

**YOLANDA FORD**  
Mayor

**VASHAUNDRA EDWARDS**  
Councilmember at Large Position No. 1

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



**REGINALD PEARSON**  
Councilmember District A  
**JEFFREY L. BONEY**  
Councilmember District B  
**ANTHONY G. MAROULIS**  
Councilmember District C  
**FLOYD EMERY**  
Councilmember District D

## **CITY COUNCIL SPECIAL MEETING AGENDA**

Notice is hereby given of a Special City Council Meeting to be held on **Monday, April 15, 2019, at 5:30 p.m.** at: **City Hall, Council Chamber, 2nd Floor**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

### **1. CALL TO ORDER**

### **2. DISCUSSION/POSSIBLE ACTION**

- (a) Discuss and consider the negotiation and execution of a municipal court collection services contract.
- (b) Consider and discuss the duties of the presiding judge of the City's municipal court and municipal court operations.
- (c) Consider and discuss the City's board, committee, and commission member appointments and reappointments.

### **3. CLOSED EXECUTIVE SESSION**

*The City Council may go into Executive Session regarding any item posted on the Agenda as authorized by Title 5, Chapter 551 of the Texas Government Code. Notice is hereby given that the City Council may go into Executive Session in accordance with the following provisions of the Government Code:*

**Texas Government Code, Section 551.071** – Consultation with attorney to seek or receive legal advice regarding pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: (i) The City of Missouri City, Texas v. Third Coast Services, LLC (Fort Bend County Cause Number 18-DCV-252938 in the 458th Judicial District of Fort Bend County, Texas); (ii) City of Missouri City, Texas v. Marilyn Pearl Weaver and 2211 Glenn Lakes Lane, Missouri City, in rem (Fort Bend County Cause Number 16-DCV-229145 in the 434th District Court of Fort Bend County); (iii) Nicholas Harper v. City of Missouri City, Mike Berezin, Greg T. Nelson, John Doe 1 (United States Southern District of Texas Cause Number 4:18-CV-01562); (iv) Ivy Kenneth Joy L. Miraflor and Josefina P. Serrano v. the City of Missouri City, Texas, and Yolanda Ford, in her official capacity as Mayor of the City of Missouri City, Texas (Harris County Cause Number 201920262- 7 in the 151st District Court of Harris County).

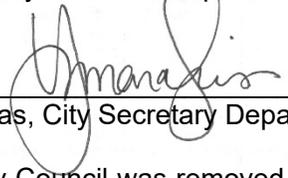
**Texas Government Code, Section 551.074** – Deliberations concerning the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: the city secretary, the city attorney, and the city manager.

- 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 April 15, 2019, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on April 12, 2019, at 4:00 p.m.

  
\_\_\_\_\_  
Yomara Frias, City Secretary Department

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 \_\_\_\_\_, 2019.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_



## CITY COUNCIL AGENDA ITEM COVER MEMO

April 15, 2019

**To:** Mayor & City Council  
**Agenda Item:** 2(a) Update on RFP Collection Contract for Fines & Fees and False Alarms  
**Submitted by:** Brittany Rychlik, Director of Court Services

### SYNOPSIS

Staff recommends awarding a contract for municipal court and alarm collection services.

### STRATEGIC PLAN 2019 GOALS ADDRESSED

- Create a great place to live
- Maintain a financially sound City

### BACKGROUND

The current collection contract for fines and fees and false alarms is expiring on 6/30/2019. The Purchasing Office issued the RFP 19-012 for Municipal Court and Alarm Collection Services on February 4, 2019. RFP 19-012 was advertised in the Fort Bend Independent newspaper for two consecutive weeks as well as posted the solicitation on Demandstar and TX Smart Buy. Responses were originally due on March 5, 2019, however the deadline was extended till March 19, 2019. Three responses were received. They were from (in alphabetical order):

- Linebarger Attorneys at Law
- McCreary Veselka Bragg and Allen
- Purdue Brandon Fielder Collins and Mott

The responses were evaluated and ranked by a staff evaluation committee. The staff evaluation committee consisted of representatives from Court, IT, Finance, and City Manager's Office. Each evaluator independently scored each proposal. The staff recommendation was presented to the Finance and Services Committee on April 10, 2019.

### FISCAL ANALYSIS

Pursuant to state law, a 30 percent fee is assessed to the outstanding total amount of fines as a compensation to the firm for the amounts they are responsible for collecting.

### STAFF'S RECOMMENDATION

Staff's recommendation is to award the contract to the firm that scored the highest during the evaluation process.

**Director Approval:** Brittany Rychlik

**Assistant City Manager/  
City Manager Approval:** Bill Atkinson



## CITY COUNCIL AGENDA ITEM COVER MEMO

April 15, 2019

**To:** Mayor and City Council  
**Agenda Item:** 2(b) Municipal Court Judge Duties  
**Submitted by:** E. Joyce Iyamu, City Attorney

### SYNOPSIS

On March 12, 2019, City Manager Anthony Snipes, Assistant City Manager Bill Atkinson, Municipal Court Division Director Brittany Rychlick and the Legal Division met with Judge Sinclair at her request. Judge Sinclair requested additional consideration of the duties of the presiding judge of the City of Missouri City Municipal Court. The City Council previously discussed the duties of its municipal court judges on May 1, 2017, January 28, 2019, February 18, 2019, March 18, 2019, and April 1, 2019. The City Council asked for additional time to receive operational feedback from municipal court staff.

### BACKGROUND

Whether the City Council decides to establish one municipal court panel or maintain the existing three court panels is a decision of the City Council. Section 29.004 of the Texas Government Code provides that the judge and alternate judges of the municipal court in a home-rule city are selected under the city's charter provisions relating to the election or appointment of judges.

The Charter of the City of Missouri City has provided for a municipal court since the first charter in 1974. Before 1986, the Charter provided for a single judge and a single court. The Charter was amended in 1986 to allow the City Council, by ordinance, to divide the court into two or more panels or divisions. The Missouri City Municipal Court has consisted of three panels or divisions since 1988. See Ordinance No. O-88-1. In addition to creating divisions of the court, Ordinance No. O-88-1 established duties and responsibilities of the presiding judge and specifically allowed the presiding judge to "direct the arrangement and trial of cases and order any judge to exchange benches and preside in any municipal court." Both state law and the City Charter provide that if a city divides its municipal court into two or more panels or divisions, one panel shall be presided over by a presiding judge and each additional panel or division shall be presided over by an associate judge who has the *same* powers as the presiding judge. On May 3, 2010, the City adopted an ordinance to remove the specific authority granted to the presiding judge, making the City's ordinances consistent with the Charter and state law. See Ordinance No. O-10-18. The 2010 ordinance also allowed the City court administrator to facilitate the equitable scheduling of dockets. Section 62-8 of the Missouri City Code further provides that "municipal courts and the judges thereof may transfer cases from one court to another, and any judge of any such court may exchange benches and preside over any such court, subject to the approval of the judge of each municipal court affected by such transfer or exchange."

Presiding Judge Debra Sinclair has requested that the City Council consider providing the presiding judge with specific authority to set certain judicial administrative procedures for all judges in Missouri City. Such authority can be granted by ordinance. As previously advised to the Council on May 1, 2017, if such a change is desired, for consistency with state law and the Charter, Council may consider an ordinance that eliminates the additional panels of the municipal court.

### BUDGET ANALYSIS

Funds are not being requested at this time.

### **SUPPORTING MATERIALS**

1. Section 29.007 of the Texas Government Code
2. Judge Debra Sinclair's memorandum
3. Presentation

### **STAFF'S RECOMMENDATION**

This matter is fully within the discretion of the City Council. Consider whether to direct staff to prepare an ordinance establishing a single panel of the municipal court to provide the presiding judge with authority over City judicial administrative matters.

