

# *The City of Mission, Texas*



## *Boards, Commissions, and Committees Handbook*



# APPLICATION TO SERVE ON BOARDS & COMMITTEES

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
( ) Inside City Limits ( ) Outside City Limits

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: (Residence) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

OCCUPATION: (If retired, indicate former occupation or profession.) \_\_\_\_\_

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NUMBER IN ORDER OF PREFERENCE THE BOARD YOU ARE INTERESTED IN SERVING:

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_

PLEASE NUMBER IN ORDER OF PREFERENCE THE BOARD YOU ARE INTERESTED IN SERVING:

- |   |       |                                    |       |
|---|-------|------------------------------------|-------|
| 2050 COMMITTEE                              | _____ | MISSION HOUSING AUTHORITY          | _____ |
| ALL INCLUSIVE COMMITTEE                     | _____ | MISSION PAWSIBLE ADVISORY BOARD    | _____ |
| AMBULANCE BOARD                             | _____ | PARKS & RECREATION BOARD           | _____ |
| BEAUTIFICATION COMMITTEE                    | _____ | PLANNING & ZONING COMMISSION       | _____ |
| BUILDING BOARD OF ADJUSTMENTS               | _____ | RAIL BRIDGE ADVISORY COMMITTEE     | _____ |
| CEMETERY COMMITTEE                          | _____ | RAW WATER COMMITTEE                | _____ |
| CITIZENS ADVISORY COMMITTEE                 | _____ | RECYCLING ADVISORY BOARD           | _____ |
| CIVIL SERVICE COMMISSION                    | _____ | SHARY GOLF COURSE ADVISORY BOARD   | _____ |
| DOWNTOWN REVITALIZATION COMMITTEE           | _____ | SPEER MEMORIAL LIBRARY BOARD       | _____ |
| FORMER ELECTED OFFICIALS BOARD              | _____ | TAX INCREMENT REINVESTMENT BOARD   | _____ |
| JUVENILE JUSTICE AND DELINQUENCY PREVENTION | _____ | TEMPORARY AGGIE & LONGHORN BAND    | _____ |
| MILLENNIUM COMMITTEE                        | _____ | TRAFFIC SAFETY COMMITTEE           | _____ |
| MISSION ECONOMIC DEVELOPMENT CORPORATION    | _____ | YOUTH ADVOCACY (BOYS & GIRLS CLUB) | _____ |
| MISSION ECONOMIC DEVELOPMENT AUTHORITY      | _____ | WELLNESS ADVISORY BOARD            | _____ |
| MISSION HISTORIC PRESERVATION COMMISSION    | _____ | WORKFORCE READINESS COMMITTEE      | _____ |
|   |       | ZONING BOARD OF ADJUSTMENTS        | _____ |

BOARDS/COMMITTEES YOU HAVE PREVIOUSLY SERVED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN COMPLETED FORM TO:

CITY OF MISSION, CITY SECRETARY  
1201 E 8<sup>TH</sup> STREET  
MISSION, TX 78572  
acarrillo@missiontexas.us  
Phone: 956-580-8721  
Fax: 956-580-8669

<b>FOR OFFICE USE ONLY</b>	
APPT. TO	_____
DATE	_____
PUBLIC ACCESS	



## Board Member Election on Disclosure

An appointed Board Member may choose whether or not to allow public access to the information in the custody of the City relating to the Board Member's home address, home telephone number, and cellular numbers (if not paid for by City), emergency contact information, personal email address, and information that reveals whether the person has family members.

Each Board Member shall state his/her choice in writing to the City Secretary's Office. If a Board Member elects not to allow public access to this information, the information is protected by Sections 552.024 and 552.117 of the Public Information Act and rulings of the Texas Attorney General. If a Board Member fails to report his/her choice, the information may be subject to public access.

If during the course of their term a Board Member wishes to close or open public access to the information, the individual may request in writing to the City Secretary's Office to close or open access as the case may be. A Board Member may request to close or open public access to the information by submitting a written request to the City Secretary's Office. Only the City Secretary's Office is allowed to disclose the information listed above.

**Please complete the information below and return  
to the City Secretary's Office within fourteen days of receipt.**

I **DO/DO NOT** elect public access to my: (please indicate items you would like available, if any)

**(Please strike through any information that you do not wish to be made accessible to the public)**

\_\_\_ home address

\_\_\_ home telephone number

\_\_\_ personal email address

\_\_\_ cell or pager numbers not paid for by the City

\_\_\_ emergency contact information

\_\_\_ information that reveals whether I have family members.

