

**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, June 3, 2019, at 6:30 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) Consider the City's board, committee, and commission member appointments and reappointments.
- (b) Discuss and consider the Census Complete Count committee member appointments.

**3. CLOSED EXECUTIVE SESSION**

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

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

**5. ADJOURN**

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

### CERTIFICATION

I certify that a copy of the June 3, 2019, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on May 30, 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

June 3, 2019

**To:** Mayor and City Council  
**Agenda Item:** 2(a) 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 May 20, 2019, special City Council meeting, City Council moved to reappoint every board, committee and commission member whose term expired on June 30, 2019, should they wish to continue serving.

City Council also moved to appoint James Bailey to the Planning and Zoning Commission; Peter Thompson to the Zoning Board of Adjustments and Appeals; Claudia Garcia to the Parks Board; move George E. Johnson from Alternate on the Construction Board of Adjustment and Appeals to Position 1; appoint Daniel Silva to the Construction Board of Adjustments and Appeals; and, appoint Leslie Mack Jr. to the Parks Board.

Below are the responses of the reappointed candidates, in addition to the new appointed candidates and vacant positions:

#### **Community Development Advisory Committee members:**

- Position 4 – Monica Rasmus, District A – *Agreed to continue serving*
- Position 5 – Bertha Eugene, District B – *Agreed to continue serving*

#### **Board Functions**

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

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

- Position 1 – George E. Johnson III, District B – *Agreed to move to Position 1 and fill unexpired term*
- Position 3 – Sammy Freeman, District D – *Agreed to continue serving*
- Position 4 – William W. Johnson, District D – *Agreed to continue serving*
- **Position 5 – Alan Atwater, District C – Will not seek reappointment and position will be vacant as of June 30, 2019**
- Alternate – Daniel Silva, District A – *New member*

**Board Functions**

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

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**Electrical Board member:**

- Position 1 – Buford Jurica, District C – *Agreed to continue serving*
- **Position 3 – Joe Scanlin, District D – Will not seek reappointment and position will be vacant as of June 30, 2019**
- Position 5 – Frank Hester, District C, Citizen At Large – *Agreed to continue serving*

**Board Functions**

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

**DIVISION 4. - ELECTRICAL BOARD**

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

(a) A five-member electrical board is created in and for the city, consisting of:

- (1) Position 1: A master electrician.
- (2) Position 2: A registered electrical engineer.
- (3) Position 3: A master electrician or a registered engineer.**
- (4) Position 4: A representative of a transmission and distribution utility serving the electric utility customers of the city.
- (5) Position 5: A citizen at large.

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

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

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

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**Parks Board members:**

- Position 1 – Victoria Porter, District D – *Agreed to continue serving*
- Position 3 – Pamela Andrews, District B – *Agreed to continue serving*
- Position 5 – Claudia Garcia, District B – *New member*
- Position 7 - Diane Giltner, District C – *Agreed to continue serving*
- Position 9 – Llarance Turner, District A – *Agreed to continue serving*
- Position 11 – J.R. Atkins, District C – *Agreed to continue serving*
- Position 13 – Leslie Mack Jr., District B – *New member*

**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 – *Agreed to continue serving*

- **Position 6 – Douglas Parker, District B – Will not seek reappointment and position will be vacant as of June 30, 2019**
- Position 7 – Hugh Brightwell, District D – *Agreed to continue serving*
- Position 8 – James R. (Bob) Bailey, District C – *New member*
- Position 9 – Timothy R. Haney, District C – *Agreed to continue serving*

**Board Functions**

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

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

- Position 1 – Joe Workman, District D – *Agreed to continue serving*
- Position 2 – Peter Thompson, District D – *New member*
- Position 3 – Robin Elackatt, District C – *Agreed to continue serving*
- Alternate – J.R. Atkins, District C, Alternate Member – *Agreed to continue serving*
- **Alternate – Vacancy left by Adrian Matteucci, District C**

**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. New Candidates
3. Chapter 2, Administration, Article III, Boards, Committees and Commissions
4. Planning and Zoning Rules and Procedures Resolution
5. Chapter 18 – Board of Adjustments & Appeals Description (Zoning)
6. Overview of the 2019 Board, Committee, and Commission Members, Candidates, and Vacancies

**STAFF'S RECOMMENDATION**

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

**Director Approval:** **Maria Jackson, City Secretary**



**(2019-2021)**  
**COMMUNITY DEVELOPMENT**  
**ADVISORY COMMITTEE**  
**ROSTER**

<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
<b>Jeffrey L. Boney</b>	Position 2	District B Councilmember	n/a	11/20/2017		B
<b>Chris Preston</b>	Position 3	Any member of Council to serve At-Large Position	n/a	5/25/2014		C
<b>Monica Rasmus</b> <i>(agreed to continue serving)</i>	Position 4	Regular	6/30/2021	1/3/2012		A
<b>Bertha Eugene</b> <i>(agreed to continue serving)</i>	Position 5	Regular	6/30/2021	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



**(2019-2021)**  
**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) &amp; Email Addresses</b>	<b>District</b>
<b>George E. Johnson III</b> <i>(agreed to move to Position 1 and fill unexpired term, from Alternate Position)</i>	Position 1	Regular	6/30/2020	7/18/2016		B
<b>Roger Morris</b>	Position 2	Regular	6/30/2020	8/2/1993		A
<b>Sammy Freeman</b> <i>(agreed to continue serving)</i>	Position 3	Regular	6/30/2021	10/1/2001		D
<b>William W. Johnson</b> <i>(agreed to continue serving)</i>	Position 4	Regular	6/30/2021	10/1/2001		D
<b>Alan Atwater</b> <i>(will not seek reappointment, position will be vacant as of June 30, 2019)</i>	Position 5	Regular	6/30/2019	07/03/2017		C
<b>Daniel Silva</b> <i>(new member)</i>		Alternate	6/30/2021	05/20/2019		A
<b>Paniel Johnson Gaskin</b>		Alternate	6/30/2020	07/21/2014		D



**(2019-2021)**  
**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> <i>(agreed to continue serving)</i>	Position 1 Master Electrician	6/30/2021	6/18/1980		C
<b>Charles Jarvis</b>	Position 2 Registered Electrical Engineer	6/30/2020	06/04/2018		D
<b>Joe Scanlin</b> <i>(will not seek reappointment, position will be vacant as of June 30, 2019)</i>	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> <i>(agreed to continue serving)</i>	Position 5	6/30/2021	07/06/04		N/A
<b>Kirk Allen</b> Chief Bldg. Official	Staff <b>Building Official</b>	N/A	Position Required by Charter		N/A
<b>Gus Garcia</b> City Electrical Inspector	Staff	N/A	Position Required by Charter		N/A



## (2019-2021) PARKS BOARD

### ROSTER

Name	Position	Term Expire	Meeting Date when first appointed	Phone Number(s) and email addresses	District
<b>Victoria Porter</b> <i>(agreed to continue serving)</i>	Position 1	6/30/2021	07/17/2017		D
<b>Thomasine Johnson</b>	Position 2	6/30/2020	07/1/2013		B
<b>Pamela Andrews</b> <i>(agreed to continue serving)</i>	Position 3	6/30/2021	08/17/2009		B
<b>Adrian Matteucci</b>	Position 4	6/30/2020	07/06/2015		D
<b>Claudia Iveth Garcia</b> <i>(New member)</i>	Position 5	6/30/2021	05/20/2019		B
<b>Sharman McGilbert</b>	Position 6 Co-Chairman	6/30/2020	07/16/2007		A
<b>Diane Giltner</b> <i>(agreed to continue serving)</i>	Position 7	6/30/2021	07/18/2011		C
<b>Brian Merchant</b>	Position 8	6/30/2020	07/17/2017		B
<b>Llarance Turner</b> <i>(agreed to continue serving)</i>	Position 9 Chairman	6/30/2019	10/1/2001		A
<b>Don Johnson</b>	Position 10	6/30/2020	08/17/2009		D
<b>J.R. Atkins</b> <i>(agreed to continue serving)</i>	Position 11	6/30/2021	06/20/2016		C
<b>Buddy Snyder</b>	Position 12	6/30/2020	07/21/2014		B
<b>Leslie Mack Jr.</b> <i>(New member)</i>	Position 13	6/30/2021	05/20/2019		B



