at The University of Texas MD Anderson Cancer Center. I am responsible for scheduling and monitoring of all videoconferences in and out of the MD Anderson Cancer Center. I also am in charge of the day to day operation of multiple videoconference bridges including Polycom RMX 2000s. These bridges use a mixture of SIP, H.323 and H.320 (ISDN) technologies. I am also responsible for the use and maintenance of the Polycom RealPresence Resource Manager and DMA application servers, RPAD and WebSuite applications. We also use Skype for Business, Zoom and WebEx for desktop videoconferencing. I also serve as the technical engineer for special events such as live stream inside and outside of MD Anderson including Facebook and YouTube.

Texas A&M University

Operations Supervisor

College Station, Texas

04/08 to 10/2011

Supervised the daily TV and Videoconference Operations at KAMU-TV/TTVN. TTVN is the global videoconference network for the Texas A&M University System and KAMU-TV is a PBS affiliate television station. I maintained a staff of nine (9) student and three (3) full time employees. I was responsible for quality control for the broadcast channels of the television station as well as nine (9) campus cable channels. I was in charge of training of all student employees, as well as maintenance and day to day operation of multiple videoconference bridges including multiple Polycom (Accord) MGC-100s, Polycom RMX and a Codian 4215. These bridges used a mixture of H.323 and H.320 (ISDN) technologies. I was closely involved in the Renovo software installation. I was also responsible for the installation, maintenance and user helpdesk for the Centra web conferencing solution.

Video Network Specialist II

04/06 to 04/08

Lead Operator for TTVN, as well as a Master Control Operator for the PBS station which also included nine (9) campus cable channels. I troubleshoot videoconference network problems with end users and other departments as necessary. I was responsible for training of all student employees, maintenance and day to day operation of multiple videoconference bridges. Maintained operations center PCs and provided consultation services for departments considering the implementation or upgrading of videoconferencing systems in their classrooms or conference rooms.

Video Network Specialist I

1/06 to 04/06

I was responsible for the maintenance and repair for videoconference equipment for the TTVN network classrooms and conference rooms. Troubleshoot network problems with end users and other departments as necessary. I was responsible for inventory and maintenance of all equipment in TTVN Distant Learning Centers.

William McMullen, Jr.

Missouri City, Texas 77459

Legacy EMS

EMT-I and EMT-B Part Time

Responsible for patient care at the EMT-I level which included patient assessments, vital signs etc.

College Station, Texas

3/09 to 10/11

The Victoria College

Videoconference Specialist/Media Services Coordinator

I was responsible for the evaluation and purchase of all videoconference equipment including room AV systems and Multipoint Control Unit (MCU). I designed and installed 13 H.320/H.323 room systems and an Accord MCU. Responsible for all scheduling and maintenance of all videoconference classes and meetings while collaborating with area high schools and Regional Education Service Center networks using a mixture of H.320 including ISDN, H.323 technologies. Implementation the first ISDN video connection in the Victoria area. Some work with Cisco routers and switches mainly Cisco 3810's and a variety of Cisco switches. I developed and implemented a H.323 solution using VCON codecs for off campus students to access administrative offices on campus, i.e. financial aid, business office, tutoring lab etc. I attended the Accord "Customer Service Training" in Atlanta, Georgia. I was responsible for training of all faculty on the proper use of videoconference classroom equipment with some focus on implementing technology into their classroom. Troubleshoot network problems with telecommunications providers. Responsible for inventory and maintenance of all equipment in media services and the Distant Learning Centers including laminators VCRs etc. as well as training of staff to use the equipment efficiently. At one time I supervised three fulltime employees and one student employee. I assisted with the implementation of a campus wide computer helpdesk for over 5,000 users including the procurement of software for tracking of trouble tickets.

Victoria, Texas

11/98 to 1/06

Citizens Medical Center

Multimedia Specialist/CPR Instructor

I was responsible for the development, automation and maintenance of five (5) closed circuit television channels. I also assisted with slide presentations for physicians (PowerPoint) for meetings. I developed, from concept to end product, mandatory safety films that included but not limited to Chemical Safety, Fire Safety, and Disaster Readiness. Served on committee to evaluate and recommend for purchase, H.320 Codec's' and Videoserver MCU for the Health Education Video Network (HEVN) that connected six (6) community hospitals and community college for the purpose of conducting continuing educations classes for physicians and nurses as well as teaching vocational nursing classes. Responsible for scheduling all videoconferences on a Videoserver MCU for the Health Education Video Network. Other duties were to teach CPR to new employees and assist with re-certifications every two years.

Victoria, Texas

9/92 thru 10/98

William McMullen, Jr.

Missouri City, Texas 77459

Technical Summary:

Experience with Windows 10, 7, XP, 2000; MS Office, EMS Room Scheduling Software, Crispin Automation Software, Omneon Media players, Renovo, Centra, Accord/Polycom MGC 100/50 and RMX MCUs Polycom Resource Manager and DMA, Polycom VPB; Polycom RPAD Codian MCU Videoserver MCU; RS449, V.35, H.320, H.323. NEC RA200, Vtel Media Max, Polycom, VCON, Tandberg and Picture Tel codecs, Cisco 3810, LS1010 and multiple switch models.

Education:

Victoria College
General Studies

Victoria, Texas
December 1988

Texas Vocational Schools
Associate in Advanced Computer Electronics

Victoria, Texas
November 1992

Blinn College
EMT-Basic

Bryan, Texas
Fall 2008

Texas Engineering Extension Service
EMT-Intermediate

Anderson, Texas
Spring 2010

Certifications/Licensure:

Polycom (Accord) MCU Engineer
CPR-Heath care Provider (expires 11/2019) (Former instructor)
Texas Department of State and Health Services License Number 708515 (expires 7/31/2022)

References:

Ben Gardner
Leonard Welch
Marcus Martinez



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Rosalind Thomas _____ D _____
Name **District**

_____ Missouri City, Texas 77459 _____
Address **City, State, Zip Code**

HARBOR VIEW VILLAGE AT LAKE OLYMPIA Section : 2 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Health Care/MD Anderson Cancer Center/ Operations Manager _____

Occupation/Employer/Job Title

BS – Accounting _____

Education

On which Board/Committee/Commission would you like to serve?::

Community Development Advisory Committee _____

Explain why::

I have been a resident of Missouri City for 21 years; during that time, I have been member in my community. I want to be a member of this committee in order to have a more active voice in decisions that are made, business established in the community and to assure diversity within the community. Being an active member in the community has allowed me to see where improvements can be made to keep our youth involved on a more positive level, where we as a community can improve on assisting our elderly and I would like to help bring about a positive change.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for::

PTA- Programs Chair. PTO: Middle School Programs Chair, Middle School President, High School Membership Chair; High School -Membership Chair. Prograd- Vice President. I have been consistent for the last 15+ years.

Mu Kappa Omega, Missouri City Chapter of Alpha Kappa Alpha Sorority, Inc- Pink on the Green Golf Fundraiser, Organize College Fairs, member of CAP(program or HS juniors/seniors) assist with College Assistance Program, ASCEND Program- introduce HS students to colleges and the college process. Penny Wise, Community Garden, Senior Citizens home.

Volunteer: Houston Humane Society, 2nd Mile, Connect 4 Literacy.

Hobbies/Personal/Family Interests::

Volunteering, Listening to music, being with friends and family, quiet time, traveling, watching football.

References (optional)::

Royce West -

Cherie Jones-

Length of residence in the City::

27

Are you a registered voter?::

Yes

If available, please attach your resume::

CV Rosalind Thomas 5.25.2020.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/25/2020

Signature of Applicant:: Rosalind Thomas

Rosalind Theresa Thomas

Missouri City, Texas 77459

EDUCATION

Dillard University, New Orleans, Louisiana
B.A. Accounting, 1983

Thurgood Marshall School of Law
Houston, Texas
August 1989 to August 1990

Objective:

Healthcare manager with more than 28 years of progressive experience. Extensive and comprehensive experience in healthcare operations, financial reporting, budgeting, human resources, inventory and management. I possess strong analytical and interpersonal skills. I aim to achieve and improve internal controls, maintain compliance and provide quality improvement.

Experience

University of Texas

M.D Anderson Cancer Center - Houston, TX. March, 2006 - Present

**The Department of Infectious Disease, Infection Control and Employee Health
January 2012 - Present**

Operations Manager

- Supervise and train Support Staff
- Initiate and execute faculty appointments
- Implement best practices, process improvement and quality control
- Coordinate and process all Human Resource actions
- Collaborate with Sr. Financial Analyst.
- Implement and monitor the new initiative
- Evaluate and regulate departmental space inventory
- Oversee and organize all departmental moves and build outs.
- Oversee and manage the research move to Zayed
- Ensure departmental compliance of all mandatory institutional training.

Accomplishments:

- Facilitated a Service Excellence class
- Lead Person for the Division of Internal Medicine's Operational Team
- Instrumental in the Faculty Recruitment Project-request of Internal Medicine Division Head
- Successful Participation and Completion of "Division Day" Presentation- Management vs. Leadership
- Achieved reduction of charges in total workque cleared to 15%; 3% of charges in review beginning Epic "Go live" March 4 to April 8, 2016.
- Manage and monitor the charge capture process for successful dropping of charges.
- Developed best practice on how to process educational appointments
- Facilitated all the departmental institutionally driven Language of Caring sessions.
- Created, developed and implemented process for reconciling accounts.
- Developed strategies for support staff to use in monitoring and closing open PO's.
- Successful completion of Quality College in 2014 and 2015.
- Instrumental in the implementation Epic Conversion

**The Department of Research and Education Facilities – Administrative Office
March 2006 – January 2012**

Office Manager

- Worked closely with Associate VP, Research & Educational Facilities on his departmental vision and strategic plan

- Supervised classified staff
- Developed training for support staff
- Monitor & analyze approved departmental budget of \$22M
- Responsible for prioritizing the capital asset budget.
- Performed reconciliation and submission/transmission of departmental space inventory and physical inventory.
- Collaborate closely with Sourcing & Contract Management
- Facilitator in Research Education & Facilities Listening Class
- Implement best practices and process improvements to ensure cost effectiveness within the department
- Collaborated with managers in employee annual merit process.
- Mentor employees in individualized training and growth.
- Review and approve procurement card and purchase requisitions.
- Responsible for all HR personnel actions.
- Instrumental in the standardization of position descriptions within the department and division.

Accomplishments:

- Monitored and maintained \$22M budget
- Created “Zero Base” budget. Standardized budget process.
- Achieved 2% margin of actual to budget for 2 consecutive years with projected growth each year
- Achieve 5% margin of actual to budget for 2 consecutive years, 2009 and 2008.
- Developed Key Performance Budget Indicators and recommended actions
- Oversee and monitor department service contracts to assure proper invoicing and payment of service rendered.
- Collaborator in department’s Customer Service on-line handbook that has become the institutional standard resource for all customers (FAR, 3-5000, Blue Tickets)

The University of Texas – Houston Health Science Center July, 1991 – March 2006

The Department of Neurology – Administrative Office

July 16, 2004- March, 2006

Administrative Service Officer II

- Supervise professional and support staff
- Responsible for the daily operations of the department.
- Signed off on account reconciliations and funding balances.
- Work with Payment Account and Facilitation Team in closing grants and setting up new accounts
- Responsible for the analysis of all financial departmental accounts. Assure financial compliance within the Institution and UT Systems.
- Prepare and submit \$12M budget
- Train new hires.

Accomplishments:

- Designed spreadsheets for budgeting, contracts, clinical trials
- Implemented reconciliation process.
- Implemented process improvements
- Successfully recaptured 100% equipment lost in Tropical Storm Allison.
- Successful mentoring of 2 employees to achieve promotional opportunity.

The Department of Neurology – Administrative Office

January 1, 2000- July 16, 2004

Administrative Service Officer I

- Supervise support staff and implement training
- Worked with Chairman on strategic planning
- Responsible for the daily operations of the department
- Collaborate with Human Resource on Personnel actions.
- Recruited for open positions.
- Created & implemented reports for balancing grant spending
- Inform PI of account spending
- Responsible for all Capital Assets and annual physical inventory

The Department of Neurology – Administrative Office

March 28, 1999 –Dec 31, 2000

Administrative Assistant III

Neurology Administrative Representative

- Department Supervisor,
- Work with department Chairman on strategic planning
- Prepare department budget
- Implement process improvements
- Developed and implemented departmental financial reports
- Monitored and reconciled all procurement transactions.
- Collaborate with HR on all personnel transactions.
- Track departmental capital assets and physical inventory.
- Prepare and deposit cash receipts

The Department of Anesthesiology - Billing Office

Feb, 1994 – March 27, 1999

Administrative Assistant II – Accountant

Department of Financial Operations (MSRDP)

July 1991 – February 1994

Accountant II

•

American General

Houston, Texas

Health and Welfare Accountant

February, 1991 – July, 1991

Regional Transit Authority

New Orleans, Louisiana

September 1983 – August 1989

General Accounting

Payroll Accounting

Technical Skills

- Microsoft Office
- Financial Management System (FMS)
- People Soft
- Epic
- Hyperion
- Visio
- PD Warehouse

Certifications:

- Applying Lean Concepts to Healthcare Processes
- Change EnABLEment Program Cohort
- Quality College
- REF Listening Skills Training
- FM High Performance Management (HPM)
- Quality College

Committees and Service:

- Operations Managers Team
- Epic/ Resource One Team
- FM Management Team
- Office Managers Forum
- Portal Group FM-On Boarding Team



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Nettie Glaze _____ B _____
Name **District**

_____ Missouri City, Texas 77489 _____
Address **City, State, Zip Code**

BRADFORD VILLAGE Section : 1 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Currently Laid Off _____

Occupation/Employer/Job Title

Some College _____
Education

On which Board/Committee/Commission would you like to serve?::
Community Development Advisory Committee and Parks Board _____

Explain why::
To learn more about the planning details and what all is involved with making the changes happen. Living in the Show Me City, I see some changes and would like to be apart of future changes in the city. Also to get a clear understanding of how much planning it takes to get the job done.

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

HOA Board Member for Bradford Village and I am a State Notary Public. We have a group home located in our subdivision and if there is a problem I can talk with one of the young men at the

home when he is having a problem and calm him down. Executive Administrative Manager for Fast Eddie Racing Team

Hobbies/Personal/Family Interests::

Family gatherings, Spending time with my Daughter and Grandson, Cooking/ Cleaning, Painting, Running, Exercising, Riding Motorcycles, Playing Softball, Quiet Time, Dancing, Playing games, and Crafts/ Decorating.

References (optional)::

I will provide if needed.

Length of residence in the City::

9 years

Are you a registered voter?::

Yes

If available, please attach your resume::

Nettie G - Resume - 3-2020.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/26/2020

Signature of Applicant:: Nettie R. Glaze

NETTIE R. GLAZE

, Missouri City, Texas 77489

Executive Profile

Motivated self-starter adapts quickly, thirty plus years of progressive professional administrative/clerical experience/ advanced working knowledge of Office Software

Professional Experience

Senior Executive Assistant/ Internal Medicine

Aug 2019-Nov 2019

University of Texas Health Science Center/ Medical School

Direct support to the Chairmen of Internal Medicine provided administrative support to the highest levels of executive leadership. Performed work that is generally administrative and/or project oriented with analysis, use of initiative, discretion and independent judgment. Perform some secretarial support.

- Retrieve patient data and physician notes from All Scripts database, edit notes, provide folders for the days of clinic, and made labels.
- Resolves general to complex inquiries and questions and responds to correspondence or telephone contacts in area of responsibility within guidelines established by supervisor.
- Compose correspondence and memoranda, prepare graphs, tables and manuscripts, speeches and mass communications, and prepares reports and presentation materials, assist with grant and contract materials, maintain calendars and travel itineraries; coordinates related arrangements in compliance with all University, governmental, and/or grant policies and guidelines.
- Responsible for filing systems, maintained legal and regulatory requirements for files.
- Receives, classifies, reconciles, consolidates, and/or summarizes documents and information.
- Compiles data from reports using required knowledge of departmental, project, and/or university policies and procedures, accountable for data entry and accurate and timely submission of data for processing in the financial and/or human resources systems.
- Coordinate meetings and gatherings, room assignments, invites participants, arranged refreshments and equipment as needed, approve and coordinate purchases of office supplies and equipment if needed. Screens calls and emails and receives and directs visitors.
- Retrieve information from departmental, university and/or system levels and/or project records and produces reports with analysis, handles the highest level of confidential information and sensitive issues, provide guidance and direction to lower level staff, train entry level clerical staff and lead support staff. Assists with interviewing, orientation and scheduling of staff. Provide input into lower staff performance evaluations.
- Serves as a high level administrative liaison with others within and outside assigned areas regarding administrative issues on purchasing, personnel, facilities and operations.
- Maintain and reconcile financial records/reports. Limited signature authority.
- Help with policy and processes as assigned by supervisor. Responsible for making routine decisions and judgment calls, and assisted with making recommendations regarding complex or impactful decisions. Prepares large documents (proposals, manuscripts, grants, biographies, etc.
- Interacts with senior faculty and staff in the department, school, university, and affiliated Universities on a day-to-day basis, help with multiple certifications, compliance items, licenses that require annual renewal, handles high end patient interactions on a day-to-day basis.

