



## CITY OF HALTOM CITY

### BOARDS AND COMMISSIONS CANDIDATE APPLICATION

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One way for Haltom City citizens to actively participate in local government is to become involved as a member of a board or commission. All members of these active groups are volunteers whose charge is to make decisions and advise the city council on several issues from expenditure of public funds to zoning questions. The city charter and ordinances authenticate the existence of each board or commission and establishes them as legal arms of the city government. All board or commission members are residents appointed by council members and/or the mayor. Most boards or commissions meet on a monthly basis and members are expected to attend all meetings unless specific circumstances arise. Members who miss three (3) meetings in a one- year period may be asked to resign. Residents interested in serving on a board or commission are invited to fill out and return the form on the reverse side of this page.

- Animal Advisory Committee:** The purpose of this committee is to assist the city in complying with the requirements of V.T.C.A., Health and Safety Code CH. 823, which regulates the operation of local government animal shelters. The committee shall hold meetings at least three times a year.
- Beautification & Revitalization Board:** Devises programs to improve the quality of life in Haltom City by involving citizens in cleanup, beautification, and revitalization efforts, encouraging economic development by making the community a better place in which to live and work. Meetings are held the third Monday of each month at the Recreation Center, 6 p.m.
- Civil Service Commission:** The Commission serves as a board of appeals for suspended or aggrieved sworn employees, operating under the authority of Article XI of the City Charter. The five members and two alternates serve two-year terms and meet on an as-needed basis.
- Crime Control & Prevention District:** The major purpose of the seven-member Crime Control and Prevention District (CCPD) is to fight and prevent crime within Haltom City. The CCPD administers the expenditures of the one-quarter cent crime tax that was approved by the voters in 1995. The board is responsible for assembling a budget for each fiscal year and meeting at least once a year.
- Ethics Commission:** The city council shall enforce the ethics policy utilizing the Ethics Commission as it applies to the city council, board and commission members, and city council-appointed officers. meet on an as needed basis.
- Fire Services Board:** Members work to improve fire safety by providing information and giving direction to the community through fire safety programs and education. Meetings are held the third Tuesday of each month at the Central Fire Station – 6 p.m.
- Housing Authority:** Members review and establish policies and procedures of the Haltom City Housing Authority, review grievances and administer the budget. Meetings are held on the third Wednesday of each month at the Housing Authority Office, 2800 Moneda, at 9 a.m.
- Library Board:** This advisory board aids in policy development, long-range planning, special events development, and promotion of library services. Meetings are held on the fourth Tuesday of each month at the library – 6 p.m.
- Park and Recreation Board:** Members serve as advisors to recreation department personnel assisting with efforts to improve programs and facilities for Haltom City residents. Meetings are held the first Tuesday of each month at the Recreation Center, 4839 Broadway Avenue at 6 p.m.
- Planning and Zoning Commission:** This is an advisory board to the city council charged with reviewing requests for zoning changes and plat revisions. Recommendations are made to the city council for final action. Members also review proposed changes to the zoning ordinance. Meetings are held every second and fourth Tuesday of each month at City Hall – 7 p.m.
- Zoning Board of Adjustments:** A judicial board, this body is charged with making decisions regarding variances to city ordinances. Members also serve as the Hearings Board and Sign Board of Appeals. Meetings are held on the second and fourth Tuesday of each month at City Hall – 5:30 p.m.
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**RETURN COMPLETED FORM TO THE CITY SECRETARY'S OFFICE**

Email: [acamacho@haltomcitytx.com](mailto:acamacho@haltomcitytx.com) Fax: 817-834-7237

**To be considered, please check three (3) Boards & Commissions of interest – if you are interested in more than 3, please contact the City Secretary’s Office:**

- Beautification
- Fire Services
- Housing Authority
- Library Board
- Parks and Recreation
- Planning and Zoning
- Zoning Board of Adjustment
- Animal Advisory
- Civil Service Commission
- Crime Control & Prevention
- Ethics Commission

Name: \_\_\_\_\_ Birthday (Month/Day): \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business Address: \_\_\_\_\_

Education: \_\_\_\_\_

Are you currently a member of any City Boards/Commissions? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify: \_\_\_\_\_

Special Knowledge or Experience Applicable to a City Boards or Commissions Function:

\_\_\_\_\_

Other information (Civic Activities, etc.): \_\_\_\_\_

\_\_\_\_\_

Length of continuous residence as of date application is signed: \_\_\_\_\_ yr(s) \_\_\_\_\_ mo(s)

Registered voter: \_\_\_\_\_ Yes \_\_\_\_\_ No

*(Only persons who have resided in the city for at least 12 months and who are registered voters shall be considered for appointment to city boards and commissions unless otherwise provided in this Code or the ordinance creating such board or commission Ord. No. O-2019-018-01, § 1, 9-9-2019)*

By signing below, I certify all information is true and correct to the best of my knowledge.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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## CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM

**A criminal background check is required for service. This check into official public records will determine the existence or non-existence of any record of criminal convictions. Prior criminal convictions do not automatically preclude appointment.**

**Please Print Clearly**

### **Consumer Information** (Applicant/Employee/Volunteer/Vendor/Solicitor)

The information you provide below will be used solely for the purpose of obtaining consumer reports for employment or business-related purposes. The City of Haltom City will not use this information for any reason that violates applicable Federal or State equal employment opportunity laws or regulations.

Legal Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Address City State Zip

Driver's License #: \_\_\_\_\_

Class:  A  B  C  Other \_\_\_\_\_

Type:  Operator  Commercial  Other \_\_\_\_\_

State/Issue: \_\_\_\_\_

Status: Volunteer applying for position.

### **Disclosure Requirements**

In compliance with the Fair Credit Reporting Act (FCRA), the City of Haltom City is notifying you as a consumer that information provided by you on the City's application or other similar documents may be verified using "consumer reports" provided by a "consumer reporting agency" (CRA) for legitimate business-related purposes. The City of Haltom City has contracted with a number of CRA's to verify certain information provided by you for business-related purposes. Under FCRA, "business-related purposes" includes volunteer applicants, vendors/solicitors, license/permit applicants, or others performing business-related services related to the City.

As defined in FCRA 603 (d) (1) (A), "consumer reports" include, but are not limited to, written communications from CRA's reflecting an applicant's financial position, character, general reputation, personal characteristics or mode of living. Examples of "consumer reports" that the City may use include, but are not limited to verifications and/or information on the following: motor vehicle records, criminal and civil records, credit reports, education records, prior employment, and other public documents.

Your volunteer service or affiliation with the City of Haltom City may be determined in whole or in part by the City using data from consumer reports supplied by various CRA's. Pursuant to Section 609 of the FCRA, you may be entitled to a copy of the consumer reports provided by the CRA.

In compliance with the FCRA, the City of Haltom City agrees information obtained through CRA's will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.

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Fax: 817-834-7237

5024 Broadway Avenue, Haltom City, Texas 76117

P (817) 222-7700 – F (817) 834-7237

[www.haltomcitytx.com](http://www.haltomcitytx.com)

**Consumer Acknowledgement and Consent**

I understand and agree that one or more consumer reporting agencies will verify all or part of the information I have given the City of Haltom City in applications, telephone conversations, interviews, or by other means during the application process for volunteer opportunities, licenses/permits, or other similar legitimate business-related activities. I understand that this verification may include an inquiry into my credit history, motor vehicle driving records, criminal and civil records, prior employment (including contacting prior employers), education (degree, GPA and attendance) as well as other public record information.

I release and hold harmless from all liability any individual or entity, including the City of Haltom City and the CRA's it uses, for requesting or supplying information with respect to my volunteer application for legitimate business-related purpose. If accepted by the City, I understand that this document will remain valid throughout my affiliation with the City. I agree that this document constitutes proper, legal notice of FCRA disclosures and authorizes my consent to perform checks related to my business affiliation with the City.

**I authorize and consent to the release of such information as may be necessary to verify the information I have provided. I am also aware and do further consent and authorize the City of Haltom City to use this information to evaluate my affiliation with the City of Haltom City.**

\_\_\_\_\_  
Signature of Consumer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/Typed Name of Consumer

**For City of Haltom City Human Resources Use Only**

CRA's Used/Date Submitted: \_\_\_\_\_

1<sup>st</sup> Notice (Pre-Adverse Action Disclosure) Sent?       Yes, date: \_\_\_\_\_       N/A

2<sup>nd</sup> Notice (Adverse Action Notice) Sent?       Yes, date: \_\_\_\_\_       N/A

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