

**Application Form****Notice of Public Record**

Please be advised that all information contained in this application is part of the City of Reno's public record and is available for public review. These positions are limited, in most cases, to residents of the City of Reno. The City Council makes a conscientious effort to appoint persons who represent all of the various communities within the City of Reno. Please be advised that certain boards and commissions require filing of financial statements with the Secretary of State or have special requirements. Contact the City Clerk's office at 334-2030 with any questions.

**Profile**

Richard \_\_\_\_\_ K \_\_\_\_\_ Layton \_\_\_\_\_  
First Name Middle Initial Last Name

rlaytonjr@gmail.com \_\_\_\_\_  
Email Address

245 W Taylor St unit 8 \_\_\_\_\_  
Home Address Suite or Apt

Reno \_\_\_\_\_ NV \_\_\_\_\_ 89509 \_\_\_\_\_  
City State Postal Code

**What ward do you live in? \***

Ward 1

Mobile: (775) 685-8130 \_\_\_\_\_  
Primary Phone Alternate Phone

**How long have you been a resident of the City of Reno?**

15 years

**Are you over 18 years of age?**

Yes  No

**Are you currently registered to vote in the City of Reno? \***

Yes

Eugene Burger Management Corporation \_\_\_\_\_ Compliance Coordinator \_\_\_\_\_  
Employer Job Title

## Which Boards would you like to apply for?

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Grants Committee of the Reno Arts and Culture Commission: Submitted  
Public Arts Committee: Submitted  
Reno Arts & Culture Commission: Submitted  
Development Committee of the Reno Housing Authority: Submitted

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## Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

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Yes  No

If yes, please list conviction dates and nature:

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## Interests & Experiences

### Education or training relevant to the board or commission to which you are applying:

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University of Nevada Reno: College of Science - Chemical engineering sophomore year completed Parcel, NRS and NAC laws, city mapping system, city lighting and construction Ordinances, property laws, HOA design committees, Board meetings and procedures, Architectural and structural background. I have worked with a sign company and my designed signs have been installed in many businesses throughout Reno/Sparks. Adobe knowledge. Graphic design.

### Explain briefly why you would like to be appointed to this board or commission.

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I know I will fit into this Board perfectly as a local artist (view my website under construction at rklart.com) myself and someone who has been a Nevada resident most of my life and a Reno resident for the last 15 years when I arrived in 2007 to attend the University of Nevada Reno for Engineering. My previous employment experience has allowed me to really develop my skills as a designer whether its practical visual art, Graphic Design or concepts for illuminated storefront signs. My current position with my employer involves working with many HOA Boards. These Boards have Architectural, design and landscape Committees. With each micro-community and development in the Reno metro area, I am rewarded with protecting the aesthetics each project utilizes in its overall appearance from home colors, drought tolerant landscaping, etc. On a personal level, I have had art shows and displays in the past hosted by business owners in the downtown/midtown districts. My artistic nature and professional knowledge of where Reno is headed in terms of style and direction will prove itself beneficial through my contributions to this Board and I look forward to witnessing what we can achieve for our city.

[Resume April 2022.docx](#)

Upload a Resume

Ethnicity

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[REDACTED]

Gender

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[REDACTED]

Sexual Orientation

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[REDACTED]

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**Open Meeting Law Waiver**

**WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1) TO ALLOW CITY COUNCIL TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE OF PERSON TO BE APPOINTED TO A BOARD, COMMISSION, OR OTHER PUBLIC BODY FOR THE CITY OF RENO**

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The City Council for the City of Reno will be considering on a future posted agenda your appointment to a board, commission or other public body for the City of Reno. Pursuant to NRS 241.033(1), in order to consider the professional competence of an applicant, notice need be provided to that person of the time and place of the meeting in compliance with such statutory provisions. By agreeing below, it is confirmed that I have been provided notice of the meeting at which my appointment will be considered by City Council. Further, I knowingly and voluntarily am waiving my rights to all written notice requirements under NRS 241.033(1) pertaining to my qualifications, competence, and character to hold this appointment and consent to the evaluation of my character and competence by the Reno City Council in a public meeting. Further, the I acknowledge that I may at any time withdraw both this waiver and related application for appointment.

