

ALLEN OWEN

Mayor

JERRY WYATT

Councilmember at Large Position 1

CHRIS PRESTON

Councilmember at Large Position 2



YOLANDA FORD

Mayor Pro Tem

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 **Wednesday, May 9, 2018, at 6:00 p.m.** at: **Quail Valley City Centre, Board Room, 2880 La Quinta Dr., Missouri City, Texas 77459**, 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.

1. CALL TO ORDER

2. DISCUSSION/POSSIBLE ACTION

- (a) Interview, discuss, and consider candidates to serve on various city boards, committees, and commissions.

3. CLOSED EXECUTIVE SESSION

The City Council may go into Executive Session regarding any item posted on the Agenda as authorized by Chapter 551 of the Texas Government Code. Notice is hereby given that the City Council may go into Executive Session in accordance with the following provision of the Government Code:

Texas Government Code, Section 551.074 – Personnel matters regarding the evaluation, employment, reassignment, duties, discipline, or dismissal of a public officer or employee: Construction Board of Adjustments and Appeals; Electrical Board; Parks Board; Planning and Zoning Commission; and, Zoning Board of Adjustments and Appeals.

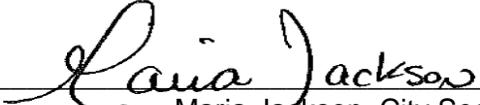
4. RECONVENE into Special Session and Consider Action, if any, on items discussed in Executive Session.

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 May 9, 2018, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on May 4, 2018, at 4:00 p.m.



 Maria Jackson, City Secretary

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the ____ day of _____, 2018.

Signed: _____ Title: _____



**CITY COUNCIL
AGENDA ITEM COVER MEMO**

May 9, 2018

To: Mayor and City Council
Agenda Item: 2(a) Discuss and interview candidates to serve various city boards, committees, and commissions.

Submitted by: Maria Jackson, City Secretary

SYNOPSIS

Discuss and interview candidates to serve various city boards, committees, and commissions.

INTERVIEW SCHEDULE

Candidate Name	District	Time	Desired Board	Recommended by:	Comments
Adrian Matteucci	D	6:00 p.m. to 6:15 p.m.	Zoning Board of Adjustments & Appeals		
Everett Land	B	6:15 p.m. to 6:30 p.m.	Planning & Zoning Commission		
James G. Norcom, III	B	6:30 p.m. to 6:45 p.m.	Planning & Zoning Commission		
Rodney Griffin	A	7:00 p.m. to 7:15 p.m.	Planning & Zoning Commission		
James R. (Bob) Bailey	C	7:15 p.m. to 7:30 p.m.	Planning & Zoning Commission	Councilmember Maroulis	
Robin Elackatt	D	Not available	Planning & Zoning Commission	Mayor Owen	Not available to interview, but would like to be considered.

BACKGROUND

During the April 2, 2018, special City Council meeting, City Council requested to interview the candidates for the Community Development Advisory Committee, the Planning & Zoning Commission and the Zoning Board of Adjustments & Appeals. City Council also requested an update to the responses of the current board, committee, and commission members whose term would expire on June 30. Their responses below, in addition to the current vacant positions.

(2) Community Development Advisory Committee members:

- Position 6 – Eunice Reiter, Citizen At Large – *Agreed to continue serving.*
- Position 7 – *Vacancy left by Don Smith - Citizen At Large*

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.

(3) Construction Board of Adjustments & Appeals members:

- Position 1 – Bill Marshall – *Agreed to continue serving.*
- Position 2 – Roger Morris – *Agreed to continue serving.*
- Alternate – Pamiel Johnson – *Agreed to continue serving.*

Board Functions

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

(1) Electrical Board member:

- Position 2 – Ramon C. Guerrero – *Requested to step down once a replacement was named.*

Board Functions

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

(7) Parks Board members:

- Position 2 - Thomasine Johnson – *Agreed to continue serving.*
- Position 4 - Adrian Matteucci – *Agreed to continue serving.*
- Position 6 - Sharman McGilbert – *Agreed to continue serving.*
- Position 8 – Brian Merchant – *Agreed to continue serving.*
- Position 10 - Don Johnson – *Agreed to continue serving.*
- Position 12 - Buddy Snyder – *Agreed to continue serving.*
- Position 13 – *Vacancy left by Rafik Sandford*

Board Functions

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

(4) Planning and Zoning Commission members:

- Position 1 – Reginald Pearson – *Agreed to continue serving.*
- Position 2 - Courtney Johnson-Rose – *Agreed to continue serving.*
- Position 3 - Sonya Brown-Marshall – *Agreed to continue serving.*
- Position 4 – *Vacancy left by the late Len Goff Jr.*

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.

(4) Zoning Board of Adjustments & Appeals members:

- Position 4 - Roger Morris – *Agreed to continue serving.*
- Position 5 – *Vacancy left by Scott Moseley*
- Alternate - Cleotha Aldridge – *Agreed to continue serving.*
- Alternate - Sharon Jurica – *Agreed to continue serving.*

Board Functions

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

(13) Missouri City Parks Foundation:

- Position 1 – Allen Owen
- Position 2 – Anthony Snipes
- Position 3 – E. Joyce Iyamu
- Position 4 – *Vacancy left by Alan Sandersen (Treasurer)*
- Position 5 – Lisa Glenn (Secretary) – *Agreed to continue serving.*
- Position 6 – Krystal Toups – *Agreed to continue serving.*
- Position 7 – Bill Odle – *Agreed to continue serving.*
- Position 8 – Adrienne Barker (President) – *Agreed to continue serving.*
- Position 9 – Jim Browne – *Agreed to continue serving.*
- Position 10 - Patti Parish-Kaminski – *Agreed to continue serving.*
- Position 11 – Tom Wilcox – *Agreed to continue serving.*
- Position 12 – *Vacancy left by Gustave (Gus) Hawkins*
- Position 13 - Marvin Marcell – *Agreed to continue serving.*

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.

SUPPORTING MATERIALS

1. Candidate Applications
2. Board, Committee, and Commission Rosters
3. Planning and Zoning Rules and Procedures Resolution
4. Chapter 18 – Board of Adjustments & Appeals Description (Zoning)
5. Chapter 2, Administration, Article III, Boards, Committees and Commissions
6. Resolution 2018-15 Community Development Advisory Committee Bylaws
7. Parks Board Bylaws
8. 2016 Missouri City Parks Foundation Creation Resolution
9. Planning & Zoning Attendance List – July 2017 to present
10. Parks Board Attendance List – 2016 to present
11. Board, Committee, Commission List of Open and Closed Discussions

STAFF'S RECOMMENDATION

Discuss the appointment, reappointment, and interview members to various City boards/committees/commissions.

