



# CITY OF KILLEEN

## BOARD, COMMISSION, or COMMITTEE CANDIDATE

### Application

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|---|--|
| Board/Commission/Committee (The name of the board(s) has to be specified, do not say "all available" or "where I'm needed")   | Your Name<br><br>Phone Number  |
| Home Address<br><br><br>Resident of Killeen?<br><input type="checkbox"/> No <input type="checkbox"/> Yes: <input type="checkbox"/> ETJ<br>_____ Years of Residency  | Alternate Phone Number<br><br>Email Address<br><br>Are you related to the Mayor, any member of the City Council or City Manager?<br><input type="checkbox"/> No<br><input type="checkbox"/> Yes, Explain _____   |
| Business Name and Address   | Occupation<br><br>Do you or your organization apply for City funded grants?<br><input type="checkbox"/> N/A<br><input type="checkbox"/> No <input type="checkbox"/> Yes    Organization _____  |
| <b>Arts Commission</b> applicants - Check the position(s) that most closely match your areas of special knowledge and experience:<br><input type="checkbox"/> Music/Radio/Television/Tape and Sound Recording<br><input type="checkbox"/> Dance/Drama/Motion Picture/Creative Writing<br><input type="checkbox"/> Folk Art/Painting/Sculpture/Photography/Graphic & Craft Arts/Architecture/Design<br><input type="checkbox"/> Educator with a background in the Arts<br><input type="checkbox"/> Member-at-Large | <b>BOA – Fire Prevention</b> applicants, do you have experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems?<br><br><input type="checkbox"/> No <input type="checkbox"/> Yes: |
| <b>BOA-Construction</b> applicants - Check the position(s) that most closely match your areas of special knowledge and experience:<br><input type="checkbox"/> Architect<br><input type="checkbox"/> Engineer<br><input type="checkbox"/> Electrical Contractor<br><input type="checkbox"/> General Contractor<br><input type="checkbox"/> Mechanical Contractor<br><input type="checkbox"/> Plumbing Contractor  | <b>BOA – Airport Hazard</b> applicants, do you have aviation experience?<br><br><input type="checkbox"/> No <input type="checkbox"/> Yes:  |
| Other information (civic activities, etc.)  |  |
| List other boards, commissions, or committees (if any) on which you have served or are now serving, including the dates of service.   |  |
| Do you want your contact information (address, phone, email, etc) to be kept confidential?<br><br><input type="checkbox"/> No <input type="checkbox"/> Yes:   |  |
| Signature:  | Date:  |

**RETURN TO: CITY SECRETARY'S OFFICE**, 101 N. College St., P. O. Box 1329, Killeen, Texas 76540  
 Telephone: 254-501-7717                      Fax: 254-634-8399                      [laldrich@killeentexas.gov](mailto:laldrich@killeentexas.gov)

## **ANIMAL ADVISORY COMMITTEE**

Membership: An animal advisory committee shall be composed of at least one licensed veterinarian, one city official, one person whose duties include the daily operation of an animal shelter, one representative from an animal welfare organization or humane society, and seven public members.

Duties: The animal advisory committee shall advise and make recommendations to the city council pertaining to animals and Chapter 6 (Animals) of the Code of Ordinances. Two year terms. Meets monthly, 2nd Monday at noon.

## **ARTS COMMISSION**

Membership: The Arts Commission shall consist of nine members who should broadly represent all elements of the community. There shall be a representative of instrumental and vocal music/radio/television/tape and sound recording; a representative of dance/drama/motion pictures/creative writing; a representative of folk art/painting sculpture/photography/graphic and craft arts/architecture/design and allied fields; an educator with a background in the Arts; and five members of the public-at-large.

Duties: The Arts Commission shall solicit applications for projects from arts groups, shall review and hear requests for funding, shall adopt guidelines and criteria for applicants requesting funding. The Arts Commission's primary objective in evaluating applicants' projects will be the promotion of tourism and the convention and hotel industry based on, but not limited to, the project's involvement inside the City, the number of citizens to benefit from the project, the project's ability to promote tourism, the applicant's administrative and fiscal responsibility, the "multiplier effect" of the project, and the quality or artistic merit of the project. The Arts Commission shall submit to the City Council its recommendations for the allocation of funding regarding the use of municipal hotel occupancy tax revenue, and on long-range goals for the development of tourism and the convention and hotel industry through use of funding for the arts. Three year terms. Meets 2<sup>nd</sup> Friday of each month at 12:15pm.

## **BOARD OF ADJUSTMENT - AVIATION**

Membership: The Aviation Board of Adjustment shall consist of five members, appointed by the City Council of the City of Killeen, one member must have aviation experience.

