



2009 Boards and Commissions Application

The following information is necessary to apply for potential service on a City of Bedford Board, Commission or Committee. The information you provide will become open record and available to the press and the public. In order to apply and serve as a board or committee member, you must meet eligibility requirements of the specific board or committee for which you apply. Please fill out this form and return it to the Office of the City Secretary at 2000 Forest Ridge Drive, Bedford, TX 76021 or by Fax at 817.952.2103. By signing this application you are acknowledging that you have applied for an appointed position with the City, and agree to serve on the board, commission or committee for which you have applied in good faith. The deadlines to submit an application is Friday, October 30, 2009 by 5:00 p.m.

Personal Information

Name: _____ E-mail: _____
Address: _____ City: _____ State: ____ Zip: _____
Phone (H) _____ (M) _____
Length of Residence in Bedford: _____ Registered Voter (Yes or No): _____

You must be a resident of Bedford for at least 12 consecutive months preceding your appointment

Have you or do you currently serve on any City boards, commissions or committees? _____

If yes, which one(s) and dates: _____

Professional Information

Business Name: _____ Profession: _____
Business Address: _____ City: _____ State: ____ Zip: _____
Business Phone: _____ Ext. _____

Please briefly tell us why you are interested in serving on a Board or Committee:

What do you think qualifies you to serve on a Board or Committee?

Please indicate your area(s) of interest. You may specify any number of 1st choice, 2nd, 3rd, etc. The parenthesis indicates (term/ typical number of meetings held each year).

- | | |
|--|---|
| <input type="checkbox"/> Where needed | <input type="checkbox"/> Library Board (2/12) |
| <input type="checkbox"/> Animal Control Board (2/3) | <input type="checkbox"/> Parks & Recreation Board (2/12) |
| <input type="checkbox"/> Animal Shelter Board (1/1) | <input type="checkbox"/> Planning & Zoning Commission (2/24) |
| <input type="checkbox"/> Beautification Commission (2/11) | <input type="checkbox"/> Senior Citizen Advisory Board (2/4) |
| <input type="checkbox"/> Building & Standards Commission (2/6) | <input type="checkbox"/> Street Improvement Economic Dev. Corp. (2/2) |
| <input type="checkbox"/> Community Affairs Commission (2/12) | <input type="checkbox"/> Teen Court Advisory Board (2/4) |
| <input type="checkbox"/> Ethics Commission (2/1) | <input type="checkbox"/> Zoning Board of Adjustment (2/12) |

Have you attended any meetings of the committee(s) for which you wish to be considered? _____

Will you commit to: **Frequent involvement?** _____ (monthly and as-needed meetings)
 Moderate involvement? _____ (quarterly and/or as-needed)

I certify that the foregoing information is true and correct.

Signature

Date

City of Bedford



**City Secretary's Office
2000 Forest Ridge
Drive, Bldg A
Bedford, Texas 76021
817.952.2101**

Boards and Commissions

- ⇒ **Animal Control Board**
- ⇒ **Animal Shelter Advisory Board**
- ⇒ **Beautification Commission**
- ⇒ **Building and Standards Commission**
- ⇒ **Community Affairs Commission**
- ⇒ **Ethics Commission**
- ⇒ **Library Board**
- ⇒ **Parks and Recreation Board**
- ⇒ **Planning and Zoning Commission**
- ⇒ **Senior Citizen Advisory Board**
- ⇒ **Street Improvement/
Economic Development Corporation**
- ⇒ **Teen Court Advisory Board**
- ⇒ **Zoning Board of Adjustments**

Bedford Boards and Commissions

Bedford's Boards and Commissions are comprised of citizen volunteers who have an active interest in the participation of municipal businesses within the City of Bedford.

Membership is open to all Bedford residents who have lived in Bedford for at least one year immediately preceding their appointment, unless otherwise noted by an ordinance, bylaws or regulatory provisions of that board or commission. Regular attendance, unless excused, at all meetings of the board or commission in which one is appointed is required.

Appointments to each board and commission are made by the Council, and each member serves at the will of the Mayor and City Council. While some panels are considered quasi-judicial in nature, most are recommending bodies to the Mayor and City Council and therefore serve in an advisory capacity only.