Director Approval: Maria Jackson, City Secretary



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Adrian Matteucci _____
Name **District**

2110 Darby Lane _____
Address **City, State, Zip Code**

NEWPOINT ESTATES Section : 3 _____
Subdivision

_____ _____
Phone Number **Email Address**

Project Manager _____
Occupation

BS Engineering, BA Political Science _____
Education

Civic/Church/Community Involvement::

Parks Board (2015 - Present) _____

Missouri City Green Board of Directors (2017 - Present) _____

Comprehensive Plan Committee (2015) _____

Citizens' University (2016) _____

Citizens' Police and Fire Academy (2017) _____

Newpoint Estates HOA Board (2013 - Present) _____

Hobbies/Personal/Family Interests::

Sports, Technology _____

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

ZONING BOARD OF ADJUSTMENTS AND APPEALS _____

Explain why::

An opportunity to take what I learned during Citizens' University and CPAC to serve the City in a slightly different way that I have in the past.

References (optional)::

Upon Request

Length of residence in the City::

7 yrs

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

Signature of Applicant:: Adrian Matteucci

Submission Date:: April 2, 2018



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Everett Land B
Name **District**

806 Foxglove Dr. Missouri City, Texas 77489
Address **City, State, Zip Code**

HUNTERS GLEN Section : 5A
Subdivision

[REDACTED] [REDACTED]
Phone Number **Email Address**

Retired
Occupation

Some College
Education

Civic/Church/Community Involvement::

President Hunter's Glen V HOA, member A. Philip Randolph, Past President Tideland Central Labor Council, Graduate of Missouri City Citizen's academy, Precinct Judge for Fort Bend, Executive board of C.W.A.

Hobbies/Personal/Family Interests::

Travel, Bowling, community activist, Grandfather of 6.

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

Planning and Zoning

Explain why::

Would like to see more places for families along 2234.

References (optional)::

n/a

Length of residence in the City::

29 years

If available, please attach your resume::

n/a

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:: Everett Land

Submission Date:: 6/9/2016



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

James G. Norcom, III

B

Name

District

2743 Prichard Court

Missouri City, TX 77459

Address

City, State, Zip Code

Vicksburg

Subdivision

Phone Number

Email Address

Construction Project Management at the University of Houston and UH System

Occupation

BS degree

Education

Civic/Church/Community Involvement::

Served on the City of Missouri City, Comprehensive Planning Committee over the last year, currently serving as a director on the Vicksburg HOA

Hobbies/Personal/Family Interests::

Golf

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

City of Missouri City Planning Board, Zoning Board of Adjustments & Appeals

Explain why::

Interested and care about the future of Missouri City.

References (optional)::

Length of residence in the City::

Since 1993

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

No

Signature of Applicant:: _____

Submission Date:: 6/2/2017



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Rodney Griffin A
Name **District**

735 Stephanie Dr. Missouri City, Texas 77489
Address **City, State, Zip Code**

HUNTERS GLEN Section : 2
Subdivision

[REDACTED] [REDACTED]
Phone Number **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

735 Stephanie Drive ♦ [Missouri City, Texas 77489-2219](#)



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 As We Saw It (A Story of UT Integration) : Profile, University of Texas Press; 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.

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** life insurance 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 Arts, 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](#), 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:

As We Saw It (Profile) University of Texas Press (March 23, 2018)



LBJ School of Public Affairs (Heman Sweatt Symposium)

White House Guest (The Civil Rights Summit, April 10, 2014)



Special Guest of President Bill Clinton (March 2001)



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

James R. (Bob) Bailey C
Name District

4931 Chappel Hill Dr. Missouri City, TX 77459
Address City, State, Zip Code

Heritage Colony in First Colony
Subdivision



Senior Managing Engineer and Houston Office Director
Occupation at Exponent, Inc.

B.S., M.S., and Ph.D. in Civil Engineering
Education

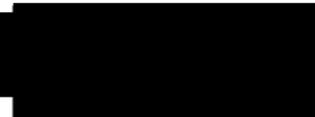
Civic/Church/Community Involvement::
Member of Comprehensive Plan Advisory Committee (CPAC)
Member of First United Methodist Church - Missouri City
Assistant Scout Master - Boy Scout Troop 103

Hobbies/Personal/Family Interests::
Camping, weightlifting, running, and reading

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

Explain why::
I believe my education, training, and experience as a civil engineer and business owner will prove useful when serving as an advisor to city council regarding development of the city.

References (optional)::

Anthony Maroulis (281-403-8500); Dave Rosenthal 

Length of residence in the City::

23 years

If available, please attach your resume::

(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
 No

Signature of Applicant::

James R. Bailey

Submission Date::

4/11/17



James R. (Bob) Bailey, Ph.D., P.E., F. ASCE
Senior Managing Engineer
Houston Office Director

Professional Profile

Dr. James R. (Bob) Bailey is a licensed Professional Engineer and Fellow of the American Society of Civil Engineers. For over 30 years, Dr. Bailey has served as a technical consultant, project manager, and researcher for private industry, universities, and government. As a Senior Managing Engineer in Exponent's Building & Structures practice, he brings specialized expertise to areas related to wind engineering, construction materials, solid mechanics, dynamics, numerical analysis, structural analysis and design, and materials testing.

Dr. Bailey's primary area of expertise is determining the risk exposure of residential, commercial, and industrial properties to hazards associated with hurricanes, tornadoes, and flooding. He has conducted hurricane risk assessments and developed mitigation programs for various types of health, industrial, educational, and offshore energy facilities. Over the past 15 years he has conducted field surveys to document storm damage in the aftermath of hurricanes Irene (1999), Charley (2004), Francis (2004), Katrina (2005), Rita (2005), Wilma (2005), Ike (2008), and Sandy (2012), Tropical Storm Allison (2001), the Oklahoma City Tornado (1999), and the April-May 2011 Tornado Outbreak.

Dr. Bailey's past work at ExxonMobil included estimating wind loads on drilling structures, developing conceptual designs of gravity-based structures for arctic offshore environments, and conducting research and teaching classes on well cementing. He also has extensive experience working with FEMA under the Public Assistance Program following Tropical Storm Allison (2001–2004), and Hurricane Katrina in Louisiana (2005) and Hurricane Rita in Texas (2005–2006). Dr. Bailey recently conducted an analysis of the storm surge risk posed to the South Texas Project Electric Generating Station using advanced hydrodynamic modeling techniques, and subsequently presented the results to the NRC.

Dr. Bailey has served as a lecturer in the private sector and at the university level on subjects related to wind and petroleum engineering. He also has been responsible for the design of test facilities and the development of test programs related to construction and energy. Dr. Bailey is currently the Presiding Officer of a five member expert panel, appointed by the Texas Department of Insurance in 2013, whose purpose is to develop ways of determining whether a loss to TWIA-insured property was caused by wind, waves, or tidal surges. He is also a member of the ASCE 7-16 Wind Load Subcommittee. He is past Chair of the ASCE Petrochemical Wind Load Task Committee, and served on an API 4F sub-committee assigned to revise specifications and guidelines for determining wind loads on onshore and offshore drilling structures.