Senior Administrative Assistant / Behavioral Science

Mar 2018-Aug 2019

MD Anderson Cancer Center – Houston

Supporting nine faculty members, organizing and coordinating assigned daily activities, performing extensive secretarial duties requiring considerable responsiveness in an academic daily setting

- Level-specific judgment, responsiveness, initiative, and independent decision-making

NETTIE R. GLAZE

- Compose regular and confidential correspondences, edit and proofread documents, submit requisition completed form for conference registration/renewals/supplies
- Respond to correspondences telephone calls, coordinate meetings/conferences, room assignments, setup conference calls, prepare presentations material, extensive calendar scheduling
- Coordinate complex and detailed travel request in Concur for faculty/postdoc's/students
- Submit travel pre-approval forms, make travel folders with meeting documents travel-related and travel itineraries, submit receipts for reimbursement in Concur
- Update CV's, biosketch, other support in FIS/ Lookup and input references in PubMed
- Maintain PRS financial record reports, expense log for reconciliation expenses on various accounts, search multiply folders for receipt documents/ other documentation on financial accounts/ work from Crosswalk Chart Field String, coordinate submission of grant applications and manuscripts
- Upload documents in SharePoint, research documents invoices and receipts in PeopleSoft
- Lookup information in PeopleSoft, Modify/gather documents for grant submission
- Submit faculty time off request in MyHR PeopleSoft/ Submit documents for Copy/ long distance codes, and conference calling ID numbers
- Submit a 4-info request for international telephone service/ other non-functional requests
- Arrange monthly faculty presentation meeting/ Weekly meetings with faculty
- Assist faculty with their students/ provide smooth communication between faculty, co-workers and visitors, work effectively with faculty keeping them informed of upcoming commitments

Director - Bradford Village Homeowners Association Board

Mar 2018-present

- Enforcing provisions of the declaration, articles, and bylaws for the ownership and management of the development and community

Fort Bend Independent School District

Dec 2017-Mar 2018

Extended Day after School Care Program Leader

- Assists students, individually or in small groups, with lesson assignments, reading stories, listening to students reading, language, spelling, facilitating activities, colors, number charts, check homework, for the purpose of presenting, reinforcing learning concepts to reach their academic goals and potential.

Stafford Municipal School District

Jan 2016-Jun 2017

Substitute Teacher Pre K/ 12/ Extended Day Provider after School Care

- Provides classroom instructions to students as outlined in lesson plans, take attendance

Senior Administrative Assistant / VP Office of Development

Dec 2014-Mar 2016

MD Anderson Cancer Center - Houston

Perform varied and extensive executive administrative duties requiring discretion and independent judgment, responsiveness, and multi-tasking. Directly supporting the Vice President for Development and assigned Manager, Development Programs, also organizes and coordinates assigned activities as delegated by supervisors.

- High level of calendar maintenance: schedule donor visits, routine and general meetings, assist staff with inquiries
- Extensive scheduling and reconfirm upcoming meetings, appointments and conference calling
- Prepare materials for travel/ internal meetings, interact with all levels of The President's Office
- Provide agenda with attendees, location and purpose of the meetings
- Provide directions and parking information and maps, Research and provide background information/bios, arrangements (booking hotels, lookup and schedule flights, schedule car services)
- Complete Expense Reports, research Monroe database, maintain prospect records (donor tracking) insert and update donor status, prepare contact reports, Run Boxi reports

NETTIE R. GLAZE

- Assist with site visit preparation, scheduling conference rooms, process catering requests
- Secure attendance for Board of Visitors (high-profile donors and faculty)
- Process incoming mail and telephone calls for Vice President

Director - Fort Bend County Municipal Utility District No. 26

Oct 2014-May 2016

Discuss large volumes of business, Minutes from last month meeting, Approve or Dis-Approve – Submitted Request/ Cut-Off Notices

Senior Administrative Assistant / Nursing Education

Mar 2013-Dec 2014

MD Anderson Cancer Center - Houston, Texas

Administrative support to the Associate Director, Office Manager, Co-Workers, Nurse Instructors, Managers and Program Responsibility Team with special projects

- Accurately maintain Associate Directors calendar with all levels of contact, coordinates meetings, request rooms, schedule nurses interview, catering and equipment, prepare meeting materials, make binders/ folders, order Quick Fact Brochures, order all Office Supplies quarterly, restock cabinets/shelves, assures appropriate inventory of office supplies, support Nursing Educators with Nursing Skills Fair, Mock Code check-in, holds Instructor's Desk Rights for the Education Center, Input Offering numbers to Add Learners, mark as No Show or Successful
- Enrollment of Nurses in AACN website for ECG, ECCO, and EPCO, Prepares materials for ELNEC classes, CE Provider ship program, check-in and out Zoll Equipment bags, office equipment, Defibrillators, Simulators, and Pads, assist with offsite seminars, setup and operate the laptops for SAVVy Id scanning, support to Chief Nursing Officer (CNO) with NNI Live quarterly Nursing Communication, corporate travel planning and reimbursement's in Concur, assist with presentations, exhibit posters

Senior Secretary Cytology/Pathology

Jan 2009-Mar 2013

MD Anderson Cancer Center - Houston, Texas

Directly supporting two Professors, Lab manager and others, telephone coverage for department main switchboard, pick up mail and distribute, prepare and schedule overnight mail/packages by FedEx, UPS, black box for institutional mail, handle Xerox/Fax, scan document request, maintain faculty CV, Abstracts, Biosketch, Other Support in the FIS system

- Create, format PowerPoint presentations, travel, flights, shuttle transportation, rental car reservations, hotel arrangements, registration for conferences and professional meetings, create travel requests expense reports, prepare travel reimbursement, edit/ prepare manuscripts according to specific grant formats, pull articles from the Internet, Pub Med, Online Journals and company library, order articles from Illiad, submit manuscripts online for review/publication, assist faculty with PRS account, orders catering at Anderson (Cater Trax System) for journal club meeting
- Handle ASCP Teleconferences, and assist with grant submission of NIH, CPRIT, Susan Komen, FReD Addendum Checklist, and Protocols
- Handle on-line submission of USCAP Poster, Abstracts, and manuscripts, maintain faculty calendar, meet with faculty to discuss project deadlines, appointments, assemble material/ copy handouts as needed, updating departmental manuals, order slides and blocks, pick up urine samples, specimens, handle Journal Club and QI meetings, mail runs to ACB, and performing other duties upon request
- Prepare awesome job award, create PowerPoint presentation for faculty, and the department monthly meetings, setup lab top for monthly meetings, Journal Club, and QI, in charge of the department copy machine. Prepare and distribute agendas for the meetings, suppose faculty with license renewal, all membership dues, conference registration

MEMS Staff Assistant/ Human Resources/ Career Service Administrative Assistant

Rice University-Houston, Texas

Aug 2007-Oct 2008

- Front desk contact, greet all guests and monitor student registration for appointments and interviews. telephone coverage for department main multi-line switchboard, interface with visitors, and all

NETTIE R. GLAZE

recruiters, schedule student and alumni appointments, hotel, car rental and travel arrangements, assisted the Department Chair when needed

- Assistant to the Department Administrator, handle all seminars, luncheons, conferences, receptions, workshops events, TV envelopes reimbursements, and maintain confidentiality
- Sorted and distributed department mail. Maintain workroom and kept supplies stocked up. Add staff to e-mail account, helped with the media contact, distribution of paychecks
- Handled department purchasing card, Alumni database system, ordering department refreshments, research lab supplies, Rice classifieds, Cohen House card, department webpage, special events, key distribution, holiday alumni correspondence, dinner and advisory board meetings, fall gathering, and holiday luncheon

CVS Pharmacy - Front End Lead Cashier Houston, Texas

Nov 2003-Feb 2009

- Customer service assist customers with purchases, collect money return change, answer questions and handle store telephone communications.
- Contribute to store management by assisting other employees/ customer complaints, re-stock items daily, participate in merchandise pricing and inventory, front face shelves, and maintain store cleanliness, putting out weekly new price labels, responsible for keeping the front counters stocked. Train new employees

Substitute/ Front Office: Assisted Principal, Teachers, and Students Alief Independent School District - Houston, Texas

Aug. 2006-May 2007

- Greet all guest such as parents, vendors, assist students with tardy slips, return to school notes, Compose letters, memos, and forms, edit existing documents, create reports, and PowerPoint Presentations as needed, maintain student records, handle other multiple tasks, and answer Multi-Line Telephone, filing, and daily routine assignments, and assign name badges to all visitors, collect money from students for field trips, t-shirts, etc.

Kids Club Supervisor 24 Hour Fitness - Houston, Texas

June 2006-June 2007

- Open and close the Kid's Club daily. Independent judgment on complex situations, initiative and the ability to make decisions, handled extensive customer service to include but not limited, responding to members and visitor's questions, concerns and complaints/ resolve day-to-day problems
- Assigned employee daily work assignments. Assist in the interviewing of perspective employees, handled employee evaluations and termination. In charge of employee weekly schedules, trained new employees on the policies and procedures for the gym/ kid's club and gave the tours. Complied data for departmental reports at the request of the operations club manager
- Plans, organizes, directs, coordinates, and reviews the work of a small group of club support staff, providing varied club assistance, maintains a close and highly responsive relationship to all staff

Administrative Assistant MD Anderson Cancer Center - Houston, Texas

May 2003-Sept 2005

Perform administrative and secretarial duties with requiring independent judgment within general guidelines in support of the department of Pulmonary Medicine, front desk contact person to greet all guest entering the office, performed all other department duties to include back up to the executive assistant, typing abstracts, manuscripts, updating Curriculum Vitas, and processing check and purchase requests

- Maintained calendar scheduling and records for physicians. Finalized travel and hotel arrangements and prepared reimbursement forms expense report, submitted (BTA), handled all calls for the inpatient consult list, created binders for special assignments, handled all details for weekly professional conferences including scheduling rooms, AV, catering, creating PowerPoint presentations, sign in sheets, agendas, signs for posting on the boards, prepared handouts for the meeting, assisted the Dept. Chairmen, other Faculty, and Executive Assistant as needed, ordered

NETTIE R. GLAZE

office furniture for chairmen, handle all other duties as assigned, worked briefly with the Consult line and Medaptus billing, ordering of supplies, reconcile cost center, assisted with grant submission for NIH, CPRIT, FReD Addendum Checklist, and Protocol's, PowerPoint presentations

Assistant IBT Building **May 2003-Sept 2005**

MD Anderson – Chairman - Research Pulmonary Laboratory - Houston, Texas

Main contact for Pulmonary Lab Center, entered plasmid information into database, purchase orders and requisitions, coordinated the relocation of the Pulmonary Lab from the VA Hospital to The IBT Building, monitor and track documents, prepared document requests for the move, reconciled vendor invoices for the move and equipment, resolved payment discrepancies

Sr. Staff Assistant **Sept 2000-May 2003**

University of Texas Health Science Center- Harris County Psychiatric Center - Houston, Texas

Staff Assistant **Apr 1999-Sept 2000**

University of Texas Health Science Center - Mental Sciences Institute - Houston, Texas

Education/ Certificate: Stephen F. Austin High School, Some college hours, Notary Public Certification - Austin, Texas, Commission expires Jan. 2023



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Hugh D Brightwell _____ D _____
Name **District**

_____ Missouri City, Texas 77459 _____
Address **City, State, Zip Code**

QUAIL VALLEY GLENN LAKES Section : 1 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

Sr Construction Manager. PLW Waterworks _____

Occupation/Employer/Job Title

BS Civil Engineering Technology _____

Education

On which Board/Committee/Commission would you like to serve?::

Planning & Zoning Commission _____

Explain why::

Served for last 13 years and would like to continue to serve _____

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.::

P and Z _____

Board of adjustments _____

QV Architectural committee _____

QVHOA Board _____

QV Proud _____

Missouri City Soccer _____

Hobbies/Personal/Family Interests::

Long time resident. Married. Raised two children in current location.

References (optional)::

(no response)

Length of residence in the City::

32

Are you a registered voter?::

Yes

If available, please attach your resume::

Brightwell HughMasterResume2019.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Submission Date:: 5/26/2020

Signature of Applicant:: Hugh D Brightwell

Hugh D. Brightwell **Sr. Construction Manager**

Missouri City, Texas 77459

Education

BS, Engineering Technology, Texas A&M University, 1985

Length of Service

Entered the profession in 1985

Joined PLW in (March 2017)

Registrations / Certifications

OSHA 10-Hour (Renewed 9/2017)

Red Cross CPR/AED and First Aid

Construction Quality Management for Contractors-USACE (5/2019)



Professional Affiliations

Construction Management Association of America (CMAA), Past President, Charter Board Member for Houston Chapter

North American Society of Trenchless Technology

American Public Works Association (APWA)

Underground Construction Technology Association-Gulf Coast (UCTA)

Houston Contractors Association (HCA), Committee Chair, Past Board Member

American Civil Engineering Council-Houston (ACEC), Contracts Committee

Quail Valley Fund, Board of Directors, Architectural Review Committee

Meadowcreek Municipal Utility District, Board of Directors

Missouri City Planning and Zoning Commission, Commissioner (13 years)

Background

Presently employed as a Senior Construction Manager/Project Executive/Quality Manager in the Southeast Texas region for PLW Waterworks, a division of Webber, Inc., one of the largest construction firms in Texas with more than \$1B in backlog. The Waterworks Division is currently working on \$250M in backlog for local municipal and regional water authorities in the Gulf Coast, Central, and North Texas regions. Responsibilities include project team oversight, client services, business development, response to Requests for Qualifications, development of standards for project controls procedures for preconstruction and construction services for the both public and private markets. Services include construction management and design support including project management, constructability, cost and method analysis, Risk analysis, and CPM scheduling for the municipal, county, airport, and highway projects for both Program/Construction Management and as a General Contractor. Responsible for supervising a professional staffs of engineers, managers, support, and field staff along with subcontracted services. Responsible for developing client relationships, marketing and sales, presentations and proposals, contract negotiations, development of budgets, subcontracting, and invoicing and project financials. Responsible for implementation Quality- Health and Safety plans, and development and training of staff. Over 30 years' experience in interpretation and construction of all aspects of civil, structural, mechanical, and electrical disciplines with varied experience and accrued knowledge of construction techniques and management functions for construction in the following areas: heavy/highway; water conveyance and treatment; wastewater collection, conveyance, and treatment; municipal waste handling; large diameter utilities; and trenchless rehabilitation techniques for potable, non-potable, and other utility systems, and soft ground TBM and MTBM construction. Knowledge base also includes the use of standard and custom database management tools to provide real time tracking of

project data in addition to estimating, scheduling, construction materials application and testing, surveying, interpretation of geotechnical data, constructability, claims management, contract review, value engineering, and condition assessment.

Served as a construction manager for various large capital projects and programs in the southeast Texas area and in Southeast Asia on projects ranging from \$500,000 to \$180 million, demonstrating diversity in working for both large and small public works entities, as well as private interests, and providing special insight into clients' specific needs. Assigned as the in-country construction manager for design-build project for Bangkok Municipal Authority, Phase III, Wastewater Treatment and Collection Infrastructure, involving the coordination of design and construction of more than 85 kilometers of trenchless collector sewers, treatment capacity of approximately 70 mgd, and sludge handling facilities for 150 mgd capacity in two different service areas of Bangkok. Provided construction management and administration for the City of Houston's surface water transmission program, groundwater/surface water distribution, surface water treatment facilities, and wastewater treatment facilities and have provided construction management expertise for one of the largest utility districts in the state, Clear Lake City Water Authority, in managing its inflow/infiltration reduction program; wastewater treatment upgrades, and water distribution upgrades which shows his overall knowledge of construction and operations and maintenance of large municipal systems. Construction management experience ranges from design-build and startup to operations and maintenance of large capacity facilities, as well as management of ongoing rehabilitation and upgrades of existing utility infrastructures for large clients in Texas and across the nation.

Representative Project Assignments

- **Northeast Water Purification Plant Expansion, Yard Piping Package 8 & High Service Pump Station (Design-Build), Houston Water Works Team/City of Houston, Kingwood, Texas.** Proposal Manager/Preconstruction Team/Quality Control Manager for approximately \$190 Million contract value for the 160 MGD expansion program for the City of Houston's existing surface water treatment plant. PLW will be acting as a Tier 1 Subcontractor on this Progressive Design-Build project executing the overall yard piping systems and the main distribution pump station and electrical building for the plant. The work includes approximately 60,000 LF of underground process piping systems from 120" welded steel pipe to 3/4" PVC/HDPE piping for all process and chemical feed systems as well as storm and sanitary sewer and associated appurtenances. The pump station includes the main electrical distribution building for the site as well as two pump stations with up to 4,000 Hp Vertical Turbine Pumps and associated chemical feed system and electrical distribution, instrumentation and controls. The project requires a proactive Quality Control Program based on USACE/NAVFAC's Quality Control three-step process. Developed the initial proposal and project approach in the two-step selection process with the preconstruction team and selected subcontractors. Developed and implemented a QCP plan that is the future template for all projects in the Division. Project is a progressive design-build delivery that has several early works packages under a GMP budget. This two-phase project requires a delivery of firm capacity of 80 MGD by 2021 and at total of 160 MGD by 2025.
- **City of Houston Airport System, Design-Build PMO Building, IAH Airport, Client Services Executive** for a \$15M single-story office bldg.. (approximately 51,000 gross SF) that is composed of a slab on grade, structural steel, with architectural panel and glazing exterior. The building is primarily flexible space design with open floor concept for adjustment to multiple collaboration teams for the on-going \$2B program to revitalize the main terminals. The building includes a fiber optic backbone and network for data and security, along with innovative open space design and modularity build out to allow for future uses and a 200 seat auditorium. The project is a progressive design-build delivery that has several early works packages under a GMP budget. Work is to be complete in 3Qtr 2018.
- **Chevron Development, 103.20 Acres/Katy/Waterstone West Future Laboratory Site, West Harris County;** Providing construction assessment and completion review of infrastructure

installation associated with future 103 acre site. The projects include roadway expansions, drainage improvements, utility connections, sanitary sewer and water facilities to serve the tract. Estimate Construction Value is approximately \$15 million.