**(2019-2021) 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	7/21/2014		A
<b>Sonya Brown-Marshall</b>	Position 3 Chair	6/30/2020	7/6/2004		D
<b>James G. Norcom, III</b>	Position 4	6/30/2020	05/09/2018		B
<b>John T. O'Malley</b> <i>(agreed to continue serving)</i>	Position 5	6/30/2021	8/16/2004		D
<b>Douglas Parker</b> <i>(will not seek reappointment, position will be vacant as of June 30, 2019)</i>	Position 6	6/30/2019	7/1/2013		B
<b>Hugh Brightwell</b> <i>(agreed to continue serving)</i>	Position 7	6/30/2021	6/6/2005		D
<b>James R. (Bob) Bailey</b> <i>(New member)</i>	Position 8	6/30/2021	05/20/2019		C
<b>Timothy R. Haney</b> <i>(agreed to continue serving)</i>	Position 9 Vice Chair	6/30/2021	7/6/1999		C



**(2019-2021)**  
**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 first Appointed</b>	<b>Phone Number(s)</b>	<b>District</b>
<b>Joe Workman</b> <i>(agreed to continue serving)</i>	Position 1	Vice-Chairman	6/30/21	08/06/07		D
<b>Peter Thompson</b> <i>(New member)</i>	Position 2	Regular	06/30/21	05/20/2019		D
<b>Robin Elackatt</b> <i>(agreed to continue serving)</i>	Position 3	Regular	06/30/21	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> <i>(agreed to continue serving)</i>	n/a	Alternate	06/30/21	07/18/16		C
<b>Vacancy left by Adrian Matteucci</b>	n/a	Alternate	06/30/19			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



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

Kevin Mondshine  
**Name**

D  
**District**

[REDACTED]  
**Address**

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

QUAIL VALLEY THUNDERBIRD WEST Section : 2  
**Subdivision**

[REDACTED]  
**Phone Number**

[REDACTED]  
**Email Address**

Sr. Electrical Engineer  
**Occupation**

BSEE Texas A&M 1988  
**Education**

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

Electrical Board

**Explain why::**

Position is available and I want to help my local community.

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

Small Group Leader at the Bridge Fellowship. Assistant Scoutmaster with Troop 179.

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

Golf, fishing, church volunteer.

**References (optional)::**

Sabine Twardowski

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

2 years

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**Are you are registered voter?**

Yes

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

Kevin Mondshine 2019-05-13 (Engineer).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::** May 24, 2019

**Signature of Applicant::** Kevin Mondshine

## KEVIN BALLARD MONDSHINE, P.E.

**OBJECTIVE:** Seeking a Senior Electrical or Instrumentation Engineer position based in the Houston area. Project Manager or Department Manager positions will also be considered.

**EDUCATION:** B.S. Electrical Engineering, Texas A&M University, May 1988

**REGISTRATION:** Registered Professional Engineer in the State of Texas.

### **EXPERIENCE SUMMARY:**

Career includes over 30 years engineering, design and supervision experience in the electrical, instrumentation, engineering, and management fields for domestic and international projects. Design and management skills include estimating, scheduling, budgeting, reporting, design, fabrication, and start-up for compressor stations, pump stations, cross-country pipe lines, metering systems, tank farms, loading terminals, offshore facilities, FPSOs, petrochemical plants, and power generation plants. Experience also includes the design of paper mills, chemical plants, nuclear power plants and highway construction. Projects involved electrical equipment operating at up to 115 kV including General Electric, ABB, Siemens, Powell, Toshiba, and Westinghouse/Cuttler-Hammer. DCS/PLC systems included GE Fanuc, Allen-Bradley SLC-500/ControlLogix, Honeywell TDC-3000, and Triconex Triplex. Handled change order and claims negotiations as well as fact-finding for \$750MM FPSO claims arbitration case. Co-inventor of four non-damaging drilling fluid systems for low-solids, high density, horizontal drilling applications.

### **DETAILED EXPERIENCE:**

#### **E&I Engineering Manager, GHD (12/15 – Present)**

EXXONMOBIL PIPELINE CO. North Houston Terminal Expansion Project. Engineer of Record responsible for technical aspects for all electrical and instrumentation engineering and design deliverables. Project involves the addition of a new 179,000 bbl gasoline storage tank, re-allocation of existing tank services, addition of new truck loading rack, additional metering for new pipeline tie-in and all additional power, control, and automation systems.

EXXONMOBIL PIPELINE CO. Mokena Storage Tank Repair Project, Montana. Coordinate E&I design for upgraded tank gaging instrumentations and Cathodic Protection system.

EXXONMOBIL PIPELINE CO. South Houston Terminal VRU Expansion Project. Coordinate and supervise electrical and instrument design interface for additional VRU unit.

CONFIDENTIAL PROJECT: Develop and install 12.47 kV utility interface, transformers, and power distribution at 4.16kV, 480V, and lighting panels with arc-flash mitigation using arc-flash sensors and trip to recloser at utility recloser. Design also included extensive ground grid design and modelling for extreme RFI environment and communications backbone utilizing singlemode and multimode fiber optic cables. Design effort included equipment specifications, procurement, drawings, complex key-interlock system, calculations, system studies, protective relay programming, and construction support.

ENTERPRISE PRODUCTS CORP. MONT BELVIEW BRINE POND EXPANSION PROJECT. Develop electrical and design drawings and equipment procurement packages for two new 5MMBBL brine storage ponds with two new dry pump vaults for brine transfer to and from existing brine storage. Design included installation of new 1000KVA transformer, PCR building, LV MCC, LV VFD's, and retrofit to existing MV MCC. Design also included leak collection and groundwater collections systems and gas detection for brine ponds. Control and communications involved fiber optic equipment. New Allen-Bradley Controllogix PLC was included along with upgrades to existing Controllogix and Modicon PLC's. Electrical design included load flow, short-circuit, relay coordination, and arc-flash hazard analysis using ETAP software.

WILLIAMS CONWAY WEST STORAGE. Develop FEED and TIC estimate for new MCC Building and upgrade for new brine pump vault. Prepared P&ID's, Electrical One Line Diagrams, equipment specifications, bid packages, area classification drawings, and electrical plan drawings, load lists, and cable schedules.

Prepared project proposals, manpower estimates, and staffing plans in response various EPC bid invitations.

**Sr. Project Manager / I&C Engineering Manager / I&E Lead Engineer, Universal Pegasus Int'l (12/08 – 12/15)**

FLORIDA GAS TRANSMISSION PHASE VIII EXPANSION PROJECT. Responsible for design, purchasing, and construction support for four compressor stations added to existing facilities. Each station involved 22,000 HP synchronous machines with clutched hydrodynamic coupling for centrifugal compressors requiring extensive vendor interface for coordination of all drive train equipment. Direct responsibility for utility company interface and design of MV switchgear buildings and soft-start system using autotransformers. Prepared specifications, inquiries, bid evaluations, and purchase orders for major electrical equipment. Coordinate instrument, controls, and communication system development with system integrators. Revise existing ESD philosophy and upgrade all control communications systems with fiber optic ring topology. Participated in commissioning and start-up activities at all four compressor stations.

SPECTRA ENERGY PARTNERS – COLERAIN & SALINEVILLE COMPRESSOR STATIONS. Responsible for design, purchasing, and construction support for two new compressor stations and subsequent facility expansions. Each station involved installing two Taurus T70 centrifugal Turbine compressors requiring extensive vendor interface for coordination of all drive train equipment and auxiliary systems. Direct responsibility for utility company interface and design of MCC buildings. Prepared specifications, inquiries, bid evaluations, and purchase orders for major electrical equipment. Coordinate instrument, controls, and communication system development with system integrators. Implemented ESD philosophy and control communications systems using fiber optic and copper media.

ANADARKO PETROLEUM CORPORATION – MAVERICK BASIN OIL DELIVERY EXPANSION PROJECT. Responsible for electrical, controls, instrumentation and automation design design, equipment purchasing, MTO, and commissioning support for storage terminal, pump station, and metering facilities. Prepare specifications for equipment packages and place bulk orders for long lead engineered items. Perform technical and commercial bid evaluations. Development of electrical and instrument drawing packages. Prepare engineering and TIC cost estimates, change orders, and project schedules. Provide engineering support to construction contractors through commissioning and start-up.