Academic Credentials and Professional Honors

Ph.D., Civil Engineering, Texas Tech University, 1989
M.S., Civil Engineering, Texas Tech University, 1984
B.S., Civil Engineering, Texas Tech University, 1982

American Society of Civil Engineers (ASCE)
American Petroleum Institute (API) Spec 4F Wind Engineering Subcommittee
ASCE Wind Loads on Petrochemical Structures Task Committee
ASCE 7-16 Wind Load Subcommittee
Texas Tech University Civil Engineering Advisory Council (2007–2012)

Licenses and Certificates

Professional Engineer, State of Florida, #67773
Professional Engineer, State of Georgia, #PE033027
Professional Engineer, State of Hawaii, #12820
Professional Engineer, State of Louisiana, #33830
Professional Engineer, State of Mississippi, #26488
Professional Engineer, State of South Carolina, #26408
Professional Engineer, State of Tennessee, #114185
Professional Engineer, State of Texas, #74911
Professional Engineer, State of Wisconsin, #42337-6

Publications and Reports

Bailey JR, Shrestha PL, et al. Analysis of maximum probable storm surge at the South Texas Project site. Proceedings, ASCE EWRI Conference, Seattle, WA, June 2014.

Bailey, JR. Hurricane risk assessment of a planned carbon capture facility located in Southeast Texas operated by NRG Energy, Inc., Report prepared for a California-based risk management company, February 2014.

Bailey, JR. Hurricane risk assessments of five electrical power plants located in the Caribbean and Hawaii operated by the AES Corporation, Report prepared for a California-based risk management company, November 2012.

Bailey JR. Feasibility study of an Alaskan LNG plant. Report prepared for an Asian-based consortium of companies, March 2012.

Bailey JR, et al. Wind loads for petrochemical and other industrial facilities. American Society of Civil Engineers, September 2011.

Bailey, JR. Hurricane risk assessment of two wind farms located in South Texas operated by EoN Climate and Renewable. Report prepared for a California-based risk management company, June 2011.

Bailey JR. Wind risk assessment of the ThyssenKrupp steel plant located in Mississippi. Report prepared for a California-based risk management company, November 2010.

Bailey JR, Cantor R, et al. An approach to business vulnerability and risk assessments related to climate change. SPE International Conference on Health, Safety & Environment, Rio de Janeiro, Brazil, April 2010.

Bailey JR. A hurricane risk assessment and mitigation plan for CHRISTUS hospitals located in Texas and Louisiana. Report prepared for CHRISTUS Health, July 2009.

Bailey JR. Study of Major Revenue Interruption Risks in the Gulf of Mexico. Report prepared for a major oil and gas operator headquartered in the United States, July 2009.

Bailey JR, Gilbert RT, et al. Wind load considerations for existing petrochemical structures. Structures Congress, American Society of Civil Engineers (ASCE), Austin, TX, May 2009.

Bailey JR, Levitan ML. Lessons learned and mitigation options for hurricanes. Process Safety Progress, American Institute of Chemical Engineers (AIChE), 2008.

Bailey JR. Finding the breaking point. Report documenting window performance following the 2004 Florida hurricanes. Prepared in conjunction with the Protecting People First Foundation, Wickford, RI, April 2005.

Bailey JR. Flood hazard assessment of critical NASA assets at the Johnson Space Center. Report prepared for NASA management by ABS Consulting, July 2004.

Bailey JR, Johnson G. Learning from experience—A risk-based approach to assess windstorm exposures at the Kennedy Space Center. Global Reinsurance, April 2001.

Bailey JR. Wind hazard assessment of critical NASA assets at the Johnson Space Center. Report prepared for NASA management by ABS Consulting, February 2001.

Bailey JR. Vulnerability assessment of Harris County to hurricane winds. Report prepared for the Harris County Commissioners Court by EQE International, June 2000.

Bailey JR. Wind and flood hazard assessment of Critical NASA assets at the Kennedy Space Center. Report prepared for NASA management by EQE International, June 2000.

Bailey JR, Vallabahn CVG, et al. Experimental verification of the theoretical solution of laminated glass units. Proceedings, Advanced Composites Materials in Civil Engineering Structures Materials Division, American Society of Civil Engineers, Las Vegas, NV, 1991 (paper awarded Best of Session, Spring 1991, by the Texas Section of the American Society of Civil Engineers).

Bailey JR, Minor JE. Structural glazing tests show wind pressure effects. Glass Digest 1989 Oct; 68–76.

Bailey JR, Minor JE, Tock RW. Response of structurally glazed insulating glass units to wind pressures," Proceedings, 6th U.S. Conference on Wind Engineering, Houston, TX, March 8–10, 1989.

Bailey JR, McDonald JR. Impact Resistance of masonry walls to tornado-generated missiles. Proceedings, 3rd North American Masonry Conference, Arlington, TX, June 3–5.

Presentations

Bailey JR, Shrestha PL, et al. Analysis of maximum probable storm surge at the South Texas Project site. ASCE EWRI Conference, Seattle, WA, June 2014.

Bailey JR. Presentation of evidence—How to keep the jury interested. Cooper & Scully 8th Annual Construction Symposium, Dallas, TX, February 1, 2013.

Bailey JR. Winds and rain a-comin—Hurricanes, structures and potential risks. Texas Association of Defense Council, Spring Meeting, Santa Fe, NM, April 27, 2012.

Bailey JR. Preparing for the worst—Is the nation prepared for natural disasters? American Bar Association Tort Trial & Insurance Practice Section Spring Leadership Meeting, Charleston, SC, May 17, 2012.

Bailey JR. Probable maximum surge and seiche flooding at a coastal nuclear power plant located in the United States, Advisory Committee on Reactor Safeguards (ACRS), Nuclear Regulatory Commission, Rockville, MD, November 30, 2010.

Bailey JR, Griffith M. Natural hazard risk assessment and mitigation for nuclear facilities. WebEx presentation, March 2, 2010.

Bailey JR. Lessons learned and mitigation options for hurricanes. Spring National Meeting, American Institute of Chemical Engineers (AIChE), April 2008.

Bailey JR. Vulnerability of industrial facilities. Reinsurance Association of America Cat Modeling 2006 Conference, Tampa, FL, February 23, 2006.

Bailey JR. Safe haven considerations at industrial sites. The Private Industry Workshop, National Hurricane Conference, New Orleans, LA, March 22, 2005.

Bailey JR. Finding the breaking point. International Code Council, Tampa, FL, February 12, 2005.

Bailey JR. Identifying protective areas for people in buildings. International Conference on Wind Engineering, Texas Tech University, June 2, 2003.

Bailey JR. Assessment of extreme wind effects on industrial facilities. The Private Industry Workshop, National Hurricane Conference, New Orleans, LA, April 17, 2003.

Bailey JR. Assessing the impacts of hurricanes and earthquakes. Association for Facilities Engineering Conference, Las Vegas, NV, September 25, 2001.

Bailey JR. Using Digital Physics™ to calculate wind loads on structures. ASCE Structures Conference, Washington, DC, May 2001.