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I Agree

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**Acknowledgement**

**Please Agree with the Following Statement**

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**I certify that, to the best of my knowledge, the information I provided in the application is true. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. If appointed, I agree to attend a board or commission orientation session, if applicable, within six months of my appointment. I understand that failure to comply with this requirement will results in automatic removal from the board or commission.**

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I Agree

# RICHARD K. LAYTON, J

- (775) 685-8130
- [rlaytonjr@gmail.com](mailto:rlaytonjr@gmail.com)
- 245 W Taylor St #8

## SKILLS

- Quickbooks proficient
- Construct/submit permits and plans
- Business management
- On-Boarding/screening
- Principles and Concepts of engineering
- Exterior display board programming
- Watchfire systems
- Autodesk/AutoCAD, 2+yrs
- Adobe Illustrator, 5+yrs
- Debt Collections, 3+yrs
- Washoe County mapping systems, 3+ years

## REFERENCES

Christopher Scott  
(775) 737-8073

Stephanie Wilk  
(702) 622-4431

Yitayal Wossen  
(702) 416-0648

## PROFILE

Currently a Compliance Coordinator for Eugene Burger Management Corporation possessing extensive success in customer/client relations resulting in HOA/property management account retentions. My expansive background in Architecture, Reno/Sparks/Washoe counting zoning, building codes, parcel maps and ordinances maximizes my abilities to troubleshoot issues and solve complaints and/or compliance adherence within our properties -in turn maintaining peaceful enjoyment and property value stabilization/increases within our Common Interest Communities. My personal time involves updating my personal website with new artworks of mine consisting of paintings and custom ordered hyper-realistic graphite portraits utilizing past skills of graphic design and marketing.

## EXPERIENCE

### **Compliance Coordinator: EBMC; Reno, NV 2021-current**

- Conduct HOA Community inspections resulting in HOA compliance and maintenance
- Schedule/attend violation hearings and inspections for multiple properties with little to no supervision
- Ability to comprehend CC&Rs along with Rules and Regulations of HOA communities
- Retain knowledge of NRS 116 and NAC 116A and B
- Assess fines in accordance to federal collection laws
- Create templates and ledgers within company software (Yardi) for homeowners
- Process, accept, deny architectural requests for homes/properties
- Implemented and developed new architectural procedures, templates within software, submission forms for all HOA properties and record keeping for EBMC
- Legal and confidential information handling and processing

### **Administrator: Julie's Sign Shoppe; Sparks, NV 2018-2021**

- Exhaustive clerical duties introducing updated filing and archiving system of important legal plans/permits/documents
- Respond to all customer inquiries ensuring timely replies
- Submit and correct plan/permit applications securing swift approval
- Accurately program and manage four large exterior messaging units with custom graphics in line with promotions and advertisements
- Accounts receivable netting thousands in monthly profits
- Success in collections netting thousands in monthly recoveries
- Creating new designs and concepts for businesses to apply in marketing/signage and branding campaigns as a project manager in training

### **Sales Manager: JMJ Pacific Sales; Reno, NV 2011-2015**

- Successfully managed fiber optic sales team to meet weekly quotas of new customer contracts becoming best performing team in region
- Facilitate information and resources of current fiber optic products to ensure representatives' optimal performance on field leading to outstanding customer reviews
- Screen, interview and on-board eligible candidates

## EDUCATION

### **University of Nevada Reno**

- College of Science - Chemical engineering - Junior Standing



Molly Rosen <rosenm@reno.gov>

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**Richard K Layton has submitted an application for Grants Committee of the Reno Arts and Culture Commission | Public Arts Committee | Reno Arts & Culture Commission | Development Committee of the Reno Housing Authority**

1 message

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**City of Reno NV** <boards@granicuslabs.com>

Wed, Apr 6, 2022 at 4:46 PM

Reply-To: cityclerk@reno.gov

To: rosenm@reno.gov, aufierob@reno.gov, huntsmanm@reno.gov, bernerm@reno.gov, KMerrill@renoha.org, cityclerk@reno.gov

A new application for City of Reno, NV Boards and Commissions has been submitted. Applicant: Richard K Layton  
Boards Applied For: Grants Committee of the Reno Arts and Culture Commission | Public Arts Committee | Reno Arts & Culture Commission | Development Committee of the Reno Housing Authority Link: <https://reno.granicus.com/apps/boards/applicants/?id=1703853>