- **City of Pearland, State Highway 35 16" Waterline, Pearland, TX; Principal Construction Manager.** Providing full service Construction Management and Inspection for this 6-month duration project consisting of 7,000 LF of open cut and directional drilled waterline between FM 518 and Magnolia Road. The construction value is \$6.5 million. This project had a critical directional drilled crossing of Mary's Creek utilizing the latest in directional drilling, drilling fluids, and fusible C-905 PVC pipe.
- **City of Pearland, Kirby Drive Extension, Pearland, TX; Principal Construction Manager.** Providing full service Construction Management and Inspection for this 6-month duration project consisting of 3,000 LF of utility relocations, drainage, slip form 10" concrete pavement, and signalization. The construction value is \$2.95 million. This project has critical coordination with a major business area and access and a new high school campus.
- **City of Houston, 54-Inch Sanitary Sewer on Renwick, Houston, Texas.** Providing full service construction management and inspection services for approximately 17,000 LF of MTBM installed FRP pipe. The project includes 20 shafts and manholes along Renwick between Gulfton and North Braeswood, under pavement in a residential, urban, and commercial setting. The contractor is utilizing a slurry method machine and a new clarifier/separator. The project is 1020 days and a construction value of \$18,522,633.
- **City of Houston, Bintliff, Eppes-Frawley Forcemain Replacement, Houston, Texas.** Providing full service construction management and inspection services for approximately 15,000 LF of open cut and trenchless construction for installation of 18" -42" gravity and force main sewer pipe. The project includes installation of more than 40 manholes, bypass pumping, connection to existing lines, and abandonment of existing sewers. The work is along several major thoroughfares and a major highway crossing mostly under pavements and in urban, commercial, and residential areas. The project is 500 days and a construction value of \$12,846,780.
- **Generation Park/HCMUD402, McCord Development, Houston, Texas.** Providing Full service construction management and inspection services for approximately 4,000 Acres of industrial, commercial and mixed-use property south of the Lake Houston and east of George Bush Airport along BW8 East. This project consists of planning, design, and construction of major boulevards, roadways, bridges, drainage, detention, water, sanitary, storm, electrical distribution, telecommunications, and landscaping and hardscape improvements. The program presently is in a 25 year build out plan for an estimated value of \$15.2 billion.
- **Harris County Improvement District 18, Springwoods Development, Spring, Texas.** Providing Full service construction management and inspection services including a safety program for approximately 2,000 Acres of undeveloped land south of the Woodlands, Texas. This project consists of planning, design, and construction of major boulevards, roadways, bridges, drainage, detention, water, sanitary, storm, electrical distribution, telecommunications, and landscaping and hardscape improvements. The program presently is in a 5-10-year buildout plan.
- **Cowarts Creek Pump Station, City of Pearland, Texas.** Providing Full service construction management and inspection services for 16,000 GPM storm water pump station to service the regional 8- acre facility. Was involved in the redesign of the structure to a caisson to reduce costs effectively \$250,000 as well as mitigating a high level of risk of flooding to the contractor and the Owner. Work includes monitoring of the structure, mechanical, electrical and civil site work, as well as safety and SWPPP requirements. Project Value is \$1.3 MM.

- **Barbour's Cut Wharfs 1-3, Port of Houston Authority, Harris County, Texas.** Providing design support services, including constructability, phasing, ingress/egress analysis, oversight of underwater structural inspections, and design safety issues for design of rehabilitation of existing 3,000 LF of wharfs to accept new and larger container cranes, larger ships, and upgrade existing electrical and utilities to support container services on this estimated \$94.5 million construction project.
- **Lyerly Sanitary Sewer Tunnel between Airline and Fulton, City of Houston, Houston, Texas.** 3,000 LF, 72" diameter, 2 pass sanitary sewer diversion tunnel, with access manholes and diversion gates. Including sliplining of 60" FPR section of existing line. Providing Construction Project Management, negotiations and closeout services for this \$7.2 million project.
- **Tres Rios Water Reclamation Facility, Tucson, AZ,** Asst. Construction Manager: Hugh served as the Assistant Construction Manager on the \$243M Tres Rios construction project and reported to the Project Manager, Mike DiNapoli. During the project he was responsible for claims resolution and monitoring work in the field on nearly 100 change orders to verify completion for payment. Monitored a number of contractors, was responsible for the QA/QC process, and coordinated field changes with the design engineer. During startup and troubleshooting he was involved in the biological nutrient removal train and clarifiers, the chemical feed systems, and compressors. During the rainy season he worked with contractor to improve drainage for a 50-year event.
- **Montgomery County Municipal Utility District No. 89, 0.6 MGD Wastewater Treatment Plant Expansion, Montgomery County, Texas.** Provided Construction Management and inspection services for a .6 MGD upgrade to an existing wastewater treatment while in operation. Work included addition of a new Fine screen, headworks, aeration basins, clarifier, and Chlorine contact basin, with associated pumps, blowers, electrical and piping. Construction Value was \$1.3 million.
- **Greater Greenspoint Redevelopment Authority, Houston, Texas.** Providing program and construction management and inspection services as part of the overall Program Management services for the Greater Greenspoint Redevelopment Authority's Capital Program FY 2009-10. Budget of \$15 Million. Other services include constructability review, assessments, estimating, scheduling, claims analysis, quality assurance, and oversight of consultants.
- **Greenspoint Drive Improvements from HCFCD Unit No. P144-03-00 to Greens Road.** Reconstruction of approximately 5,300 linear feet of roadway to create a divided boulevard section with bus lanes, additional greenspace, hardscape, landscape, and signature art within the corridor highlighting the Greenspoint Mall and commercial district. Continuous coordination and communication with multiple entities including area businesses, Greenspoint Management District, METRO, Transtar, City of Houston, and Harris County Flood Control have been critical in progressing the work while maintaining access. \$4.6 million construction value.
- **Greenspoint Area Streetscape Improvements Phase 1,** Providing construction management and inspection as well as administration of the project. Other services include full-time on-site inspection, claims analysis, quality assurance, and oversight of construction materials testing. Addition and reconstruction of approximately 10,000 linear feet of improved pedestrian facilities to serve the Gears Road, Ella Boulevard, and West Greens Road areas within the boundaries of the district. All the work is being constructed on active roadways with critical coordination with the area businesses and residents along with the City of Houston, METRO and Harris County. \$0.46 million construction value.

- **Pearland Texas, Bailey Road Expansion, Phase 2, Pearland, TX** Construction Project Manager. Providing preconstruction services for Bailey Road between Veterans Road and F.M. 1128, approximately 2.5 miles. Selected to assist the City in providing construction management services, coordination and managing the project during preconstruction, construction, and the post-construction phases. The estimated Construction Value is \$18 million. The project currently consists of three design engineers, a geotechnical engineer and surveying contracts providing the design services for the 2.5-mile road. Major elements of the project include reconstruction of the existing roadways to slip form concrete multi-lane sections, installation of new storm sewer collection and detention and outfall facilities, open cut and trenchless relocation of utilities, private utility relocations, major intersection signalization, striping and signage all while maintaining access to adjacent businesses, residences, and the traveling public. Early services included development of a CPM schedule for normal and accelerated construction as well as review of the constructability and potential construction costs during 75% and 95%-100% design submittals
- **Harris County, Texas, Harris County Toll Road Authority, Harris County, Texas** Construction Project Manager. Providing construction management and inspection services for Rehabilitation and Expansion of Existing Ramps at Westheimer and Bellaire on Sam Houston Parkway. Providing construction management services, coordination and managing the project during preconstruction, construction, and the post-construction phases. The estimated Construction Value is \$12 million with 9-month duration. Major elements of the project include reconstruction of the existing roadways and ramps, installation of new storm sewer, retained earth walls, toll booth structures and canopies, tolling equipment installation and commissioning, signalization, striping and signage all while maintaining 24/7 temporary tolling and traffic access. Other services include on site inspection, management of schedule and costs, as well as claims analysis, and quality assurance.
- **Pearland Texas, Magnolia Road Expansion, Pearland, TX** Construction Project Manager. Providing construction management and inspection services for Magnolia Road between Veterans Road and Pearland Parkway. JCB was selected to assist the City in providing construction management services, coordination and managing the project during preconstruction, construction, and the post-construction phases. The estimated Construction Value is \$12 million with 15-month duration. The project currently consists of four design engineers, a geotechnical engineer and surveying contracts providing the design services for the 2 mile road and bridge project as well as a Construction Materials Testing firm for Quality Assurance during construction. Major elements of the project include reconstruction of the existing roadways to slip form concrete multi-lane sections, a bridge crossing of the existing BNSF rail road tracks, installation of new storm sewer collection and detention and outfall facilities, open cut and trenchless relocation of utilities, including jacking a 6 x 9 box culvert under the BNSF rail road and water main auger bore under SH 35, major intersection signalization, striping and signage all while maintaining access to adjacent businesses, residences, and the traveling public.
- **Ellington Airport Taxiway Rehabilitation Project, Project 614, Houston, TX;** Construction Manager. This project was to rehabilitate the main taxiway that service NASA, Army National Guard, and the Coast Guard as well as private tenants of the airport. Work included phased construction and rerouting of air traffic to completely remove and replace panels and subgrade. Provided assistance to Design Engineer and EAC staff to observe the work, analyze claims and schedule, attend progress meetings and provide contract administration support. Reviewed contractor's quality control procedures and placement of concrete panels in order to provide data for analysis of failing panels and provided Engineering oversight on approved replacement. Construction Value was \$9 million.

- **TECO Mid Campus Distribution System, Houston, TX;** Construction Manager. TECO is proposing to construct steam and chilled water supply and return lines to facilities located in the Texas Medical Center. The project includes a 12-inch steam line and 42- and 60-inch chilled waterlines. The lines will supply steam and chilled water to Baylor College of Medicine and include provisions to accommodate future facilities. Providing constructability review, value engineering, scheduling, and cost estimating services to the design team.
- **Fort Bend County Freshwater Supply District No. 1 Construction Management/Inspection Services, Fort Bend County, TX;** Project Manager. Providing construction management and inspection services for Fort Bend Fresh Water Supply District No. 1. Services were associated with construction projects funded by development fund loan from the Texas Water Development Board such as the water plant, trunk water line along Trammel Fresno, and as much of the phase 1 water distribution system as can be installed with the available funding.
- **City of Pearland SWEC Wastewater Treatment Plant Phase II Expansion 1, Pearland, TX;** Project Manager. Providing design phase services in constructability value engineering, scheduling and cost estimating and construction management, inspection and administrative services during the construction phase and post construction phase for the \$18.5 million 6 mgd expansion of the existing SBR wastewater treatment plant.
- **Bexar Metropolitan Water District, TX; Construction Manager.** Providing program management of the district's capital improvement program and water delivery program, which involves providing engineering and construction management staff to accomplish planning, design, and construction of all programs, as well as providing system modeling, analysis of water rights, intra-aquifer delivery, and water supply projects. The Bexar Metropolitan Water District serves more than 250,000 water customers in seven service areas spread throughout the city of San Antonio and the counties of Bexar, Comal, Atascosa, and Medina.
- **Lone Star Executive Airport Runway 1-19 Reconstruction and Lengthening, Conroe, TX;** Construction Manager, Reconstruction and extension of Runway 1-19 (Extension total = 5000 feet). Provided Construction phase support and analysis of claims for unforeseen conditions and construction methods to alleviate high water table issues. Construction Value was \$7 million.
- **City of Pearland Bailey/Oiler Road Extension Construction Management and Inspection Services, Pearland, TX;** Project Manager. Provided full-service construction management and inspection services for the extension and widening of Bailey Road/Oiler Road from Veterans Drive to SH 35. The fast track project was completed in 10 months and under budget. It extended and widened the street to an ultimate four lanes with median. The project included the construction of a 30,000-square-foot bridge crossing the BNSF railroad right-of-way. Construction Value was \$9.5 million. This project was awarded the Texas Public Works Project of the Year Award for Transportation under \$10M and is currently been submitted for the National APWA Project of the Year in the same category.
- **TECO Utility Master Plan Phase II, Houston, TX;** Senior Project Manager. Provided professional services for utility infrastructure master planning.
- **City of Pearland Southwest Environmental Center Wastewater Treatment Plant Expansion, Pearland, TX;** Construction Project Manager. Providing full-service construction management and inspection service for a 2.0-mgd expansion and upgrade to an existing 2.0-mgd sequencing batch reactor treatment plant, headworks, filter system, surge basin/pump station, additional digester capacity, and new ultraviolet disinfection and expansion of the existing lift station with associated civil, site, electrical, and instrumentation and control upgrades. The construction value is approximately \$18 million.

- **City of Pearland Yost Boulevard from 518 to Clear Creek, Pearland, TX;** Project Manager. Provided claims analysis, schedule analysis, and acted in an advisory position to the city, as well as assisted the city in defense of claims, completion, and closeout issues. The project consisted of the reconstruction and widening of the existing asphalt concrete street to a boulevard concrete section. The construction value was \$3.86 million.
- **City of Houston Braes Boulevard Storm Sewer Project Construction Management, Houston, TX;** Project Manager. Providing full-service agency representative construction management and inspection services. The project consists of removal and replacement of the existing storm sewer system and replacement of the existing pavement sections. The project has a construction value of approximately \$9.95 million.
- **Construction Management/Inspection of the O'Day, Magnolia, and John Lizer Sanitary Sewer Projects, Pearland, TX;** Project Manager. Provided full service construction management and inspection services for three large diameter sanitary sewer utility projects. The capitol projects are located along the O'Day, Magnolia, and John Lizer corridors and are to provide service for existing properties and on-going and future development. Construction value of the three projects is approximately \$2.2 million. The projects typically consist of various means of installation of approximately 11,000 linear feet of 24-inch gravity sewers up to 25 feet in depth. Associated work includes manholes, connections to service adjacent areas, and restoration work.
- **Sugar Land South Wastewater Treatment Plant Condition Assessment, Sugar Land, TX;** Inspector. Performed an assessment of the current condition of the Sugar Land South 6 mgd Treatment Plant structures, basins, mechanical equipment, electrical equipment, instrumentation, and operating procedures.
- **City of Houston Bertner Bridge and Paving Package II, Houston, TX;** Project Manager. Providing construction management and inspection services to oversee and manage a critical connector structure/bridge over Brays Bayou. The project includes paving, utility relocations, and signalization to facilitate additional access to the Texas Medical Center, adjacent thoroughfares, and professional buildings.
- **City of Houston East Water Purification Plant Construction Package III, Houston, TX;** Project Manager. Provided full service construction management, administration, and inspection services with on-site resident engineer to oversee and manage a multiple task enhancement/improvements construction package including structural, mechanical, chemical, and instrumentation upgrades to various parts of the 350-mgd surface water treatment facility. Construction Value was \$10.5 million.
- **North MacGregor Storm Sewer Relief Project Construction Management and Inspection, Houston, TX;** Project Manager. Providing construction management and construction inspection services for the approximately \$12 million storm sewer relief project. The project consists of 3,000 linear feet of EPBM one-pass, concrete segmental 14-foot inside diameter tunnel to provide storm sewer relief for the Texas Medical Center. The project is located underneath North MacGregor Street between Brays Bayou and Fannin Street, adjacent to the Texas Medical Center, Hermann Park, and the Houston Zoo.
- **Veterans/Magnolia Lift Station and Sanitary Sewer Construction Management, Pearland, TX;** Construction Manager. Provided construction management and inspection services necessary to assist the City of Pearland during the construction of the Veterans Drive 30-inch Sanitary Sewer, Veterans Lift Station, and utility relocations along Magnolia Street from Veterans Drive to Main (SH 35). Construction Value was \$3.0 million.
- **City of Pearland Construction Management Standards, Pearland, TX;** Construction Manager. Provided services to develop a standard scope of services for Construction Management/Construction Inspection Contracts for the City of Pearland.

- **City of Piney Point Tynewood Drainage (CONFIDENTIAL PROJECT), Houston, TX;** Construction Manager
- **City of Pearland FM 518 West Sewer and Lift Stations Design, Pearland, TX;** Construction Manager. Construction Value was \$1.5 million.
- **The Goodman Corporation-Galveston Trolley Rehabilitation-Construction Phase Services, Galveston, TX;** Construction Manager. Providing construction phase services for the rehabilitation of the existing trolley track system.
- **City of Houston Kirby Drive Relief Storm Sewer Construction Management, Houston, TX;** Project Manager. Provided construction management and construction phase services for the construction of 3,450 linear feet of 108- through 24-inch reinforced concrete pipe, as well as 4,340 linear feet of 9- by 6-foot, 9- by 7-foot, and 9- by 8-foot reinforced concrete box storm sewer. Construction Value was \$8 million.
- **City of Houston Drainage Improvements in Ashford Forest, Nottingham Forest, and Memorial Drive Acres, Houston, TX;** Project Manager. Provided construction management and construction phase services for neighborhood street reconstruction.
- **City of Houston Knollwood Village Drainage Improvements Construction Phase Services, Houston, TX;** Project Manager. Provided construction management and construction phase services for the reconstruction of existing concrete pavement, curbs and gutters, sidewalks, driveways, storm sewer, and sewer outfall together with related appurtenances in the Knollwood Village Subdivision.
- **City of Houston Construction Management and Inspection Services for Houston Storm Sewer Projects, Houston, TX;** Project Manager. Provided construction management and inspection services for three high profile storm sewer improvement and pavement replacement projects in the Braeswood, West Memorial, and River Oaks sections of Houston. Construction Value \$15 million.
- **Buffalo Run (Formerly Settegast Road) Paving and Drainage Construction Inspection Services, Missouri City, TX;** Project Manager. Provided on-call construction inspection services for the extension of a four-lane undivided roadway from the new Fort Bend High School No. 9 to Fondren Road.
- **Independence Boulevard (Formerly Lexington) from Fifth Street to FM 1092, Missouri City, TX;** Project Manager. Provided full construction management and inspection services, as well as construction phase engineering, for approximately 3,000 linear feet of partial boulevard section to complete the final phase for this east-west connector. Included more than 2,000 linear feet of large reinforced concrete box culvert and associated inlets, reinforced concrete pavement, traffic signalization, and roadway lighting. A right-turn lane was designed and negotiated while the construction was underway. Construction Value \$5 million.
- **City of Houston Improvements at Various Groundwater Pumping Stations, Houston, TX;** Project Manager. Provided construction management and inspection services for the \$3-million rehabilitation of five high-capacity groundwater distribution pump stations including the upgrading of suction and distribution headers, replacement of pumps and controls, electrical distribution and service, and building and architectural features. All work was coordinated within existing operational facilities with minimal disruption of service.
- **Lake Jackson Wastewater Treatment Plant Expansion Construction Management, Lake Jackson, TX;** Project Manager. Provided owner's representation, construction management, and

resident inspection for the \$11.6 million, 3.0-mgd expansion of an existing facility from contact stabilization to conventional process. Scope included full-time onsite presence, quality assurance plan with compliance monitoring, construction materials testing, and production of an operations and maintenance manual.