Bailey JR. Don't let your critical assets blow away. Houston Chapter of the Risk and Insurance Management Society (RIMS), October 18, 2000.

Bailey JR. Impact resistance of wood products subjected to simulated tornado missiles. International Timber Engineering Conference, Seattle, WA, 1988.

Patents

Patent No. 5,309,995: Well Treatment Using Ball Sealers, issued May 10, 1994.

Patent No. 5,485,882: Low-density Ball Sealer for Use as a Diverting Agent in Hostile Environment Wells, issued January 23, 1996.

Patent No. 5,582,251: Downhole Mixer, issued December 19, 1996.

Prior Professional Experience

- Manager, Extreme Loads and Structural Risk Division, ABS Consulting (formerly EQE International), 2004–2006
- Senior Project Engineer, Extreme Loads and Structural Risk Division, ABS Consulting (formerly EQE International), 2001–2004
- Project Engineer, Extreme Loads and Structural Risk Division, ABS Consulting (formerly EQE International), 1998–2001
- Engineering Specialist, Offshore Division, ExxonMobil Upstream Research Center (formerly Exxon Production Research Company), 1994–1998
- Senior Project Engineer, Drilling and Completions Division, ExxonMobil Upstream Research Center (formerly Exxon Production Research Company), 1992–1994
- Project Engineer, Drilling and Completions Division, ExxonMobil Upstream Research Center (formerly Exxon Production Research Company), 1990–1992
- Lecturer and Research Associate, Civil Engineering Department, Texas Tech University, 1989–1990



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Robin Elackatt _____ D _____
Name **District**

3827 Indian Point _____ Missouri City, Texas 77459 _____
Address **City, State, Zip Code**

SILVER RIDGE _____
Subdivision

_____ _____
Phone Number **Email Address**

Hospital Administrator _____
Occupation

MBA, MHA _____
Education

Civic/Church/Community Involvement::
N/A _____

Hobbies/Personal/Family Interests::
N/A _____

On which Board/Committee/Commission would you like to serve?::
Planning & Zoning Commission _____

Explain why::
Want to help and get educated on the the Commission. I love my city and want to learn and be involved with the growth opportunities for our City. _____

References (optional)::
N/A _____

Length of residence in the City::

14 years

If available, please attach your resume::

N/A

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:: Robin J. Elackatt

Submission Date:: April 6, 2017



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Charles Jarvis _____
Name **District**

3003 Cypress Point Drive _____
Address **City, State, Zip Code**

QUAIL VALLEY LA QUINTA Section : 1 _____
Subdivision

_____ _____
Phone Number **Email Address**

Electrical Engineer _____
Occupation

Trinity University, BS Engineering Science _____
Education

Civic/Church/Community Involvement::
No response. _____

Hobbies/Personal/Family Interests::
Raising and training our 1 year old Belgian Malinois puppy. _____

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

Explain why::
I would like to join the Electrical Board to be an integral part of the decision making process that affects the safety and livelihood of the residences and businesses of Missouri City. _____

References (optional)::
Kevin Schmidt _____

Greg Gehrt [REDACTED]

Eric Richie [REDACTED]

Length of residence in the City::

5 years

If available, please attach your resume::

Charles Jarvis PE 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

Signature of Applicant:: Charles Jarvis

Submission Date:: April 30, 2018

Charles Jarvis, P.E.

3003 Cypress Point Drive, Missouri City, TX 77459

Qualifications Summary Licensed Professional Electrical Engineer with project management and lead electrical engineering responsibilities in diverse project types related to life sciences, medical/healthcare, data centers, institutional, commercial build-to-suit, and commercial office interiors.

Experience **Senior Project Coordinator, E/B/E Consulting Engineers** Sept. 2017-
Present

- Interface with Clients, Architects, and Construction Teams to deliver successful coordinated projects.
- Prepare complete power distribution, lighting, and fire alarm design for various projects through Schematic Design, Design Development, and Construction Documentation Phases, with focus on Tenant Improvement
- Review applicable building codes to determine project requirements for the mechanical, electrical, plumbing, fire protection and life safety systems.

Associate, WSP

Jan. 2012-
Sept. 2017

- Prepare complete power distribution, lighting, and fire alarm design for various projects through Schematic Design, Design Development, and Construction Documentation Phases, with focus on Life Sciences, Mission Critical, and Healthcare Projects.
- Prepare technical feasibility reports and due diligence reports for clients ahead of capital investment projects.
- Perform site inspections during construction and submit field reports.
- Review shop drawings and product data submittals for compliance with construction documents.
- Communicate with project team members to discuss changes, revisions to the work in progress, maintain job continuity and assure on-time completion.
- Review and revise specifications according to specific project requirements.
- Supervise and train graduate engineers and designers in performing calculations, selecting, scheduling equipment and producing drawings per company standards.
- Attend project design development/construction meetings with project team members, reviewing and coordinating project scope and design.
- Review and comment on project cost estimates, initial contractor bids, and change cost proposals. Provide range-of-magnitude estimates to clients, when requested, using RS Means as a basis of comparison against change cost proposals.
- Schedule weekly staffing for projects.
- Preparation and coordination of engineering fee proposals.
- Review and approve draft invoice and monthly billing forms prepared by the accounting department.

Electrical Engineer, WYLIE Consulting Engineers

Aug. 2008-
Jan. 2012

- Prepared complete power distribution, lighting, and fire alarm design for various projects through Schematic Design, Design Development, and Construction Documentation Phases, with focus on Commercial Build-to-Suit Projects.
- Reviewed shop drawings and product data submittals for compliance with construction documents

Education **Bachelor of Science in Engineering Science**
Trinity University, San Antonio, Texas