ANADARKO PETROLEUM CORPORATION – MARCELLUS GATHERING SYSTEM. Responsible for design, MTO, purchasing, inspection, construction, installation, and commissioning for metering and regulating facilities. Work on developing standard equipment packages and place bulk orders for long lead engineered items. Prepare construction bid packages. Perform technical and commercial bid evaluations.

Instrumentation and Controls Engineering Department Manager. Prepare job descriptions for engineers, technicians and designers. Evaluate staffing requirements and provide support for various projects. Monitor time sheet entries for department. Provide technical training and education for employee development.

**Senior Projects Manager, Sepam Americas, Inc. (04/08 – 11/08)**

Responsible for strategic planning, marketing, business development, and operations for regional office. Negotiate project specific contracts and Master Services Agreements. Established weekly and monthly reporting and coordination with home office in Ireland. Handled relocation of regional office from Decatur, TX to Houston, TX. Performed business development and recruiting activities for both domestic and international projects. Enrolled new company with medical insurance provided. Set up bank account, company insurance policies, and office computer network. Coordinated mobilization of project staff and meeting deliverables to local clients.

**Senior Project Manager, Universal Ensco, Inc. (08/06 – 04/08)**

KOCH PIPELINE COMPANY, L.P., MINNCAN PROJECT (MINNESOTA) - Coordinate design for pumping and metering facilities along 300 mile, 24" crude oil pipeline designed for maximum flow rate of 240,000 BPD. Responsible for progress reports, schedule updates, budget forecasting, design and procurement for 5 pump stations and pipeline main line block valve stations with VFD motors and centrifugal pumps.

KOCH PIPELINE COMPANY, L.P., 16" PIPELINE EXPANSION PROJECT (CORPUS CHRISTI, TX) - Coordinate upgrade design for pumping and metering facilities along existing 26.4 mile, 16" crude oil pipeline with maximum flow rate of 205,000 BPD. Responsible for progress reports, schedule updates, design and procurement for 2 pump stations with VFD motors and centrifugal pumps. Preparation of engineering design and procurement cost estimate for client approval (AFE).

**Senior Electrical Engineer**, Bechtel Corporation (01/05 – 08/06)

SONAHES, GAS COMPRESSION AND REINJECTION FACILITIES PROJECT (ALGERIA) - Developed electrical design criteria, detailed electrical execution plan, power management system specification, equipment data sheets, material requisition packages, technical bid evaluations, and area classification drawings in accordance with IEC requirements. \$400MM EPC pipeline project involving power generation plant, power transmission at 60 kV and 30kV, and power distribution for gas compression plants in Algeria. Completed 4-day contracts workshop and six sigma yellow belt training course.

**Consultant Electrical Engineer**, Project Solutions International (11/03 – 11/04)

KELLOG BROWN & ROOT, BARRACUDA AND CARATINGA CLAIMS PROJECT - Responsible for all fact-finding efforts related to electrical and instrumentation issues for \$750MM claims arbitration case between KBR and Petrobras regarding \$2.5 billion LSTK FPSO oil field development project which included the conversion of two Stena Class AB Oil Tankers. Deliverables included the narrative description and historical timeline of electrical and instrumentation issues with supporting documentation for review and analysis by expert witnesses and legal counsel.

**Principal Electrical Engineer/Project Engineer**, Lummus Alireza Ltd. Co. (3/00 – 7/03)

SAUDI ARAMCO, KHUFF CONDENSATE PROJECTS - Coordinated all electrical design activities from project proposal through construction for three simultaneous projects having estimated value of \$145 million. Projects were located in Saudi Arabia at Abqaiq Plant, Ras Tanura Refinery, and Ras Tanura Terminal South. Prepared energy/cost studies comparing medium voltage variable speed drives, reduced voltage starters and full voltage starters for shipping pumps. Design included power distribution, ETAP analysis, relay co-ordination, controls, lighting, grounding, cathodic protection, party paging system, sound powered telephone, fiber optic communications, Triconics, ESD, Honeywell TDC-3000, Fischer Delta-V DCS and Modicon PLC systems. Projects included extensive expansion work at substations including installation of 13.8 kV & 4.16 kV switchgear, 12 MVA transformers, and extension of existing 2.4 kV, 4.16kV, and 480V distribution equipment. Responsibilities also included preparation of specifications, data sheets, MTOs, purchase requisitions, and technical bid evaluations for engineered equipment. Interpreted contract requirements and negotiated all electrical change orders. Maintained tracking record for all electrical related change orders and claims submitted by the contractors. All three projects were completed ahead of schedule and under budget. Claims and change orders awarded to the contractors were less than 5% of the contract values, an achievement that was unprecedented for Saudi ARAMCO projects. Saudi ARAMCO allowed 20% in their budget for fast track projects of this size in existing facilities.

**Senior Principal Engineer**, Energy Engineering, Inc. (10/99 – 3/00)

TEXAS EASTERN PRODUCTS PIPELINE COMPANY, NEEDVILLE BOOSTER PUMP STATION– Installed one LPG pump station. Designed power distributions system including 480V MCC with low voltage variable frequency drive motors. Responsibilities also included preparation of specifications for purchase of 480V variable frequency drive and Motor Control Center as well as PLC control system. Other responsibilities included design for instrumentation, gas detection, fire detection, ESD system, control building, area classification, SCADA, lighting, grounding, and communications.

**Senior Electrical/Instrumentation Engineer**, Universal ENSCO, Inc., (10/97 – 9/99)

UNION TEXAS PETROCHEMICALS, JEFFERSON DAVIS AND CALCASIEU PUMP STATIONS – Installed two 400 HP ethane pump stations. Supervised the design for power distributions system including 480V MCC with Cutler-Hammer advantage soft start. Responsibilities also included 24 VDC power distribution system, instrumentation, PLC interconnections, gas detection, fire detection, ESD system, control building, area classification, instrument air system, SCADA, lighting, grounding, and communications. Other activities included preparation of material lists, equipment specifications, and maintaining drawing control.

ENRON, BMMEL COMPRESSOR STATION – Project involved installation of seven 6500 HP motor driven compressors. The operating voltage for motors was 6.9 kV with split bus configuration utilizing variable frequency drives and loads transfer capability. Developed P&ID's for process, lube oil, vents & drains, motor cooling air, ESD, and utility & instrument air systems. Also responsible for single line drawings, 480V MCC modifications, motor control wiring diagrams, fire & gas detection system, field instrumentation wiring, ESD system, lightning protection, lighting, and grounding for Gas Compressor Station. Prepared equipment and material specifications.

AMOCO PIPELINE CO., HUFSMITH STATION SWITCHGEAR UPGRADE - Provided pre-commissioning and start-up support for 600 HP pump station. Coordinated all field changes which involved hand-wired Master relay (shunt trip) and interlocks, re-assignment of GE Fanuc PLC I/O's, Multilin SR750 feeder management relay, 2300V switchgear, and Taylor Mod 30 controller.

SUN PIPELINE CO., MID-VALLEY PIPELINE UPGRADE - Created new process P&ID drawings for 10 pump stations including PLC and SCADA systems. Was responsible for instrument indexes, instrument data sheets, equipment & material specifications, drawing control, and coordination of all electrical drawings including single line diagrams, conduit and cable schedules, grounding, conduit routing plans, motor control wiring diagrams, area classification, ESD system design, fire & gas detection, and lighting.

ENRON, LA PLATA COMPRESSOR STATION - Developed single line drawings, 480V MCC modifications, motor control wiring diagrams, fire & gas detection system, field instrumentation wiring, ESD system, lightning protection, lighting, and grounding for Gas Compressor Station. Prepared equipment and material specifications.

**General Manager/Partner**, Completion Fluid Technologies, Houston, TX, USA (10/95 – 10/97)

Supervised all operations associated with drilling fluid research laboratory. Initiated and completed development of four horizontal drilling fluid systems. Was responsible for market surveys, office management, and sales marketing. Successfully executed the application for a US Patent for drilling fluid additives.

**Senior Electrical Engineer**, Lummus Alireza Ltd., Saudi Aramco Maintain Potential Program (1/94 - 1/95)

Leader of design team for \$10 million oil field electrification project including installation of medium voltage submarine power cables and induced current cathodic protection for offshore drilling and production platforms. Produced material take-offs, material requisitions, and purchase orders. Performed technical evaluations and non-material requirement reviews. Created As-Built drawings for 69kV SF6 switchgear.