- **City Engineering Services, Missouri City, TX;** Construction Manager. Provided engineering services to the Director of Public Works. Included advising the director on general engineering issues, as well as providing review, oversight, and approval of in-house engineering projects.
- **Lake Jackson Wastewater Treatment Plant Expansion, Lake Jackson, TX;** Construction Manager. Provided preliminary planning studies, preliminary engineering, detailed design plans and specifications, and bid and contract documents for the expansion of Lake Jackson Wastewater Treatment Plant. Expansion includes new headworks, aeration basins, clarifiers, NPW system, plant drain system, effluent structure/pump station, blower building, administration/laboratory building, sludge dewatering building, and chlorination/dechlorination building. Construction value in 1998 was \$14million.
- **Administration Building, Ratburana Wastewater Treatment Plant, BMA-3, Bangkok, Thailand;** Construction Management
- **Bangkok Municipal Authority, Phase III, Bangkok, Thailand;** Construction Manager. In-country construction manager for design-build, operate and maintenance contract to provide wastewater collection and treatment facilities. Project consisted of more than 85 kilometers of micro tunneling. Treatment system consisted of 28- and 42-mgd treatment plants and a sludge handling facility capable of processing the bio-solids from more than 150-mgd capacity plants in the area. Provided coordination of preliminary and final design packages for the approval and construction. Construction Value was \$180 million.
- **Bay Oaks Section 18 Water, Sewer, and Drainage, Friendswood Development / Clear Lake Water Authority, Houston, TX;** Construction Manager. Responsible for construction management and inspection for the installation and commissioning of water, storm, and sanitary sewer utilities for a single-family development.
- **BCAN Water Line, Harris County Freshwater District 61, Houston, TX;** Construction Manager. Was responsible for construction management and inspection for the installation and commissioning of water utilities for commercial development.
- **Bellaire Braes Pump Station Expansion, Houston, TX;** Construction Manager. Provided inspection and coordination of the \$800,000 expansion and piping upgrades and controls and instrumentation to the existing facility.
- **Building Improvements for a Texas City Wastewater Treatment Plant, Texas City, TX;** Construction Management. Provided construction management services for the administration building improvements, sludge dewatering and chlorine buildings at a Texas City wastewater treatment plant.
- **Chlorine Effluent Trench Rehabilitation, OXYCHEM, Pasadena, TX;** Assistant Construction Manager. Provided engineering assistance to on-site maintenance contractor. Utilization of customized trench-forming systems for the structural rehabilitation of existing trenches.
- **City of Houston, East Water Purification Expansion and Improvements, Houston, TX;** Resident Construction Manager. Provided construction management services for the \$8.7 million expansion of the existing High Service Distribution Station for Plant One. Project included the upgrading of the distribution header and replacement of all pumps and control valves as well as appurtenances up to 2,500-gpm pumps and 84-inch header pipe.

- **Clear Lake City Water Authority Wastewater Treatment Plant, Final Filter Rehabilitation, Houston, TX;** Construction Manager. Provided construction management, inspection, and startup expertise on a \$330,000 structural, mechanical, and electrical rehabilitation of three existing automatic backwash filters.
- **Fairdale Pump Station Expansion, Houston, TX;** Construction Manager. Project involved a \$1 million upgrade and expansion to the pumping facilities, including all aspects of yard piping, mechanical, electrical, and controls and instrumentation, startup, and operations.
- **Hardy Toll Road Plaza, Harris County Toll Road Authority, Houston, TX;** Construction Manager
- **Hardy Toll Road, Harris County Toll Road Authority, Quality Assurance Inspections, Houston, TX;** Resident Project Representative. Provided inspection expertise for tunneling operations and open cut operations for the installation of large diameter utility pipelines in congested traffic areas, labor and materials for bridge substructure and super structures including permanent metal deck forms and precast deck panels on 14 different structures in varying phases of completion.
- **International Switchgear Corporation, Sugar Land, TX;** Technical Writer. Provided electrical distribution and controls to several Naval ship sets. Developed operations and maintenance manuals to Department of Defense (DoD) specifications and destructive and non-destructive testing criteria per DoD specifications for equipment.
- **Pine Brook Section 14 Water, Sewer, and Drainage, Friendswood Development, Clear Lake Water Authority, Houston, TX;** Construction Manager. Responsible for construction management and inspection for the installation and commissioning of water, storm, and sanitary sewer utilities for a single-family development.
- **Sam Houston Parkway, Harris County, TX;** Project Representative. Provided inspection expertise for TXDOT specified construction of large diameter storm, CRCP, utilities, and bridge substructure and super structures including permanent metal deck forms and precast deck panels on several projects between SH 249 and I45 North.
- **Sanitary and Effluent Rehabilitation, Lyondell / NOVA, Beaver Creek, PA;** Construction Manager. Provided construction management for the \$1.5 million project to rehabilitate the existing sanitary and effluent infrastructure for the reduction of inflow / infiltration within the facility. Coordinated with onsite construction manager to verify all items were installed and tested completely and resolve field-related problems. Provided final inspection and documentation for the contract closeout.
- **Sanitary Sewer Rehabilitation Program, Clear Lake City Water Authority, Houston, TX;** Construction Manager. Designed trenchless rehabilitation construction techniques for deteriorating sanitary sewer collection facilities for the district. Included coordination and interpretation of remote videography of onsite pipelines, recommendations for repair and estimated costs and schedules, and inspection of all methods used. This \$8 million Texas Water Development Board funded program for the reduction of infiltration and inflow into the collection system is ongoing.
- **Sims North Wastewater Treatment Plant Expansion and Modification, Houston, TX;** Construction Manager. Provided construction management, inspection assistance to Lockwood Andrews and Newman (LAN) team and rehabilitation for various systems for the 20-mgd facility. Project consisted of demolition and removal of hazardous materials in the furnace areas, rehabilitation of yard piping and clarifiers, and addition of screening capacity for the influent

structures and specialized coating systems for above ground equipments. Upgrade made to the existing control and historization hardware and software.

- **Sims South Wastewater Treatment Plant Expansion and Modifications, Houston, TX;** Construction Manager. Provided construction management, inspection assistance to Lockwood Andrews and Newman (LAN) team on a \$9 million expansion and rehabilitation for various systems for the 14-mgd facility. The project consisted of removal, replacement, and rebuilding of three 60-inch diameter screw pumps, rehabilitation of yard piping and coating of clarifiers, addition of screening capacity for the influent structures, and a new administrative building. Upgrades to the existing control and historization hardware and software were provided.
- **Southwest Pump Station Upgrades, Houston, TX;** Construction Manager. Involved in various ongoing upgrades to the existing facilities including automatic control and historization of the operations of the booster pump stations and distribution and emergency power facilities.
- **Hardy Toll Road, Houston, TX;** Project Representative. Provided project inspection and documentation for TXDOT specified construction of several miles of tollway that included clearing, earth work, embankment, subgrade and base, slip form pavements up to 13", bridge substructure, and super structures including permanent metal deck forms and precast deck panels on 14 different structures in varying phases of completion between BW 8 and IH 45 North.
- **Steep Bank / Flat Bank Lift Station One and 20-inch and 24-inch Force Mains, Missouri City, TX;** Construction Management. Provided construction management, inspection, and start-up expertise in conjunction with the proposed wastewater treatment plant. Work consisted of large diameter direct-bury PVC pipe and the installation of four 2,500-gpm submersible pumps in a caisson structure, including automatic level controls and monitoring. Involved in negotiating several agreements to maintain the existing treatments of flow utilizing a bypass pumping system until the wastewater treatment plant was able to take flows.
- **Steep Bank / Flat Bank Wastewater Treatment Plant, Phase I, Stage II, Missouri City, TX;** Construction Manager. Provided construction management, inspection, and start-up expertise on a \$6 million grass-roots project to provide 1.5-mgd of regional capacity for utility districts within the area. Project consisted of underground transmission and support utilities, concrete basins, and mechanical and electrical for the aerobic treatment of municipal waste, including sludge handling facilities and emergency power systems. Implemented ultra-violet disinfection for the levee and pumping system.
- **Sugar Land South Wastewater Treatment Plant, Expansion and Rehabilitation, Sugar Land, TX;** Construction Manager. Provided construction management, inspection, and start-up expertise on an expansion project to provide an additional 1.5-mgd capacity. Project consisted of additional headworks capacity including a new mechanical bar screen and screenings removal and disposal; aerators and structural members for increased DO loading of the biology in the race track aeration basins; upsizing of several lines from the existing clarifiers; and sludge holding capacity and thickening and dewatering facilities.
- **Surface Water Transmission Program, Houston, TX; Construction Manager. Surface Water Transmission Program, Houston, TX;** Construction Manager. Assisted in the City of Houston's large diameter surface water transmission program. The program was responsible for installation of transmission lines form 24" to 96" diameter as well as booster pumping stations and groundwater interface.
- **Texas City Rainwater Pump Station B, Influent Screenings Modifications, Texas City, TX;** Construction Manager. Project consisted of a \$200,000 expansion and modification that supplied the modification and installation of a mechanical bar screen system for the influent structure.

- **Texas City Wastewater Treatment Facility Expansion, Texas City, TX;** Construction Manager. Provided construction management for a regional wastewater treatment facility and decommission of the existing facilities. Project consisted of all aspects of underground transmission and support utilities, concrete basins, and mechanical and electrical for the aerobic treatment of municipal waste, including sludge handling facilities and emergency power systems. Instrumental in gathering a team of consultants to start the new plant with an average daily flow of nine-mgd.
- **Westpark Groundwater Well Upgrades, Houston, TX;** Construction Manager. Was responsible for the coordination of upgrades to existing SCADA for remote monitoring and control of five water well sites associated with the Southwest Pump Station.

Work History (Chronological):

Minimum information should include:

Company Name:	Job Title:	Job Location:	Mo/YYYY – Mo/YYYY
Turner, Collie & Braden	Project Representative	Houston, Texas	5/1985-4/1988
International Switchgear	Documentation Specialist	Sugar Land, Texas	1/1988-11/1989
EFCO Corp.	Sales Engineer	Houston, Texas	11/1989-11/1990
Steffeck & Van Dewile	Site Engineer	Houston, Texas	11/1990-11/1991
Lockwood Andrews & Newnam	Construction Administrator/Site Manager	Houston, Texas; BKK, Thailand	11/1991-11/2001
Carter & Burgess/Jacobs	Construction Manager	Houston, Texas	3/2001-11/2010
Montgomery & Barnes	Vice President	Houston, Texas	11/2010-3/2012
Jacobs	Sr. Construction Manager	Houston, Texas	3/2012-3/2017
PLW Waterworks	Sr. Construction Manager	Houston, Texas	3/2017-Present

Present Location: Houston, TX

**Construction Board of Adjustments and Appeals
2019 Member Attendance**

**Meetings are held as needed basis*

Board Member	Position/ District	March 12, 2019	Total Meetings Attended	Excused	Absent	Total Meetings
<i>*Vacancy left by the late Bill Marshall</i>	Position 1 District A	VAC				
Roger Morris	Position 2 District A	1	1	0	0	1
Sammy Freeman	Position 3 District D	A	0	0	1	1
William W. Johnson	Position 4 District D	1	1	0	0	1
Alan Atwater	Position 5 District C	1	1	0	0	1
George E. Johnson III	Alternate District B	A	0	0	1	1
Pamiel Johnson Gaskin	Alternate District D	1	1	0	0	1

Present	1
Absent	A
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc

**Community Development Advisory Committee
2019 Member Attendance**

**Meetings are held as needed basis*

Board Member	Position/ District	January 29, 2019	May 2, 2019	May 16, 2019	July 8, 2019	Total Meetings Attended	Excused	Absent	Total Meetings
Reginald Pearson	Position 1 City Council - District A	A	1	1	1	3	0	1	4
Jeffrey L. Boney	Position 2 City Council - District B	1	1	1	1	4	0	0	4
Chris Preston	Position 3 City Council	1	A	A	1	2	0	2	4
Monica Rasmus Vice Chairperson	Position 4 A	1	1	1	A	3	0	1	4
Bertha Eugene	Position 5 B	1	1	1	1	4	0	0	4
Eunice Reiter Chairperson	Position 6 Citizen At Large	1	1	1	1	4	0	0	4
Zelia Brown	Position 7 Citizen At Large	1	A	1	1	3	0	1	4

Present	1
Absent	A
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc

**Community Development Advisory Committee
2020 Member Attendance**

**Meetings are held as needed basis*

Board Member	Position/ District	February 13, 2020	Total Meetings Attended	Excused	Absent	Total Meetings
Cheryl Sterling	Position 1 City Council - District A	A	0	0	1	1
Jeffrey L. Boney	Position 2 City Council - District B	1	1	0	0	1
Chris Preston	Position 3 City Council	1	1	0	0	1
Monica Rasmus Vice-Chairperson	Position 4 A	1	1	0	0	1
Bertha Eugene	Position 5 B	1	1	0	0	1
Eunice Reiter Chairperson	Position 6 Citizen At Large	1	1	0	0	1
Zelia Brown	Position 7 Citizen At Large	1	1	0	0	1

Present	1
Absent	A
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

Missouri City Parks Foundation

2019 Member Attendance

*Terms expire June 30, 2020

Board Member	Position	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended	Excused	Absent	Total Meetings
Harry Johnson	Position 1	Non-member; Appointed 3/18/2019			A	NM	1	NM	NM	NM	NM	A	NM	1	0	2	3
Anthony Snipes	Position 2	1	NM	NM	1	NM	1	NM	NM	NM	NM	1	NM	4	0	0	4
E. Joyce Iyamu	Position 3	A	NM	NM	1	NM	A	NM	NM	NM	NM	1	NM	2	0	2	4
Tom Nichols	Position 4	Non-member; Appointed 3/18/2019			1	NM	1	NM	NM	NM	NM	1	NM	3	0	0	3
Lisa Glenn	Position 5 Secretary	1	NM	NM	1	NM	Exc	NM	NM	NM	NM	1	NM	3	1	0	4
Vacancy left by Krystal Toups	Position 6	VAC															
Bill Odle	Position 7 President	1	NM	NM	1	NM	1	NM	NM	NM	NM	1	NM	4	0	0	4
Adrienne Barker	Position 8	1	NM	NM	1	NM	1	NM	NM	NM	NM	1	NM	4	0	0	4
Jim Browne	Position 9 Vice President	1	NM	NM	1	NM	1	NM	NM	NM	NM	A	NM	3	0	1	4
Alice Aanstoos	Position 10 Treasurer	Non-member; Appointed 3/18/2019			1	NM	1	NM	NM	NM	NM	1	NM	3	0	0	3
Vacancy left by Tom Wilcox	Position 11	VAC															
Vacancy left by Gustave (Gus) Hawkins	Position 12	VAC															
Vacancy left by Marvin Marcell	Position 13	VAC															

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

Missouri City Parks Foundation

2020 Member Attendance

**Terms expire June 30, 2020*

Board Member	Position	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended	Excused	Absent	Total Meetings
Harry Johnson	Position 1	A	A	A	A	A								0	0	5	5
Anthony Snipes	Position 2	1	1	1	1	1								5	0	0	5
E. Joyce Iyamu	Position 3	1	1	1	1	Exc								4	1	0	5
Tom Nichols	Position 4	1	1	1	1	1								5	0	0	5
Lisa Glenn	Position 5 Secretary	1	1	1	1	1								5	0	0	5
Vacancy left by Krystal Toups	Position 6	VAC															
Bill Odle	Position 7 President	1	1	1	1	1								5	0	0	5
Adrienne Barker	Position 8	1	1	A	1	A								3	0	2	5
Jim Browne	Position 9 Vice President	1	1	A	A	A								2	0	3	5
Alice Aanstoos	Position 10 Treasurer	1	1	1	1	1								5	0	0	5
Vacancy left by Tom Wilcox	Position 11	VAC															
Vacancy left by Gustave (Gus) Hawkins	Position 12	VAC															
Vacancy left by Marvin Marcell	Position 13	VAC															

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc

Missouri City Parks Board
2019 Member Attendance

Board Member	Position/ District	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended	Excused	Absent	Total Meetings			
Victoria Porter	Position 1 D	NM	1	NM	A	1	1	NM	1	Exc	1	Exc	NM	5	2	1	8			
Thomasine Johnson	Position 2 B	NM	A	NM	A	1	1	NM	1	1	1	A	NM	5	0	3	8			
Pamela Andrews (res. 09/19)	Position 3 B	NM	A	NM	A	1	A	NM	A	Vacated position 8/27/2019										
Adrian Matteucci	Position 4 D	NM	1	NM	1	1	1	NM	1	1	1	1	NM	8	0	0	8			
Claudia Iveth Garcia	Position 5 B	Non-member; Appointed 5/20/2019; Sworn in 7/1/2019							NM	A	Exc	1	1	NM	2	1	1	4		
Sharman McGilbert Vice-Chair	Position 6 A	NM	1	NM	A	1	1	NM	A	1	1	1	NM	6	0	2	8			
Diane Giltner	Position 7 C	NM	1	NM	1	1	1	NM	1	1	1	1	NM	8	0	0	8			
Brian Merchant	Position 8 B	NM	1	NM	1	1	Exc	NM	1	1	1	1	NM	7	1	0	8			
Llarance Turner Chairman	Position 9 A	NM	1	NM	1	A	1	NM	1	1	1	1	NM	7	0	1	8			
Don Johnson	Position 10 D	NM	1	NM	1	1	1	NM	1	1	1	1	NM	8	0	0	8			
J.R. Atkins	Position 11 C	NM	1	NM	A	1	A	NM	A	1	Exc	A	NM	3	1	4	8			
Buddy Snyder Vice-Chair (as of 11/07/19)	Position 12 B	NM	1	NM	1	1	1	NM	1	1	1	1	NM	8	0	0	8			
Alan Atwater (res. 5/19)	Position 13 D	NM	A	NM	1	Vacated position 5/10/2019														
Leslie Mack Jr.	Position 13 B	Non-member; Appointed 5/20/2019; Sworn in 7/1/2019							NM	1	Exc	1	1	NM	3	1	0	4		

