

MEMORANDUM

DATE: October 16, 2024

TO: Mayor & City Council
CC: Mercy Rushing, City Manager

FROM: David Madsen

SUBJECT: **Council Meeting Agenda Item:** Appointment to Planning & Zoning

Background Information: The Planning & Zoning Commission currently has one vacancy and will have another on November 4th, 2024, with the resignation of Janice Wisner. Janice has served since October 2011. We have applications applications that were submitted with interest in serving on the P&Z board. Jana Cook and Howard Pierpont.

Recommendation:

Final Disposition:



City of Mineola

City Board Application Form

The purpose of this form is to furnish information to the Mayor and City Council regarding those persons who may desire to volunteer their time and services to the City of Mineola by serving on one or more of the following boards and/or committees: **PLEASE CIRCLE THE BOARD OR BOARDS THAT YOU WANT TO SERVE ON BELOW.** All Board Members must live within the City of Mineola or MISD to qualify to serve on any of our City Boards.

BOARD OF ADJUSTMENTS (MUST LIVE INSIDE CITY)
HISTORIC MUSEUM ADVISORY BOARD LANDMARK COMMISSION (ADVISORY BOARD)
MARKETING/TOURISM ADVISORY BOARD (Exception due to HOT funds Organization Rep., Requirement)

MINEOLA ECONOMIC DEVELOPMENT CORP
MINEOLA MAIN STREET ADVISORY BOARD
PARKS AND OPEN SPACES ADVISORY BOARD
PLANNING & ZONING BOARD

- If you wish to make yourself available for consideration, please complete this form and send to the City Secretary's Office, City of Mineola, PO Box 179, Mineola, TX 75773 or by email: ckarch@mineola.com
- If you would like further information on meeting times and/or anticipated time commitments, please contact the City Secretary at 903-569-6183 or ckarch@mineola.com

Name Jana Cook Residence Address 307 County Road 2559
Mailing Address 421 E. Broad St #4-100 Phone Number (Business) _____ (Home) Number _____
Cell Phone Number 957 833 6126 E-Mail Address JCook231@att.net
Mineola Resident: Yes No _____ Date of Birth (Month/Date/Year): 06/13/1963
Current Employer/Nature of Business: Retired
What City Boards have you served on before and when? None

Name, in priority order, the Board or Boards on which you would prefer to serve: Planning & Zoning Board, Mineola Economic Dev Corp, Mineola Main St Advisory

What experience and/or educational background do you have that could be applied to community service? 38 yrs
(22) as 9-1-1 Dispatchers & Supervisor, (16) as code enforcement officer & Manager, AA Admin of Justice, BA-Pol Sci, Master of Public Admin.

Comments (Attach additional page if desired):
My line level experience in applying muni. code & zoning rules allows me to perceive potential problems & alleviate before it happens.

Signed: Jana Cook Date: 7-5-24

PLEASE NOTE: All information supplied on this form is public information.

Jana Cook

307 County Road 2559, Mineola, Texas 75773
Cell (951) 833-6126 - jcook231@att.net

PROFILE

More than 38 years of progressively responsible, comprehensive, and diverse experience in municipal government with Community Development, Police and Fire Departments. Knowledge and background includes planning, organizing, and coordinating long-term and day-to-day activities for individuals and groups providing public safety services and enhancing community livability.

Establishing and maintaining an environment where employees have a shared commitment to providing high quality service for members of the community while successfully meeting organizational performance standards. Interact effectively with all levels of personnel, management, elected officials and community leaders in achievement of goals and objectives.

PROFESSIONAL EXPERIENCE

CITY OF RANCHO CUCAMONGA, CALIFORNIA

Office of the City Manager

Community Improvement Manager 2015-2021

Working directly with the City Manager to develop a community friendly approach to code enforcement through better communication and appropriate focus on issues affecting the health and safety of the community. Close work with the Planning Department was required to understand violation enforcement and to develop new municipal ordinances as necessary.