**Electrical Engineer II**, Brown & Root Saudi Ltd., Ras Tanura Refinery Upgrade, KSA (3/92 - 11/93)

Coordinate electrical proposals and studies, including conceptual design and cost estimates for \$3 billion refinery upgrade program. Survey existing switchgear and MCC's and update the respective one line diagrams. Generate summary reports and drawings representing the existing electrical equipment configuration. Execute preliminary load studies, fault analysis, voltage drop and motor starting voltage dip calculations. Electrical systems involved equipment operating at 13.8kV, 4.16kV, 2.4kV, and 480V (3-phase, 60 Hz).

**Electrical Design Engineer**, Brown & Root, Inc. and Associated Companies, Houston TX (6/88 - 3/92).

Interfaced with various domestic and foreign design teams. Projects included refineries (Amoco Refinery in Texas City, Shell Norco Refinery in Louisiana), chemical plants, nuclear power plants, offshore platforms, pipe fabrication yards, paper mills, and highway construction. Provided liaison support for all electrical and instrumentation activities for \$150 million Al Bakr Terminal Refurbishment Project (Bahrain/Iraq). Incorporated IEC and other international standards into design efforts. Prepare case studies, inquiries, proposals, material take-offs, man-hour/manpower estimates, equipment inspection, and material monitoring.

**Lab Technician**, Texas United Chemical Corp., Houston TX (6/83 - 3/88)

Performed standard API tests on drilling completion fluids for the purpose of research and design. Findings from test data resulted in to two U.S. patents in the area of fracturing fluids.

#### **ADDITIONAL TRAINING:**

- Six Sigma Yellow Belt Training Course
- PMP Certification Training Class
- 4 day training for SKM Power Tools including Arc-Flash Hazard Analysis module
- 4 day contract management training course

#### **COMPUTERS:**

Proficient in use of ETAP (Electrical Transient Analyzer Program) and Microsoft Office (Access, Excel, Word). Experience using DBASE III, Lotus 123, Word Perfect 5.1, Symphony, and R&R Report Writer 4.0. Completed Intergraph Microstation CAD drafting course. Project experience using Microsoft Access related to instrument index development and ISA forms as well as tracking for change orders and claims.

**PROFESSIONAL REFERENCES:**

Sanjeev Upadhye, Proc./Mec. Department Manager, 713.992.4434, email address: Upadhyes77@gmail.com

Pano Zhonga, Director (Universal Pegasus) 713.425.6000 email address: pano.zhonga@HII-UPI.com

Mike Mullins, Principal Electrical Engineer, (Bechtel Corp., Houston) (832) 212-7865



# 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

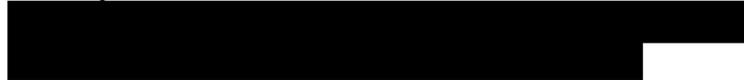
**If available, please attach your resume::**

**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 \_\_\_\_\_  
**Name** **District** A

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

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

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

Business Owner \_\_\_\_\_  
**Occupation**

1 Years College \_\_\_\_\_  
**Education**

### Civic/Church/Community Involvement::

Catholic (Holy Family) \_\_\_\_\_

10 Years Vice President Glen Park Homeowners Association \_\_\_\_\_

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

2018 Member MAGA San Antonio \_\_\_\_\_

UH Alumni Association Member \_\_\_\_\_

### Hobbies/Personal/Family Interests::

Golf with Family & Friends \_\_\_\_\_

Home Gardening (Citrus & Fruit Tree Enthusiast ) \_\_\_\_\_

Season Ticket Holder for UH, Astros, Skeeters & Texans \_\_\_\_\_

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

Planning & Zoning Commission \_\_\_\_\_

**Explain why::**

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

**References (optional)::**

Randy Meyers [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 black ink that reads "Clifford Brooks, Jr." in a cursive style.

Clifford Brooks, Jr.  
Chief Financial Officer

Attachment:

Resume  
of  
Daniel Silva



**January 1991 - September 2001**

**WEATHERFORD /AMERICAN AREO CRANES**

**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**

**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**

**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**

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

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::**

8 years

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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**
- **Missouri City Citizens University - 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**

[REDACTED] Missouri City, Texas 77459  
**Address** **City, State, Zip Code**

QUAIL VALLEY THUNDERBIRD Section : 2  
**Subdivision**

[REDACTED] [REDACTED]  
**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

Dr. Monica Rasmus  
**Name**

A  
**District**

[REDACTED]  
**Address**

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

HUNTERS POINT ESTATES Section : 1  
**Subdivision**

[REDACTED]  
**Phone Number**

[REDACTED]  
**Email Address**

Professor, UH-D, TSU  
**Occupation**

BS, MEd, MBA, MPH, DrPH  
**Education**

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

**Explain why::**

Well-versed in: (1) the logistics & execution of capital improvements; (2) understanding stakeholder interests; (3) listening; (4) mediating; (5) being customer/constituent friendly; and (6) understanding some of the economic challenges facing the City

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

Serves or served on: (1) CBDG; (2) Missouri Ctiy Bond Committee; (3) municipal utility district board; (4) Hunters Point Estates HOA; (5) 1st Pres. of TX Parkway Alliance. (6) Volunteer tutor - FBISD and American Red Cross; and (7) Lead Sunday church services for Fort Bend Juvenile Detention Center

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

Hobby: Meaningful dialogue

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**References (optional)::**

No response.

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

>30 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::** April 19, 2019

**Signature of Applicant::** Monica L. Rasmus



# CITY OF MISSOURI CITY

## BOARD/COMMITTEE/COMMISSION APPLICATION

William Booher \_\_\_\_\_  
**Name** **District**

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

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

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

Finance Professional \_\_\_\_\_  
**Occupation**

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

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

Zoning Board of Adjustments \_\_\_\_\_

Community Development Advisory Committee \_\_\_\_\_

Planning & Zoning Commission \_\_\_\_\_

### Explain why::

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

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

Precinct Chairperson \_\_\_\_\_

Fort Bend County Republican Party Communications Chair \_\_\_\_\_

Yale Club of Houston Treasurer

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Interviewer for Yale

---

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

No response

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**References (optional)::**

No response

---

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

21

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

Yes

---

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

William Booher 2019 - 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::** May 1, 2019

**Signature of Applicant::** William Booher

# WILLIAM JAMEL BOOHER

## Education

2004 - 2005

### **COLUMBIA BUSINESS SCHOOL**

MBA, Finance/Media

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

New York, New York

1994 - 1998

### **YALE UNIVERSITY**

B A , History of Science, History of Medicine

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

New Haven, Connecticut

## Experience

2017 - Present

### **THE BIAFRA GROUP, LLC**

Founder, Senior Advisor

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

Houston, Texas

2016 - 2017

### **THE DEPOSITORY TRUST & CLEARING CORPORATION (DTCC)**

Director of Global Strategy

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

New York, New York

2012 - 2016

### **HYUNDAI CAPITAL AMERICA**

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

Senior Director, Deputy Department Head

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

Irvine, California

2010 - 2012

### **WELLS FARGO & COMPANY: Wealth, Brokerage, & Retirement**

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

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

Charlotte, North Carolina

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

### Internships/Special Contract Engagements

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

### Additional Information

*Entrepreneurial:*

\$TASH, It's Your Money, It's Your Life, It's Your Stash!  
Founder & Editor-In-Chief of finance lifestyle magazine

*Other Awards:*

2018 White House Regional Fellow, 2018 Africa Business Fellow Finalist, National Merit Scholarship;

*Organizations:*

Yale Class of 1998 Secretary, Yale Club of Houston Treasurer, The Hudson Institute



# 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

**Explain why::**

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

**References (optional)::**

Mayor Yolanda Ford

HCC Trustee Neeta Sane

Vivian Ellis, HCC counselor

Judge Teana Watson

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

10 years

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

Overton, Karen Resumegeneral2016.pdf

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

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

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

KAREN OVERTON

VITAE

## KAREN OVERTON

### SUMMARY:

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

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

### Key Qualifications

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

### Career Highlights

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

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

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

KAREN OVERTON

VITAE

**Key highlights—DEPARTMENT CHAIR**

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

**Key highlights—ASSOCIATE PROFESSOR**

- Developed the first college of Business Administration “Student in Action” organization.
- Successfully spearheaded the college's Haiti Relief Efforts Fund Raiser.
- Served in various governance and resource functions including:
  - President of Faculty Senate for 3 consecutive years.
  - College Leadership Program—Selected by Chancellor from a pool of more than 3,000 candidates.
  - Chair of the Academic Conversion Committee.
- **Created and taught more than 15 different distance and on-campus management, marketing, human relations, and personal finance courses through LMS platforms: WebCT,Blackboard, Vista 8.03,Moodle and Canvass 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

Jim Fonteneaux, Sr.  
**Name**

B  
**District**

[Redacted]  
**Address**

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

MEADOWCREEK Section : 3  
**Subdivision**

[Redacted]  
**Phone Number**

[Redacted]  
**Email Address**

Oil & Gas Exec/Market Investor  
**Occupation**

High School/Bachelors/Graduate Studies  
**Education**

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

President & Chair - Meadowcreek Association Inc

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

No response

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

Planning & Zoning Comm or either TRIZ with reasonable time to review/research opportunities.

