



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** August 11, 2025  
**SUBJECT:** Approve Resolution No. 2025-036, appointing members to various boards, commissions, and committees.  
**PRESENTER:** Alicia Richardson, City Secretary/Chief Governance Officer

### **SUMMARY:**

To consider recommendations of staff and elected officials to appoint members to the Civil Service Commission, Construction Code Appeals Board, Library Board, Parks and Recreation Board, Planning and Zoning Commission/Capital Improvements Advisory Committee, and Zoning Board of Adjustment.

### **GENERAL DESCRIPTION:**

In accordance with city charter, state law and city ordinances, the City Council nominates a member of the public to serve on various boards and commissions. Nominations are subject to majority approval of the City Council.

Mayor McCarty and Council members Rodriguez, Blake, and Parks submitted their nominations for City Council's consideration. The listing also includes recommendation by city staff for the Construction Code Appeals Board.

### **CIVIL SERVICE COMMISSION**

City Charter, Article XVII establishes the membership of the Civil Service Commission. Members are appointed by the Mayor and confirmed by a two-thirds (2/3) vote of the City Council. Positions 2 and 4 shall be appointed from a list or lists of nominees provided to the Mayor by employee associations. The terms are as follows: Positions 1 and 2, one-year term; Positions 3 and 4; two-year term; and Position 5, three-year term. The position of ex-officio is a two-year term.

Mayor McCarty recommends the following nominees for reappointment.

Sally Bustamante	Position 1	June 30, 2026
September Daniel	Position 2 – Fire Association	June 30, 2026
Melissa Kates	Position 3	June 30, 2027



## **CONSTRUCTION CODE APPEALS BOARD**

Section 98-42 of the North Richland Hills Code of Ordinances states that appointments are recommended by city staff and appointed by City Council. The membership shall include one (1) registered master electrician, one (1) state-licensed master plumber, one (1) master mechanical contractor, and one (1) registered design professional with architectural or civil/structural engineering experience and licensed by the state of Texas. The remaining members shall be knowledgeable of construction methods and materials with at least 10 years of building construction experience.

The following are staff recommendations to reappoint members whose terms expired this year. Staff will have recommendations for Places 1 and 7 at a future meeting.

Phillip Varughese	Place 3	June 30, 2027
John Klein	Place 5	June 30, 2027

## **LIBRARY BOARD**

Mayor McCarty recommends the following nominee for appointment to fulfill the remainder of the term.

Laura (Lo) Linford	Alternate	June 30, 2026
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## **PARKS AND RECREATION BOARD**

Council member Parks recommends the following nominee for appointment to fulfill the remainder of the term.

Turquoise Banks	Place 5	June 30, 2027
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## **PLANNING & ZONING COMMISSION/CAPITAL IMPROVEMENTS ADVISORY COMMITTEE**

Mayor McCarty recommends the following nominee for appointment to fulfill the remainder of the term.

Jacob Whittaker	Alternate	June 30, 2026
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## **ZONING BOARD OF ADJUSTMENT**

Council members Rodriguez and Blake recommend the following nominees for appointments to fulfill the remainder of the term.

Byron Bradford	Place 2-Alternate	June 30, 2026
Kristen Whittaker	Place 4	June 30, 2026

### **RECOMMENDATION:**

Approve Resolution No. 2025-036, as presented.