Aug. 2004-
May 2008

Selected Project Experience

- 1) High Containment Laboratory for Department of Homeland Security, Manhattan, Kansas
 - a) 570,000 SF BSL Laboratory project consisting of BSL-2, BSL-3, BSL-3Ag, and BSL-4 laboratories, and including support building and site infrastructure on 40 Acre project site.
 - b) Designed site electrical and telecommunication ductbank routings, both horizontally and vertically, in coordination with Civil Engineer's utility routings at the request of the client.
 - c) Designed electrical distribution of Campus Water Treatment Plant and Pump House.
 - d) Electrical CA Representative for BSL-4 and Site Infrastructure Scope of Work.
- 2) Tier 3+ Data Center for Large Financial Institution, Dallas, Texas
 - a) 60,000SF Tier 3+ Data Center with 25,000 SF Data Hall and 35,000 SF of MEPFP Support Spaces
 - i) 2N Service Redundancy, UPS Redundancy, STS & PDU Redundancy, and N+1 Generator Redundancy
 - b) Designed Data Hall branch circuiting from PDUs down to individual racks to achieve balanced load across electrical system.
 - c) Coordinated above floor busway routings and under-raised floor conduit routings to ensure coordination between all services in these spaces.
- 3) Proton Beam Therapy Centers, Riyadh, Saudi Arabia & London, England
 - a) Designed 3D embedded conduit routing from magnet power distribution and control cabinets to magnets and gantries.
 - b) Riyadh: Single Cyclotron with 3 Gantries + Fixed Beam Room + Ocular Fixed Beam Room
 - c) London: Single Cyclotron with 4 Gantries + Research Room
- 4) New Hangars and FBO Building at Houston Hobby Airport for Private Fixed Base Operator
 - a) Two new 35,000 SF aircraft hangars, renovation of existing 37,000 SF aircraft hangar, and new 20,000 FBO Building
 - b) Point-of-contact for Client during design and construction of project.
 - c) Designed electrical distribution for site and each building.
- 5) Veterinary Medical Diagnostic Laboratory for Texas State Agency, College Station, Texas
 - a) 90,000 SF Veterinary Medical Diagnostic Laboratory with 8,000 SF BSL-3 Laboratory and 5,000 SF BSL-3 Necropsy Suite.
 - b) Designed and coordinated connection to Campus 12.47kV Electrical Distribution.
 - c) Point-of-contact and Site Representative for all electrical issues on Project.
- 6) High Containment Research Facility for Texas A&M University, College Station, TX
 - a) 97,000 SF High Containment Research Facility with 15,000 SF BSL-3Ag Animal Holding Rooms and Necropsy Suite, 15,000 SF ABSL-2 Animal Holding Rooms and Necropsy Suite, and 8,000 SF BSL-3 Laboratory.
 - b) Designed Electrical Distribution System for the facility, as well as the connection to the Campus 12.47kV Electrical Distribution System.
 - c) Point-of-contact and Site Representative for all electrical issues on Project.
- 7) Partial Campus Renovation for Large Oilfield Service Company, Houston Metro Area
 - a) 100,000 SF Build-To-Suit 4-Story Office Building in 2 Phases—Core and Shell and Tenant Improvement
 - b) 136,000 SF Build-To-Suite 2-Story Building with Training Facilities, Labs, Fitness Center, Auditorium and Conference Center, and Full Service Kitchen with Servery and Dining Area
 - c) Electrical Design for Supplementary Central Plant, adding an additional 2500 tons of Chilled Water capacity to the campus
 - d) LEED Documentation of IEQc6.1 and SSc8 for new buildings on campus
- 8) Recreational Facility with Soccer Fields and Olympic Pool for Local Government, Houston Metro Area
 - a) 30,000 SF Recreational Center with gymnasium, multi-use assembly area, and kitchen and concessions area.
 - i) Recreational Center capable of being completely backed up with 750kW portable generator.
 - b) Soccer Fields with full sports lighting package and dedicated service from utility

- 9) Existing Building Gut with Core & Shell Redesign and Tenant Improvements for Large Healthcare Institution, Houston Metro Area
 - a) 180,000 SF Office Building with complete demolition of existing interiors, accompanied with Core and Shell Improvements and Tenant Improvements
 - b) Reused existing electrical infrastructure to extent possible
- 10) Existing Garage Renovation, Houston Metro Area
 - a) 150,000 SF Garage Lighting Renovation
 - i) Replaced existing 2-Lamp T12 strip fixtures with 150W Metal halide fixtures
 - ii) Coordinated new lighting design with lighting vendor
 - b) Addition of new elevator to side of garage
- 11) Various Medical Projects, including licensed and non-licensed facilities
 - a) Convenient Care Centers equipped with Freestanding Emergency Department for institutional healthcare system in the Houston Metro Area
 - b) Hospital ER Renovation in Edna, TX
 - c) Nursing Home Renovation with addition of Kitchen, Fitness Facility, and Skilled Nursing Wing in Houston Metro Area
 - d) Medical Imaging Suite Initial Buildouts and Renovations, such as RF, CT, MRI, and PET/CT Suites in Houston Metro Area
 - e) Various Medical/Professional Office Building lease spaces in the Houston Metro Area
- 12) Various Tenant Improvement Projects
 - a) Projects ranging from Partial Floor New Construction to Full Floor and Multi-Floor New Construction, as well as minor alterations to existing tenant spaces, in office buildings in the Houston Metro Area



(2018-2019)
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE
ROSTER

Name & Address	Position	Member Type	Term Expires	Meeting Date when <u>first</u> Appointed	Phone Number(s)	District
Yolanda Ford	Position 1	District A Councilmember	n/a	7/1/2013		A
Jeffrey L. Boney	Position 2	District B Councilmember	n/a	11/2072017		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	6/30/2019	1/3/2012		A
Bertha Eugene	Position 5	Regular	6/30/2019	1/3/2012		B
Eunice Reiter	Position 6	Regular	6/30/2018	1/3/2012		Citizen At Large
Don Smith	Position 7	Regular	6/30/2018	02/05/2018		Citizen At Large



(2018-2019)
**CONSTRUCTION BOARD OF
 ADJUSTMENT AND APPEALS**

Name & Address	Position	Member Type	Term Expires	Meeting Date when first appointed	Phone Number(s)	District
Bill Marshall	Position 1	Regular	6/30/2018	8/16/1993		A
Roger Morris	Position 2	Regular	6/30/2018	8/2/1993		A
Sammy Freeman	Position 3	Regular	6/30/2019	10/1/2001		D
William W. Johnson	Position 4	Regular	6/30/2019	10/1/2001		D
Alan Atwater	Position 5	Regular	6/30/2019	7/03/2017		C
George E. Johnson III		Alternate	6/30/2019	7/18/2016		B
Pamiel Johnson Gaskin		Alternate	6/30/2018	7/21/2014		D



(2018-2019)
ELECTRICAL BOARD
ROSTER

Name & Address	Position	Term Expires	Meeting Date when first	Phone Number(s)	District
Buford Jurica	Position 1 Master Electrician	6/30/2019	6/18/1980		C
Ramon C. Guerrero	Position 2 Registered Electrical Engineer	6/30/2018	7/1/2013		D
Joe Scanlin	Position 3 Chairman, Master Electrician	6/30/2019	7/20/1981		N/A
Chris Harvey	Position 4 CenterPoint Energy - Required per Charter	6/30/2018	03/28/2018		N/A
Frank Hester	Position 5	6/30/2019	07/06/04		N/A
Kirk Allen Chief Bldg. Official	Staff Building Official	N/A	Position Required by Charter		N/A
Gus Garcia City Electrical Inspector	Staff	N/A	Position Required by Charter		N/A



(2018-2019) PARKS BOARD

ROSTER

Name	Position	Term Expire	Meeting Date when first appointed	Phone Number(s) and email addresses	District
Victoria Porter	Position 1	6/30/2019	07/17/2017		D
Thomasine Johnson	Position 2	6/30/2018	07/1/2013		B
Pamela Andrews	Position 3	6/30/2019	08/17/2009		B
Adrian Matteucci	Position 4	6/30/2018	07/06/2015		D
Loveless Mitchell	Position 5	6/30/2019	01/7/2002		A
Sharman McGilbert	Position 6 Co-Chairman	6/30/2018	07/16/2007		A
Diane Giltner	Position 7	6/30/2019	07/18/2011		C
Brian Merchant	Position 8	6/30/2018	07/17/2017		B
Llarance Turner	Position 9 Chairman	6/30/2019	10/1/2001		A
Don Johnson	Position 10	6/30/2018	08/17/2009		D
J.R. Atkins	Position 11	6/30/2019	06/20/2016		C
Buddy Snyder	Position 12	6/30/2018	07/21/2014		B
<i>Vacancy left by Rafik Sandford</i>	Position 13	6/30/2019			D