**Explain why::**

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

**References (optional)::**

No response

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

28 years

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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

**Signature of Applicant::** Jim Fonteneaux, Sr.

**Submission Date::** December 25, 2018



# 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

## ARTICLE III. - BOARDS, COMMITTEES AND COMMISSIONS

## DIVISION 1. - GENERALLY

## Sec. 2-111. - Compensation of members.

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

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

## Sec. 2-112. - Indemnification of members.

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

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

## Secs. 2-113—2-130. - Reserved.

DIVISION 2. - PLANNING AND ZONING COMMISSION<sup>[2]</sup>

## Sec. 2-131. - Established; membership.

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

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

## Sec. 2-132. - Term of members.

(a)

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

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

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

#### Sec. 2-133. - Rules of procedure.

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

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

#### Sec. 2-134. - Minutes.

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

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

#### Sec. 2-135. - Powers and duties.

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

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

#### Sec. 2-136. - Qualifications.

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

serving as a planning and zoning commission member.

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

Secs. 2-137—2-140. - Reserved.

### DIVISION 3. - CONSTRUCTION BOARD OF ADJUSTMENTS AND APPEALS

Sec. 2-141. - General.

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

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

Sec. 2-142. - Membership and terms.

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

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

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

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

forth in the chapter under which an appeal is made.

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

Secs. 2-144—2-150. - Reserved.

#### DIVISION 4. - ELECTRICAL BOARD

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

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

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

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

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

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

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

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

Sec. 2-153. - Duties.

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

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

Secs. 2-154—2-160. - Reserved.

**RESOLUTION NO. R-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.

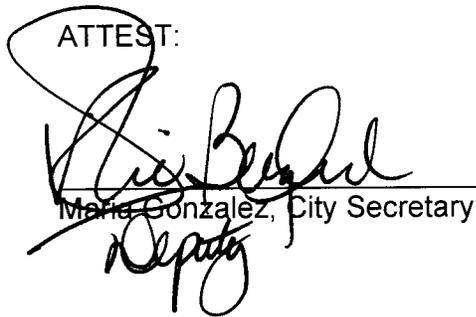
PASSED, APPROVED, and ADOPTED on this 20 day of October, 2014.

  
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

## SECTION 18. - BOARD OF ADJUSTMENT

### Sec. 18.1. - Establishment.

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

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

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

### Sec. 18.2. - Powers.

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

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

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

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

#### Sec. 18.3. - Hearing.

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

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

#### Sec. 18.4. - Vote required.

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

## Overview of the 2019 Board, Committee, and Commission Members, Candidates, and Vacancies

### Community Development Advisory Committee members:

1. Position 4 – Monica Rasmus, District A – Agreed to continue serving
2. Position 5 – Bertha Eugene, District B – Agreed to continue serving

### Construction Board of Adjustments & Appeals members:

1. Position 1 – George E. Johnson, III, District B (term expires June 30, 2020) - Agreed to move to Position 1 and fill unexpired term
2. Position 3 – Sammy Freeman, District D – Agreed to continue serving
3. Position 4 – William W. Johnson, District D – Agreed to continue serving
4. **Position 5 – Alan Atwater, District C - Will not seek reappointment and position will be vacant as of June 30, 2019**
5. Alternate – Daniel Silva, District A – New member

### New applicants

1. None

### VACANT AS OF JUNE 30, 2019:

***Position 5 – Alan Atwater – will not seek reappointment***

### Electrical Board member:

1. Position 1 – Buford Jurica, District C – Agreed to continue serving
2. **Position 3 – Joe Scanlin, District D - Will not seek reappointment and position will be vacant as of June 30, 2019**
3. Position 5 – Frank Hester, District C, Citizen At Large – Agreed to continue serving

### New applicant

1. Kevin Mondshine – District D

### VACANT AS OF JUNE 30, 2019:

***Position 3 – Joe Scanlin – will not seek reappointment***

### Parks Board members:

1. Position 1 – Victoria Porter, District D – Agreed to continue serving
2. Position 3 – Pamela Andrews, District B – Agreed to continue serving
3. Position 5 – Claudia Iveth Garcia, District B – New member
4. Position 7 - Diane Giltner, District C – Agreed to continue serving
5. Position 9 – Llarance Turner, District A – Agreed to continue serving
6. Position 11 – J.R. Atkins, District C – Agreed to continue serving
7. Position 13 - Leslie Mack Jr. – District B - New member

### Planning and Zoning Commission members:

1. Position 5 – John T. O'Malley, District D – Agreed to continue serving
2. **Position 6 – Douglas Parker, District B - Will not seek reappointment and position will be vacant as of June 30, 2019**

3. Position 7 – Hugh Brightwell, District D – Agreed to continue serving
4. Position 8 – James Bailey, District C – New member
5. Position 9 – Timothy R. Haney, District C – Agreed to continue serving

**New applicants**

1. Rodney Griffin – District A
2. Daniel Silva – District A
3. Angie Wierzbicki – District B
4. Karen Overton – District D
5. Peter Thompson – District D
6. Jim Fonteneaux, Sr. – District B
7. Monica L. Rasmus – District A (*current CDAC member*)
8. William Booher – District D (*also applied for Community Development Advisory Committee and ZBOAA*)

**VACANT AS OF JUNE 30, 2019:**

***Position 6 – Douglas Parker – will not seek reappointment***

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

1. Position 1 – Joe Workman, District D – Agreed to continue serving
2. Position 2 – Peter Thompson, District D – New member
3. Position 3 – Robin Elackatt, District C – Agreed to continue serving
4. Alternate – J.R. Atkins, District C, Alternate Member – Agreed to continue serving
5. **Alternate – Adrian Matteucci – Vacated position**

**New applicant**

1. William Booher – District D (*also applied for Planning & Zoning Commission and Community Development Advisory Committee*)

**VACANCY**

***Alternate – Vacancy left by Adrian Matteucci***

**Open Candidates**

1. Glenn Harper – District D



**CITY COUNCIL  
AGENDA ITEM COVER MEMO**

**June 3, 2019**

**To:** Mayor and City Council  
**Agenda Item:** 2(b) Consider and discuss the Census Complete Count committee member appointments.  
**Submitted by:** Maria Jackson, City Secretary

**SYNOPSIS**

Consider and discuss the Census Complete Count committee member appointments.

**BACKGROUND**

During the March 18, 2019, regular City Council meeting, City Council moved to amend the Census 2020 Complete Count Committee to fifteen (15) members.

During the March 18, 2019, special City Council meeting, the district City Councilmembers were asked to recommend three candidates and the at-large City Councilmembers and Mayor would recommend one candidate for the committee.

This is an opportunity for City Council to discuss their recommendations and possible appointments to the committee.

**SUPPORTING MATERIALS**

1. Resolution No. R-19-14 re Complete Count Committee
2. Background information regarding the Complete Count Committee and Census 2020

**STAFF'S RECOMMENDATION**

Consider and discuss the Census Complete Count committee member appointments and direct staff accordingly.