**Director Approval:**

**E. Joyce Iyamu, City Attorney**

**Texas Government Code, Section 29.007**

Sec. 29.007. MUNICIPAL COURT PANELS OR DIVISIONS; TEMPORARY JUDGES. (a) A home-rule city by charter or by ordinance may divide the municipal court into two or more panels or divisions, one of which shall be presided over by a presiding judge. Each additional panel or division shall be presided over by an associate judge, who is a magistrate with the same powers as the presiding judge.

(b) The panels or divisions may hold concurrent or continuous sessions either day or night.

(c) Each panel or division may exercise municipal court jurisdiction and has concurrent jurisdiction with the other panels or divisions.

(d) Except as otherwise provided by the charter, the municipality by ordinance may establish:

(1) the qualifications for appointment as a judge;

(2) the ability of a judge to transfer cases, exchange benches, and preside over any of the panels or divisions;

(3) the office of the municipal court clerk, who shall serve as clerk of all the panels or divisions with the assistance of deputy clerks as needed; and

(4) a system for the filing of complaints with the municipal court clerk so that the case load is equally distributed among the panels or divisions.

(e) Except as modified by this section, procedure before a panel or division and appeal from the decision of a panel or division is governed by general law applicable to municipal courts.

(f) If the municipality has established the office of municipal court clerk, the clerk shall keep minutes of the proceedings of the municipal court and its panels or divisions, administer oaths, issue process, and generally perform the duties for the municipal court that a county clerk performs for a county court.

(g) The municipality may provide by charter or by ordinance for the appointment of one or more temporary judges to serve if the regular judge, the presiding judge, or an associate judge is temporarily unable to act. A temporary judge must have the same qualifications as the judge he replaces and has the same powers and duties as that judge.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985.

March 13, 2019

**REVISED PRESIDING JUDGE PAPER**

Anthony Snipes, City Manager

Bill Atkinson, Assistant City Manager

E. Joyce Iyamu, City Attorney

Brittany Rhyhlic, Court Director

I offer the following legal interpretations of State Law, our City Charter and the Code of Ordinances as they relate to the duties of Presiding Judge. I have researched these issues and have concluded the following.

The City of Missouri City is a Home Rule City created under the provisions of Section 29 of the Texas Government code.

**APPLICABLE STATE LAW**

Chapter 29, of the Texas Government Code allows that a Home Rule City may establish a Court. It also provides that if there is more than one Judge one of them must be designated as the Presiding Judge. See Section 29.007

**APPLICABLE CITY LAW/PROVISIONS**

**CITY CHARTER**

Section 4.03 B. of the city charter tracks the language from Section 29.007.

**CODE OF ORDINANCES**

Section 62-4 establishes three offices of Judge.

Section 62-5 (a) establishes the municipal court.

Section 62-5 (b) of the Code of Ordinances speaks to the powers and duties of the Presiding Judges and the Associate Judges, it also repeats the language found in Section 29.007 of the Government Code.

**After meeting with aforementioned persons, I can agree with the City Attorney that the City Charter and subsequent ordinance does not delineate specific duties for the Presiding Judge. I also agree with the conclusion that there is nothing in any of these laws that makes it illegal for the City to establish such an Ordinance in the future.**

**For your consideration**

It is my understanding that there was once an Ordinance that established the duties of the office of Presiding Judge. It is also my understanding that, there was a conflict that arose between the then Presiding Judge and the City Manager thus, that Ordinance was repealed. The only justification I have

ever heard to support the repeal of the ordinance, was that it was considered illegal. The provision that I have been referred to as support for this position is Section 4.03 of the City Charter and Section 62-5 of the Code of Ordinances.

**However, I disagree with that conclusion. I don't find anything in state law, the city charter nor the code of ordinances that make it illegal for the City to establish an ordinance designating specific duties as it relates to the position of Presiding Judge.**

There are Administrative Judicial duties that are typically relegated to the office of Presiding Judge.

### **Scheduling of Dockets**

Section 62-8 provides that the divisional director of the municipal court shall facilitate the equitable scheduling of dockets.

Nothing in this section states that the divisional director shall have unilateral or sole authority to decide which judge will handle said dockets. To allow the divisional director to act unilaterally or with sole authority in the scheduling of judges violates the separation of powers mandated in our constitution as well as state laws. The divisional director then becomes a manager of sorts in that that office will dictate the work schedule of Judges.

I would submit to you that this create an atmosphere that could lend itself to an abuse of power on both sides.

### **Advantages of having an active Presiding Judge**

Promotes consistency and efficiency for judges and clerks.

Provides guidance and direction to the Court Director as where to go when there is a need to have judicial guidance on matters.

Promotes uniformity in how administrative judicial matters are handled.

Allows for the coordination and/ or dissemination of information to the Associate Judges.

Protects the separation of powers and preserves an independent judiciary.

It will also generally provide for the ability of all parties, administrative and judicial to anticipate the outcomes of tasks because the decisions would be made by the Presiding Judge.

### **DISADVANTAGES OF NOT HAVING A PRESIDING JUDGE**

Creates chaos and disfunction.

You have a different judicial administrative procedure depending on the judge handling the matter.

Creates an inefficient judicial staff because if there is abuse of the system, no one can speak to it.

It has been and will continue to be unnecessarily chaotic and promote discord.

### **What having an active Presiding Judge does NOT mean**

It does not mean that the Presiding Judge manages the Court Director or his/or her staff.

**The Presiding Judge may NOT dictate to a judge as to how to decide cases or perform magistrate duties. To do so, would be a violation of the Code of Judicial Conduct and state law.**

#### **WHAT I HAVE DONE AS A NAMED PRESIDING JUDGE**

I have often coordinated meetings with the Associate Judges to make sure they are informed.

Most recently, I coordinated a conference call with the judges to discuss a pressing matter as it related to the Judges.

I have developed standing orders in an attempt to bring consistency to the judicial administrative process as it affects the clerks.

I have also spent countless hours developing written policies and procedures that related to judicial matters.

I was then able to secure the written agreement from each Judge that we would make a commitment to adhere to the same.

However, when those policies and procedures are not honored or followed, there is no method in place to address the matter.

#### **CONCLUSION:**

I would ask that you, the Mayor and City Council give the information I have provided herein your sincerest consideration. I'm certain that we all share the same goals. That goal is to have a highly functioning and efficient court department.

I am persuaded that the best way for that to occur is for you to establish specific duties for the office of Presiding Judge that will effectuate that end. I would also submit that the best way for this to be established is by city ordinance. **I don't agree that to do so would necessarily require an amendment to the City's Charter.**

I believe the Mayor and Council have the authority they need with the existing law to establish such an Ordinance.

Respectfully submitted,

Debra Sinclair

# Municipal Court Presiding Judge Duties

By: Brittany Rychlik



## Duty: Standing Orders

Presently: The presiding judge sets standing orders.

### Pros:

- Single point of contact for court operations.
- Increased Consistency.

### Cons:

- Orders may not be followed by associate judges causing discord between court operations and judiciary.
- Possibility for dissension among judiciary if orders are implemented without collaboration.



## Duty: Docketing

Primarily: Docket schedule is managed by court administration, judge scheduling is handled by the presiding judge.

### Pros:

- No budget impact since court operations staff handle creating and planning the docket calendar during normal business hours.
- Single point of contact: presiding judge coordinates coverage for said dockets among other judges.

### Cons:

- Does not allow the director to ensure, and take corrective measures when needed, that there is equitable scheduling of dockets among the judges as outlined in the city ordinance.

Occasionally: Addt'l. dockets were created and a judge scheduled by court administration.

### Pros:

- Allows for director to adhere to ordinance.

### Cons:

- Potential to cause dissension between judiciary and court administration.
- Potential to be seen as “managing” judiciary.

“The divisional director of municipal court shall facilitate the equitable scheduling of dockets.” (Code 1999, § 62-8; Ord. No. 0-11-30, § 3, 8-15-2011)



## Duty: Case flow

Presently: Cases are not being handled/processed in a consistent manner among the judges.

### Pros:

- No benefit to court operations or citizens.