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member's Printed Name

***Boards, Commissions, and Committees Defined.*** The City of Mission City Council depends on the input from residents serving on Boards, Commissions and Committees. These Boards, Commissions and Committees advise the City Council, City Manager and City staff. They play a key role in keeping the City government close to the people it serves and providing ideas, feedback, and suggestions and may serve as a sounding board for proposed policy. Legislative and/or ‘quasijudicial’ bodies that are empowered by State law to make decisions affecting City policy relating to the public health, safety or welfare. These Boards and Commissions are “governing bodies” under the Texas Open Meetings Act and are thus required to comply in all respects with the Act.

## ***2050 Committee***

**Purpose:** The primary function of the 2050 Committee is a long-term vision of the future for the City of Mission – based on the core values of residents. This vision will guide our community leaders, giving them a roadmap and identifying strategies and services that will help them make decisions to create the kind of place our children and grandchildren will want to live and work 30 years from now – a thriving city to call home.

**Members:** Committee shall be composed of seven (7) members to include a City Council representative, a Deputy City Manager, a city employee and four (4) citizens. **Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date as determined by the board.

## ***All Inclusive Committee***

**Purpose:** The committee will strive to be an all inclusive and welcoming city for our citizens. Key values to be examined are engagement, exploration, differences, similarities and creating a climate, culture and environment all inclusive, empowerment, equity access, shared responsibility and social justice for all.

**Established by:** Ordinance

**Members:** Seven (7) members to include the City Manager and a City Council representative **Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date as determined by the board.

## ***Ambulance Board***

**Purpose:** The board shall monitor and supervise all aspects of operations sponsored by emergency medical services providers that are licensed by the city.

**Members:** 5 members (3) appointments shall be of medically knowledgeable citizens. The City Health Officer shall be an appointed member and the mayor and/or his designee shall be the fifth person. **Term:** 2 years

**Meetings:** As needed, typically every 90-120 days for 1 to 2 hours.

## ***Beautification Committee***

**Purpose:** is to beautify city-owned property through planting and landscaping; to act as a catalysis for special projects related to city-wide beautification efforts. The committee will also serve as the driving force behind “Keep Mission Beautiful” which seeks to encourage educate and inform residents and businesses to self create, develop and maintain landscaping and “green” areas that enrich and beautify the community.

**Members:** Seven (7) members **Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date as determined by the board.

## ***Building Board of Adjustments***

**Purpose:** To consider variances and special exceptions to the terms of the Zoning Ordinance and to hear and decide appeals of decisions and interpretations made by an administrative official in the enforcement of the Zoning Ordinance.

**Duties:** The duties of the Board of Adjustments shall be to providing for the final interpretation of provisions of the Southern Building code.

**Members:** 5 members and 4 alternates. The composition of the board may be one engineer, one architect and 3 members at large from the construction industry. **Term:** 4 years

**Meetings:** As needed, typically every 90-120 days. All regular meetings shall begin at 5:00 p.m. and may last from ½ to 1 hour and shall be held at Mission City Hall Council Chambers.

## ***Cemetery Board***

**Purpose:** charged with oversight of the preservation, beautification and enhancement of the City cemeteries

**Members:** Five (5) members to include the City Manager and a City Council representative **Term:** 2 Years

**Meetings:** The board will meet semi-annually or as needed with the time and date as determined by the board.

## ***Citizens Advisory Committee***

**Purpose:** The duties of the Citizens Advisory Committee shall be to encourage Citizens' Participation in every phase of Community Development by providing a forum for input by Citizens of the community.

**Duties:** To establish a link between individual neighborhoods and a community wide advisory board and to make recommendations directly to the City Council in areas of Community Development and Housing.

**Members:** 12 members who shall be appointed from the different areas of the city. **Term:** 2 years

**Meetings:** The committee meets every 2nd and 4th Tuesdays of the month. All regular meetings shall begin at 5:30 p.m. and last from 1/2 to 1 hour and shall be held at the Community Development Conference Room unless otherwise posted in accordance with state law.

## ***Civil Service Commission***

**Purpose:** The Civil Service Commission shall administer the program for the city police and fire department in accordance with the provisions of V.T.C.A., Local Government Code § 143.001 et seq., as the same are applicable to the city.

**Established by:** Election on May 5, 2001

**Duties:** Approval of classifications of civil service employees, approval of appointments of positions immediately below department heads, and approval of classifications according to pay in addition to base and other matters as required by V.T.C.A., Local Government Code § 143.001 et seq.