**Director Approval:** Maria Jackson, City Secretary

**RESOLUTION NO. R-19-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, REPEALING AND REPLACING CITY OF MISSOURI CITY RESOLUTION NO. R-18-40, SUPPORTING THE UNITED STATES CENSUS BUREAU BY CREATING A CENSUS 2020 “COMPLETE COUNT COMMITTEE.”**

\* \* \* \* \*

WHEREAS, the United States Census has been performed every ten years since 1790, with the last census conducted in 2010; and

WHEREAS, the City of Missouri City (the “City”) decennial census population count directly affects the amount of federal revenue distribution within the city for roads, schools, libraries, senior centers, daycare centers, and hospitals; and

WHEREAS, an accurate population count within the City helps the governing body better plan and fund needed facilities based on populations within the City; and

WHEREAS, the City welcomes assistance and advice from community-based organizations, the public school districts, local businesses and the media in counting the entire local population within the City; and

WHEREAS, the more informed that the residents become about the 2020 census operations, the better their understanding of the census process becomes; thus, increasing their willingness to be part of the successful enumeration in 2020; and

WHEREAS, the United States Census Bureau (“Census Bureau”) is required by law to protect information provided by particular individuals; and

WHEREAS, the Census Bureau is not permitted to publicly release responses furnished by any particular individual, or on behalf of an individual, or release information to other governmental agencies; and

WHEREAS, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risk by screening the systems that transmit this data; and

WHEREAS, City residents may need the goods and services provided by local and state government, paid for in part by federal grants; and

WHEREAS, the City Council of the City of Missouri City desires to repeal and replace Resolution No. R-18-40, adopted on October 15, 2018, with this Resolution to set the “complete count committee” membership at a total of fifteen (15) members; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:**

Section 1. A Census 2020 Complete Count Committee is established to serve in an advisory capacity to the City Council of the City of Missouri City.

Section 2. Name. The advisory committee shall be called the Complete Count Committee (Committee).

Section 3. Purpose. The Committee shall advise and assist the City of Missouri City in obtaining the most accurate and complete population count for Census 2020 by increasing the response rate through a focused, structured neighbor-to-neighbor program. The Committee will also utilize the local knowledge, expertise and influence of each Committee member to design and implement a census awareness campaign targeted to the community.

Section 4. Duties and Responsibilities. The Committee shall discuss and formulate strategies and techniques, working with the City of Missouri City staff and Census Bureau officials, to enhance and increase the City's response rate to Census 2020. The Committee shall be charged with the responsibility of planning and conducting local educational initiatives, including distributing posters flyers and handouts for use by the media and others. The Committee will prepare materials for public service announcements on radio, television, and on social media. Committee members may speak at forums and meetings to promote and inform others of the census. The Committee may identify census job candidates or distribute recruiting materials while also prompting the use of Spanish in the materials, and the Committee may identify space for "be counted sites" or questionnaire assistance centers.

Section 5. Membership. The Committee shall consist of a total of fifteen (15) members. The City Council of the City of Missouri City shall appoint the members. The Committee shall elect its own chair person.

Section 6. Time. The Committee shall serve from April 1, 2019, through June 30, 2020, at which time the Committee, having completed its work, shall dissolve. No resolution dissolving or rescinding the Committee is necessary. The members of the Committee shall serve for the duration of the Committee's existence. The City Council shall fill any vacancy on the Committee.

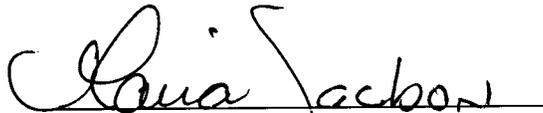
Section 7. Meetings. The Committee shall conduct all meetings in accordance with adopted City policies and procedures. The Committee shall meet at least every three months (quarterly) but may meet more often.

Section 8. Repeal. Resolution No. R-18-40, adopted on October 15, 2018, creating a census 2020 "complete count committee" is hereby repealed and replaced with this Resolution.

Section 9. The officers and employees of the City are hereby authorized and directed to execute such instruments and take such actions as are consistent with the provisions of this resolution.

PASSED AND APPROVED on first and final reading this 18<sup>th</sup> day of March, 2019.

ATTEST:

  
\_\_\_\_\_  
Maria Jackson, City Secretary



  
\_\_\_\_\_  
Yolanda Ford, Mayor

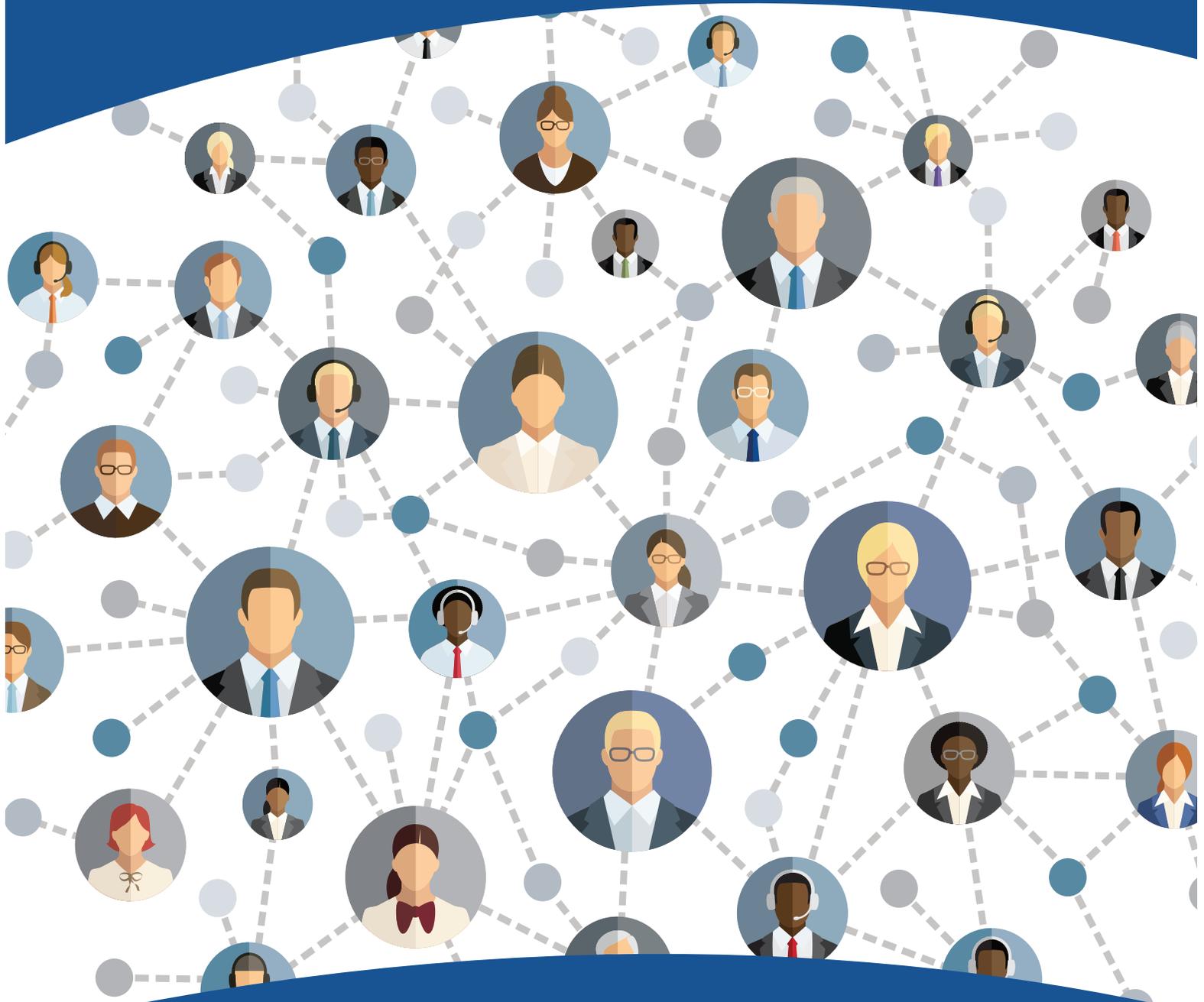
APPROVED AS TO FORM:

  
\_\_\_\_\_  
E. Joyce Iyamu, City Attorney

# 2020 Census Complete Count Committee

## Guide

D-1280(RV)



United States<sup>®</sup>  
**Census**  
Bureau

United States<sup>®</sup>  
**Census**  
**2020**

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# WHY DO WE TAKE THE CENSUS?

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The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The population totals from the census determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative and school districts. The next census occurs in 2020.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The population totals also affect funding in your community, and data collected in the census help decision makers know how your community is changing. Approximately \$675 billion in federal funding is distributed to communities each year.

## **Will the 2020 Census be the same as 2010?**

There are some important changes in 2020:

- We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.
- For the first time, you will be able to respond online, by phone, or by mail.
- We will use data that the public has already provided to cut down on in-person follow up visits to nonresponding households.