### Cons:

- Citizens get a different experience each time they appear before a different judge. This allows for a negative impression of the City.
- The court team does not have consistency in the way cases are processed in the court room. This leads to a disorganized appearance and causes delays which slows service.
- Unnecessary interruptions occur when court clerks have to ask for clarification on paperwork during court sessions to be able to fully assist citizens.
- Such inconsistencies increase the potential for the court team to inaccurately process paperwork.
- The current way of doing business allows for a large breadth for misunderstanding and miscommunication between court operations and judiciary.



Questions/Comments?





**CITY COUNCIL  
AGENDA ITEM COVER MEMO**

**April 15, 2019**

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

**SYNOPSIS**

Discuss the appointment/reappointment of members to various City boards/committees/commissions before formally appointing them during an upcoming regular City Council meeting.

**BACKGROUND**

During the April 1, 2019, special City Council meeting, the City Secretary presented an overview of members whose term would expire for the Community Development Advisory Committee, Construction Board of Adjustment and Appeals, and the Electrical Board. City Council then requested to postpone discussions until the next special City Council meeting.

City Staff is requesting direction from City Council before determining if each board, committee or commission member would be interested in serving another two-year term to their respective board, should City Council wish to reappoint them. At this time, no committee member was contacted. Council is to discuss all members and provide staff with the feedback needed to extend an invitation for another term.

The members for the following boards, committees and commissions will be expiring on June 30, 2019.

**Community Development Advisory Committee members:**

- Position 4 – Monica Rasmus, District A
- Position 5 – Bertha Eugene, District B

**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.

\*\*\*\*\*

**Construction Board of Adjustments & Appeals members:**

- Position 1 – *Vacancy left by the late Bill Marshall (Term Expires June 30, 2020)*
- Position 3 – Sammy Freeman, District D
- Position 4 – William W. Johnson, District D
- Position 5 – Alan Atwater, District C
- Alternate – George E. Johnson, III, District B

**Board Functions**

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

\*\*\*\*\*

**Electrical Board member:**

- Position 1 – Buford Jurica, District C
- Position 3 – Joe Scanlin, District D
- Position 5 – Frank Hester, District C, Citizen At Large

**Board Functions**

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

\*\*\*\*\*

**Parks Board members:**

- Position 1 – Victoria Porter, District D
- Position 3 – Pamela Andrews, District B
- Position 5 – *Vacancy left by Loveless Mitchell*
- Position 7 - Diane Giltner, District C
- Position 9 – Llarance Turner, District A
- Position 11 – J.R. Atkins, District C
- Position 13 – Alan Atwater, District C

**Board Functions**

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

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**Planning and Zoning Commission members:**

- Position 5 – John T. O’Malley, District D
- Position 6 – Douglas Parker, District B
- Position 7 – Hugh Brightwell, District D
- Position 8 – Ramesh Anand, District C
- Position 9 – Timothy R. Haney, District C

**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.

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**Zoning Board of Adjustments & Appeals members:**

- Position 1 – Joe Workman, District D
- Position 2 – *Vacancy left by John D. Jobe*
- Position 3 – Robin Elackatt, District C
- Alternate – J.R. Atkins, District C, Alternate Member
- Alternate – Adrian Matteucci, *District C, Alternate Member*

**Board Functions**

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

## **SUPPORTING MATERIALS**

1. Board, Committee, Commission Rosters
2. PZ Attendance Log from July 2018 to Present
3. Resolution R-14-36 re Rules of Procedure for the Planning & Zoning Commission
4. Parks Board Attendance Log from July 2018 to Present
5. Resolution R-17-35 re Missouri City Parks Board Bylaws
6. New applications

## **STAFF'S RECOMMENDATION**

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

**Director Approval:**

**Maria Jackson, City Secretary**



**(2019-2020)**  
**COMMUNITY DEVELOPMENT**  
**ADVISORY COMMITTEE**  
**ROSTER**

<b>Name &amp; Address</b>	<b>Position</b>	<b>Member Type</b>	<b>Term Expires</b>	<b>Meeting Date when first Appointed</b>	<b>Phone Number(s)</b>	<b>District</b>
<b>Reginald Pearson</b>	Position 1	District A Councilmember	n/a	11/19/2018	<a href="mailto:Reginald.Pearson@Missouricitytx.gov">Reginald.Pearson@Missouricitytx.gov</a>	A
<b>Jeffrey L. Boney</b>	Position 2	District B Councilmember	n/a	11/20/2017	<a href="mailto:jeffrey.boney@missouricitytx.gov">jeffrey.boney@missouricitytx.gov</a>	B
<b>Chris Preston</b>	Position 3	Any member of Council to serve At-Large Position	n/a	5/25/2014	<a href="mailto:chris.preston@missouricitytx.gov">chris.preston@missouricitytx.gov</a>	C
<b>Monica Rasmus</b>	Position 4	Regular	6/30/2019	1/3/2012		A
<b>Bertha Eugene</b>	Position 5	Regular	6/30/2019	1/3/2012		B
<b>Eunice Reiter</b>	Position 6	Regular	6/30/2020	1/3/2012		Citizen At Large
<b>Zelia Brown</b>	Position 7	Regular	6/30/2020	7/2/2018		Citizen At Large



**(2019-2020)**  
**CONSTRUCTION BOARD OF  
 ADJUSTMENT AND APPEALS**

<b>Name &amp; Address</b>	<b>Position</b>	<b>Member Type</b>	<b>Term Expires</b>	<b>Meeting Date when first appointed</b>	<b>Phone Number(s)</b>	<b>District</b>
<b><i>Vacancy left by the late Bill Marshall</i></b>	Position 1	Regular	6/30/2020			A
<b>Roger Morris</b>	Position 2	Regular	6/30/2020	8/2/1993		A
<b>Sammy Freeman</b>	Position 3	Regular	6/30/2019	10/1/2001		D
<b>William W. Johnson</b>	Position 4	Regular	6/30/2019	10/1/2001		D
<b>Alan Atwater</b>	Position 5	Regular	6/30/2019	07/03/2017		C
<b>George E. Johnson III</b>		Alternate	6/30/2019	7/18/2016		B
<b>Pamiel Johnson Gaskin</b>		Alternate	6/30/2020	7/21/2014		D



**(2019-2020)**  
**ELECTRICAL BOARD**  
**ROSTER**

<b>Name &amp; Address</b>	<b>Position</b>	<b>Term Expires</b>	<b>Meeting Date when first</b>	<b>Phone Number(s)</b>	<b>District</b>
<b>Buford Jurica</b>	Position 1 Master Electrician	6/30/2019	6/18/1980		C
<b>Charles Jarvis</b>	Position 2 Registered Electrical Engineer	6/30/2020	06/04/2018		D
<b>Joe Scanlin</b>	Position 3 Chairman, Master Electrician	6/30/2019	7/20/1981		N/A
<b>Christopher Harvey</b>	Position 4 CenterPoint Energy - Required per Charter	6/30/2020	03/28/2018		N/A
<b>Frank Hester</b>	Position 5	6/30/2019	07/06/04		N/A
<b>Kirk Allen</b> <b>Chief Bldg. Official</b> 1522 Texas Parkway Missouri City, Texas 77489	Staff <b>Building Official</b>	N/A	Position Required by Charter	281.403.8556 (w) 281.261.4382 (f)	N/A
<b>Gus Garcia</b> <b>City Electrical Inspector</b> 1522 Texas Parkway Missouri City, TX 77489	Staff	N/A	Position Required by Charter	281.403.8554 (w)	N/A