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

**Missouri City Parks Board
2020 Member Attendance**

Board Member	Position/ District	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended	Excused	Absent	Total Meetings
Victoria Porter	Position 1 D	NM	1	1	NM	1								3	0	0	3
Thomasine Johnson	Position 2 B	NM	1	1	NM	1								3	0	0	3
Raj Jospheh	Position 3	NM	1	1	NM	1								3	0	0	3
Mary Ross	Position 4 D	NM	1	1	NM	1								3	0	0	3
Claudia Iveth Garcia	Position 5 B	NM	1	EXC	NM	1								2	1	0	3
Sharman McGilbert	Position 6 A	NM	1	EXC	NM	A								1	1	1	3
Diane Giltner	Position 7 C	NM	1	1	NM	1								3	0	0	3
Brian Merchant	Position 8 B	NM	1	EXC	NM	1								2	1	0	3
Llarance Turner Chairman	Position 9 A	NM	1	1	NM	1								3	0	0	3
Don Johnson	Position 10 D	NM	1	1	NM	1								3	0	0	3
J.R. Atkins	Position 11 C	NM	A	A	NM	A								0	0	3	3
Buddy Snyder Vice-Chair	Position 12 B	NM	1	1	NM	1								3	0	0	3
Leslie Mack Jr.	Position 13 B	NM	1	1	NM	1								3	0	0	3

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc

**Zoning Board of Adjustments and Appeals
2019 Member Attendance**

**Meetings are held as needed basis*

Board Member	Position/ District	January 30, 2019	March 27, 2019	July 31, 2019	Total Meetings Attended	Excuse d	Absent	Total Meetings
Joe Workman	Position 1	1	1	1	3	0	0	3
John Jobe	Position 2	Vacated position 1/16/2019						
Peter Thompson	Position 2	Non-member; Appointed 5/20/2019		1	1	0	0	1
Robin Elackatt	Position 3	A	A	A	0	0	3	3
Roger Morris	Position 4 Chairman	A	1	1	2	0	1	3
James R. Bailey	Position 5	A	1	Vacated position 6/13/2019 to serve PZ				
J.R. Atkins	Alternate	1	A	A	1	0	2	3
Adrian Matteucci	Alternate	1	1	Did not seek reappointment after June 30, 2019 term expiration				
Cleotha Aldridge	Alternate	A	A	A	0	0	3	3
Sharon Jurica	Alternate	1	1	1	3	0	0	3

Present	1
Absent	A
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

RESOLUTION NO. R-14-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, ADOPTING RULES OF PROCEDURE FOR THE PLANNING AND ZONING COMMISSION AND THE CAPITAL IMPROVEMENTS ADVISORY COMMITTEE OF THE CITY OF MISSOURI CITY, TEXAS, AND REPEALING ALL OTHER RESOLUTIONS IN CONFLICT HEREWITH.

* * * * *

WHEREAS, Section 2-133 of the Missouri City Code provides that the Planning and Zoning Commission shall have the authority and responsibility to adopt rules and regulations governing the conduct of its affairs; and

WHEREAS, Section 2-133 of the Missouri City Code requires the City Council of the City of Missouri City to approve such rules and regulations before they become effective; and

WHEREAS, Chapter 395 of the Texas Local Government Code (Chapter 395) authorizes a political subdivision to finance capital improvements associated with new development; and

WHEREAS, Chapter 395 requires that a Capital Improvements Advisory Committee be appointed to advise a political subdivision on certain matters related to the procedures promulgated by Chapter 395; and

WHEREAS, the City Council of the City of Missouri City has appointed the Planning and Zoning Commission as the Capital Improvements Advisory Committee; and

WHEREAS, on September 10, 2014, and on October 8, 2014, the Planning and Zoning Commission considered rules and regulations governing the conduct of its own affairs, including procedural rules for the Capital Improvements Advisory Committee, and adopted such rules and regulations pending the approval of the City Council of the City of Missouri City; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. That the facts and recitations set forth in the preamble of this Resolution are hereby found to be true and correct, and are made a part of this Resolution for all purposes.

Section 2. That the City Council of the City of Missouri City hereby adopts the Planning and Zoning Commission Rules of Procedure attached hereto as Exhibit "A" and made a part hereof.

Section 3. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict only.

Section 4. This Resolution shall take effect immediately upon its passage.

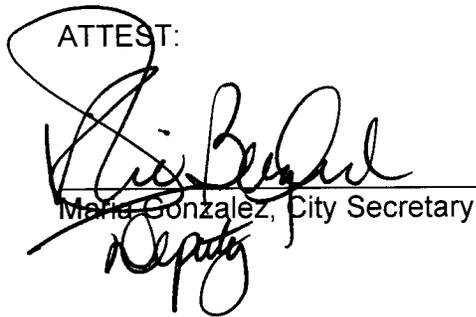
PASSED, APPROVED, and ADOPTED on this 20 day of October, 2014.


Allen Owen, Mayor

APPROVED AS TO FORM:


Caroline Kelley, City Attorney

ATTEST:


Maria Gonzalez, City Secretary
Deputy

Planning and Zoning Commission
Rules of Procedure

**PLANNING AND ZONING COMMISSION
MISSOURI CITY, TEXAS
RULES OF PROCEDURE**

I. ORGANIZATION AND OFFICERS

101. Organization

The Planning and Zoning Commission ("Commission") shall consist of those members appointed by the City Council and shall be organized under the laws of the State of Texas, the City Charter, as amended; the Missouri City Code, as amended; and the City Zoning Ordinance, as amended.

102. Officers

A Chairman, Vice Chairman, and an Assistant Secretary shall be elected from among the Commission's membership at the first meeting following the 31st of July of each year and at such other times as those offices may become vacant. If at any meeting of the Commission neither the Chairman, the Vice Chairman, nor the Assistant Secretary is present, those Commission members present shall elect one of their number to be Chairman for conducting the meeting as provided herein.

103. Duties

- A. The Chairman shall preside at meetings, decide all points of order or procedure, execute all plat certificates, and, when authorized by the Commission, execute all official documents of the Commission.
- B. The Vice Chairman shall attest the signature of the Chairman on official documents of the Commission, as required, and shall perform the duties of the Chairman in the Chairman's absence. The Vice Chairman shall be the Secretary of the Commission.
- C. The Assistant Secretary shall attest the signature of the Chairman on official documents of the Commission and shall perform the duties of the Secretary in the absence of the Vice Chairman or at any meeting at which the Vice Chairman is presiding. In the absence of both the Chairman and the Vice Chairman, the Assistant Secretary shall serve as the Chairman.
- D. The Director of Development Services ("Director") shall be the regular technical advisor of the Commission and the custodian of the minutes and other official records, shall attend to the correspondence of the Commission, and shall cause to be given such notices as are required in the manner prescribed by law.
- E. It shall be the duty of the Commissioners to attend all meetings. Commissioners who are absent for three (3) consecutive regular meetings are subject to removal from office.

Planning and Zoning Commission
Rules of Procedure

104. Rules of Order

Robert's Rules of Order, latest revision, shall be the Commission's final authority on all questions of procedure and parliamentary law not covered by these Rules of Procedure.

II. MEETINGS

201. Quorum

A quorum shall consist of a majority of members qualified and serving on the Commission.

202. Agenda

An agenda shall be prepared by the Director or his designee for each meeting of the Commission. The agenda shall include applications prepared and submitted according to the Missouri City Code, as amended, and the procedures provided herein.

203. Regular Meetings

Regular meetings shall be held on the second Wednesday of each month after proper notice is given as required by law.

204. Special Meetings

Special meetings for any purpose may be held (1) on the call of the Chairman, (2) on the call of the Director, or (3) on the request of three (3) or more Commissioners and by giving written notice to all members and the general public at least 72 hours before the meeting.

205. Public Meetings

All meetings shall be held in full compliance with the provisions of the laws of the State of Texas, the Missouri City Code, as amended, and these Rules of Procedure. Any party in interest may appear on his or her own behalf or be represented by counsel or an agent.

III. CONDUCT OF MEETINGS

301. Order of Business

The Director or his designee shall record the names of the members present and absent at each meeting of the Commission. The order of business shall be as follows:

1. Call to order.
2. Roll call.
3. Minutes.
4. Reports.

Planning and Zoning Commission
Rules of Procedure

5. Public Comments. Public comments shall be limited to three (3) minutes per individual and to 10 minutes per subject. Public comments may address items that are not on the agenda.
6. Plats.
7. Zoning map amendments.
8. Zoning text amendments.
9. Other matters within the jurisdiction of the Commission or the Capital Improvements Advisory Committee.
10. Executive session as authorized by the Texas Open Meetings Act.

302. Vote Required

A majority of the quorum present at any meeting shall be necessary to approve or disapprove items of business; provided, however, that a majority shall be no less than three (3) members.

IV. OFFICIAL RECORDS

401. Definition

The official records shall include these rules and regulations and the minutes of the Commission together with all findings, decisions, and other official actions of the Commission. Notes and tape recordings of proceedings and discussions shall not constitute the official records of the Commission.

402. Recording of Vote

The minutes of the Commission's proceedings shall show the vote of each member on each decision of the Commission, or if absent or failing to vote, shall indicate that fact.

403. Files

All applications coming before the Commission shall be filed and maintained by the Director or his designee in accordance with the City's record retention and disposition schedule.

404. Public Record

The official minutes and applications presented to the Commission shall be on file in the office of the Director or his designee and shall be open to public inspection during customary working hours.

V. APPLICATION PROCEDURES

501. Application Types

The Commission shall consider plats, plans, zoning amendments, and other matters related to City planning as requested by the City Council, City officials, or the public.

Planning and Zoning Commission
Rules of Procedure

502. Application Required

Applications for consideration and discussion by the Commission shall be complete before being placed on any agenda of the Commission. The Director may require a reasonable amount of documentation to complete the application in order for the Commission to clearly understand the application. The application, in sufficient copies, shall consist of maps, plats, and written descriptions as required by the Missouri City Code, as amended, or the Director.

VI. CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

601. Membership

- A. The Capital Improvements Advisory Committee (Committee) shall be composed of the Commission.
- B. The Chairman and Vice Chairman of the Commission shall serve as the Chairman and Vice Chairman, respectively, of the Committee.

602. Duties

- A. The Committee shall serve in an advisory capacity.
- B. The Committee shall:
 - (1) advise and assist the City Council in adopting land use assumptions;
 - (2) review impact fee capital improvements plans and file written comments;
 - (3) monitor and evaluate the implementation of the impact fee capital improvements plans;
 - (4) file semiannual reports with respect to the progress of impact fee capital improvements plans and report to the City Council any perceived inequities in implementing the plans or in imposing the impact fees; and
 - (5) advise the City Council of the need to update or revise land use assumptions, impact fee capital improvements plans, and impact fees.
- C. The Committee's written comments and recommendations regarding land use assumptions, impact fee capital improvement plans, and impact fees shall be submitted to the City Council before the fifth business day before the date of any public hearing or City Council action on such assumptions, plans, or fees.

Planning and Zoning Commission
Rules of Procedure

603. Rules of Order

Commission Rules of Procedure shall apply to the Committee.

VII. RULES OF PROCEDURE AND AMENDMENTS

701. Rules of Procedure

A copy of these Rules of Procedure and of any amendments thereto shall be made available in the office of the City Secretary within ten (10) days following their date of adoption.

702. Amendment Procedure

Any proposed amendment to these rules shall be considered and favorably acted on by the Commission at two separate commission meetings prior to submitting such proposed amendment to the City Council for consideration.

703. Repealing Clause

All previously adopted rules and regulations of the Commission shall be and the same are hereby expressly repealed.

ADOPTED:

This ____ day of _____, 2014.

Sonya Brown-Marshall, Chairman

ATTEST:

Filed in the office of the City Secretary this ____ day of _____, 2014.

Maria Gonzalez, City Secretary

RESOLUTION NO. R-16-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, RATIFYING THE CREATION OF THE MISSOURI CITY PARKS FOUNDATION AND THE SUBMISSION OF THE APPLICATION FOR FORMATION THEREOF; APPROVING BYLAWS FOR SAID FOUNDATION; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND MAKING CERTAIN FINDINGS RELATING THERETO.

* * * * *

WHEREAS, the City of Missouri City Comprehensive Plan provides that the City of Missouri City (the "City") park system will maintain a high quality of life for its citizens by striving to maintain and develop park lands at a rate recognized statewide as a standard of excellence to be emulated; and

WHEREAS, the City Council considers the establishment and maintenance of a livable community to be one of the City's most important goals; and

WHEREAS, on February 15, 2016, the City Council determined that creating a nonprofit foundation to raise funds would enhance the City's park system and unanimously authorized City staff to proceed with the initial steps of filing the necessary documents to create such foundation; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City to create a nonprofit foundation to raise funds to benefit the City's park system; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct.

Section 2. The City Council hereby finds and declares that it is necessary that the Missouri City Parks Foundation, a nonprofit corporation, be formed.

Section 3. The City Council hereby ratifies the application for incorporation and the certificate of formation attached hereto as Exhibit "A."

Section 4. The City Council hereby approves the Missouri City Parks Foundation bylaws substantially in the form attached hereto as Exhibit "B."

Section 5. The City Council hereby finds, determines, recites, and declares that any notes, bonds, loans, debts or other obligations of the Missouri City Parks Foundation shall not be deemed an indebtedness, liability, obligation or pledge of the faith or credit of the State of Texas, the City of Missouri City, or any other political subdivision or governmental unit, nor shall any such notes, bonds, loans, debts or other obligations constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction or an agreement, obligation, or indebtedness of the City or of the State of Texas

within the meaning of the City Charter or of any constitutional or statutory provision whatsoever.

Section 6. The City Council hereby finds, determines, recites, and declares that it is the purpose, intent, and desire of the City in approving the creation of the foundation and its articles of formation and bylaws, that such actions and the foundation comply with the requirements of the Internal Revenue Code of 1986, as such code may be amended, and the Treasury Regulations and Internal Revenue Service rulings promulgated thereunder and the rulings issued pursuant thereto.

Section 7. The officers and employees of the City are hereby authorized and directed to execute such instruments and take such actions as are consistent with the provisions of this Resolution.

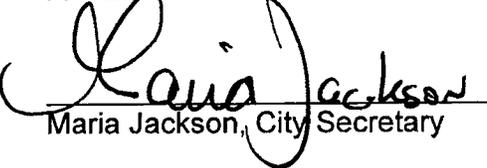
Section 8. Repeal. All resolutions or parts of resolutions, if any, in conflict herewith, shall be and are expressly repealed to the extent of such conflict.

Section 9. Severability. In the event any clause, phrase, provision, sentence or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Missouri City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED, APPROVED and ADOPTED this 21st day of March, 2016.


Allen Owen, Mayor

ATTEST:


Maria Jackson, City Secretary

APPROVED AS TO FORM:

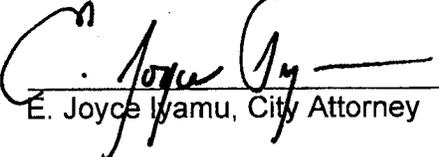

E. Joyce Wamu, City Attorney



Exhibit "A"

**CERTIFICATE OF FORMATION
NONPROFIT CORPORATION**

Article 1 - Entity Name and Type

The filing entity being formed is a nonprofit corporation. The name of the entity is:

Missouri City Parks Foundation

Article 2 - Registered Agent and Registered Office

A. The initial registered agent, who is an individual resident of the state, is:

Maria Jackson

B. The business address of the registered agent and the registered office address is:

City Secretary
1522 Texas Parkway
City of Missouri City
Missouri City, Texas 77489

Article 3 - Management

The management of the affairs of the corporation is vested in the board of directors. The number of directors constituting the initial board of directors and the names and addresses of the persons who are to serve as directors until their successors are elected and qualified are as follows:

Names of Directors:

Allen Owen, Mayor
Anthony Snipes, City Manager
E. Joyce Iyamu, City Attorney

Address: The business address of each director is:

City of Missouri City
1522 Texas Parkway
Missouri City, Texas 77489

Exhibit "A"

Article 4 – Membership

The nonprofit corporation will have no members.

Article 5 - Purpose

A. The nonprofit corporation is organized and will be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as such code may be amended. Specifically, the nonprofit corporation will support the City of Missouri City, Texas (the "City"), in the City's acquisition or ownership of land and facilities, and in the construction, development, improvement, operation, or maintenance of land, equipment and facilities owned or controlled by the City, including land, facilities, equipment and activities for recreation, entertainment, sports, the arts, and similar activities that might benefit the citizens of the City.

B. The nonprofit corporation shall operate in compliance with State law, including chapter 22 of the Texas Business Organization Code, this Certificate, and its adopted bylaws.

C. The nonprofit corporation may not engage in any activities that do not further its purposes as set forth in this Certificate or take any action that would be inconsistent with the requirements for a tax exemption for charitable organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 and Section 11.18(c) of the Texas Tax Code and related regulations and rulings, including activities attempting to influence legislation or a political campaign involving a public office or public proposition.

Article 6 – Amendment of Certificate of Formation or Bylaws

To be effective, an amendment to this Certificate of Formation or the bylaws of the nonprofit corporation must be approved by the city council of the City.

Article 7 - Dissolution

Upon dissolution, all corporate assets will be distributed to the City.

Article 8 - Organizer

The name and address of the organizer is:

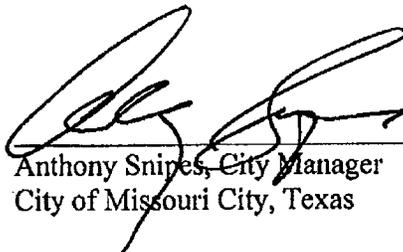
Anthony Snipes, City Manager
City of Missouri City
1522 Texas Parkway
Missouri City, Texas 77489

Exhibit "A"

Article 9 - Execution

The undersigned affirms that the person designated as registered agent has consented to the appointment. The undersigned signs this document subject to the penalties by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized to execute the filing instrument.