**Members:** 3 members **Term:** 3 year terms

**Meetings:** As needed, typically every 30-60 days. All regular meetings shall begin at 9:00 a.m. and last from 1/2 to 1 hour and shall be held at the Executive Conference Room unless otherwise posted in accordance with state law.

## ***Downtown Revitalization Committee***

**Purpose:** committee is to revitalize downtown as a vibrant main street, an energetic arte movement, abundant natural resources and a robust commitment to local sourcing. It is this committee's dedication to work in helping to keep this momentum strong. Each Committee member is committed to the forward thinking that perpetuate the initiatives of a great City downtown. This committee will be tasked with creating a long-term plan to attract new business and find solutions to vacant buildings.

**Established by:** Ordinance No.

**Members:** seven (7) members five members from the downtown area to include the City Manager and a City Council representative **Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date as determined by the board.

## ***Former Elected Officials Board***

**Purpose:** The primary function of the Former Elected Council Committee is to provide recommendations on current city practices by utilizing their experience and expertise accumulated during their time in office..

**Members:** composed of five (5) members to include one (1) previous Mayor, two (2) previous City Council members, the current Mayor and one (1) current City Council member **Term:** 2 Years

**Meetings:** March and November on the third Wednesday of the month

## ***Juvenile Justice and Prevention Board***

**Purpose:** The Committee shall make a study of juvenile delinquency and prevention in the City and make recommendations to the City Council designed to reduce and eliminate such as but not limited to: graffiti, gangs, crime and/or juvenile justice and delinquency prevention resulting there from and the best methods which, in its judgment, should be adopted to accomplish such result. It shall seek the cooperation and coordination of any and all other civic groups created and working for the same common purpose of improving Juvenile justice and delinquency prevention in the City.

**Duties:** It shall be the responsibility of said Committee to serve the community by planning, conducting, promoting, and assisting in activities designed to decrease the number, severity and cost of juvenile crime. Its objectives shall be to prevent juvenile crime using interventions that are consistent to education, enforcement, engineering, and/or enjoyment. The Committee shall make a study of juvenile delinquency and prevention in the City and make recommendations to the City Council designed to reduce and eliminate such as but not limited to: graffiti, gangs, crime and/or juvenile justice and delinquency prevention resulting there from and the best methods which, in its judgment, should be adopted to accomplish such result. It shall seek the cooperation and coordination of any and all other civic groups created and working for the same common purpose of improving Juvenile Justice and delinquency prevention in the City.

**Members:** 13 members **Term:** 3 Year terms

**Meetings:** Held on the 1st Wednesday of each month at 5:30 p.m. and last from 1/2 to 1 hour and shall be held at the City Hall Community Room unless otherwise posted in accordance with state law.

## ***Millennium Advisory Board***

**Purpose:** purpose of board is for youth development and open communication. It is intended for committee members to share their ideas, social conditions and characteristics marked by an increase use and familiarity with communications, media and digital technologies. The millennials differ from both their generational cohort predecessors for flat corporate culture. Millennials are expected to make up approximately half of the U.S. workforce by 2020

**Members:** Five (5) members **Term:** 2 Years

**Meetings:** The board will meet semi-annually in June and December or as needed with the time and date a determined by the board.

## ***Mission Economic Development Authority***

**Purpose:** Assist and support Mission's Economic Development Corporation's (MEDC) exercise of its economic development activities of the City of Mission, Texas, including, but not limited to utilizing its assets to assist and support MEDC's planning, organizing and developing economic development activities in the City of Mission.

**Members:** The MEDA Board shall consist of 5 members who are appointed by the Mayor and City Council

**Term:** 2 years, except the Mayor whose term is by position.

**Meetings:** The board meets every third Tuesday of the month. All regular meetings shall begin at 5:30 p.m. and last from 1 to 1 ½ hours and shall be held at the CEED Building unless otherwise posted in accordance with state law.

## ***Mission Economic Development Corporation***

**Purpose:** The board is in charge of administering the 4B 1/2 cent sales tax which was approved by the Mission voters on August 13, 1994.

**Duties:** To promote and develop retail, commercial, industrial and manufacturing enterprises and to promote and encourage employment.

**Members:** 7 members **Term:** 2 years, except the Mayor whose term is by position.

**Meetings:** The board meets every third Tuesday of the month. All regular meetings shall begin at 5:30 p.m. and last from 1 to 1 ½ hours and shall be held at the CEED Building unless otherwise posted in accordance with state law.