**(2019-2020) 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	6/30/2020	07/1/2013		B
Pamela Andrews	Position 3	6/30/2019	08/17/2009		B
Adrian Matteucci	Position 4	6/30/2020	07/06/2015		D
Vacancy left by Loveless Mitchell	Position 5	6/30/2019	01/7/2002		A
Sharman McGilbert	Position 6 Co-Chairman	6/30/2020	07/16/2007		A
Diane Giltner	Position 7	6/30/2019	07/18/2011		C
Brian Merchant	Position 8	6/30/2020	07/17/2017		B
Llarance Turner	Position 9 Chairman	6/30/2019	10/1/2001		A
Don Johnson	Position 10	6/30/2020	08/17/2009		D
J.R. Atkins	Position 11	6/30/2019	06/20/2016		C
Buddy Snyder	Position 12	6/30/2020	07/21/2014		B
Alan Atwater	Position 13	6/30/2019	06/04/2018		C



**(2019-2020) PLANNING AND ZONING  
COMMISSION  
ROSTER**

<b>Name</b>	<b>Position</b>	<b>Term Expires</b>	<b>Meeting Date when first Appointed</b>	<b>Phone Number(s)</b>	<b>District</b>
<b>Gloria Lucas</b>	Position 1	6/30/2020	01/07/2019		A
<b>Courtney Johnson Rose</b>	Position 2	6/30/2020	07/21/2014		A
<b>Sonya Brown-Marshall</b>	Position 3 Chair	6/30/2020	07/06/2004		D
<b>James G. Norcom, III</b>	Position 4	6/30/2020	05/09/2018		B
<b>John T. O'Malley</b>	Position 5	6/30/2019	08/16/2004		D
<b>Douglas Parker</b>	Position 6	6/30/2019	07/01/2013		B
<b>Hugh Brightwell</b>	Position 7	6/30/2019	06/06/2005		D
<b>Ramesh Anand</b>	Position 8	6/30/2019	07/18/2011		C
<b>Timothy R. Haney</b>	Position 9 Vice Chair	6/30/2019	07/06/1999		C

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



**(2019-2020)**  
**ZONING BOARD OF ADJUSTMENTS**  
**AND APPEALS ROSTER**

<b>Name &amp; Address</b>	<b>Position</b>	<b>Member Type</b>	<b>Term Expires</b>	<b>Meeting Date when <u>first</u> Appointed</b>	<b>Phone Number(s)</b>	<b>District</b>
<b>Joe Workman</b>	Position 1	Vice-Chairman	6/30/19	08/06/07		D
<b>Vacancy left by John D. Jobe</b>	Position 2	Regular	06/30/19			D
<b>Robin Elackatt</b>	Position 3	Regular	06/30/19	07/03/17		D
<b>Roger Morris</b>	Position 4	Chairman	06/30/20	08/18/86		A
<b>James R. (Bob) Bailey</b>	Position 5	Regular	06/30/20	05/09/2018		C
<b>J.R. Atkins</b>	n/a	Alternate	06/30/19	07/18/16		C
<b>Adrian Matteucci</b>	n/a	Alternate	06/30/19	06/04/2018		D
<b>Cleotha Aldridge</b>	n/a	Alternate	06/30/20	07/06/04		B
<b>Sharon Jurica</b>	n/a	Alternate	06/30/20	01/22/02		C

**PLANNING & ZONING COMMISSION ATTENDANCE**

JULY 2018 – JUNE 2019

	Position		JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	REG	SP
Reginald Pearson	Position 1	<b>A</b>	P	P	P	P	P	<i>Not applicable; appointed to City Council on November 19, 2018.</i>						5/5		
Gloria Lucas	Position 1	<b>A</b>	<i>Not applicable; appointed to the Planning &amp; Zoning Commission on January 7, 2019.</i>						P	P					2/2	
Courtney Rose	Position 2	<b>A</b>	P	<b>A</b>	<b>A</b>	P	P	<b>A</b>	P	<b>A</b>	<b>A</b>				4/9	
Sonya B-M	Position 3 Chair	<b>D</b>	<b>A</b>	P	P	P	P	P	P	P	P				8/9	
James Norcom III	Position 4	<b>B</b>	<b>A</b>	P	P	P	P	P	P	P	P				8/9	
John O'Malley	Position 5	<b>D</b>	P	P	P	<b>A</b>	P	P	P	<b>A</b>	<b>A</b>				6/9	
Doug Parker	Position 6	<b>B</b>	<b>A</b>	P	P	P	<b>A</b>	P	<b>A</b>	P	P				6/9	
Hugh Brightwell	Position 7	<b>D</b>	<b>A</b>	<b>A</b>	P	P	P	<b>A</b>	P	P	P				6/9	
Ramesh Anand	Position 8	<b>C</b>	P	<b>A</b>	P	P	P	P	<b>A</b>	P	P				7/9	
Tim Haney	Position 9 Vice Chair	<b>C</b>	P	<b>A</b>	<b>A</b>	P	P	P	P	P	<b>A</b>				6/9	

**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.

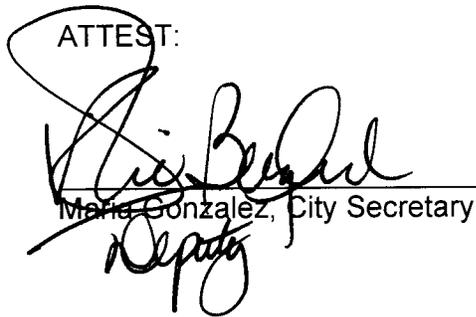
PASSED, APPROVED, and ADOPTED on this 20 day of October, 2014.

  
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 31<sup>st</sup> of July of each year and at such other times as those offices may become vacant. If at any meeting of the Commission neither the Chairman, the Vice Chairman, nor the Assistant Secretary is present, those Commission members present shall elect one of their number to be Chairman for conducting the meeting as provided herein.

103. Duties

- A. The Chairman shall preside at meetings, decide all points of order or procedure, execute all plat certificates, and, when authorized by the Commission, execute all official documents of the Commission.
- B. The Vice Chairman shall attest the signature of the Chairman on official documents of the Commission, as required, and shall perform the duties of the Chairman in the Chairman's absence. The Vice Chairman shall be the Secretary of the Commission.
- C. The Assistant Secretary shall attest the signature of the Chairman on official documents of the Commission and shall perform the duties of the Secretary in the absence of the Vice Chairman or at any meeting at which the Vice Chairman is presiding. In the absence of both the Chairman and the Vice Chairman, the Assistant Secretary shall serve as the Chairman.
- D. The Director of Development Services ("Director") shall be the regular technical advisor of the Commission and the custodian of the minutes and other official records, shall attend to the correspondence of the Commission, and shall cause to be given such notices as are required in the manner prescribed by law.
- E. It shall be the duty of the Commissioners to attend all meetings. Commissioners who are absent for three (3) consecutive regular meetings are subject to removal from office.

Planning and Zoning Commission  
Rules of Procedure

104. Rules of Order

Robert's Rules of Order, latest revision, shall be the Commission's final authority on all questions of procedure and parliamentary law not covered by these Rules of Procedure.

II. MEETINGS

201. Quorum

A quorum shall consist of a majority of members qualified and serving on the Commission.

202. Agenda

An agenda shall be prepared by the Director or his designee for each meeting of the Commission. The agenda shall include applications prepared and submitted according to the Missouri City Code, as amended, and the procedures provided herein.

203. Regular Meetings

Regular meetings shall be held on the second Wednesday of each month after proper notice is given as required by law.

204. Special Meetings

Special meetings for any purpose may be held (1) on the call of the Chairman, (2) on the call of the Director, or (3) on the request of three (3) or more Commissioners and by giving written notice to all members and the general public at least 72 hours before the meeting.

205. Public Meetings

All meetings shall be held in full compliance with the provisions of the laws of the State of Texas, the Missouri City Code, as amended, and these Rules of Procedure. Any party in interest may appear on his or her own behalf or be represented by counsel or an agent.