# HOW ARE CENSUS DATA USED?

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## **Census data are widely and wisely used.**

Census data are used in many ways. Some examples include:

- Distribution of more than \$675 billion annually in federal funds back to tribal, state, and local governments.
- Redistricting of state legislative districts.
- Forecasting future transportation needs for all segments of the population.
- Determining areas eligible for housing assistance and rehabilitation loans.
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response.
- Designing facilities for people with disabilities, the elderly, and children.



# ARE CENSUS DATA REALLY CONFIDENTIAL?

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## **ABSOLUTELY!**

All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code. Under this law, the Census Bureau is required to keep respondent information confidential. We will never share a respondent's personal information with immigration enforcement agencies, like ICE; law enforcement agencies, like the FBI or police; or allow it to be used to determine their eligibility for government benefits. The results from any census or survey are reported in statistical format only.

Individual records from the decennial censuses are, by law (Title 44, U.S. Code), confidential for 72 years.

In addition, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.



# WHAT ARE COMPLETE COUNT COMMITTEES?

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## **Complete Count Committees**

Complete Count Committees (CCC) are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The U.S. Census Bureau cannot conduct the 2020 Census alone.

There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let's take a look at these and review the differences between the common types and sizes.

### **Tribal and Government Complete Count Committees**

Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium size, depending on the jurisdiction. A town may have a small committee with only 3-5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20-50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful

committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under "What Is the Subcommittee Structure of a CCC?"

### **Examples of Tribal and Government Complete Count Committee Strategies**

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a "grassroots" approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day "Be Counted" parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

### **Sample Activities of Tribal and Government Complete Count Committees**

#### **2018-2019**

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.

- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Host a Census Solutions Workshop (see Appendix C) with others in the community.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

### *January–March 2020*

- Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
- Provide information on federally funded programs that have benefitted the community.
- Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for your community.
- Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.

- Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

### *April 2020*

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

## **Community Complete Count Committees**

Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered. A tenants' association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee's activities around a particular audience. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

## **Examples of Community Complete Count Committee Strategies**

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.

Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that includes activities and events which will support your efforts and help you meet your goals and objectives.
- Create promotional materials that appeal to your community.
- Implement special events that will generate interest and participation in the census.
- Use social media to engage your community.

### **Sample Activities of Community Complete Count Committees**

#### *2018–2019*

- Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Host a Census Solutions Workshop with other community-based organizations in your area to come up with innovative and engaging ways to reach your communities.
- Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a “Census Day/Night Street Festival” in late 2019. Think of creative games or activities where census information can be incorporated.

- Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications and social media channels from April 2019 to July 2020.

#### *January–March 2020*

- Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
- Make public statements of support and the importance of participating in the 2020 Census.

#### *April 2020*

- Encourage households to complete the questionnaire online, by phone, or by mail.
- Plan a Census Day event to motivate the community response.
- Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
- Remind households if they didn’t respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

#### *May 2020*

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for your community and briefly report this information to your census contact.
- Celebrate your success and thank all those involved in making it happen.



# WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

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## **Get Organized RIGHT NOW!**

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. The 2020 Census jobs are being advertised. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formation of a CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.



# WHAT IS THE SUBCOMMITTEE STRUCTURE OF A CCC?

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## The Structure

The Census Bureau partnership staff will serve as a liaison or an informational resource.

The operation of the CCC flows from the tribal leader or highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The tribal leader or highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between the CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, foundations or other philanthropic organizations, and recruiting. **The Census Bureau does not manage Complete Count Committees.**

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have

expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

**Recruiting subcommittee**—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

**Government subcommittee**—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

**Education subcommittee**—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

**Faith-based subcommittee**—Creates and coordinates activities and materials that can be

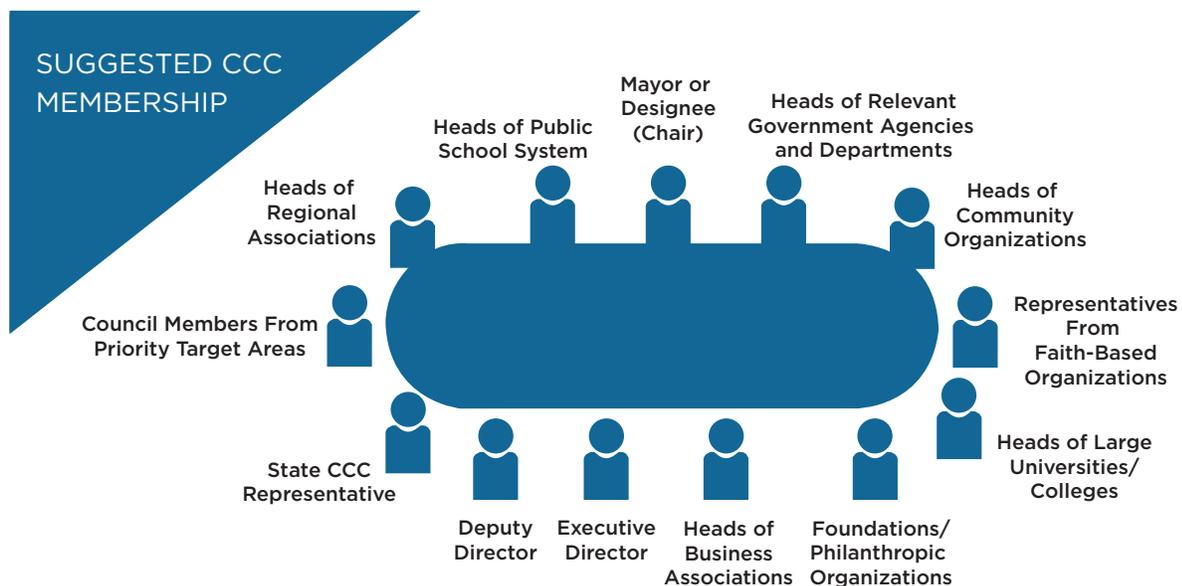
used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

**Media subcommittee**—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.

**Community-based organizations subcommittee**—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

**Business subcommittee**—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

Figure 1.  
**Suggested CCC Membership**



\*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs



## SUMMARY: THE BENEFITS OF COMPLETE COUNT COMMITTEES

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CCCs speak the language of and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The CCCs will help ensure an accurate 2020 Census count.

The CCCs gain valuable knowledge about the census process at the local level and develop a plan to impart that knowledge to each and every household as only neighbors and fellow stakeholders can do.

The CCCs help maximize participation and response rates by increasing awareness throughout the 2020 Census.

# APPENDIX A:

# 50 WAYS CENSUS DATA ARE USED

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- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing “intelligent” maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as background for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.

# APPENDIX B:

# UNDERSTANDING THE LANGUAGE OF THE 2020 CENSUS

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## GLOSSARY

### The 2020 Census From A to Z

#### A

##### **Address Canvassing**

The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau's address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

##### **American Community Survey (ACS)**

A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

##### **Area Census Office (ACO)**

A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

#### C

##### **Census Bureau**

An agency within the U.S. Department of Commerce and the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the

decennial census of the U.S. population and housing, the quinquennial economic census, and the census of governments.

##### **Census Day**

The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

##### **Census Information Center (CIC)**

The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

##### **Census Solutions Workshop**

A Census Solutions Workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. The Census Solutions Workshop is specifically geared to generate new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.

## **Commitment**

An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

## **Complete Count Committee (CCC)**

A volunteer committee established by tribal, state, and local governments, and/or community organizations to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

## **Confidentiality**

The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.

## **D**

### **Decennial Census**

The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

## **E**

### **Enumeration**

The process of interviewing people and recording the information on census forms.

### **Enumerator**

A Census Bureau employee who collects census information by visiting households during census field operations.

## **G**

### **Group Quarters (GQ)**

The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group

quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

## **H**

### **Hard to Count (HTC)**

Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

### **Hard to Enumerate (HTE)**

An area for which the environment or population may present difficulties for enumeration.

### **Highest Elected Official (HEO)**

The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state, chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

### **Household (HH)**

A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

### **Housing Unit (HU)**

A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

## **M**

### **Master Address File (MAF)**

A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.

## N

### **Nonresponse (NR)**

A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

### **Nonresponse Followup (NRFU)**

A field operation designed to obtain a completed interview from households where a self-response was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will collect respondents' answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.

## P

### **Partner**

A partner is a group or individual that commits to participate in some way with census activities.

