

Office of the City Secretary

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Cathy Bourg, City Secretary
Date: April 7, 2015
Subject: Consider Appointments of Boards and Commissions

City Council Action Requested:

Consider appointments of Boards and Commissions.

Background Information:

On February 28th, we received a resignation letter from Joe Rice, Place 5 on the Zoning Board of Adjustment. I have attached the applications we have on file; a couple of them are from last year, so you may want to contact the applicants to see if they are still interested in serving. We still have three vacant alternate positions and one alternate who is not active.

Board/Citizen Input:

N/A

Financial Impact:

N/A

Staff Contacts:

Cathy Bourg, City Secretary
817-616-3810
cbourg@richlandhills.com

Zoning Board of Adjustment

Place	Name	Current Appointment	Term Expires
Place 1	Ricky Head - Chair	06-17-2014	09/2016
Place 2	Sanjay Mathew	06-17-2014	09/2016
Place 3	Rocky Kinnaird – Vice Chair	06-17-2014	09/2016
Place 4	Chris Utchell	06-17-2014	09/2016
Place 5	Vacant		09/2016
Alternate 1	Chantele Hancock	02/20/2013	09/2015
Alternate 2	Vacant		
Alternate 3	Vacant		
Alternate 4	Vacant		

Consist of 5 Members and 4 Alternates

Section 5.02 – Board of Adjustment

- (1) Organization. The board of adjustment shall consist of five members who are residents of the city, each to be appointed by the city council for a term of two years and removable for cause by the appointing authority upon written charges and after public hearing. The city council shall designate one member as chairperson.
- (2) Vacancies. Vacancies shall be filled for the unexpired term of any member whose place becomes vacant for any cause in the same manner as the original appointment was made; provided, however, that the city council may appoint four alternate members of the board of adjustment who shall serve in the absence of one or more of the regular members when requested to do so by the mayor or city manager, as the case may be.
- (3) Quorum requirement. All cases to be heard by the board of adjustment shall be heard by a minimum of four members.
- (4) Alternate membership. These alternate members, when appointed, shall serve for the same period as the regular members, which is for a term of two years, and any vacancy shall be filled in the same manner as would be used to appoint a regular member, and they shall be subject to removal in the same manner as the regular members.

Places up for appointment or reappointment:

- **Place 5 – Council appointment to fill unexpired term**
- **Alternate 2 – Council appointment to fill vacancy**
- **Alternate 3 – Council appointment to fill vacancy**
- **Alternate 4 – Council appointment to fill vacancy**

This information is a public record.

For Office Use Only

Public Service opportunities are offered by the City of Richland Hills without regard to race, color, national origin, religion, sex or disability.

Date Received

City of Richland Hills Application for Boards and Commissions

Position Sought: If you are interested in applying for more than one position (maximum of three), please indicate the order of your preference by placing a number in the space to the left of the board or commission for which you are applying (#1 being your 1st choice, #3 being your last choice)

- ANIMAL SHELTER ADVISORY BOARD
- BUILDING BOARD OF APPEALS
- KEEP RICHLAND HILLS BEAUTIFL
- PLANNING AND ZONING COMMISSION
- ZONING BOARD OF ADJUSTMENTS

If asked to serve on a different board than you indicated, would you be interested? (Circle one) Yes No

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION CLEARLY

Ms. _____
 Mrs. Peck _____
 Mr. Last Name Brent First Name W Mi.

Home Address _____ Zip Code _____ Home Phone _____

Resident of City Y N If yes: for 3 years

Name and address of Business: _____

Email Address _____

List any experience that qualifies you to serve in the positions indicated. _____

Have you ever served as a member of any Richland Hills boards, commissions, or committees? YES NO

If yes, specify which one and the approximate dates of service. _____

List any civic or community activities in which you have been involved. _____

Do you have any business or personal relationship with the City of Richland Hills that would affect your ability to have impartial judgment in City matters?

YES
 NO

If yes, please explain _____

List your educational background. Graduated High School and have
Some college

What is your current place of employment or business affiliation? (Please indicate if you are self-employed, a Homemaker, or not employed.) Health Markets

What is your occupational experience? Distribution manager to the agency.
As well as assist in special events around the world for the agency.

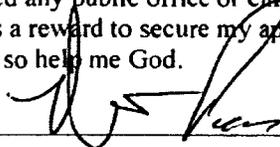
**This application is the only information considered for appointments by the City Council.
Please do not send resumes, business cards, photographs or letters of recommendation.**

Please call (817) 616-3810 for more information about the City's boards and commissions.

NOTE: APPLICATION MUST BE SIGNED BELOW BY APPLICANT.

STATEMENT OF INTENT: If appointed, I agree to serve on the Board/Commission for which I have applied.

I do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Date: 3-11-15 Signature: 

**Return by mail, email, or fax:
City of Richland Hills
Attn: City Secretary
3200 Diana Dr.
Richland Hills, TX. 76118**

**Email: cbourg@richlandhills.com
Fax: 817-616-3803**

This information is a public record. Please print or type

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City of Richland Hills Application for Boards and Commissions

Date Received

5-13-14

Name Horton Kelly E
(Last) (First) (M.I.)

Address _____

City Richland Hills, Texas Zip 76118

E-mail _____ Home Telephone _____

Business Telephone _____ Present Occupation BUS. OWNER

Are you registered to vote in Richland Hills? Yes { } No

Are you currently serving on any other city board? { } Yes No

If yes, specifically which one(s) and the approximate dates of service _____

Do you have any business or personal relationship with the City of Richland Hills that would affect your ability to have impartial judgement in city matters? { } Yes No

If yes, please explain _____

RETURN COMPLETED FORM TO: City of Richland Hills, City Secretary's Office
3200 Diana Drive
Richland Hills, TX 76118

Position Sought (please indicate 1st, 2nd, and 3rd choice:

* Applications require an Authorization Release Information (see reverse side)

_____ Animal Shelter Advisory Board

_____ Planning & Zoning Commission

_____ Crime Prevention Advisory Board*

_____ Public Transportation Advisory Board

_____ Economic Development Advisory Board

_____ Special Events Committee

_____ Keep Richland Hills Beautiful

Teen Court Advisory Board*

_____ Library Advisory Board

Zoning Board of Adjustment

_____ Parks & Beautification Advisory Board

This information is a public record. Please print or type

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City of Richland Hills Application for Boards and Commissions

Date Received 5-19-14

Name Malone Travis S
(Last) (First) (M.I.)

Address _____

City Richland Hills Zip 76118

E-mail _____ Home Telephone _____

Business Telephone _____ Present Occupation Sales

Are you registered to vote in Richland Hills? Yes { } No

Are you currently serving on any other city board? Yes { } No

If yes, specifically which one(s) and the approximate dates of service _____

Animal Shelter

Do you have any business or personal relationship with the City of Richland Hills that would affect your ability to have impartial judgement in city matters? { } Yes No

If yes, please explain _____

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Richland Hills, TX 76118

Position Sought (please indicate 1st, 2nd, and 3rd choice:

* Applications require an Authorization Release Information (see reverse side)

_____ Animal Shelter Advisory Board

2 Planning & Zoning Commission *(Alternate)*

_____ Crime Prevention Advisory Board*

_____ Public Transportation Advisory Board

_____ Economic Development Advisory Board

_____ Special Events Committee

_____ Keep Richland Hills Beautiful

_____ Teen Court Advisory Board*

_____ Library Advisory Board

1 Zoning Board of Adjustment

_____ Parks & Beautification Advisory Board