III. CONDUCT OF MEETINGS

301. Order of Business

The Director or his designee shall record the names of the members present and absent at each meeting of the Commission. The order of business shall be as follows:

1. Call to order.
2. Roll call.
3. Minutes.
4. Reports.

Planning and Zoning Commission  
Rules of Procedure

5. Public Comments. Public comments shall be limited to three (3) minutes per individual and to 10 minutes per subject. Public comments may address items that are not on the agenda.
6. Plats.
7. Zoning map amendments.
8. Zoning text amendments.
9. Other matters within the jurisdiction of the Commission or the Capital Improvements Advisory Committee.
10. Executive session as authorized by the Texas Open Meetings Act.

302. Vote Required

A majority of the quorum present at any meeting shall be necessary to approve or disapprove items of business; provided, however, that a majority shall be no less than three (3) members.

IV. OFFICIAL RECORDS

401. Definition

The official records shall include these rules and regulations and the minutes of the Commission together with all findings, decisions, and other official actions of the Commission. Notes and tape recordings of proceedings and discussions shall not constitute the official records of the Commission.

402. Recording of Vote

The minutes of the Commission's proceedings shall show the vote of each member on each decision of the Commission, or if absent or failing to vote, shall indicate that fact.

403. Files

All applications coming before the Commission shall be filed and maintained by the Director or his designee in accordance with the City's record retention and disposition schedule.

404. Public Record

The official minutes and applications presented to the Commission shall be on file in the office of the Director or his designee and shall be open to public inspection during customary working hours.

V. APPLICATION PROCEDURES

501. Application Types

The Commission shall consider plats, plans, zoning amendments, and other matters related to City planning as requested by the City Council, City officials, or the public.

Planning and Zoning Commission  
Rules of Procedure

502. Application Required

Applications for consideration and discussion by the Commission shall be complete before being placed on any agenda of the Commission. The Director may require a reasonable amount of documentation to complete the application in order for the Commission to clearly understand the application. The application, in sufficient copies, shall consist of maps, plats, and written descriptions as required by the Missouri City Code, as amended, or the Director.

VI. CAPITAL IMPROVEMENTS ADVISORY COMMITTEE

601. Membership

- A. The Capital Improvements Advisory Committee (Committee) shall be composed of the Commission.
- B. The Chairman and Vice Chairman of the Commission shall serve as the Chairman and Vice Chairman, respectively, of the Committee.

602. Duties

- A. The Committee shall serve in an advisory capacity.
- B. The Committee shall:
  - (1) advise and assist the City Council in adopting land use assumptions;
  - (2) review impact fee capital improvements plans and file written comments;
  - (3) monitor and evaluate the implementation of the impact fee capital improvements plans;
  - (4) file semiannual reports with respect to the progress of impact fee capital improvements plans and report to the City Council any perceived inequities in implementing the plans or in imposing the impact fees; and
  - (5) advise the City Council of the need to update or revise land use assumptions, impact fee capital improvements plans, and impact fees.
- C. The Committee's written comments and recommendations regarding land use assumptions, impact fee capital improvement plans, and impact fees shall be submitted to the City Council before the fifth business day before the date of any public hearing or City Council action on such assumptions, plans, or fees.

Planning and Zoning Commission  
Rules of Procedure

603. Rules of Order

Commission Rules of Procedure shall apply to the Committee.

VII. RULES OF PROCEDURE AND AMENDMENTS

701. Rules of Procedure

A copy of these Rules of Procedure and of any amendments thereto shall be made available in the office of the City Secretary within ten (10) days following their date of adoption.

702. Amendment Procedure

Any proposed amendment to these rules shall be considered and favorably acted on by the Commission at two separate commission meetings prior to submitting such proposed amendment to the City Council for consideration.

703. Repealing Clause

All previously adopted rules and regulations of the Commission shall be and the same are hereby expressly repealed.

ADOPTED:

This \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Sonya Brown-Marshall, Chairman

ATTEST:

Filed in the office of the City Secretary this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Maria Gonzalez, City Secretary



RESOLUTION NO. R-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.

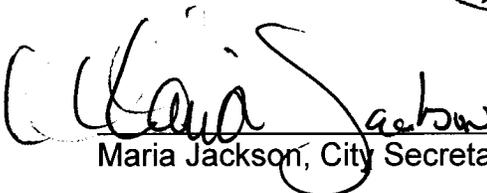
PASSED, APPROVED and ADOPTED this 4<sup>th</sup> day of December, 2017.

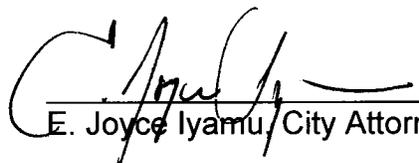


  
Allen Owen, Mayor

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 30<sup>th</sup> 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 2<sup>nd</sup> day of November, 2017.

\_\_\_\_\_  
Llarance Turner, Chair



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Ashley Holloway  
**Name**

B  
**District**

[Redacted]  
**Address**

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

HUNTERS GLEN Section : 5A  
**Subdivision**

[Redacted]  
**Phone Number**

[Redacted]  
**Email Address**

Registered Nurse  
**Occupation**

No response.  
**Education**

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

Community Development Advisory Committee or Parks Board

**Explain why::**

I have been a citizen of Missouri City for 34 years. I have seen drastic changes within Missouri City over these past years. Unfortunately, the citizens of Texas Parkway/2234 do not have the same quality of business and beautification as our sister street Highway 6. I would like to be an advocate for the long time citizens of Old Missouri City, such as myself. The library, HCC, and Discount Tire are all very nice, but the old movie theater strip, and Shipley Donut strip should be either renovated or torn down and rebuilt.

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

I am involved with the marriage ministry and children's ministry of Christian Bible Church. I love my city which is why I had my house built in Hunter's Glen 5. I was raised in Hunter's Point Estate.

---

**Hobbies/Personal/Family Interests::**

Cooking, Exercising, Jogging, Listening to Music, Writing Plays, Going to Church, Gardening, Playing with My Kids

---

**References (optional)::**

Darryl Smith

---

**Length of residence in the City::**

34 years

---

**Are you a registered voter?::**

Yes

---

**If available, please attach your resume::**

No file was uploaded

---

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

**Submission Date::** February 27, 2019

**Signature of Applicant::** Ashley Holloway



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Claudia Iveth Garcia  
**Name**

B  
**District**

[REDACTED]  
**Address**

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

QUAIL VALLEY EAST Section : 4  
**Subdivision**

[REDACTED]  
**Phone Number**

[REDACTED]  
**Email Address**

Community Affairs Manager for Community Health Choice, a non profit health insurance company serving members with Medicaid, CHIP and Health Insurance Marketplace

**Occupation**

No response  
**Education**

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

Community Development Advisory Committee or Parks Board

**Explain why::**

I love being involved in the community. Through my work I serve many underserved communities in Southeast Texas, but I would like to participate in something that also benefits the city where I've lived for the last 4 years. I am especially excited about the Community Development and the Parks Board because both are my passions that drive me, personally and professionally. I would like to see Missouri City continue to grow and engage its citizens in activities that enrich their lives.

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

Board Member--Hispanic Health Coalition

Member--Mayor Turner's Complete Communities Neighborhood Support Team in Gulfton

Advisory Board Member-Nurse Family Partnership

Member--IMPACT Committee (child and maternal health)

Planning Committee Member--Access Health Back to School event

**Hobbies/Personal/Family Interests::**

Running (have coached beginner 5K's for Houston Area Road Runners Association's Power in Motion Program and completed 24 half marathons. I believe in fitness at ANY age, shape, size and level

Yoga (certified yoga instructor)

Traveling

Cooking/Baking

**References (optional)::**

No response

**Length of residence in the City::**

July 2015

**Are you a registered voter?::**

Yes

**If available, please attach your resume::**

Claudia.Garcia.Resume 2017.doc

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

**Submission Date::** February 27, 2019

**Signature of Applicant::** Claudia Garcia

# *Claudia Iveth Garcia*

## EDUCATION

**Bachelor of Science in Psychology**  
**Bachelor of Science in Consumer Science and Merchandising**  
University of Houston  
Houston, Texas

## RELEVANT EXPERIENCE

### **Community Affairs Manager: April 2017--present**

Community Health Choice  
Houston, Texas

- ◆ Manage value added services and member advisory groups in service delivery areas
- ◆ Member Event and company sponsored community event planning and oversight
- ◆ Create and foster partnerships with community organizations
- ◆ Oversees corporate giving programs such as employee matching and employee volunteerism

### **Director of Marketing and Outreach: November 2014—April 2017**

Community Health Choice  
Houston, Texas

- ◆ Oversee day to day operations of the Marketing and Community Outreach Department and lead a team of 10 community relations representatives in the Harris and Jefferson Service Area
- ◆ Develops and implements CHIP/STAR (Medicaid) strategic marketing strategies

### **Human Resources Manager; May 2012—November 2014**

Community Health Choice  
Houston, Texas

- ◆ Educate and advise directors and managers on current HR Laws and processes
- ◆ Responsible for coordination of employee engagement and participation in various large scale events such as March of Dimes, TexMed Run, United Way Campaign, and internal employee engagement.