Date: 3/8/16



Anthony Snipes, City Manager
City of Missouri City, Texas

Exhibit "B"

**BYLAWS OF THE
MISSOURI CITY PARKS FOUNDATION
A TEXAS NON-PROFIT CORPORATION**

ARTICLE 1. DEFINITIONS.

1.1. In this Article:

Board means the Board of Directors of the Corporation.

City means the City of Missouri City, Texas.

City Council means the city council of the City of Missouri City, Texas.

Corporation means the Missouri City Parks Foundation.

ARTICLE 2. PURPOSE

2.1. The Corporation is organized exclusively for charitable and educational purposes allowed by law, including supporting the City in the City's acquisition, ownership, construction, development, improvement, operation, or maintenance of land, equipment and facilities owned or controlled by the City including land, facilities, equipment and activities for recreation, entertainment, sports, the arts, and similar activities that might benefit the citizens of the City of Missouri City.

2.2. The Corporation will focus its efforts on encouraging persons, businesses, and corporations, to make contributions of funds, equipment or donations of real estate or other property of value, to the Foundation.

2.3. The Corporation may not:

2.3.1. Engage in any activities that do not further its purposes as set forth in this Certificate or take any action that would be inconsistent with the requirements for a tax exemption for charitable organizations under Internal Revenue Code of 1986 and Section 501(c)(3) and Texas Tax Code Section 11.18(c) and related regulations and rulings;

2.3.2. Pay any of its net earnings for the benefit of any private individual, other than for services rendered or as provided for in these Bylaws; or

2.3.3. Devote a substantial part of its activities or income to attempting to influence legislation or the outcome of any public election.

Exhibit "B"

ARTICLE 3. POWERS

3.1. The Corporation has all the powers of a Texas non-profit corporation and will operate in compliance with State law, including Chapter 22 of the Texas Business Organization Code, the Corporation's Certificate of Formation, and these adopted Bylaws.

ARTICLE 4. OFFICES

4.1. The Corporation's initial office will be located at City Hall, 1522 Texas Parkway, Missouri City, Texas 77489.

ARTICLE 5. BOARD OF DIRECTORS

5.1. Number. The Board will have no less than five, but no more than fifteen directors.

5.2. Qualifications. To qualify to serve as a director, a person must be committed to achieving the Corporation's purpose with the financial skills, knowledge, experience or resources necessary to achieve those purposes.

5.3. Appointment, Vacancies, and Removal. The City Council appoints the persons to serve as directors on the Board, will fill vacancies on the Board, and may remove a director at any time.

5.4. Terms. Directors serve two-year terms that begin on July 1 and end on June 30. Directors continue to serve until their successors are appointed. To provide for staggered terms, the City Council may appoint a specified number of the initial directors to serve one-year terms.

5.5. Compensation and Expenses. Directors will not receive a salary or other fixed compensation for their service, but may be reimbursed for expenses incurred under written policies approved by the Board.

5.6. Meetings. Meetings will be held as requested by the President or a majority of the Board or at regular intervals as determined by the Board.

5.7. Quorum. A majority of the appointed directors are a quorum for the transaction of corporate business. The directors may, by resolution, approve procedures to allow directors who cannot attend a meeting to participate in the meeting by telephone or video conference and vote on matters that come before the board.

5.8. Executive Committee. The board of directors by resolution may elect three or more other directors to serve on an executive committee which will include the President that has and may exercise the authority of the board of directors to the extent specified in the resolution. The designation of the executive committee and the delegation of authority to the committee does not operate to relieve the board of directors, or an individual director, of any responsibility imposed on the board or director by law.

Exhibit "B"

5.9. Conflict of Interest. No director of the Board shall have an interest in any contract or transaction involving the Corporation in violation of any policy adopted by the City Council of the City of Missouri City or any charter provision of the City of Missouri City applicable to City officers and employees, Chapter 171 of the Texas Local Government Code, or any provision of any other law that establishes standards of conduct or governs interests in contracts by directors of nonprofit corporations.

ARTICLE 6. OFFICERS

6.1. Officers. The City Council will appoint a director to serve as president of the corporation, who serves at the pleasure of the City Council and may be removed at any time. The Board will elect directors to serve as vice-president, secretary, and treasurer, who serve at the pleasure of the board and may be removed at any time.

6.2. Term. Officers serve one-year terms, or until their successors are appointed.

6.3. President. The president presides at all Board meetings, supervises the business of the Corporation, and performs other duties assigned by the Board. The president executes contracts and other documents evidencing actions approved by the Board. Not less than once a year, the president will give a report to the City Council on the Corporation's activities and financial condition. The president may appoint directors to standing or temporary committees to assist or make recommendations to the Board.

6.4. Vice-President. The vice-president performs the duties of the president in the president's absence and performs other duties as assigned by the president or the Board.

6.5. Secretary. The secretary notifies the directors of Board meetings, records votes and minutes of the Board's meetings, is the custodian of the Corporation's records, and performs other duties as assigned by the president or the Board.

6.6. Treasurer. The treasurer keeps accurate accounts of the Corporations' expenditures and revenues, insures the Board's financial policies are followed, makes regular financial reports to the Board, provides for an independent audit of the Corporation's accounts as requested by the Board, and performs other duties as assigned by the president or the Board.

6.7. Compensation. Directors will not receive a salary or other fixed compensation for their service, but may be reimbursed for out-of-pocket expenses arising from their duties under policies approved by the Board.

Exhibit "B"

ARTICLE 7. FINANCE.

7.1. Fiscal Year. The Corporation's fiscal year is July 1st to June 30th.

7.2 Annual Budget. The Board will adopt an annual budget which specifies revenues and major expenditures by type and amount.

7.3 Checks, Drafts, or Orders for Payment. All checks, drafts, or orders for the payment of corporate funds may be signed manually or electronically, as approved by the corporate officers specified in a resolution adopted by the Board, or in the absence of a resolution, by at least two officers.

7.4. Deposits. All corporate funds will be deposited in a bank or other depositories selected by the Board.

ARTICLE 8. MISCELLANEOUS

8.1 Dissolution. Upon the Corporation's dissolution, its assets will be distributed to the City.

8.2. Amendment to Certificate of Formation or Bylaws. An amendment to the Corporation's Certificate of Formation or these Bylaws is not effective until approved by the Board and the City Council.

8.3. Controlling Law and Conflicts. These Bylaws are subject to the Texas Business Organization Code, including Chapter 22, governing nonprofit corporations. If there is a conflict between these Bylaws and the mandatory provisions of the Texas Business Organization Code, the latter controls.

8.4. Bylaws Effective Date. These Bylaws are effective on the date approved by the initial Board of Directors. Any amendments to the Bylaws are effective on the latest date of the dates approved by the Board and the City Council. The initial Bylaws were adopted by the initial Board of Directors on March 21, 2016.

RESOLUTION NO. R-17-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, ADOPTING BYLAWS FOR THE CITY OF MISSOURI CITY PARKS BOARD; AND REPEALING ALL OTHER RESOLUTIONS IN CONFLICT HEREWITH.

* * * * *

WHEREAS, Section 74-33 of the Missouri City Code provides that City of Missouri City Parks Board (the "Parks Board") may adopt its own rules of procedure for the conduct of its business, subject to the approval of such rules by the city council; and

WHEREAS, on November 2, 2017, the Parks Board considered bylaws governing the conduct of its own affairs, and adopted such bylaws, pending approval of the City Council of the City of Missouri City; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. That the City Council of the City of Missouri City hereby adopts the bylaws of the City of Missouri City Parks Board attached hereto as Exhibit "A" and made a part hereof.

Section 3. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict only.

Section 4. This Resolution shall take effect immediately upon its passage.

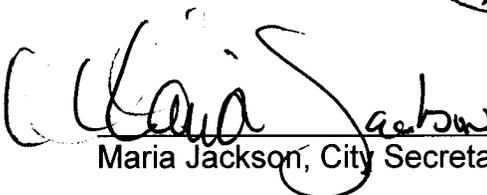
PASSED, APPROVED and ADOPTED this 4th day of December, 2017.

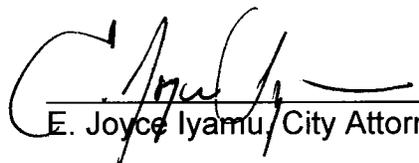



Allen Owen, Mayor

ATTEST:

APPROVED AS TO FORM:


Maria Jackson, City Secretary


E. Joyce Iyamu, City Attorney

BYLAWS OF THE CITY OF MISSOURI CITY PARKS BOARD

ARTICLE I – ORGANIZATION AND OFFICERS

A. Organization

The City of Missouri City Parks Board (the “Board”) shall consist of those members appointed by the City Council and shall be organized under the provisions of the Missouri City Code, as amended.

B. Officers

Members of the Board shall elect a Chair and a Vice-Chair at the first meeting following the 30th of September of each year and at such other times as those offices may become vacant. The Chair and the Vice-Chair shall hold office for one year, or until their successors have been elected.

C. Duties

1. The Chair shall preside at meetings, begin and end meetings on time, create and maintain a positive tone during meetings, keep meetings moving by following the agenda, understand and have a working knowledge of parliamentary procedure, decide all points of order or procedure, perform other duties as usually pertain to that office, and when authorized by the Board, execute all official documents of the Board.
2. The Vice-Chair shall perform the duties of the Chair in the Chair's absence at a meeting. In the event of the absence of both the Chair and Vice-Chair at any meeting, the members of the Board present at the meeting shall elect one of its members who is present at the meeting to preside at such meeting.
3. The Director of the Parks and Recreation Department or his designee (the “Director”) shall (a) be the regular technical advisor to the Board and the custodian of the minutes and other official records, (b) attend to the correspondence of the Board, and (c) cause to be given such notice as is required in the manner prescribed by law.
4. Board members shall be required to attend all meetings of the Board. Absences will be duly recorded in the minutes of each meeting. Board members who are absent, not due to illness or family emergency, for three (3) consecutive regular meetings, will be reported to City Council and may be subject to removal from office.
5. The Chair may create and dissolve committees and appoint individuals to serve on such committees. Such committees shall be comprised of Board members or interested citizens of the City, provided that no committee may act on behalf of the City or the Board without the express approval of the City

Council.

ARTICLE II – QUORUM AND BOARD MEETINGS

A. Regular Meetings

Regular meetings of the Board shall be held on the first Thursday of each month except that no regular meetings of the Board will be held during the months of July and December unless a parkland dedication is scheduled for consideration during the months of July or December. Regular meetings shall commence at 7:00 p.m. and shall be held in the City Council Chamber, or whenever necessary, at any previously designated public place within the boundaries of the City.

B. Special Meetings

Special meetings of the Board shall be convened at appropriate times as may be determined by the Board or the Chair for the proper performance of the Board's responsibilities.

C. Quorum

Five (5) members of the Board shall constitute a quorum for all meetings. City Council will be notified whenever a quorum is not present at a meeting.

D. Agenda

1. An agenda shall be prepared by the Director for each meeting of the Board.
2. Notice of each meeting shall be provided in accordance with the law.
3. Each agenda shall include the following agenda items: "Public Comments," "Staff Reports," "Board Reports," and "Items for Next Agenda."

E. Conduct of Meetings

1. Robert's Rules of Order, latest version, shall be the Board's final authority on all questions of procedure and parliamentary law not covered by these Bylaws.
2. The Director shall record or cause to be recorded, accurate and complete minutes of all proceedings of the Board.
3. The Director shall be present or cause staff to be present at each Board meeting, to provide assistance, reports and recommendations.
4. The order of business at meetings of the Board shall be as follows:
 - a. Call to order
 - b. Roll call

- c. Minutes
- d. Public comments
- e. Matters within the jurisdiction of the Board
- f. Staff Reports
- h. Board Reports
- g. Items for next agenda
- h. Executive session as authorized by the Texas Open Meetings Act

The order of business at a meeting of the Board may be changed by an affirmative vote of a majority of the members of the Board present at such meeting.

- 5. Public comments shall be limited to items not listed on the agenda. Each person wishing to address the Board during the Public Comments session shall state his or her name and address for the record. Public comments shall be limited to three (3) minutes per individual and to ten (10) minutes per subject, except that such time limits may be extended by an affirmative vote of a majority of the Board members present at the meeting. Any deliberation of or discussion about the subject raised during the Public Comments session shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.
 - 6. "Staff Reports" and "Board Reports" shall be limited to items of community interest, including, but not limited to, expressions of thanks, congratulations or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee or other citizen; a reminder of an upcoming event organized or sponsored by the City; information regarding a social, ceremonial or community event organized or sponsored by an entity other than the city that was attended or is scheduled to be attended by a member of the Board or an employee or official of the City; and announcements involving an imminent threat of the public health and safety of the residents of the City that has arisen after the posting of the agenda.
 - 7. No matters shall be discussed unless on the agenda for that meeting and unless a motion has been made and seconded or a report submitted regarding the matter.
 - 8. An item may be added to a future agenda by: (a) a member of the Board requesting, before the adjournment of a board meeting, that such item be added to the agenda of a future meeting; or (b) by a member of the Board requesting, via email to the Director at least five (5) days prior to the next meeting, that such item be added to a future agenda.
 - 9. Action by the Board shall be by resolution or motion carried by the affirmative votes of a majority of the members of the Board present at the meeting.
- F. A regular or special meeting of the Board may be cancelled by the Director after consultation with the Chair, for one or more of the following reasons:
- 1. It is known, at least 24 hours in advance of such meeting, that a quorum of members will not be present at said meeting;

2. A lack of items on the agenda;
3. A meeting falls on or is adjacent to a city holiday, provided that the meeting may be rescheduled to the second Thursday of the month;
4. As predetermination by the Board; or
5. Due to inclement weather.

ARTICLE III - OFFICIAL RECORDS

A. Definition

The official records shall include these Bylaws and the minutes of the Board together with all findings, decisions, and other official actions of the Board. Notes and tape recordings of proceedings and discussions shall not constitute the official record of the Board.

B. Retention

All applications coming before the Board shall be filed and maintained by the Director in accordance with the City's record retention and disposition schedule.

C. Public Record

The official minutes and applications presented to the Board shall be on file in the office of the Director and shall be open to public inspection during customary working hours.

ARTICLE IV - AMENDMENTS

A. Amendment Procedure

Any proposed amendment to these Bylaws shall be considered and favorably acted on by the Board at a meeting of the Board prior to submitting such proposed amendment to the City Council for consideration.

B. Repealing Clause

All previously adopted Bylaws of the Board shall be and the same are hereby expressly repealed.

ADOPTED this 2nd day of November, 2017.

Llarance Turner, Chair

RESOLUTION NO. R-18-15

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, ADOPTING BYLAWS FOR THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE; AND REPEALING ALL OTHER RESOLUTIONS IN CONFLICT HEREWITH.

* * * * *

WHEREAS, on March 26, 2018, the Community Development Advisory Committee, considered bylaws governing the conduct of its own affairs, and adopted such bylaws, pending approval of the City Council of the City of Missouri City; now therefor,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. That the City Council of the City of Missouri City hereby adopts the bylaws of the City of Community Development Advisory Committee, attached hereto as Exhibit "A" and made a part hereof.

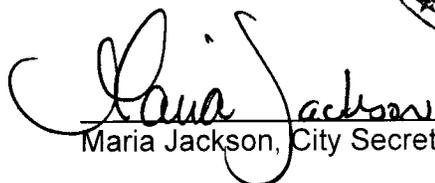
Section 3. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict only.

Section 4. This Resolution shall take effect immediately upon its passage.

PASSED, APPROVED and ADOPTED this 16th day of April, 2018.



ATTEST:

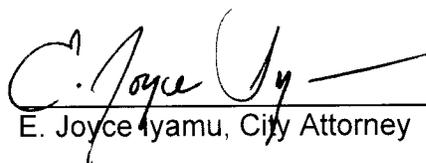


Maria Jackson, City Secretary



Allen Owen, Mayor

APPROVED AS TO FORM:



E. Joyce Lyamu, City Attorney

BYLAWS OF THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

ARTICLE I – ORGANIZATION AND OFFICERS

A. Organization

1. The Community Development Advisory Committee (the "Committee") shall consist of three (3) councilmembers appointed by the Mayor and four (4) residents of the City of Missouri appointed by the Mayor and confirmed by the City Council.
 - a. The Mayor shall appoint the following to the Committee:

Position 1: a councilmember from District A;

Position 2: a councilmember from District B; and

Position 3: any other councilmember.
 - b. The Mayor shall appoint and City Council shall confirm the following to the Committee:

Position 4: a resident of District A, residing within the Community Development Block Grant (CDBG) Target Area;

Position 5: a resident of District B, residing within the CDBG Target Area;

Position 6: a resident at large with an interest in the City's CDBG program; and

Position 7: a resident at large with an interest in the City's CDBG program.
2. Members of the Committee shall be appointed for two-year terms, except that councilmembers' terms shall be coterminous with the councilmembers' terms in office. The terms of appointment of Positions 4, 5, 6, and 7 shall be staggered, with terms of Positions 4 and 6 expiring on even-numbered years and Positions 5 and 7 expiring on odd-numbered years.
3. The City Manager shall appoint pertinent City staff to serve as technical advisors to the Committee regarding the City's CDBG program and CDBG regulations.

B. Purpose

1. The Committee shall advise, promote, review, assess, and comment on the

- interest, needs, and goals of the City with respect to community development activities.
2. The Committee shall advise on the formulation and implementation of programs to assist in meeting the local community development needs.
 3. The Committee shall serve as a forum for the development, implementation, and assessment of community development programs for the City.
 4. The Committee shall provide direction on the distribution of CDBG funds.
 5. The Committee shall perform other advisory activities as deemed necessary and appropriate to the community development program needs, objectives, and projects of the City.
 6. The Committee shall hear appeals and complaints relating to the City's housing rehabilitation program as provided in the housing and rehabilitation program guidelines.
 7. The Committee shall recommend amendments to the policies, procedures and guidelines of the CDBG program and to these Bylaws, provided that final approval of such policies, procedures and guidelines and these Bylaws shall be vested in the City Council.