Animal Control Board

Purpose:

Holds hearings regarding animals found to be fierce or dangerous, and has the discretion to determine if the animal specified in the complaint should be muzzled, ordered to remain within an enclosure or be removed from the City limits for the protection of the public safety, health and welfare. The Board also reviews and approves/rejects applications for "permit-eligible non-domestic animals" (exotics). Serves as the appeal board for appeals contesting denials of multi-pet permits.

Membership:

Consists of three members as follows: one representative of the general public and two licensed veterinarians. The veterinarian must either reside within Bedford or operate a veterinarian business within Bedford. Members serve two year terms. Meetings are held as needed, meeting at least once a year. The Deputy Police Chief serves as the staff board liaison.

Animal Shelter Advisory Board

Purpose:

Reviews shelter activity, special events pertaining to the shelter, needs and statistics as provided

by staff and offers recommendations. Provides input on the drafting and modifying of ordinances and reviews final ordinance drafts for approval by the board before drafts are submitted to Council.

Membership:

Consists of five members as follows: one licensed veterinarian, one municipal official, one person whose duties include the daily operation of the Animal shelter, one representative from an animal welfare organization and one representative from the general public. The veterinarian must either reside within Bedford or operate a veterinarian business within Bedford. Members serve one year terms. Meetings are held as needed, meeting at least three times a year. The Deputy Police Chief serves as the staff board liaison

Beautification Commission

Purpose:

Make the City a clean and attractive City in which to live, to maintain a healthy environment, and to educate the City's citizens as to the ongoing process of keeping their City beautiful. The Commission considers the following aspects and makes recommendations to the Council accordingly: landscaping of City rights-of-way and City property, award

programs for businesses and residential areas that beautify their surroundings, promotion and education of recycling.

Membership:

Consists of fifteen members of the public at large. Members serve two year terms. Meetings are held the third Monday of each month beginning at 6:30 p.m. Regular work days are held each year, consisting of a work day for plant beds, Business Award Presentation Days, a Paper Shred Day, Crud Cruiser Day, Recycling Day, Bedford Clean-Up Day, Chunk Your Junk Day and 1-5 additional community events per year. The Director of Parks and Recreation and a Council member serve as ex-officio members.

Building and Standards Commission

Purpose:

The quasi-judicial enforcement of City ordinances for the preservation of public safety, covering separate areas of responsibility, relating to the materials or methods used to construct a building or improvement, relating to the fire safety of a building or improvement, relating to dangerously damaged or deteriorated

buildings or improvements and relating to conditions caused by accumulations of refuse, vegetation, or other matter that creates breeding and living places for insects and rodents.

Membership:

Consists of five members as follows: two representatives from the general public, one building contractor, one registered engineer and one licensed architect. If a registered Engineer or Architect is not available, the Council may appoint such other person from the general public as it deems qualified to serve. Members serve two year terms. Meetings are held as necessary, generally on Monday evenings. The Fire Marshall and Code Enforcement/ Inspection Manager serve as the staff liaisons to this commission.

Community Affairs Commission

Purpose:

Provide Council with feedback on business and residential concerns, provide specific input on any items that make doing business with the City of Bedford difficult and point out areas of concerns and explore issues of public interest as identified and designated by the Council, collect information on these issues and make constructive recommendations to Council and staff on any action that could be taken to satisfy those issues.

Membership:

Consists of 12 members as follows: five Bedford business owners, one HEB Chamber of Commerce member and six Bedford residents. All business members must operate a business within the Bedford City limits. Members serve two year terms. Meetings are held the third Thursday of every month at the

Old Bedford School beginning at 6:00 p.m.. Business Roundtable Meetings and Homeowner Association Meetings are held quarterly or as necessary. A Council member serves as an ex-officio member and the Development Director serves as the staff liaison.

Ethics Commission

Purpose:

Hear complaints and recommend the appropriate disposition of complaints regarding the conduct of elected officials, appointed officials and employees in accordance with the City's Code of Ethics.

Membership:

Consists of seven members. Members serve two year terms. Meetings are held once a year, generally in December or as necessary. The Administrative Services Director serves as an ex-official member.