**(2018-2019) PLANNING AND ZONING
COMMISSION
ROSTER**

Name	Position	Term Expires	Meeting Date when first Appointed	Phone Number(s)	District
Reginald Pearson	Position 1	6/30/2018	7/18/2016		A
Courtney Johnson Rose	Position 2	6/30/2018	7/21/2014		A
Sonya Brown-Marshall	Position 3 Chair	6/30/2018	7/6/2004		D
<i>Vacancy left by the late Len Goff, Jr.</i>	Position 4	6/30/2018			D
John T. O'Malley	Position 5	6/30/2019	8/16/2004		D
Douglas Parker	Position 6	6/30/2019	7/1/2013		B
Hugh Brightwell	Position 7	6/30/2019	6/6/2005		D
Ramesh Anand	Position 8	6/30/2019	7/18/2011		C
Timothy R. Haney	Position 9 Vice Chair	6/30/2019	7/6/1999		C

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



(2018-2019)
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	Regular	6/30/19	08/06/07		D
John D. Jobe	Position 2	Regular	06/30/19	07/21/03		D
James G. Norcom, III	Position 3	Regular	06/30/19	07/03/17		B
Roger Morris	Position 4	Chairman	06/30/18	08/18/86		A
<i>Vacancy left by Scott Moseley</i>	Position 5	Vice Chairman	06/30/18			B
J.R. Atkins	n/a	Alternate	06/30/19	07/18/16		C
Robin Elackatt	n/a	Alternate	06/30/19	07/03/17		D
Cleotha Aldridge	n/a	Alternate	06/30/18	07/06/04		B
Sharon Jurica	n/a	Alternate	06/30/18	01/22/02		C



(2016-2018)
MISSOURI CITY PARKS FOUNDATION
ROSTER

Name & Address	Position	Term Expires	Meeting Date Appointed	Phone Number(s) Email Address
Allen Owen	Position 1	6/30/2018	2/15/2016	
Anthony Snipes	Position 2	6/30/2018	2/15/2016	
E. Joyce Iyamu	Position 3	6/30/2018	2/15/2016	
Alan Sandersen	Position 4	6/30/2018	6/20/2016	
Lisa Glenn	Position 5 Secretary	6/30/2018	6/20/2016	
Krystal Touns	Position 6	6/30/2018	6/20/2016	
Bill Odle	Position 7	6/30/2018	6/20/2016	
Adrienne Barker	Position 8 President	6/30/2018	6/20/2016	



(2016-2018)
MISSOURI CITY PARKS FOUNDATION
ROSTER

Jim Browne	Position 9	6/30/2018	9/06/2016	
Patti Parish-Kaminski	Position 10	6/30/2018	10/17/2016	
Tom Wilcox	Position 11	6/30/2018	10/17/2016	
Gustave (Gus) Hawkins	Position 12	6/30/2018	10/17/2016	
Marvin Marcell	Position 13	6/30/2018	10/17/2016	

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.

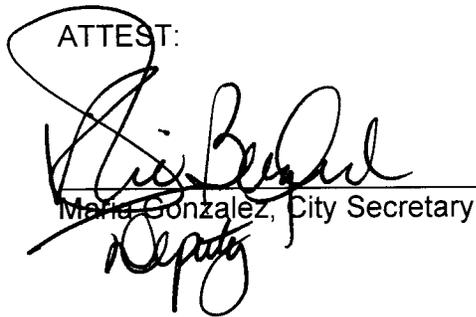
PASSED, APPROVED, and ADOPTED on this 20 day of October, 2014.


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

SECTION 18. - BOARD OF ADJUSTMENT

Sec. 18.1. - Establishment.

A board of adjustment is hereby established in accordance with the provisions of article 1011g, Revised Civil Statutes of Texas [V.T.C.A., Local Government Code §§ 211.008—211.011], with the powers and duties as provided in said statute and this ordinance.

The board of adjustment shall consist of five members, each to be appointed by the city council of the City of Missouri City, for staggered terms of two years and removable for cause by the appointing authority upon written charges and after public hearing. In addition, there shall be likewise appointed four alternate members of the board of adjustment who shall serve in the absence of one or more regular members when requested to do so by the city manager or the mayor. Alternate members shall be appointed for a term of two years and shall be subject to removal as the regular members. Vacancies shall be filled for the unexpired term of any member, regular or alternate, whose term becomes vacant.

All cases to be heard by the board of adjustment shall be heard by a minimum number of four members.

Sec. 18.2. - Powers.

- A. The board of adjustment shall have the power to hear appeals by any person aggrieved or by any officer, department, board, or bureau of the city affected by any decision of an administrative official in the enforcement of this ordinance. Such appeal shall be taken within 15 days by filing, with the officer from whom the appeal is taken and the board of adjustment, a notice of appeal specifying the grounds thereof. The officer from whom the appeal is taken shall forthwith transmit to the board all the papers constituting the record upon which the action appealed from was taken.
- B. The board of adjustment shall have the power to authorize upon appeal in specific cases such variance from the terms of this ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of this ordinance will result in unnecessary hardship, and so that the spirit of the ordinance shall be observed and substantial justice done.

In granting such variance, the board of adjustment may prescribe appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this ordinance.

Under no circumstances shall the board of adjustment grant a variance to allow a use not permissible under the terms of this ordinance in the district involved, or any use, expressly or impliedly, prohibited by the terms of this ordinance in said district.

- C. The board of adjustment shall have the power in appropriate cases and subject to appropriate conditions and safeguards to hear and decide special exceptions to the terms of this ordinance upon which such board is required to pass under this ordinance.

Sec. 18.3. - Hearing.

The board of adjustment shall fix a reasonable time for the hearing of an appeal, give public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Upon the hearing, any party may appear in person or by agent or by attorney.

In the exercise of the above-mentioned powers, the board of adjustment may reverse and affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and make such order, requirement, decision and determination as ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken.

Sec. 18.4. - Vote required.

The concurring vote of four members of the board of adjustment shall be necessary to reverse any order, requirement, decision or determination of any administrative official, or to decide in favor of an applicant on any matter upon which it is required to pass under this ordinance, and to affect [effect] any variance of this ordinance.

ARTICLE III. - BOARDS, COMMITTEES AND COMMISSIONS

DIVISION 1. - GENERALLY

Sec. 2-111. - Compensation of members.

Unless expressly provided otherwise, members of a board, committee or commission shall serve without compensation; however, they shall be reimbursed for any expenses incurred in connection with such service, provided such expenses are authorized in advance by the city manager.