CITY OF RIVERSIDE, CALIFORNIA

Community Development Department

Code Enforcement Officer II

Neglected Property Abatement Team 2008-2011

Integral in developing a new team to provide municipal code enforcement at vacant/nuisance properties in the City to enhance neighborhoods and preserve property values. Developed successful contacts with lenders, asset managers and agents to obtain rapid compliance.

Consistent enforcement resulted in more than 600 cases successfully resolved, over \$7 million billed to property owners for citations, administrative costs, abatement cost recovery and civil penalties. 20% higher production than officers in similar assignment. Success resulted in the team expanding to six officers with three administrative support personnel.

Code Enforcement Officer II 2006-2015

Enforcement to municipal ordinances and State codes including substandard housing, illegal construction, unsafe pools and other issues effecting community livability.

Enhanced the safety of residents and businesses in the City of Riverside by investigating reported violations, communicating effectively with community members and leaders, providing education and resolving underlying issues while projecting a positive image for the City. Assignments included the Code Action Team, responding to high priority, politically sensitive concerns with prompt resolution.

CITY OF RIVERSIDE, CALIFORNIA

Police Department

Public Safety Communications Supervisor 1991-2006

Provided leadership and effectively supervised as many as 13 dispatchers in daily operations. Created performance standards resulting in staff receiving multiple local, state and international recognitions for job performance.

Areas of accountability included staff scheduling and supervision, application and review of policies, equipment oversight to ensure continuous and reliable operational status, problem conflict resolution, personnel investigations and detailed report writing. Recipient of seven Commanders Commendations from six police commanders for exceptional performance, including department-wide training and project implementation.

Public Safety Communications Supv. - Training 1992-1999

Special assignment for the development and implementation of training for personnel in the Public Safety Communications Division with a staff of 45 employees. Wrote and maintained the SOP Manual for the Bureau. Recruited, hired, trained and evaluated qualified applicants. Administered the budget for Training to insure effective use of training funds.

Noted for successfully setting high performance standards and motivating personnel in attainment of personal and professional goals. Awarded Supervisor of the Year, First Runner Up in 1997 by Southern California Chapter of Association of Public-Safety Communications Operators for consistently outstanding performance.

Public Safety Dispatcher 1985-1991

Effectively and calmly performed a variety of duties in support of police and fire services, including receipt of emergency and non-emergency telephone calls, evaluation of the reported information and dispatching appropriate police, fire and emergency medical personnel and apparatus.

Operated a variety of communication equipment including radio, telephone, and computer systems. Prepared and maintained a variety of files, records and reports. Interpreted and applied Federal, State and local policies, procedures, laws, codes and regulations. Provided training for and evaluation of entry level personnel.

CITY OF RIALTO, CALIFORNIA

Police Dispatcher 1983-1985

Duties similar to those listed above with the City of Riverside limited to police response.

EDUCATION

CALIFORNIA BAPTIST UNIVERSITY, RIVERSIDE, CALIFORNIA

Master of Public Administration – 2014

CALIFORNIA BAPTIST UNIVERSITY, RIVERSIDE, CALIFORNIA

Bachelor of Arts: Political Science – 2007; Concentration in Public Administration

RIVERSIDE COMMUNITY COLLEGE, RIVERSIDE, CALIFORNIA

Associate of Science: Administration of Justice - 2002

TEACHING EXPERIENCE

RIVERSIDE COMMUNITY COLLEGE, RIVERSIDE, CALIFORNIA

2001-2020

Adjunct Faculty, Basic Dispatch Academy

- Providing instruction in Domestic Violence, Sexual Assault and LEICS (Law Enforcement Incident Command System).

GOVERNMENT TRAINING CENTER, SAN DIEGO, CALIFORNIA 1999-Present

Instructor, Subject Matter Expert

Developed P.O.S.T. Training Program. Courses adopted by P.O.S.T. for all basic public safety dispatcher training programs in the State.

- Courses: Domestic Violence, Sexual Assault and Dispatcher Training.