## ***Mission Historic Preservation Committee***

**Purpose:** Members shall be city residents and property owners and have a known interest, competence or knowledge in historic preservation in the City of Mission, and as a whole shall represent the ethnic makeup of the city. Among other responsibilities, the commission shall recommend to the city council concerning the utilization of state, federal or private funds to promote the preservation of landmarks and historic districts within the city.

**Members:** Commission consists of 7 members to be appointed by the City Council and to include, if possible, an architect or planner, an historian or historical society member, a licensed real estate broker, an attorney and an owner of historic property.

**Term:** 3 Year Terms

**Meetings:** The committee meets every third Thursday of the month at 6:00 p.m. every two months

## ***Mission Pawsible Advisory Board***

**Purpose:** Animal Rescue and Adoption Advisory Board of experienced, interested and animal loving individuals to advise the City in its implementation of programs and activities, members shall also serve as members of the Board of Directors of The City of "Mission Pawsible," The duties of the board are to advise the Mayor and Council regarding animal rescue and adoption programs that promote humane and sustainable policies regarding animals in need of rescue and adoption as directed by the Mayor and City Council.

**Members:** five (5) member board **Term:** 2 Year Terms

**Meetings:** The committee meets every second Tuesday of the month at 5:00 p.m.

## ***Parks & Recreation Board***

**Purpose:** Duties of the members shall be to advise and recommend to the Council all matters to the maintenance and operation of all parks within the city and the maintenance and operation of recreation programs for the City and its inhabitants.

**Members:** seven (7) member board **Term:** 3 Year Terms

**Meetings:** The committee meets every 1st Wednesday of the month at 12 noon.

## ***Planning and Zoning Commission***

**Purpose:** The Planning and Zoning Commission shall have the power to make rules, regulations and bylaws for its own government, which shall conform as nearly as possible with those governing the city council, and the same shall be subject to approval by such city council.

**Duties:** The Planning and Zoning Commission shall act as an advisory body to the City Council relating to public and civic improvements, City planning and zoning, the opening, widening and changing of streets and highways, routing and extending public utilities, controlling and regulating traffic upon the public streets, and other matters relating to municipal planning and development deemed by the City Council beneficial to the City of Mission. The Planning and Zoning Commission of the City of Mission shall have and exercise such powers over platting and subdividing lands in the City and within an area extending five (5) miles beyond the City limits as may be prescribed by ordinance of the City Council and shall exercise such additional powers and have such additional duties and responsibilities as may be prescribed by ordinance of the City Council not inconsistent with the Constitution and laws of the State of Texas and the provisions of this Charter.

**Members:** 7 members **Term:** 3 year terms

**Meetings:** The committee meets every 2nd and 4th Wednesday of the month. All regular meetings shall begin at 5:00 p.m. and last from 1 to 1 ½ hours and shall be held at the City Hall Council Chambers

## ***RAW Water Committee***

**Purpose:** committee is to ensure the city has raw water at all times available to the City. Raw Water is unfiltered, untreated and does not have any of its minerals, ions, particles, bacteria or parasites removed. Raw Water includes but not limited rain water, ground water, water from infiltration wells and water from bodies of lakes and rivers such as the Rio Grande. This committee should update the Mayor and City Council using a Raw Water Master Plan to identify a vision and develop alternatives to meet our community's water needs for the next 20 years.

**Members:** five (5) members to include the City Manager and a City Council representative **Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date a determined by the board.

## ***Rail Bridge Advisory Committee***

**Purpose:** The primary function of the committee is to research and develop methods by which to facilitate the creation of a rail bridge within the City of Mission. The committee shall discuss and formulate recommendations for the planning, design and construction of the rail bridge within the parameters set by the International Bridge Act of 1972. Research shall include discussions with the government of Mexico, a Mexican state, or a subdivision thereof, the Department of State, or private professionals, such as engineers, contractors or other professionals with relevant knowledge, for the purpose of making recommendations to the city council. The committee shall not have any authority to contract on behalf of the city.

**Members:** seven (7) members to include the City Manager, a City Council representative **Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date a determined by the board.

## ***Recycling Advisory Board***

**Purpose:** committee is to study disposal and recycling methods and costs.

**Members:** five (5) members to include the City Manager and a City Council representative **Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date a determined by the board.

## ***Shary Golf Course Advisory Board***

**Purpose:** The board recommends to the Council rules and regulations for the playing of golf on the Shary Municipal Golf Course and also recommends the manner of care and maintenance of the entire golf course and equipment thereon. The board shall not have the power to make any permanent improvements on the course to change the contractual relationship existing between the managing Pro of the golf course and the City of Mission.