(Code 1999, § 2-111; Ord. No. O-10-32, § 1, 8-2-2010)

Sec. 2-112. - Indemnification of members.

The city shall defend and indemnify members of a board, committee or commission from any suit or action brought against them in connection with their performance as members of the board, committee or commission.

(Code 1999, § 2-112; Ord. No. O-10-32, § 1, 8-2-2010)

Secs. 2-113—2-130. - Reserved.

DIVISION 2. - PLANNING AND ZONING COMMISSION^[2]

Sec. 2-131. - Established; membership.

There is established a city planning and zoning commission pursuant to section 8.01 of the Charter. The ex officio members appointed pursuant to section 8.01 of the Charter shall participate in the work of the planning and zoning commission but shall not have a vote in its official actions.

(Code 1981, § 2-19; Code 1999, § 2-131)

Sec. 2-132. - Term of members.

(a)

Each member of the planning and zoning commission, except the ex officio members, shall be appointed by the council for a term as provided in section 8.01 of the Charter. The terms of five members of the planning and zoning commission shall expire on June 30 of every odd-numbered year and the terms of the other four members shall expire on June 30 of every even-numbered year.

(b) The terms of office of the ex officio members shall correspond to their respective official tenures.

(Code 1981, §§ 2-20, 2-21; Code 1999, § 2-132)

Sec. 2-133. - Rules of procedure.

The planning and zoning commission shall have the authority and responsibility to adopt rules and regulations governing the conduct of its affairs and establishing the time and place of its regular meetings. Before such rules and regulations shall become effective, they shall be approved by the council.

(Code 1981, § 2-22; Code 1999, § 2-133)

Sec. 2-134. - Minutes.

The planning and zoning commission shall cause to be kept minutes of its meetings and proceedings, and such minutes shall constitute a public record.

(Code 1981, § 2-23; Code 1999, § 2-134)

Sec. 2-135. - Powers and duties.

In addition to the powers and duties prescribed by the Charter, the planning and zoning commission shall have the authority and responsibility to act as an advisory body to the council on all matters relating to the development and advancement of the city's physical layout and appearance. Further, the planning and zoning commission shall have and perform such specific powers and duties as may be prescribed by this Code or other ordinances of the city.

(Code 1981, § 2-24; Code 1999, § 2-135)

Sec. 2-136. - Qualifications.

A member of the planning and zoning commission may not hold another public office while

serving as a planning and zoning commission member.

(Code 1999, § 2-136; Ord. No. O-00-54, § 1, 10-2-2000)

Secs. 2-137—2-140. - Reserved.

DIVISION 3. - CONSTRUCTION BOARD OF ADJUSTMENTS AND APPEALS

Sec. 2-141. - General.

There is hereby established a board to be known as the construction board of adjustments and appeals. The construction board of adjustments and appeals shall be appointed by the city council. The board shall hear appeals made pursuant to article I of chapter 14, article I of chapter 38, and article V of chapter 86.

(Code 1999, § 2-141; Ord. No. O-08-71, § 1, 11-3-2008; Ord. No. O-15-23, § 1, 4-6-2015)

Sec. 2-142. - Membership and terms.

- (a) *Membership.* The construction board of adjustments and appeals shall consist of five regular members and two alternate members. All regular and alternate members shall be residents of the city. All regular and alternate members shall be individuals with knowledge and experience in the technical codes, such as design professionals, contractors or building industry representatives. The alternate members shall be one representative from the building industry and one representative from the general public.
- (b) *Term.* Members of the board shall be appointed for staggered terms of two years. The members of the board shall serve at the pleasure of the city council and shall be subject to removal or replacement by the city council at any time with or without cause, and a vacancy on said board shall be filled by the city council for the unexpired term of such vacancy. The members of said board shall serve without compensation.

(Code 1999, § 2-142; Ord. No. O-08-71, § 1, 11-3-2008)

Sec. 2-143. - Authority, procedure and administration.

The construction board of adjustments and appeals shall be governed by the provisions set

forth in the chapter under which an appeal is made.

(Code 1999, § 2-143; Ord. No. O-08-71, § 1, 11-3-2008; Ord. No. O-09-54, § 1, 12-21-2009)

Secs. 2-144—2-150. - Reserved.

DIVISION 4. - ELECTRICAL BOARD

Sec. 2-151. - Established; membership; term of members; ex officio members.

- (a) A five-member electrical board is created in and for the city, consisting of:
- (1) Position 1: A master electrician.
 - (2) Position 2: A registered electrical engineer.
 - (3) Position 3: A master electrician or a registered engineer.
 - (4) Position 4: A representative of a transmission and distribution utility serving the electric utility customers of the city.
 - (5) Position 5: A citizen at large.

In addition to the five members, the building official and a city electrical inspector designated by the building official shall serve as ex officio members of the electrical board. The ex officio members shall participate in the work of the board but shall not have a vote in its official actions.

- (b) Each member of the electrical board, except the ex officio members, shall be appointed by the council for a term of two years. The terms of the odd-numbered positions shall expire on June 30 of every odd-numbered year. The terms of the even-numbered positions shall expire on June 30 of every even-numbered year.
- (c) The terms of office of the ex officio members shall correspond to their respective official tenures.

(Code 1999, § 2-151; Ord. No. O-10-33, § 1, 8-2-2010)

Sec. 2-152. - Officers; meetings; quorum.

The electrical board shall elect a chair and a vice-chair from its members. The building official shall serve as secretary. The board shall meet as necessary. At least three members, including either the chair or the vice-chair, must be present for the board to conduct business.

(Code 1999, § 2-152; Ord. No. O-10-33, § 1, 8-2-2010)

Sec. 2-153. - Duties.

- (a) The electrical board shall monitor and assist the city in the implementation of the requirements of article VI of chapter 14. The board shall make such recommendations as it deems necessary to the city manager regarding the implementation of these requirements.
- (b) The board shall advise the city manager of any recommended changes to article VI of chapter 14. The board shall be given an opportunity to review and comment on all proposed revisions to article VI of chapter 14.
- (c) The electrical board shall act as a board of appeals as provided in article VI of chapter 14.

(Code 1999, § 2-153; Ord. No. O-10-33, § 1, 8-2-2010)

Secs. 2-154—2-160. - Reserved.

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.

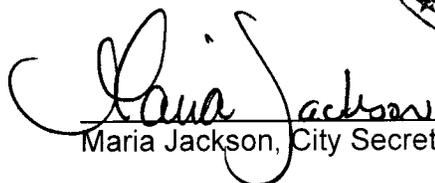
Section 3. All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict only.

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-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.

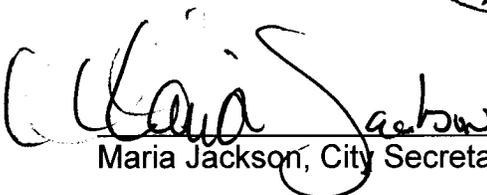
PASSED, APPROVED and ADOPTED this 4th day of December, 2017.