Duties: The board's duties include hearing and deciding appeals from any order, requirement, decision or determination made by the building official in the enforcement of the Killeen Municipal Airport (Skylark Field) Hazard Zoning Ordinance, special exceptions, and specific variances. Two year terms. Meets as needed.

## **BOARD OF ADJUSTMENT – CONSTRUCTION BOARD**

Membership: The Construction Board of Adjustments and Appeals consists of seven members with two alternates, established by ordinance. Membership shall consist of an architect, engineer, health district representative, mechanical, electrical, plumbing, and general contractor.

Duties: The board, when so appealed to and after a hearing, may vary the application of any provision of the construction codes to any particular case, when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of said codes or public interest, or when, in its opinion, the interpretation of the Building and Code Enforcement Official should be modified or reversed. The board hears dangerous building cases and may order their repair, removal, or vacancy. Three year terms. Meets 3<sup>rd</sup> Thursday of each month at 1:30pm (as needed).

## **BOARD OF ADJUSTMENT – FIRE PREVENTION**

Membership/Duties: The Fire Prevention Board of Adjustment and Appeals shall be appointed by the governing body and shall hold office at their pleasure. The Fire Official shall be an ex-officio member and shall act as secretary of the board. The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems and are not employees of the jurisdiction. Two year terms. Meets as needed.

## **BOARD OF ADJUSTMENT - ZONING**

Membership: The Zoning Board of Adjustments and Appeals shall consist of seven citizens plus two alternates of the city or of the city's extraterritorial jurisdiction (by ordinance). At least one member of the board shall be a member of the Planning and Zoning Commission and his term shall expire at the same time as his term on such commission. Each member shall be removable for just cause by the City Council upon written charges and after public hearings. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. The board shall elect its own chairman, who shall serve for the period of one year or until his successor is elected.

Duties: The board shall have the power to hear and decide appeals where it is alleged there is error of law in any order, requirement, decision or determination made by the building inspector in the enforcement of the land use ordinance. The board shall have the power to hear and decide special exceptions to the terms of the ordinance and the board shall have the power to authorize upon appeal in a specific case such variance from the terms of the ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in

unnecessary hardship. The board shall have no authority to change any provision of the ordinance and its jurisdiction is limited to borderline cases which may arise from time to time.

Two year terms. Meets 2<sup>nd</sup> Tuesday of each month at 2:00pm IF NEEDED.

### **CDAC (COMMUNITY DEVELOPMENT ADVISORY COMMITTEE)**

Membership: The Community Development Advisory Committee shall consist of ten members who broadly represent all elements of the community. This committee is directly appointed and answerable to the City Council.

Duties: The committee is responsible for holding public hearings to solicit community input and assessing needs; assessing and determining community needs at both city-wide and neighborhood levels and developing realistic goals and objectives to meet these needs for the Consolidated Plan; evaluating and recommending proposals from community organizations requesting funding and assistance; developing specific project proposals for community development in the Consolidated Plan. This committee is also responsible for developing goals for housing assistance by type and location in the Consolidated Plan and making recommendations to the City Council, monitoring current program activities and evaluating past program performance along with implementing CDBG and HOME programs and modifications as determined by community assessment and HUD program requirements.

Two year terms. Meets 3<sup>rd</sup> Thursday of each month at 3:00pm IF NEEDED.

### **CIVIL SERVICE COMMISSION**

Membership: The Policemen's and Firemen's Civil Service Commission shall consist of three members, to be appointed by the chief executive and confirmed by the City Council. Per state law, such commissioners shall be of good moral character, a U. S. citizen, a resident of the city for more than three years, over 25 years old, and have not held a public office within the preceding 3 years. A member may not be reappointed to more than a third consecutive term unless the member's reappointment to a fourth or subsequent consecutive term is confirmed by a 2/3 majority of all members of the governing body.

Duties: The commission shall make such rules and regulations for the proper conduct of its business as it shall find necessary and expedient. The commission may make investigations concerning, and report upon all matters touching, the enforcement and effect of the provisions of this Act (Policemen's and Firemen's Civil Service), and the rules and regulations prescribed hereunder; and shall ascertain whether this act and all such rules and regulations are being obeyed.

Three year terms. Meets as needed.