### **Human Resources Generalist; April 2010—May 2012**

Brazosport Regional Health System  
Lake Jackson, TX

- ◆ Actively recruit, hire and onboard all new employees
- ◆ Educate and advise directors and managers on current HR Laws

### **Human Resources Generalist; March 2008—February 2010**

Paychex Premier Human Resources  
Woodland Hills, CA

- ◆ Built strong client relationships with an average of 40 small/medium businesses
- ◆ Recommended, coordinated, and delivered training seminars for clients and their employees
- ◆ Liason to branch, region, and corporate offices, facilitate resolution of client issues regarding benefits, payroll, human resources, and safety

### **Human Resources Generalist; February 2006—March 2008**

Little Caesar Enterprises, Southwest Zone  
Houston, TX

- ◆ Fielded employee relations issues for 135+ stores in ten states in the SW Zone, made recommendations to resolve complaints
- ◆ Monitored, audited, and investigated HR related matters, ie; sexual harassment, discrimination, ADA, FMLA, Wage and Hour, EEOC, and DOL claims
- ◆ Assisted in the development and roll out of training programs, new procedures, event planning, and management meetings across territory



**Hobbies/Personal/Family Interests::**

Hobbies include reading

---

**References (optional)::**

No response

---

**Length of residence in the City::**

21 years

---

**Are you a registered voter?::**

Yes

---

**If available, please attach your resume::**

No file was uploaded

---

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

**Submission Date::** March 28, 2019

**Signature of Applicant::** Genevieve Joseph



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Lillian H. Davis  
**Name**

D  
**District**

[Redacted]  
**Address**

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

QUAIL VALLEY GLENN LAKES Section : 1  
**Subdivision**

[Redacted]  
**Phone Number**

[Redacted]  
**Email Address**

Registered Nurse

Home Health Supervisor 25 years in the industry

**Occupation**

No response  
**Education**

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

Parks Board

**Explain why::**

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

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

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

**Hobbies/Personal/Family Interests::**

Group fitness instructor.

---

Creative arts worship leader

---

**References (optional)::**

No response

---

**Length of residence in the City::**

4 years

---

**Are you a registered voter?::**

Yes

---

**If available, please attach your resume::**

Lillian H Resume.docx

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

**Submission Date::** February 28, 2019

**Signature of Applicant::** Lillian Hollins Davis

***Lillian H. Davis, RN HCS-D, COS-C***

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

**Credentials: Registered Nurse**

Board Examination

License, State of Louisiana 1989

License by Endorsement, State of Indiana 1990

License by Endorsement, State of Texas 2014

Specialty Credentials: [REDACTED] Board Medical Specialty Coding and Compliance  
Certificate for Oasis Specialist-Clinical Oasis Answers 2016

**Experience**

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

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

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

**Manager of Clinical Practice March 2013 --- June 2015**

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

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

**Administrator August 2011---March 2013**

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

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

**Director of Operations August 2008 --- August 2011**

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

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

**Regional Clinical Manager Indiana Region February 2005—July 2008**

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

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

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

**NBA HomeCare Plus** 5254 W. 62<sup>nd</sup> Street Indianapolis, IN 46268

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

**Patient Care Manager December 2000 ---- January 2003**

**SpectraCare of Indiana** 8402 Georgetown Road, Indianapolis, IN 46268

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

**Education: Associate Science of Nursing Louisiana Tech University 1989**



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Kymberly McMorries  
**Name**

A  
**District**

[REDACTED]  
**Address**

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

QUAIL VALLEY NORTH Section : 1  
**Subdivision**

[REDACTED]  
**Phone Number**

[REDACTED]  
**Email Address**

Attorney, self-employed

**Occupation**

Juris Doctorate  
**Education**

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

Parks Board

**Explain why::**

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

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

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

**Hobbies/Personal/Family Interests::**

Movies, travel, food, reading

**References (optional)::**

No response

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**Length of residence in the City::**

9.5 years

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**Are you a registered voter?::**

Yes

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**If available, please attach your resume::**

No file was uploaded

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

**Submission Date::** March 11, 2019

**Signature of Applicant::** Kymberly McMorries



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Valore Lott \_\_\_\_\_ D \_\_\_\_\_  
**Name** **District**

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

QUAIL VALLEY EAST Section : 4 \_\_\_\_\_  
**Subdivision**

\_\_\_\_\_ \_\_\_\_\_  
**Phone Number** **Email Address**

Real Estate Broker/RE/MAX Fine Properties \_\_\_\_\_  
**Occupation**

B.S. & M.S. TSU \_\_\_\_\_  
**Education**

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

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

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

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

**Hobbies/Personal/Family Interests::**

Travel, Fishing, Reading, Road-tripping

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**References (optional)::**

No response

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**Length of residence in the City::**

35 years

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**Are you a registered voter?::**

Yes

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**If available, please attach your resume::**

No file was uploaded

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

**Submission Date::** March 10, 2019

**Signature of Applicant::** Valore Lott



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Charles Lewis Jr. \_\_\_\_\_ D \_\_\_\_\_  
**Name** **District**

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

QUAIL PARK PATIO HOMES Section : 1 \_\_\_\_\_  
**Subdivision**

\_\_\_\_\_ \_\_\_\_\_  
**Phone Number** **Email Address**

2nd year law student \_\_\_\_\_  
**Occupation**

Texas Tech-- History, Political Science, Thurgood Marshall School of Law \_\_\_\_\_  
**Education**

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

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

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

**Hobbies/Personal/Family Interests::**

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

**References (optional)::**

No response

**Length of residence in the City::**

20 years

**Are you a registered voter?::**

Yes

**If available, please attach your resume::**

resume final.docx

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

**Submission Date::** April 1, 2019

**Signature of Applicant::** Charles Lewis Jr.

# CHARLES LEWIS

## EDUCATION

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

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

**Texas Tech University, Lubbock Texas**

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

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

## EXPERIENCE

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

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

**Longshoremen's Association Local 1351, Houston, Texas**

*Longshoreman Clerk* 7/2017 – Present

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

**Texas Tech University Hospitality Services, Lubbock, Texas**

*Student Manager* 1/2016 - 5/2017

*Hospitality Assistant* 4/2014 - 5/2015

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

**Marco's Pizza, Missouri City**

*Team Leader/Driver* 5/2015 - 8/2015

- Conducted efficient customer service and communication skills

## SKILLS AND INTEREST

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



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Name James R. (Bob) Bailey District C

Address [Redacted] Missouri City, TX 77459 City, State, Zip Code

Subdivision Heritage Colony in First Colony

[Redacted]

Phone Number [Redacted] Email Address [Redacted] Occupation Senior Managing Engineer and Houston Office Director at Exponent, Inc.

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

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 [REDACTED]

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.