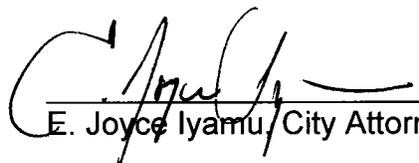



Allen Owen, Mayor

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-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.

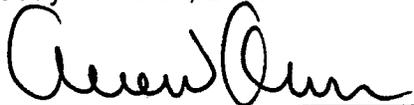
Section 6. The City Council hereby finds, determines, recites, and declares that it is the purpose, intent, and desire of the City in approving the creation of the foundation and its articles of formation and bylaws, that such actions and the foundation comply with the requirements of the Internal Revenue 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.

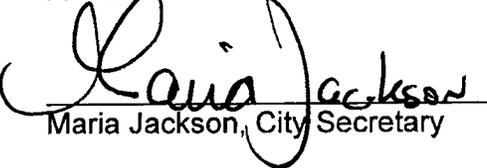
Section 8. Repeal. All resolutions or parts of resolutions, if any, in conflict herewith, shall be and are expressly repealed to the extent of such conflict.

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:

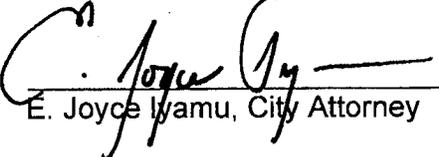

E. Joyce Wamu, City Attorney



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:

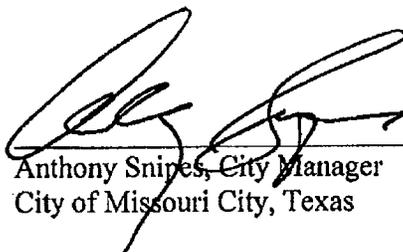
Anthony Snipes, City Manager
City of Missouri City
1522 Texas Parkway
Missouri City, Texas 77489

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.

PLANNING & ZONING COMMISSION ATTENDANCE
JULY 2017 – JUNE 2018

	Position		JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	REG	SP
Reginald Pearson	Position 1	A	P	P	P	P	P	P	P	A	P	P			6/6	
Courtney Rose	Position 2	A	P	P	A	P	A	P	P	A	P	A			4/6	
Sonya B-M	Position 3 Chair	D	A	P	P	P	P	P	P	P	P	A			5/6	
Len Goff	Position 4	D	P	P	A	P	P	P	P	P	V	V			5/6	
John O'Malley	Position 5	D	P	P	P	A	P	P	P	P	P	P			5/6	
Doug Parker	Position 6	B	A	P	P	P	A	P	P	P	P	P			4/6	
Hugh Brightwell	Position 7	D	A	A	P	P	P	A	P	P	P	A			3/6	
Ramesh Anand	Position 8	C	P	A	P	P	P	P	A	P	A	P			5/6	
Tim Haney	Position 9 Vice Chair	C	P	A	A	P	P	P	P	P	A	P			4/6	

**Missouri City Parks Board
2017 Member Attendance**

Board Member	Position/ District	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended
Dan Porter / Victoria Porter (as of 7.1.2017)	Position 1	P	A	NM	P	A	A	NM			NM			2/5
	D								P	P		P	P	4/4
Thomasine Johnson	Position 2 B	P	A	NM	P	P	P	NM	P	P	NM	A	A	6/9
												Excused		
Pamela Andrews	Position 3 B	A	P	NM	P	P	P	NM	P	P	NM	P	P	8/9
Adrian Matteucci	Position 4 D	P	P	NM	P	P	P	NM	P	P	NM	P	P	9/9
Loveless Mitchell	Position 5 A	A	P	NM	P	P	A	NM	P	P	NM	A	A	5/9
Sharman McGilbert Co-Chair	Position 6 A	A	P	NM	P	P	P	NM	P	A	NM	P	P	7/9
Diane Giltner	Position 7 C	P	P	NM	P	P	P	NM	P	P	NM	P	P	9/9
Brian Merchant (as of 7.1.2017)	Position 8 B	VAC	VAC	NM	VAC	VAC	VAC	NM	P	A	NM	P	P	3/4
Llarance Turner Chairman	Position 9 A	P	P	NM	P	A	P	NM	P	P	NM	P	P	8/9
Don Johnson	Position 10 D	P	P	NM	P	P	P	NM	P	P	NM	P	P	9/9
J.R. Atkins	Position 11 C	P	P	NM	P	P	P	NM	P	A	NM	P	A	7/9
Buddy Snyder	Position 12 B	P	P	NM	P	P	P	NM	P	P	NM	P	P	9/9
Rafik Sandford	Position 13 D	P	A	NM	P	A	P	NM	A	P	NM	P	A	5/9

Present

P

Absent

A

No Meeting

NM

No Quorum

NQ

Seat Vacant

VAC

**Missouri City Parks Board
2018 Member Attendance**

Board Member	Position/ District	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Meetings Attended
Victoria Porter	Position 1 D	NM	P	NM	P	P								3/3
Thomasine Johnson	Position 2 B	NM	P	NM	P	P								3/3
Pamela Andrews	Position 3 B	NM	P	NM	P	P								3/3
Adrian Matteucci	Position 4 D	NM	P	NM	P	P								3/3
Loveless Mitchell	Position 5 A	NM	A	NM	P	P								2/3
Sharman McGilbert Vice Chair	Position 6 A	NM	A	NM	P	P								2/3
Diane Giltner	Position 7 C	NM	P	NM	P	P								3/3
Brian Merchant	Position 8 B	NM	P	NM	P	A Exc								2/3
Llarance Turner Chairman	Position 9 A	NM	P	NM	P	P								3/3
Don Johnson	Position 10 D	NM	P	NM	P	P								3/3
J.R. Atkins	Position 11 C	NM	A	NM	A	P								1/3
Buddy Snyder	Position 12 B	NM	P	NM	P	P								3/3
Rafik Sandford (resigned 2.8.18)	Position 13 D	NM	P	NM	VAC	VAC								VAC

Present P
Absent A
No Meeting NM
No Quorum NQ
Seat Vacant VAC
Excused Exc

Board, Committee, and Commission Appointment/Reappointment Discussions

CLOSED BOARD APPOINTMENTS ** Executive Session

Construction Board of Adjustments

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

Electrical Board

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

Parks Board

The Parks Board serves in an advisory capacity and in some matters final authority on parks and recreation policy matters.

Planning & Zoning Commission

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.

Zoning Board of Adjustment & Appeals

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

OPEN APPOINTMENTS ** Advisory Boards

TIRZ Board #1

TIRZ Board #1 makes recommendations to the City Council concerning the administration of the TIRZ. 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 City Council for its approval.

TIRZ Board # 2

TIRZ Board #2 makes recommendations to the City 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 City Council for its approval.

TIRZ Board # 3

TIRZ Board #3 makes recommendations to the City 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 City Council for its approval.

Community Development Advisory Committee

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.

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.