Library Board

Purpose:

Studies and recommends policies relating to the operation, promotion, enlargement and future planning of the Library.

Membership:

Consists of nine members of the public at large. Members serve two year terms. Meetings are held the third Wednesday of each month at 7:00 p.m. Approximately six special meetings are called each year in addition to regular meetings, as well as optional library events such as the Seuss Festival, Author Events, Summer Reading Club party, etc. A Council member serves as an ex-officio member and the Library Manager serves as the staff liaison.

Parks and Recreation Board

Purpose:

Act as an advisory body to the Council in the procurement, development, supervision and administration of City public recreational activities within the City.

Membership:

Consists of eleven members of the public at large. Members serve two year terms. Meetings are held the first Thursday of each month beginning at 6:30 p.m. There are approximately one to five additional events each year. A Council member serves as an ex-officio member and the Director of Parks and Recreation serves as the staff liaison.

Planning and Zoning Commission

Purpose:

Recommends a City plan for the physical development of the City; approval or denial of proposed changes in the zoning plan and exercises control over platting or subdividing land within the corporate limits and outside the corporate limits to the extent authorized by law.

Membership:

Consists of a minimum of seven members and two alternate members. Members serve two year terms. Meetings are held the second and fourth Thursday of each month at 6:00 p.m. Additional work sessions are held three to five times a year. The Development Director serves as the staff liaison.

Senior Citizen Board

Purpose:

An advisory body to the council in the procurement, development,

supervision and administration of the Bedford Senior Center.

Membership:

Consists of seven members of the public at large. Members serve two year terms. Meetings are held quarterly on the third Monday of

**Street Improvement/
Economic Development
Corporation (SIEDC/4B)**

Purpose:

A non-profit entity established by the Council to operate, maintain and finance the costs for street improvements and maintenance in the City of Bedford. The SIEDC is funded by additional sales and use tax in the amount of one-half of one percent.

Membership:

Consists of seven directors as follows: four members of the City Council and three residents of Bedford. Members serve two year terms. Meetings are held twice a year, one in January and one in July.



Teen Court Advisory Board

Purpose:

An advisory body to the governing bodies of participating entities in providing a community based alternative to the formal court process for youth offenders and involving families in the administration of the alternative court process. The Board recommends to the governing bodies of participating entities those actions determined to provide support for the alternative court process.

Membership:

Consists of two regular members from Hurst, Eules and Bedford and one alternate member from each entity, as well as three HEB ISD students. Members serve two year terms. Meetings are held the first Thursday of each month beginning at 6:00 p.m.

**Zoning Board of
Adjustments**

Purpose:

Hears and decides appeals where it is alleged there is error in any order, requirement, decision, or determination made by the administrative officials in the enforcement of the zoning ordinance. Reviews certain variance requests.

Membership:

Consists of five regular members and two alternate members. Members serve two year terms. Meetings are held the third Monday of each month beginning at 6:00 p.m. with a work session at 5:30 p.m. The Building Official serves as the staff liaison.

**Quick Glance—
Board/Commission Meeting Schedule**

Animal Control Board.....	As needed (at least once a year).
Animal Shelter Advisory Board.....	As needed (at least three times a year).
Beautification Commission.....	3rd Monday of each month—6:30 p.m.
Building and Standards Commission.....	As needed, (generally on Mondays).
Community Affairs Commission.....	3rd Thursday of each month—6:00 p.m.
Ethics Commission.....	Once a year (generally in December).
Library Board.....	3rd Wednesday of each month—7:00 p.m.
Parks and Recreation Board.....	1st Thursday of each month—6:30 p.m.
Planning and Zoning Commission2nd & 4th Thursday of each month—6:00 p.m.
Senior Citizen Board.....	3rd Monday of each quarter—2:00 p.m.
Street Improvement/ Economic Development CorporationSemi-Annual meetings (January and July).
Teen Court Advisory Board.....	1st Monday of each quarter—6:00 p.m.
Zoning Board of Adjustments.....	3rd Monday of each month—5:30 p.m.

For questions about any board or commission, please do not hesitate to contact the City Secretary's Office at 817.952.2101.