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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, 6<sup>th</sup> 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, 3<sup>rd</sup> 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 8<sup>th</sup> 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

Rodney Griffin \_\_\_\_\_  
**Name** **District**

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

HUNTERS GLEN Section : 2  
**Subdivision**

\_\_\_\_\_ \_\_\_\_\_  
**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

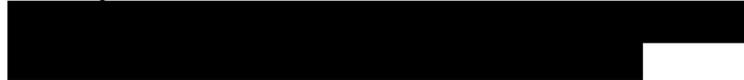
**If available, please attach your resume::**

**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**



**Objective:** City of Missouri City Planning and Zoning Commission

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

### **Professional Experience:**

#### **The Rodney Griffin Group (June 2004 - Present)**

Principal - Real Estate Consulting and Financial Services  
Residential and Commercial

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

Taxpayer Services Officer

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

#### **Allstate Life Insurance Company (July 1991 to October 1998)**

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

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

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

Principal Owner

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

#### **Southwestern Bell Telephone Company ( September 1974 to September 1981)**

Marketing Representative/Facilities Supervisor

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

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

### **City of Austin (June 1970 to June 1974)**

Department of Community Action - Division Head

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

### **Education:**

Bachelor of Science

Mathematics - University of Texas at Austin

**Minor:** Government

### **Continuing Education:**

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

Texas Southern University Continuing Education-Houston, Texas

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

American College, CLU/CHFC matriculated

Continuing Education – Texas Real Estate Brokerage

### **Technical Skills:**

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

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

Databases: MS Access, MS SQL Server

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

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

### **Honors:**

Certificate of Congressional Recognition 2018

White House Guest@ The Civil Rights Summit 2014

Special Guest of President Bill Clinton 2001

Jesse H. Jones Scholarship

Houston Endowment Inc.



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Daniel Silva A  
**Name** **District**

[REDACTED] Missouri City, Texas 77489  
**Address** **City, State, Zip Code**

GLEN PARK SEC 1, BLOCK 2, LOT 47  
**Subdivision**

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

Business Owner  
**Occupation**

1 Years College  
**Education**

### **Civic/Church/Community Involvement::**

Catholic (Holy Family)

10 Years Vice President Glen Park Homeowners Association

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

2018 Member MAGA San Antonio

UH Alumni Association Member

### **Hobbies/Personal/Family Interests::**

Golf with Family & Friends

Home Gardening (Citrus & Fruit Tree Enthusiast )

Season Ticket Holder for UH, Astros, Skeeters & Texans

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

Planning & Zoning Commission/Application Revised 04.06.2019 to be considered for any position.

**Explain why::**

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

**References (optional)::**

Randy Meyers [REDACTED]

Calvin Simon ([REDACTED])

Clifford Brooks [REDACTED]

**Length of residence in the City::**

15 years

**If available, please attach your resume::**

Resume Daniel Silva Letter 2018.pdf

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

**Signature of Applicant::** Daniel Silva

**Submission Date::** December 27, 2018



INDEPENDENT CRANE  
& EQUIPMENT

January 3, 2019

Missouri City

Introduction: Daniel Silva

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Clifford Brooks, Jr.".

Clifford Brooks, Jr.  
Chief Financial Officer

Attachment:

Resume  
of  
Daniel Silva

**January 1991 - September 2001**

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

**SENIOR SERVICE TECHNICIAN:**

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

**September 2001 - September 2007**

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

**SENIOR SERVICE TECHNICIAN:**

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

**September 2007 to August 2008**

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

**SENIOR SERVICE TECHNICIAN:**

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

**August - 2008 – PRESENT**

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

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



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Karen Overton \_\_\_\_\_  
**Name** **District**

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

PEARL POINTE AT LAKE OLYMPIA Section : 1  
**Subdivision**

\_\_\_\_\_ \_\_\_\_\_  
**Phone Number** **Email Address**

Professor \_\_\_\_\_  
**Occupation**

MBA \_\_\_\_\_  
**Education**

### Civic/Church/Community Involvement::

Habitat for Humanity Finance committee, Chairperson \_\_\_\_\_

Graduate Missouri City Citizen University \_\_\_\_\_

Community Volunteer - Lake Olympia Subdivision \_\_\_\_\_

Board Director Municipal Utility District No. 49 \_\_\_\_\_

Voter Registrar Deputy \_\_\_\_\_

FB Election Judge \_\_\_\_\_

### Hobbies/Personal/Family Interests::

Yoga \_\_\_\_\_

Avid non-fiction reader \_\_\_\_\_

Line Dancer \_\_\_\_\_

AOA member YMCA \_\_\_\_\_

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

Planning & Zoning Commission

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**Explain why::**

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

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**References (optional)::**

Mayor Yolanda Ford

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HCC Trustee Neeta Sane

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Vivian Ellis, HCC counselor

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Judge Teana Watson

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**Length of residence in the City::**

10 years

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**If available, please attach your resume::**

Overton, Karen Resumegeneral2016.pdf

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

**Signature of Applicant::** Karen E.Overton

**Submission Date::** December 26, 2018

KAREN OVERTON

VITAE

## KAREN OVERTON

Email: [REDACTED]

### SUMMARY:

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

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

### Key Qualifications

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

### Career Highlights

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

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

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

## KAREN OVERTON

### VITAE

#### **Key highlights—DEPARTMENT CHAIR**

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

#### **Key highlights—ASSOCIATE PROFESSOR**

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

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

##### **ADJUNCT INSTRUCTOR**

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

##### **Key highlights**

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

KAREN OVERTON

VITAE

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

## Additional Experience

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

## Education • Professional Development

### **Masters of Business Administration**

*Texas Southern University, Houston, TX*

### **Bachelor of Arts in Sociology, Minor in Psychology**

*Texas Southern University, Houston, TX*

### **Awards and Special Accomplishments**

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

## KAREN OVERTON

### VITAE

#### Memberships and Affiliations

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

#### Hobbies

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



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Angie Wierzbicki  
**Name**

B  
**District**

[Redacted]  
**Address**

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

MEADOWCREEK Section : 1&4  
**Subdivision**

[Redacted]  
**Phone Number**

[Redacted]  
**Email Address**

Executive Director

Cullinan Park Conservancy

President

Angie Wierzbicki Consulting, Inc.

Nonprofit Consultant

### Occupation

BA - Broadcast Journalism, University of Southern California, MS - Recreation, Park and Tourism Administration, Western Illinois University

### Education

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

Planning & Zoning Commission

### Explain why::

I have been an active resident in Missouri City and care deeply about our community. The Planning & Zoning Commission is very important to the City's future. Having worked in the public/nonprofit sector, I understand the importance of having community members at the table

and I believe my education, experience and opinions will be beneficial to the Committee, and ultimately the City.

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

I am most known in the community for starting Missouri City Green with my husband and two friends. I was the first Chairperson and initiated every event that still stands today. It's true, one of my biggest passions is beautifying our City (and our world). But I also have a Masters Degree that encompassed community and economic development. Both of these experiences helped to spur me to run for City Council last year. I lost, but I learned a lot about - and made a lot of contacts and friends - many of our City's residents. I believe I will be a fair representative when it comes to planning and zoning - looking out for the community at-large's interest, not just mine or a special interest.

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**Hobbies/Personal/Family Interests::**

No response.

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**References (optional)::**

No response.

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**Length of residence in the City::**

3 years, 3 months

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**Are you a registered voter?::**

Yes.

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**If available, please attach your resume::**

Angie.W resume 12.18.pdf

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

**Submission Date:: February 27, 2019**

**Signature of Applicant:: Angie Wierzbicki**

## ANGIE WIERZBICKI

**Special Talents:** Able to network effectively in a variety of environments, establish constructive rapport with key stakeholders and decision makers, obtain and organize local resources and take positive action toward value creation.