C. Officers and Duties

1. Members of the Committee will elect a Chair and a Vice-Chair at the first meeting following the later of each general city election or special city election for the election of the Mayor or one or more councilmembers, and at such other time as the offices of the Chair and Vice-Chair may become vacant. The Chair and the Vice-Chair shall hold office for one year, or until their successors have been elected.
2. The Chair will preside at meetings, begin and end meetings on time, create and maintain a positive tone during meetings, keep meetings moving by following the agenda, understand and have a working knowledge of parliamentary procedure, decide all points of order or procedure, perform other duties as usually pertain to that office, and when authorized by the Committee, execute all official documents of the Committee.
3. The Vice-Chair will perform the duties of the Chair in the Chair's absence at a meeting. In the event of the absence of both the Chair and the Vice-Chair at any meeting, the members of the Committee present at the meeting shall elect one of its members who is present at the meeting to preside at such meeting.
4. The Director of the Development Services Department or his designee (the

"Director") will (a) be the regular technical advisor to the Committee, (b) attend to the correspondence of the Committee, and (c) cause to be given such notice as is required and in the manner prescribed by law.

5. Members of the Committee will be required to attend all meetings of the Committee. Absences will be duly recorded in the minutes of each meeting. Other than Councilmembers serving on the Committee, members of the Committee who are absent, not due to illness or family emergency, for three (3) consecutive regular meetings will be reported to the City Council and may be subject to removal from the Committee.
6. The Chair may create and dissolve committees and appoint individuals to serve on such committees. Such committees shall be comprised of Committee members or interested citizens of the City, provided that no committee may act on behalf of the City or the Committee without the express approval of the City Council.

ARTICLE II – QUORUM AND MEETINGS

A. Quorum

A majority of the members of the Committee shall constitute a quorum for all meetings unless otherwise required by law. Except as otherwise provided by law, no business of the Committee shall be considered by the Committee at any meeting at which the required quorum is not present, and the only motion, which the Chair shall entertain at such meeting is a motion to adjourn.

B. Regular Meetings

Regular meetings shall be held as needed at such place as the Committee may direct in its notices.

C. Special Meetings

Special meetings for any purpose may be held (1) on the call of the Chair, (2) on request of two or more members and by giving written notice to all members at least 72 hours before the meeting, or (3) as may be scheduled by a majority of the Committee at any previous meeting.

D. Agenda

1. An agenda shall be prepared by the Director for each meeting of the Committee.
2. Notice of each meeting shall be provided in accordance with the law.

3. Each agenda shall include the following agenda items: "Public Comments," "Staff Reports," "Committee Reports," and "Items for Next Agenda."

E. Conduct of Meetings

1. Robert's Rules of Order, latest version, shall be the Committee's final authority on all questions of procedure and parliamentary law not covered by these Bylaws or with provisions of law.
2. The Director shall record or cause to be recorded, accurate and complete minutes of all proceedings of the Committee.
3. The Director shall be present or cause staff to be present at each Committee meeting to provide assistance, reports, and recommendations.
4. The order of business at meetings of the Committee shall be as follows:
 - a. Call to order
 - b. Roll call
 - c. Minutes
 - d. Public comments
 - e. Matters within the jurisdiction of the Committee
 - f. Staff Reports
 - g. Committee reports
 - h. Items for next agenda
 - i. Executive session as authorized by the Texas Open Meetings Act.

The order of business at a meeting of the Committee may be changed by an affirmative vote of a majority of the members of the Committee present at such meeting.

5. Public comments shall be limited to items not listed on the agenda. Each person wishing to address the Committee during the Public Comments session shall state his or her name and address for the record. Public comments shall be limited to three (3) minutes per individual and to ten (10) minutes per subject, except that such time limits may be extended by an affirmative vote of a majority vote of the Committee members present at the meeting. Any deliberation of or discussion about the subject raised during the Public Comments session shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.
6. "Staff Reports" and "Committee Reports" shall be limited to items of community interest, including, but not limited to, expressions of thanks, congratulations or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee or other citizen; a reminder of an upcoming event organized or sponsored by the City; information regarding a social, ceremonial or community event organized or sponsored by an entity other than the City that was attended or is scheduled to be attended by a member of the Committee or an employee or official of the City; and

announcements involving an imminent threat of the public health and safety of the residents of the City that has arisen after the posting of the agenda.

7. No matters shall be discussed unless on the agenda for that meeting.
8. An item may be added to a future agenda by: (a) a member of the Committee requesting, before the adjournment of a Committee meeting that such item be added to the agenda of a future meeting; or (b) by a member of the Committee requesting, via email, to the Director at least five (5) days prior to the next meeting that such item be added to a future agenda.
9. Action by the Committee shall be by motion carried out by the affirmative vote of a majority of the members of the Committee present at the meeting.

ARTICLE III - OFFICIAL RECORDS

A. Definition

The official records of the Committee shall include these Bylaws and minutes of the Committee together with all findings, decisions, and other official actions of the Committee. Notes and tape recordings of proceedings and discussions shall not constitute the official record of the Committee.

B. Retention

All applications and documents coming before the Committee shall be filed and maintained by the Director in accordance with the City's record retention and disposition schedule.

C. Public Record

The official minutes, applications, and documents presented to the Committee shall be on file in the office of the City Secretary and shall be open to public inspection during customary working hours.

ARTICLE IV – AMENDMENTS

A. Amendment Procedure

Any proposed amendments to these Bylaws shall be considered and favorably acted on by the Committee at a meeting of the Committee prior to submitting such proposed amendment to the City Council for consideration.

B. Repealing Clause

All previously adopted Bylaws of the Committee shall be and the same are hereby expressly repealed.

Adopted this 26th day of March, 2018.

Eunice Reiter, Chair

RESOLUTION NO. R-18-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, AMENDING RESOLUTION NO. R-16-11, ADOPTED ON MARCH 21, 2016; AMENDING THE BYLAWS OF THE MISSOURI CITY PARKS FOUNDATION; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

* * * * *

WHEREAS, on November 20, 2017, the City Council of the City of Missouri City, Texas adopted Order No. O-17-10, which changed the City of Missouri City's (the "City's") fiscal year from July 1 through June 30 to October 1 through September 30 pursuant to the results of the November 7, 2017 special election; and

WHEREAS, the Board of Directors of the Missouri City Parks Foundation has, in accordance with the procedures established in the Missouri City Parks Foundation's (the "Parks Foundation's") bylaws, elected to amend the Parks Foundation's bylaws in order to change the Parks Foundation's fiscal year to reflect the amended dates of the City's fiscal year; now therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. City of Missouri City Resolution No. R-16-11, adopted on March 21, 2016, ratifying the creation of Missouri City Parks Foundation and the submission of the application for formation thereof; approving bylaws for said Foundation; providing for repeal; providing for severability; and making certain findings related thereto, is hereby amended as set forth herein.

Section 2. Exhibit B of said Resolution No. R-16-11 is hereby amended by deleting Exhibit "B" thereof, and substituting therefor, a new Exhibit "B," attached hereto and incorporated herein by reference.

Section 3. This Resolution is effective immediately upon its passage and approval.

Section 4. *Repeal.* All resolutions or parts of resolutions in conflict herewith, if any, shall be and are hereby repealed to the extent of such conflict only.

Section 5. Severability. That if any section, subsection, sentence, clause, or phrase of this resolution, or the application of same to a particular set of persons or circumstances, should for any reason be held to be invalid or adjudged unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the remaining portions of this resolution, and to such end the various portions and provisions of this resolution are declared to be severable; and the City Council of the City of Missouri City, Texas, declares it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

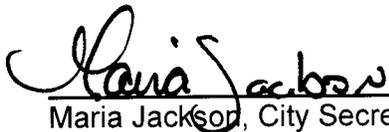
PASSED, APPROVED and ADOPTED this 17th day of September, 2018.



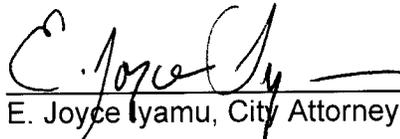
Allen Owen, Mayor

ATTEST:

APPROVED AS TO FORM:



Maria Jackson, City Secretary



E. Joyce Lyamu, City Attorney



Exhibit "B"

**BYLAWS OF THE
MISSOURI CITY PARKS FOUNDATION
A TEXAS NON-PROFIT CORPORATION**

ARTICLE 1. DEFINITIONS

1.1. In this Article:

Board means the Board of Directors of the Corporation.

City means the City of Missouri City, Texas.

City Council means the city council of the City of Missouri City, Texas.

Corporation means the Missouri City Parks Foundation.

ARTICLE 2. PURPOSE

2.1. The Corporation is organized exclusively for charitable and educational purposes allowed by law, including supporting the City in the City's acquisition, ownership, construction, development, improvement, operation, or maintenance of land, equipment and facilities owned or controlled by the City including land, facilities, equipment and activities for recreation, entertainment, sports, the arts, and similar activities that might benefit the citizens of the City of Missouri City.

2.2. The Corporation will focus its efforts on encouraging persons, businesses, and corporations, to make contributions of funds, equipment or donations of real estate or other property of value, to the foundation.

2.3. The Corporation may not:

2.3.1. Engage in any activities that do not further its purposes as set forth in this Certificate or take any action that would be inconsistent with the requirements for a tax exemption for charitable organizations under Internal Revenue Code of 1986 and Section 501(c)(3) and Texas Tax Code Section 11.18(c) and related regulations and rulings;

2.3.2. Pay any of its net earnings for the benefit of any private individual, other than for services rendered or as provided for in these Bylaws; or

2.3.3. Devote a substantial part of its activities or income to attempting to influence legislation or the outcome of any public election.

ARTICLE 3. POWERS

3.1. The Corporation has all the powers of a Texas non-profit corporation and will operate in compliance with State law, including Chapter 22 of the Texas Business Organization Code, the Corporation's Certificate of Formation, and these adopted Bylaws.

ARTICLE 4. OFFICES

4.1. The Corporation's initial office will be located at City Hall, 1522 Texas Parkway, Missouri City, Texas 77489.

ARTICLE 5. BOARD OF DIRECTORS

5.1. Number. The Board will have no less than five, but no more than fifteen directors.

5.2. Qualifications. To qualify to serve as a director, a person must be committed to achieving the Corporation's purpose with the financial skills, knowledge, experience or resources necessary to achieve those purposes.

5.3. Appointment, Vacancies, and Removal. The City Council appoints the persons to serve as directors on the Board, will fill vacancies on the Board, and may remove a director at any time.

5.4. Terms. Directors serve two-year terms that begin on July 1 and end on June 30. Directors continue to serve until their successors are appointed. To provide for staggered terms, the City Council may appoint a specified number of the initial directors to serve one-year terms.

5.5. Compensation and Expenses. Directors will not receive a salary or other fixed compensation for their service, but may be reimbursed for expenses incurred under written policies approved by the Board.

5.6. Meetings. Meetings will be held as requested by the President or a majority of the Board or at regular intervals as determined by the Board.

5.7. Quorum. A majority of the appointed directors are a quorum for the transaction of corporate business. The directors may, by resolution, approve procedures to allow directors who cannot attend a meeting to participate in the meeting by telephone or video conference and vote on matters that come before the board.

5.8. Executive Committee. The board of directors by resolution may elect three or more other directors to serve on an executive committee which will include the President that has and may exercise the authority of the board of directors to the extent specified in the resolution. The designation of the executive committee and the delegation of authority to the committee does not operate to relieve the board of directors, or an individual director, of any responsibility imposed on the board or director by law.

5.9. Conflict of Interest. No director of the Board shall have an interest in any contract or transaction involving the Corporation in violation of any policy adopted by the City Council of the City of Missouri City or any charter provision of the City of Missouri City applicable to City officers and employees, Chapter 171 of the Texas Local Government Code, or any provision of any other law that establishes standards of conduct or governs interests in contracts by directors of nonprofit corporations.

ARTICLE 6. OFFICERS

6.1. Officers. The City Council will appoint a director to serve as president of the corporation, who serves at the pleasure of the City Council and may be removed at any time. The Board will elect directors to serve as vice-president, secretary, and treasurer, who serve at the pleasure of the board and may be removed at any time.

6.2. Term. Officers serve one-year terms, or until their successors are appointed.

6.3. President. The president presides at all Board meetings, supervises the business of the Corporation, and performs other duties assigned by the Board. The president executes contracts and other documents evidencing actions approved by the Board. Not less than once a year, the president will give a report to the City Council on the Corporation's activities and financial condition. The president may appoint directors to standing or temporary committees to assist or make recommendations to the Board.

6.4. Vice-President. The vice-president performs the duties of the president in the president's absence and performs other duties as assigned by the president or the Board.

6.5. Secretary. The secretary notifies the directors of Board meetings, records votes and minutes of the Board's meetings, is the custodian of the Corporation's records, and performs other duties as assigned by the president or the Board.

6.6. Treasurer. The treasurer keeps accurate accounts of the Corporations' expenditures and revenues, insures the Board's financial policies are followed, makes regular financial reports to the Board, provides for an independent audit of the Corporation's accounts as requested by the Board, and performs other duties as assigned by the president or the Board.

6.7. Compensation. Directors will not receive a salary or other fixed compensation for their service, but may be reimbursed for out-of-pocket expenses arising from their duties under policies approved by the Board.

ARTICLE 7. FINANCE

7.1. Fiscal Year. The Corporation's fiscal year is October 1st to September 30th.

7.2. Annual Budget. The Board will adopt an annual budget which specifies revenues and major expenditures by type and amount.

7.3. Checks, Drafts, or Orders for Payment. All checks, drafts, or orders for the payment of corporate funds may be signed manually or electronically, as approved by the corporate officers specified in a resolution adopted by the Board, or in the absence of a resolution, by at least two officers.

7.4. Deposits. All corporate funds will be deposited in a bank or other depositories selected by the Board.

ARTICLE 8. MISCELLANEOUS

8.1. Dissolution. Upon the Corporation's dissolution, its assets will be distributed to the City.

8.2. Amendment to Certificate of Formation or Bylaws. An amendment to the Corporation's Certificate of Formation or these Bylaws is not effective until approved by the Board and the City Council.

8.3. Controlling Law and Conflicts. These Bylaws are subject to the Texas Business Organization Code, including Chapter 22, governing nonprofit corporations. If there is a conflict between these Bylaws and the mandatory provisions of the Texas Business Organization Code, the latter controls.

8.4. Bylaws Effective Date. These Bylaws are effective on the date approved by the initial Board of Directors. Any amendments to the Bylaws are effective on the latest date of the dates approved by the Board and the City Council. The initial Bylaws were adopted by the initial Board of Directors on March 21, 2016.

Community Development Advisory Committee

Members with term expirations on 06.30.20

1. Eunice Reiter – Agreed to continue serving
2. Zelia Brown – Agreed to continue serving

Committee Members

Position 1: Councilmember Cheryl Sterling, District A

Position 2: Councilmember Jeffrey Boney, District B

Position 3: Mayor Pro Tem Chris Preston, At Large Position

Position 4: Monica Rasmus, District A

Position 5: Bertha Eugene, District B

Position 6: Eunice Reiter, Citizen At Large

Position 7: Zelia Brown, Citizen At Large



Community Development Advisory Committee 2019 Member Attendance

**Meetings are held as needed basis*

Board Member	Position/ District	January 29, 2019	May 2, 2019	May 16, 2019	July 8, 2019	Total Meetings Attended	Excused	Absent	Total Meetings
Reginald Pearson	Position 1 City Council - District A	A	1	1	1	3	0	1	4
Jeffrey L. Boney	Position 2 City Council - District B	1	1	1	1	4	0	0	4
Chris Preston	Position 3 City Council	1	A	A	1	2	0	2	4
Monica Rasmus Vice Chairperson	Position 4 A	1	1	1	A	3	0	1	4
Bertha Eugene	Position 5 B	1	1	1	1	4	0	0	4
Eunice Reiter Chairperson	Position 6 Citizen At Large	1	1	1	1	4	0	0	4
Zelia Brown	Position 7 Citizen At Large	1	A	1	1	3	0	1	4

Present	1
Absent	A
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc

Community Development Advisory Committee
2020 Member Attendance

**Meetings are held as needed basis*

Board Member	Position/ District	February 13, 2020	Total Meetings Attended	Excused	Absent	Total Meetings
Cheryl Sterling	Position 1 City Council - District A	A	0	0	1	1
Jeffrey L. Boney	Position 2 City Council - District B	1	1	0	0	1
Chris Preston	Position 3 City Council	1	1	0	0	1
Monica Rasmus Vice-Chairperson	Position 4 A	1	1	0	0	1
Bertha Eugene	Position 5 B	1	1	0	0	1
Eunice Reiter Chairperson	Position 6 Citizen At Large	1	1	0	0	1
Zelia Brown	Position 7 Citizen At Large	1	1	0	0	1

Present	1
Absent	A
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

Community Development Advisory Committee

New candidate applications

1. James Davidson, Jr., District B
2. Dr. Alice Thompson, District D
3. Mimi Kwan, District C
4. Raymond Richardson, District B
5. Cindy Proctor, District B
6. Rosalind Thomas, District D
7. Nettie Glaze, District B



Construction Board of Adjustment & Appeals

Members with term expirations on 06.30.2020

1. George E. Johnson III – Agreed to continue serving
- 2. Roger Morris**
 - No response
- 3. Alternate Position Vacant**

Board Members

Position 1: George E. Johnson III, District D

Position 2: Roger Morris, District A

Position 3: Sammy Freeman, District D

Position 4: William W. Johnson, District D

Position 5: Daniel Silva, District A

Alternate: Warren Howard Waugh, District C

Alternate: Vacant



Construction Board of Adjustments and Appeals 2019 Member Attendance

**Meetings are held as needed basis*

Board Member	Position/ District	March 12, 2019	Total Meetings Attended	Excused	Absent	Total Meetings
<i>*Vacancy left by the late Bill Marshall</i>	Position 1 District A	VAC				
Roger Morris	Position 2 District A	1	1	0	0	1
Sammy Freeman	Position 3 District D	A	0	0	1	1
William W. Johnson	Position 4 District D	1	1	0	0	1
Alan Atwater	Position 5 District C	1	1	0	0	1
George E. Johnson III	Alternate District B	A	0	0	1	1
Pamiel Johnson Gaskin	Alternate District D	1	1	0	0	1