### **HERITAGE PRESERVATION BOARD**

Membership: The Heritage Preservation Board shall consist of five members appointed by the city council, plus one ex-officio member from the planning and zoning commission. Members of the HPB shall have a demonstrated interest, competence or knowledge in historic preservation and/or rehabilitation. When vacancies occur and if appropriate, it shall be the first consideration of the city council to ensure that there is a licensed architect preservationist, or other licensed professional having substantial experience in rehabilitation type construction on the HPB, and secondly, that there is representation from the Killeen Area Heritage Association. In addition, the HPB should include members with the following qualifications, or representing the following interests:

1. A licensed real estate broker.
2. A property owner or non owner tenant of any historic district created by this or any subsequent ordinance demonstrating interest and knowledge of historic preservation.
3. A member appointed at large from the city with demonstrated interest and knowledge of historic preservation.

Duties: The Heritage Preservation Board shall promote and protect the cities historic resources; make recommendations for the designation of historic districts and landmarks; review and make determinations on order of design compliance policies and appeals; act as administration of city-sponsored preservation incentive programs and make recommendations on preservation policies and initiatives. Three year terms. Meets as needed.

### **KILLEEN SISTER CITIES**

Membership/Duties: The Killeen Sister Cities Committee consists of five principal members (three must be Killeen City Council members and two citizen positions), three ex officious (Mayor of Killeen or designee, Killeen Chamber of Commerce representative, Youth Advisory Commission representative) and a representative from each individual Sister City Committee (associate members). The five principal members must be appointed by the Killeen City Council and shall serve for a term of two years. The Killeen Sister Cities Committee creates the structural mechanism which provides operational guidelines for future sister cities at the recommendation of the Killeen City Council. Two year terms. Meets as needed.

### **KILLEEN HOUSING AUTHORITY**

Duties: The commissioners of the Housing Authority of the City of Killeen shall hold regular meetings at 3:30 p.m. on the fourth Tuesday of each month at the office of the authority to conduct the business of the authority.

The commissioners shall also elect a chairman, a vice-chairman, and a secretary (who shall be executive director). The secretary shall be the executive director of the authority and shall have general supervision of the administration of the

business and affairs of the authority, subject to the direction of the authority. He shall be charged with the management of the housing projects of the authority. The secretary shall be appointed by the authority. Any person appointed to fill the office of secretary shall have such term as the authority fixes, but no commissioner of the authority shall be eligible to this office. Two year terms. Meets 4<sup>th</sup> Tuesday of each month at 3:30 p.m. as needed.

### **P&Z (PLANNING & ZONING COMMISSION)**

Membership: The Planning and Zoning Commission consists of nine members that must be residents of the city or the city's extraterritorial jurisdiction, which is established by ordinance. The Chairman and Vice-Chairman shall be elected annually from among the Commission's membership at the first meeting in January.

Duties: The commission acts in an advisory capacity to the City Council of the City of Killeen and its decisions shall not be finally binding upon the City Council; however, before taking action on any proposed amendment, supplement, or change to the zoning ordinance, the City Council shall submit the proposed revision to the Planning and Zoning Commission for its recommendation and report. Three year terms. Meets 1<sup>st</sup> & 3<sup>rd</sup> Monday of each month at 5:00pm.

### **RECREATION SERVICES ADVISORY BOARD**

Membership: The Recreation Services Advisory Board consists of seven members. Board officers shall be elected annually from among the Board's membership.

Duties: To review and recommend uses of parkland, city wide tree care, cemetery, and sports/recreation facilities and improvements within programs, activities, events, and facilities to meet current and future community needs of the City and its residents, including long range park planning tools. Two year terms. Meets at least four (4) times a year or as needed.

### **SENIOR CITIZEN ADVISORY**

Membership: The Senior Citizens' Advisory Board shall consist of eleven members. Six of the eleven members shall be at least 55 years of age.

Duties: The board's objectives are to establish recommendations for guidelines and policies facilitating the most beneficial and productive use of the Senior Centers; advise the City Council on the needs and status of senior citizens in the city and recommend ways to meet the needs; to evaluate/assess proposed programs, grants and other governmental activities that may affect senior citizens; to recommend policies, goals, and objectives for the operation of the Senior Centers; to work in cooperation with City staff; and to report annually (in writing) to the City Council concerning any issue deemed prudent, at the request of the City Council or at the initiative of the Board.

Three year terms. Meets 3<sup>rd</sup> Thursday of each month at 3:30pm.

### **TIRZ (TAX INCREMENT REINVESTMENT ZONE #2)**

Membership: The Tax Increment Reinvestment Zone Number Two Board shall consist of seven members. Four members appointed by the city council, and one member from each taxing entity. Members must be at least 18 years old and be a resident of the county or own real property in the zone, whether or not the person resides in the county.

Duties: The Tax Increment Reinvestment Zone Number Two Board will be responsible for making recommendations to City Council concerning the administration of the zone. Two year terms. Meets as needed.