### RELEVANT PROFESSIONAL EXPERIENCE:

#### **Executive Director – February 2017 to Present – Cullinan Park Conservancy – Sugar Land, TX**

- Develop and implement goals and activities, with Board of Directors, to achieve organizational mission
- Write and manage all grant requests and subsequent reports
- Coordinate all marketing and public relations activities, including social media, print and online media and e-blasts
- Point of contact for public, as well as City of Sugar Land, for Cullinan Park operations
- Leadership in \$500,000 annual budget through fundraising efforts (grants, individual and corporate donations)
- Secured \$1,073,000 from 2015-2016 in grants (during time as grant writing consultant)

#### **Executive Director – April 2014 to February 2017 – Fort Bend Cares Foundation – Sugar Land, TX**

- Developed and implemented goals and activities, with Board of Trustees, to achieve organizational mission
- Provided leadership in organizational, financial and programming plans and deliverables
- Oversaw Grants Committee, made up of 40 volunteers who review on average 40 applications a year
  - Develop relationships with community nonprofits
  - Recommend strategies to volunteers for successful review of applications
  - Evaluate successful applicants' reports annually
- Coordinated event volunteer efforts
  - Recruit, train and manage approximately 50 volunteers for several events each year
  - Increased new volunteer participation by 10% over two years, while retaining existing volunteers
- Lead fundraising through corporate sponsorships, individual donations and other revenue opportunities
  - Increased income by 23% in first year, and *additional* 16% in second year
- Coordinated marketing and public relations activities, including social media, print and online media and e-blasts

#### **Development Director – July 2013 to April 2014 – Hope for Three – Stafford, TX**

- Coordinated outreach and fundraising events and campaigns
- Identified new and cultivated ongoing corporate relationships to enhance sponsorships and large donations
- Updated existing gift program to engage individual and small business donors
- Primary member of grantwriting team, assisting with writing, editing and compliance of grant requests and awards
  - Successful written applications totaled \$275,000 during this time
- Oversaw and managed marketing committee and tasks, including social media, print and online media

#### **Assistant Director, Marketing & Special Events – December 2012 to July 2013**

#### **Event & Volunteer Coordinator – September 2012 to December 2012 – Galveston Historical Foundation (GHF) – Galveston, TX**

- Oversaw and coordinated all major event efforts of the Foundation
  - Budgeting, Fundraising, Logistics, Volunteer Recruitment & Training (800+ for annual Historic Homes Tour and 600+ for annual Dickens on the Strand) and Event Evaluation
- Assisted in all marketing efforts of the organization, with special emphasis on events
- Identified and cultivated relationships with key individuals, businesses and other contributors to events and GHF

#### **Development Director – January 2011 to September 2012 – Central Fort Bend Chamber Alliance – Rosenberg, TX**

- Supervised staff of 5, while leading all development efforts, as Interim President from April 2011 to August 2011
- Planned and implemented small and large events and programs
  - Budgeting, Fundraising, Logistics, Volunteer Recruitment and Training and Event Evaluation
- Worked hand-in-hand with Marketing and Communication Directors to effectively promote events and sponsorships.
- Established and maintained relationships with key partners in the community and region, including elected officials.

**Special Events Specialist – January 2009 to September 2010 – City of Pearland, Parks & Recreation – Pearland, TX**

- Assisted in planning and implementation of 22 annual events; attendance ranging from 100 to 12,000 for individual events.
  - Budgeting, Fundraising, Logistics, Marketing, Volunteer Recruitment & Training and Event Evaluation
- Created and implemented “green” event strategies to improve the environmental stewardship of the department, city and event participants.

**Executive Director – July 2007 to May 2008 – Louisa Development Group (LDG) – Wapello, IA**

- Managed day-to-day activities, including working with Board of Directors to pursue mission and vision through successful organizational activities and relationships.
- Actively recruited new members and maintained existing member relationships.
- Marketing manager for Naturally Louisa County, a county-wide tourism campaign.
- Wrote, edited and produced monthly newsletters, as well as a weekly newspaper column and additional press releases.

**Peace Corps Volunteer - June 2000 to August 2002 - Chinguluwe Health Center - Malawi, Africa**

- Advised and facilitated the construction and installation of 110 protected shallow wells in 40 villages, serving 22,000 people. Supervised multiple volunteers, while also obtaining funding and connecting to other local resources.
- Encouraged and supported two community based fish ponds, serving 1,100 people, used for sustainable food and economic stability.
- Established eco-sanitation project with 12-member women’s group in village of Gonondo. With Water Aid, assisted women taking control of finances, food and sanitation, creating entrepreneurial activity.
- Trained in Permaculture, coordinated and taught a permaculture course to local health professionals.

**ADDITIONAL SPECIFIC EXPERIENCE:**

**Founder and First Chairperson, Fort Bend Community Action Network – Established November 2016**

- Fort Bend Community Action Network (Fort Bend CAN) is the largest non-partisan, progressive coalition in Fort Bend County
- The organization seeks to connect community members, build awareness, engage and educate, as well as move the county, region and country forward in progressive causes

**Writer – August 2016 to Present**

- Nonprofit Quarterly ([www.nonprofitquarterly.org](http://www.nonprofitquarterly.org))
- Sugar Land Moms ([www.sugarlandmoms.com](http://www.sugarlandmoms.com))

**Grant writer & Nonprofit Consultant – May 2014 to Present**

- Grant writing clients include agencies in the greater Houston area
- Fundraising letters and appeals for agencies in Texas and Tennessee
- Facilitation of Nonprofit Board Retreats and Fundraising Workshops for agencies in the greater Houston area
- Additional consultation and support provided to several other non-profits in the greater Houston area

**Founder and First Chairperson, Missouri City Green – Established August 2010**

- Missouri City Green is the Keep Texas Beautiful Affiliate for Missouri City, TX
- MCG hosts several city-wide events each year with the goal of beautifying the City, attracting hundreds of residents to each event (Examples include Trash-Off, Electronics Recycling, etc).

**EDUCATION and LEADERSHIP PROGRAMS:**

- **Fort Bend Chamber of Commerce Leadership Program – 2016 Graduate**
- **Fort Bend Leadership Excellence for Nonprofits – 2015 Graduate**
- **Central Fort Bend Chamber Leadership Program – 2012 Graduate**
- **Certificate, Professional Community & Economic Developer – August 2011** – Community Development Inst.
- **Continuing Education Course on Grant writing – December 2010** – University of Houston
- **Master of Science in Recreation, Park and Tourism Administration - May 2007**  
Peace Corps Fellow; emphasis Community and Economic Development - Western Illinois University - Macomb, IL
- **Bachelor of Arts in Broadcast Journalism - May 2000**  
Minor: Peace and Conflict Studies - University of Southern California - Los Angeles, CA



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Peter Thompson D  
**Name** **District**

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

QUAIL VALLEY THUNDERBIRD Section : 2  
**Subdivision**

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

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

### Occupation

High School, some college  
**Education**

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

Planning & Zoning

### Explain why::

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

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

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

**Hobbies/Personal/Family Interests::**

Member Sugar Creek Baptist Church

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

**References (optional)::**

No response

**Length of residence in the City::**

31 years

**Are you a registered voter?::**

Yes

**If available, please attach your resume::**

No file was uploaded

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

**Submission Date::** March 8, 2019

**Signature of Applicant::** Peter Thompson



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Glenn Harper \_\_\_\_\_  
**Name** **District**

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

QUAIL VALLEY TOWNHOUSES Section : 1  
**Subdivision**

No response \_\_\_\_\_  
**Phone Number** **Email Address**

Retired \_\_\_\_\_  
**Occupation**

No response \_\_\_\_\_  
**Education**

**On which Board/Committee/Commission would you like to serve?::**  
Open \_\_\_\_\_

**Explain why::**  
still researching \_\_\_\_\_

**Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for.**  
long time resident \_\_\_\_\_

**Hobbies/Personal/Family Interests::**  
No response \_\_\_\_\_

**References (optional)::**  
No response \_\_\_\_\_

**Length of residence in the City::**

25 years

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**Are you are registered voter?**

Yes

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**If available, please attach your resume::**

No file was uploaded

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

**Submission Date::** February 26, 2019

**Signature of Applicant::** Glenn Harper