Present	1
Absent	A
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc

Construction Board of Adjustments and Appeals

New candidate applications

1. William A. Cronin, District A
2. Max J. Montegut III, District D



Electrical Board

Members with term expirations on 06.30.2020

1. Charles Jarvis – Agreed to continue serving

Board Members

Position 1: Buford Jurica, District C

Position 2: Charles Jarvis, District D

Position 3: Joe Scanlin, Chairman, District D

Position 4: Christopher Harvey - *CenterPoint Energy Representative*

Position 5: Frank Hester, District C



Electrical Board

New candidate application

1. William A. Cronin, District A



Parks Board

Members with terms expirations on 06.30.2020

1. Thomasine Johnson – Agreed to continue serving
2. Mary Ross – Agreed to continue serving
3. **Sharman McGilbert – Did not agree to continue serving**
4. Brian Merchant – Agreed to continue
5. Don Johnson – Agreed to continue serving
6. Buddy Snyder – Agreed to continue serving

Board Members:

Position 1: Victoria Porter, D

Position 2: Thomasine Johnson, B

Position 3: Raj Joseph, C

Position 4: Mary Ross, D

Position 5: Claudia I. Garcia, B

Position 6: Sharman McGilbert, A
Co-Chairman

Position 7: Diane Giltner, C

Position 8: Brian Merchant, B

Position 9: Llarance Turner, A
Chairman

Position 10: Don Johnson, D

Position 11: J.R. Atkins, C

Position 12: Buddy Snyder, B

Position 13: Leslie Mack Jr., B

Missouri City Parks Board
2019 Member Attendance

Board Member	Position/ District	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended	Excused	Absent	Total Meetings			
Victoria Porter	Position 1 D	NM	1	NM	A	1	1	NM	1	Exc	1	Exc	NM	5	2	1	8			
Thomasine Johnson	Position 2 B	NM	A	NM	A	1	1	NM	1	1	1	A	NM	5	0	3	8			
Pamela Andrews (res. 09/15)	Position 3 B	NM	A	NM	A	1	A	NM	A	Vacated position 8/27/2019										
Adrian Matteucci	Position 4 D	NM	1	NM	1	1	1	NM	1	1	1	1	NM	8	0	0	8			
Claudia Iveth Garcia	Position 5 B	Non-member, Appointed 5/29/2019; Sworn in 7/1/2019							NM	A	Exc	1	1	NM	2	1	1	4		
Sharman McGilbert Vice-Chair	Position 6 A	NM	1	NM	A	1	1	NM	A	1	1	1	NM	6	0	2	8			
Diane Giltner	Position 7 C	NM	1	NM	1	1	1	NM	1	1	1	1	NM	8	0	0	8			
Brian Merchant	Position 8 B	NM	1	NM	1	1	Exc	NM	1	1	1	1	NM	7	1	0	8			
Liarance Turner Chairman	Position 9 A	NM	1	NM	1	A	1	NM	1	1	1	1	NM	7	0	1	8			
Don Johnson	Position 10 D	NM	1	NM	1	1	1	NM	1	1	1	1	NM	8	0	0	8			
J.R. Atkins	Position 11 C	NM	1	NM	A	1	A	NM	A	1	Exc	A	NM	3	1	4	8			
Buddy Snyder Vice-Chair (res of 11/07/19)	Position 12 B	NM	1	NM	1	1	1	NM	1	1	1	1	NM	8	0	0	8			
Alan Abwater (res. 5/15)	Position 13 D	NM	A	NM	1	Vacated position 5/10/2019														
Leslie Mack Jr.	Position 13 B	Non-member, Appointed 5/29/2019; Sworn in 7/1/2019							NM	1	Exc	1	1	NM	3	1	0	4		

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

Missouri City Parks Board
2020 Member Attendance

Board Member	Position/ District	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended	Excused	Absent	Total Meetings
Victoria Porter	Position 1 D	NM	1	1	NM	1								3	0	0	3
Thomasine Johnson	Position 2 B	NM	1	1	NM	1								3	0	0	3
Raj Jospeh	Position 3	NM	1	1	NM	1								3	0	0	3
Mary Ross	Position 4 D	NM	1	1	NM	1								3	0	0	3
Claudia Iveth Garcia	Position 5 B	NM	1	Exc	NM	1								2	1	0	3
Sharman McGilbert	Position 6 A	NM	1	Exc	NM	A								1	1	1	3
Diane Giltner	Position 7 C	NM	1	1	NM	1								3	0	0	3
Brian Merchant	Position 8 B	NM	1	Exc	NM	1								2	1	0	3
Liarance Turner Chairman	Position 9 A	NM	1	1	NM	1								3	0	0	3
Don Johnson	Position 10 D	NM	1	1	NM	1								3	0	0	3
J.R. Atkins	Position 11 C	NM	A	A	NM	A								0	0	3	3
Buddy Snyder Vice-Chair	Position 12 B	NM	1	1	NM	1								3	0	0	3
Leslie Mack Jr.	Position 13 B	NM	1	1	NM	1								3	0	0	3

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc

Parks Board

New candidate applications

1. Lilian H. Davis, District D
2. Kymberly McMorries, District A
3. Valore Lott, District D
4. Reggie Abraham, District C
5. Charles Lewis, Jr., District D
6. Everett Land - District B
7. Susan Dierker, District A
8. Debbie Poncik, District D
9. Don Avera, District D
10. William McMullen, Jr., District D
11. Jennifer Spriggs, District C
12. Nettie Glaze, District B

Planning & Zoning Commission

Members with term expirations on 06.30.2020

1. Gloria Lucas – Agreed to continue serving
2. Courtney Johnson Rose – Agreed to continue serving
3. Sonya Brown-Marshall – Agreed to continue serving
4. James G. Norcom, III – Agreed to continue serving

Commission Members

- Position 1: Gloria Lucas, A**
Position 2: Courtney Johnson Rose, A
Position 3: Sonya Brown-Marshall, D
Chair
Position 4: James G. Norcom, III, B
 Position 5: John T. O'Malley, D
 Position 6: Monica L. Rasmus, A
 Position 7: Hugh Brightwell, D
 Position 8: James Bailey, C
 Position 9: Timothy Haney, C
 Vice-Chair



Missouri City Planning & Zoning Commission
July 2018 to June 2019 Member Attendance

Board Member	Position/ District	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total Meetings Attended	Excused	Absent	Total Meetings			
Reginald Pearson	Position 1 A	1	1	1	1	1	Non-member; appointed to City Council November 2018													
Gloria Lucas	Position 1 A	Non-member; appointed to the Planning & Zoning Commission on January 7, 2019							1	1	1	1	1		5	0	0	5		
Courtney Rose	Position 2 A	1	A	A	1	1	A	1	A	A	1	A	A	5	0	7	12			
Sonya Brown-Marshall Chair	Position 3 D	1	1	1	1	1	1	1	1	1	1	1	A	11	0	1	12			
James Norcom III	Position 4 B	A	1	1	1	1	1	1	1	1	1	A	1	10	0	2	12			
John O'Malley	Position 5 D	1	1	1	1	1	1	1	A	A	1	1	1	10	0	2	12			
Douglas Parker	Position 6 B	A	A	1	1	1	1	A	1	1	A	1	1	8	0	4	12			
Hugh Brighwell	Position 7 D	1	1	1	1	1	A	1	1	1	1	1	A	10	0	2	12			
Ramesh Anand	Position 8 C	1	1	A	A	1	1	A	1	1	A	Seat Vacant; Resigned from position 4/22/2019								
Tim Haney Vice Chair	Position 9 C	1	A	1	1	1	1	1	1	A	1	1	A	9	0	3	12			

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

Missouri City Planning & Zoning Commission
July 2018 to June 2019 Member Attendance

Board Member	Position/ District	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total Regular Meetings Attended	Excused	Absent	Total Regular Meetings	Total Special Mtgs Attended/Total Special Meetings
Gloria Lucas	Position 1 A	1	1	1	1	1	1	1	1	1	1	1		11	0	0	11	1/1
Courtney Rose	Position 2 A	A	1	A	A	1	A	1	A	1	1	1		6	0	5	11	0/1
Sonya Brown-Marshall Chair	Position 3 D	1	1	1	1	1	A	1	1	1	1	1		10	0	1	11	1/1
James Norcom III	Position 4 B	1	1	1	1	1	A	1	A	1	1	1		9	0	2	11	1/1
John O'Malley	Position 5 D	1	1	1	1	A	1	1	1	1	1	1		10	0	1	11	1/1
Monica L. Rasmus	Position 6 B	1	1	1	A	A	1	A	1	1	1	1		8	0	3	11	1/1
Hugh Brighwell	Position 7 D	A	1	A	1	A	1	A	1	A	1	1		6	0	5	11	1/1
James R. (Bob) Bailey	Position 8 C	1	1	A	A	1	1	1	1	A	1	1		8	0	3	11	1/1
Tim Haney Vice Chair	Position 9 C	1	1	1	A	1	1	1	1	1	1	1		10	0	1	11	1/1

Present	1
Special Mtg	
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

Planning & Zoning Commission

New candidate applications

1. Daniel Silva, District A
2. Karen Overton, District D
3. Rodney Griffin, District A
4. Peter Thompson, District D
5. John Conlon, District D
6. Wil Willis, District B

Current commission member application

1. Hugh D Brightwell, District D
 - Term Expires June 30, 2021



Zoning Board of Adjustment & Appeals

Members with term expirations on 06.30.2020

1. Roger Morris – No response
2. Denice Pringle – Agreed to continue serving
3. Cleotha Aldridge – Agreed to continue serving
4. Sharon Jurica – Agreed to continue serving

Board Members

Position 1: Joe Workman, D

- Vice Chairman

Position 2: Peter Thompson, D

Position 3: Robin Elackatt, D

Position 4: Roger Morris, A

- Chairman

Position 5: Denice Pringle, C

Alternate: J.R. Atkins, C

Alternate: Candance McCray, D

Alternate: Cleotha Aldridge, B

Alternate: Sharon Jurica, D



Zoning Board of Adjustments and Appeals
2019 Member Attendance

**Meetings are held as needed basis*

Board Member	Position/ District	January 30, 2019	March 27, 2019	July 31, 2019	Total Meetings Attended	Excuse d	Absent	Total Meetings	
Joe Workman	Position 1	1	1	1	3	0	0	3	
John Jobe	Position 2	Vacated position 1/16/2019							
Peter Thompson	Position 2	Non-member; Appointed 5/20/2019		1	1	0	0	1	
Robin Elackatt	Position 3	A	A	A	0	0	3	3	
Roger Morris	Position 4 Chairman	A	1	1	2	0	1	3	
James R. Bailey	Position 5	A	1	Vacated position 6/13/2019 to serve PZ					
J.R. Atkins	Alternate	1	A	A	1	0	2	3	
Adrian Matteucci	Alternate	1	1	Did not seek reappointment after June 30, 2019 term expiration					
Cleotha Aldridge	Alternate	A	A	A	0	0	3	3	
Sharon Junica	Alternate	1	1	1	3	0	0	3	

Present	1
Absent	A
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

Zoning Board of Adjustment & Appeals

New candidate applications

1. William Booher, District D
2. Max J. Montegut III, District D



Tax Increment Reinvestment Zone #3

Board Members

Position 1: Robert Hodge, D

Position 2: Reggie Abraham, C

Position 3: Vacancy left by the late David Reitz, C

Position 4: JaPaula Kemp, B

Position 5: Joyce Raynor, B

Position 6: Joe Workman, D (Chairman)

Position 7: Stephen Brown - *FBC Rep*

Position 8: David Sepulveda - *FBC Drainage District Rep*

Position 9: Sharon Jurica, C

Position 10: Marshall B. Heins - *HCC Rep*

Position 11: Frank Hester - *SPLID Rep*

Vacancy: Term Expires 12.31.2021

1. Position 3



Tax Increment Reinvestment Zone #3

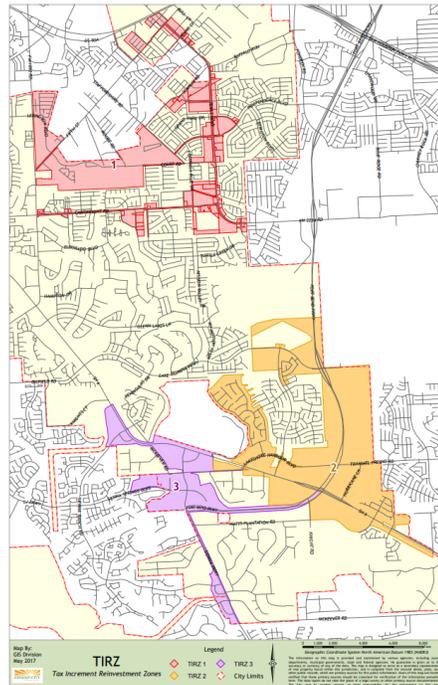
New candidate applications

1. Karen Overton, District D

2. Shaizad A Chatriwala, District C



Tax Increment Reinvestment Zones Map



Missouri City Parks Foundation

Members with term expirations on 06.30.2020

1. Harry Johnson
2. Anthony Snipes
3. E. Joyce Iyamu
4. Tom S. Nichols
5. Lisa Glenn
6. Krystal Toups
7. Bill Odle
8. Adrienne Barker
9. Jim Brown
10. Alice Aanstoos
11. Vacancy left by Tom Wilcox
12. Vacancy left by Gustave (Gus) Hawkins
13. Vacancy left by Marvin Marcell



Missouri City Parks Foundation
2019 Member Attendance
*Terms expire June 30, 2020

Board Member	Position	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended	Excused	Absent	Total Meetings
Harry Johnson	Position 1	Non-member, Appointed 3/18/2019			A	NM	1	NM	NM	NM	NM	A	NM	1	0	2	3
Anthony Snipes	Position 2	1	NM	NM	1	NM	1	NM	NM	NM	NM	1	NM	4	0	0	4
E. Joyce Iyamu	Position 3	A	NM	NM	1	NM	A	NM	NM	NM	NM	1	NM	2	0	2	4
Tom Nichols	Position 4	Non-member, Appointed 3/18/2019			1	NM	1	NM	NM	NM	NM	1	NM	3	0	0	3
Lisa Glenn	Position 5 Secretary	1	NM	NM	1	NM	Exc	NM	NM	NM	NM	1	NM	3	1	0	4
Vacancy left by Krystal Toups	Position 6	VAC															
Bill Odle	Position 7 President	1	NM	NM	1	NM	1	NM	NM	NM	NM	1	NM	4	0	0	4
Adrienne Barker	Position 8	1	NM	NM	1	NM	1	NM	NM	NM	NM	1	NM	4	0	0	4
Jim Browne	Position 9 Vice President	1	NM	NM	1	NM	1	NM	NM	NM	NM	A	NM	3	0	1	4
Alice Aanstoots	Position 10 Treasurer	Non-member, Appointed 3/18/2019			1	NM	1	NM	NM	NM	NM	1	NM	3	0	0	3
Vacancy left by Tom Wilcox	Position 11	VAC															
Vacancy left by Gustave (Gus) Hawkins	Position 12	VAC															
Vacancy left by Marvin Marcell	Position 13	VAC															

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc
Non-member	

Missouri City Parks Foundation
2020 Member Attendance
*Terms expire June 30, 2020

Board Member	Position	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended	Excused	Absent	Total Meetings
Harry Johnson	Position 1	A	A	A	A	A								0	0	5	5
Anthony Snipes	Position 2	1	1	1	1	1								5	0	0	5
E. Joyce Iyamu	Position 3	1	1	1	1	Exc								4	1	0	5
Tom Nichols	Position 4	1	1	1	1	1								5	0	0	5
Lisa Glenn	Position 5 Secretary	1	1	1	1	1								5	0	0	5
Vacancy left by Krystal Toups	Position 6	VAC															
Bill Odle	Position 7 President	1	1	1	1	1								5	0	0	5
Adrienne Barker	Position 8	1	1	A	1	A								3	0	2	5
Jim Browne	Position 9 Vice President	1	1	A	A	A								2	0	3	5
Alice Aanstoots	Position 10 Treasurer	1	1	1	1	1								5	0	0	5
Vacancy left by Tom Wilcox	Position 11	VAC															
Vacancy left by Gustave (Gus) Hawkins	Position 12	VAC															
Vacancy left by Marvin Marcell	Position 13	VAC															

Present	1
Absent	A
No Meeting	NM
No Quorum	NQ
Seat Vacant	VAC
Excused	Exc

Charter Review Commission (*Recommendations*)

❖ Councilmember Sterling

1. Sonja Giddings, District A
2. Jeanette Quimby, District A
3. Sam Chatriwala, District C

❖ Mayor Ford

4. JaPaula Kemp, District B
5. Mary Ross, District D

❖ Councilmember Edwards

6. Angie Young, District B
7. Shirley Paul, District B

❖ Councilmember Emery

8. Thomasine Johnson, District B
9. Bertha Eugene, District B

New candidate applications

10. Robin Elackatt, District D
11. Joe Workman, District D
12. Eunice Reiter, District A
13. Joelynn C. Kelly, District B



Charter Review Commission (*previous members*)

❖ 2004 Commission Members

1. Joe Workman, District D
2. Carl Bowles, District A
3. Albert Glover, District B
4. Scott Moseley, District B
5. Allen Robinson, District A

❖ 2008 Commission Members

1. Joe Workman, District D
2. Carl Bowles, District A
3. Albert Glover, District B
4. Roger Morris, District A
5. Scott Moseley, District B

❖ 2012 Commission Members

1. Eunice Reiter, District A
2. Albert Glover, District B
3. Scott Moseley, District B
4. Robert Burton, District C
5. Joe Workman, District D
6. Buddy Jimerson, District D, Alternate

❖ 2016 Commission Members

1. Joe Workman, District D
2. Robin Elackatt, District C
3. Scott Moseley, District B
4. Eunice Reiter, District A
5. Cheryl Sterling, District A