CALIFORNIA ASSOCIATION OF CODE ENFORCEMENT OFFICERS 2012-2024

Instructor

Developing and presenting training for Code Enforcement Officers on inspection procedures, report writing, substandard housing, dangerous buildings, and community planning.

COMMUNITY SERVICE

Soroptimist, Riverside, CA 2007-2021

Fannie Marchman Garden Club, Mineola, TX 2021-Present

Currently serving as President



City Board & Advisory Board Application Forms

The purpose of this form is to furnish information to the Mayor and City Council regarding those persons who may desire to volunteer their time and services to the City of Mineola by serving on one or more of the following boards and or committees:

Board of Adjustments	Mineola Economic Development Corporation
Historic Museum Advisory Board	Mineola Main Street Advisory Board
Landmark Commission Advisory Board	Park and Open Spaces Advisory Board
Marketing/Tourism Advisory Board	Planning & Zoning Advisory Board

- If you wish to make yourself available for consideration, please complete this form and send to the City Secretary's Office, City of Mineola, P.O. Box 179, Mineola TX. 75773 or email it to ckarch@mineola.com, our phone number is 903-569-6183.

Name: Howard Pierpont Phone (H) _____

Phone (Cell) (970) 397-5526 Email: howard.pierpont@outlook.com

Residence Address: _____

(All notices and correspondence are done by email. Please list an email that you check regularly.)

Employer: Retired Title: _____

Work Address: 104 Sophia Drive Work Phone: (903) 850-0516

City resident? Yes No Inside Mineola school district? Yes No

What experience and/or educational background would you bring to our board? _____

Member Business Continuity Institute [MBCI] #014153 (2010) (Current)

Certified Business Continuity Professional [CBCP] #5480 (Current)

Budget Committee, Hudson and Berlin MA

What City boards have you served on before, when and where? _____

Treasurer / Tax Collector Volunteer Fire District, Dayville CT

Advisor to multiple boards in impacted communities as DAE / Reservist for FEMA, Crew Leader, Long Term Community Recovery

X Signed at: _____
2024-08-18 07:57:38

Applicant Signature

08/18/2024

Date

PLEASE NOTE: All information supplied on this form is public information

1. howard.pierpont@outlook.com

Updated at Aug 18, 2024

Submission Date	Aug 18, 2024
Name	Howard Pierpont
Phone (Home)	
Phone (Cell)	(970) 397-5526
Email	howard.pierpont@outlook.com
Residence Address	104 Sophia Drive, PO Box 33 Mineola, TX, 75773
Employer	Retired
Title	
Work Address	104 Sophia Drive
Work Phone	(903) 850-0516
City Resident?	Yes
Inside Mineola School District?	Yes
Name of the board or boards on which you would prefer to serve.	Mineola Economic Development Corporation Planning and Zoning Board
What experience and/or educational background would you bring to our board?	BS Business Administration BS Marketing Member Business Continuity Institute [MBCI] #014153 (2010) (Current) Certified Business Continuity Professional [CBCP] #5480 (Current) Board Chairman of Disaster Emergency Response Association [DERA] and the DERA Institute for Preparedness and Resilience along with the Board Chairman of BLOCKS [Building Links between Offices of emergency management, Childcare, and the community for Kids Safety]. These are unpaid positions for small organizations. (Current) International Economic Development Council co-facilitated training sessions in the US and Canada. DAE / Reservist for FEMA as a Crew Leader in Long Term Community Recovery embedded in impacted communities.

What City boards have you served on before, when and where?

Budget Committee, Hudson and Berlin MA
Treasurer / Tax Collector Volunteer Fire District, Dayville CT
Advisor to multiple boards in impacted communities as DAE / Reservist for FEMA, Crew Leader, Long Term Community Recovery

Applicant Signature

H. PERPONT

Date

Aug 18, 2024

Submission IP

47.218.0.80

Submission ID

5997950570806432865

Last Update Date