### **Partnership**

An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

### **Partnership Specialist**

The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

### **Privacy Act**

The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

## R

### **Regional Census Center (RCC)**

One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

### **Regional Office (RO)**

One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conducts some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

### **Respondent**

The person who answers the Census Bureau's questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

### **Response Outreach Area Mapper (ROAM)**

A Web mapping application developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database, available at <[www.census.gov/roam](http://www.census.gov/roam)>.

## S

### **Self-Response**

Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—by internet, mail, or phone—is significantly less costly than in-person followup.

### **State Data Center (SDC)**

The State Data Center (SDC) program is one of the Census Bureau's longest and most successful partnerships. This partnership between the 50 states, the

District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since its creation, the SDC network has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

### **Statistics in Schools (SIS)**

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation's K-12 students about the importance of the 2020 Census.

## **T**

### **Title 13 (U.S. Code)**

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

### **Transitory Locations**

Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers, tents, or other types of portable housing.

Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

## **U**

### **Update Enumerate (UE)**

The UE operation is designed to update the address and feature data and enumerate respondents in person. UE is designated to occur in areas where the initial visit requires enumerating while updating the address frame, in particular in remote geographic areas that have unique challenges associated with accessibility.

### **Update Leave (UL)**

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

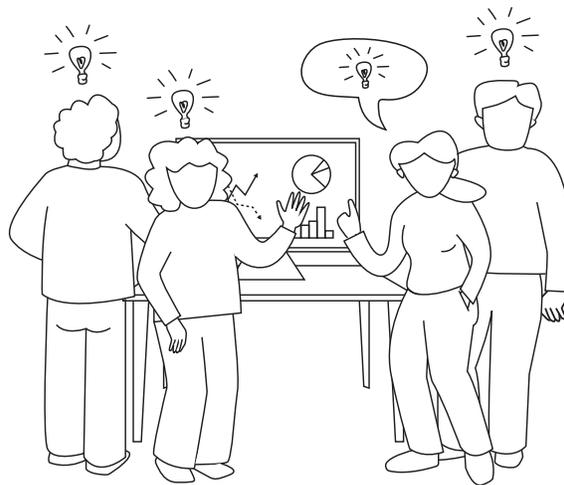
## **V**

### **Value Added**

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.

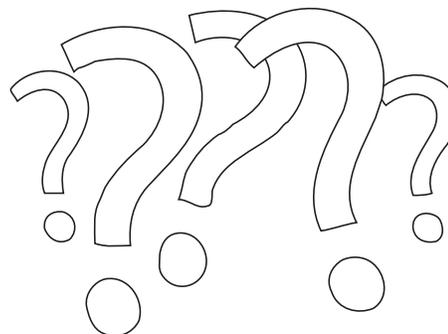
# What Is A Census Solutions Workshop?

A solutions workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. A Census Solutions Workshop generates new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.



## Why It Matters

A complete count ensures accurate census data that is critical for government programs, policies, and decision-making, but participation in Census Bureau surveys has declined in recent decades. We want to support your efforts to generate innovative and engaging ways to reach your communities.



## How Can You Host A Workshop?

Businesses, city officials, community-based organizations, or anyone else can host a workshop. We created a toolkit to give you step-by-step guidance on how to host one.

The toolkit is available at:  
[www.census.gov/partners](http://www.census.gov/partners).

For more information, please contact us at:  
[census.partners@census.gov](mailto:census.partners@census.gov).





# CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census center.

If you reside in:	Please contact:
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina	<b>ATLANTA</b> Atlanta.rcc.partnership@2020census.gov
Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin	<b>CHICAGO</b> Chicago.rcc.partnership@2020census.gov
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming	<b>DALLAS</b> Dallas.rcc.partnership@2020census.gov
Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington	<b>LOS ANGELES</b> Los.Angeles.rcc.partnership@2020census.gov
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico	<b>NEW YORK</b> New.York.rcc.partnership@2020census.gov
Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia	<b>PHILADELPHIA</b> Philadelphia.rcc.partnership@2020census.gov

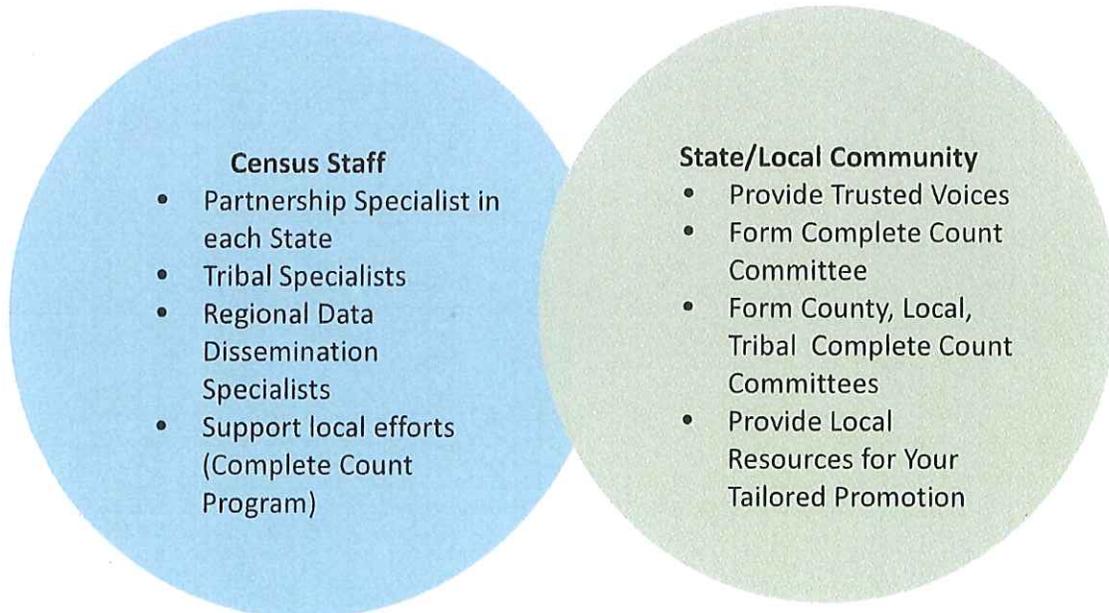
## Structure of a Complete Count Committee

The mayor/county official appoints the members of the Complete Count Committee. The key elements of a successful CCC are:

- **Outreach** - People who can communicate to hard-to-count groups
- **Resourceful** - People who can bring resources to the table
- **Decision-makers** - People who can approve initiatives
- **Credibility** - People of influence and respect
- **Commitment** - People willing to doing the work
- Bipartisan
- Representative of all major races and ethnicities within the community/emerging population
- Creation of a coalition of businesses, community groups, government officials and large university representatives



Once the committee is formed, the Census Partnership staff member serves as liaison and advisor to the Complete Count Committee. The Partnership staff member will attend the meetings in an advisory capacity.



## Suggested Subcommittees

**Government subcommittee** – Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs, providing free space for Mobile Response Tables, recruitment and training, and identifying other resources for CCC activities.

**Education subcommittee**—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. Encourages school administrators, teachers, and students to use Statistics In Schools materials where appropriate.

**Faith-based subcommittee**—Creates and coordinates activities and materials that can be used by any local faith-based institution in the promotion of the 2020 Census for awareness and participation purposes.

**Media subcommittee**—Creates and facilitates ways to get the census message to all community residents, using all available sources such as social media, local newspapers, newsletters, fliers, local festivals, billboards, radio, and television.

**Community-based organizations subcommittee**—Collaborates with community organizations to inform residents of the importance of participating in the 2020 Census and the benefits derived from census data.

**Business subcommittee**—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags), and the inclusion of the census logo and message on sales promotion materials.

**Recruiting subcommittee**—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available, types of jobs available, and the locations of testing and training sites.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a **Complete Count Committee** are community members who have expertise, influence, and experience in the area of the respective committee. Committees are more productive and successful when they invest time, resources, and energy to this effort.

## Suggested Complete Count Committee Activities

**Develop an action plan** that will include activities, events, etc., which will support your efforts and help you meet your goals and objectives.

**Create ways to dispel myths** and alleviate fears about the privacy and confidentiality of census data.

**Encourage corporations and foundations** to become official sponsors of your census activities.

**Implement special events** that will generate interest and participation in the census.

**Plan a Census Day** event to motivate community response.