**Duties:** The board shall keep the city council advised of the status and condition of the golf course and report to the council on the request of the Mayor. However, no member of the golf course board, individually or as a group, shall issue any instructions or orders to the managing pro or any employees thereof, without the concurrence of the city council, and after such concurrence, such instructions and orders shall be issued by the chairperson of the golf course board. The board shall not have the power to make any permanent improvements on the golf course or to change the contractual relationship existing between the managing pro of the golf course and the city. Such action will be taken by the city council on the advice and recommendation of the board.

**Members:** 7 members. **Term:** 3 year terms

**Meetings:** The committee meets every 3<sup>rd</sup> Tuesdays of the month. All regular meetings shall begin at 7:30 p.m. and last from 1 to 1 ½ hours and shall be held at the Shary Municipal Golf Course



## ***Speer Memorial Library Board***

**Purpose:** The members of the library board shall serve in an advisory capacity, shall represent the people of the library area, and shall make recommendations to the city council and to the staff for the supervision, management, and operation of such library, and shall carry out the directives and policies established by the city council.

**Duties:** The library board shall act in such capacity as to allow the public the means to appeal or challenge any library rules, policies, fines or acquisitions made to the books, magazines, pamphlets, and other types of material that make up the library's collection. The library board shall be authorized to accept donations, gifts, and bequests from individuals, firms, or companies, other than library related materials, for the general use of the library system. Monetary contributions shall be deposited to the city in a general fund account in accordance with established city procedures, and shall be subject to regular city audit and budgetary procedures. The library board shall render, by the library director to the city council, through the city manager, monthly attendance, minutes, reports, recommendations, and budgetary items for capital improvements, and resolutions of the library board.

**Members:** 9 members **Term:** 3 years terms

**Meetings:** The committee meets once a month. All regular meetings shall begin at 5:00 p.m. and last from 1 to 1 ½ hours and shall be held at the Speer Memorial Library Conference Room unless otherwise posted in accordance with state law.

## ***Tax Increment Reinvestment Zone (MRA)***

**Purpose:** The Board of Directors shall make recommendations to the City Council concerning the administration of the Zone. The Board of Directors shall prepare or cause to be prepared and adopt a project plan and a reinvestment zone financing plan for the Zone as described in Section 311.011, Texas Tax Code, and shall submit such plans to the City Council for its approval.

**Duties:** The City delegates to the Board of Directors all powers necessary to prepare and implement the project plan and reinvestment zone financing plan, subject to approval by the City Council, including the power to employ any consultants or enter into any reimbursement agreements payable solely from the Tax Increment Fund, subject to the approval of the City Manager, that may be reasonably necessary or convenient to assist the Board of Directors in the preparation of the project plan and reinvestment zone financing plan and in the issuance of tax increment obligations.

**Members:** 7 members; Positions One through Five on the Board of Directors shall be reserved for the City. The Mayor is hereby authorized to nominate and appoint, subject to City Council approval, the directors to Positions One through Five of the Board of Directors, subject to the consent and approval of the City Council.

**Term:** Members serve 2 year terms. The Mayor shall annually nominate and appoint, subject to City Council approval, a member to serve as chair. The City Council authorizes the Board of Directors to elect from its members a vice-chairman and such other officers as the Board of Directors sees fit.

**Meetings:** The committee meets once a month usually the 2<sup>nd</sup> Tuesday of the month. All regular meetings shall begin at 12:00 noon and last about 1 to 1 1/2 hours and shall be held at the City of Mission Council Chambers unless otherwise posted in accordance with state law.

## ***Traffic Safety Committee***

**Purpose:** It shall be the responsibility of the Traffic Safety Committee to serve the community by planning, conducting, promoting, and assisting in activities designed to decrease the number, severity and cost of traffic accidents. The Traffic Safety Committee shall have advisory powers only and shall make recommendations as it sees fit to the City Council of the City of Mission for its consideration.

**Duties:** The Board's objectives shall be to prevent traffic accidents. The Committee shall make a study of traffic conditions in the City and make recommendations to the City Council designed to reduce and eliminate traffic accidents, injuries and deaths resulting there from and the best methods which, in its judgment, should be adopted to accomplish such result. It shall seek the cooperation and coordination of any and all other civic groups created and working for the same common purpose of improving traffic conditions in the City.

**Members:** 7 members; **Term:** 3 year terms

**Meetings:** All regular meetings shall begin at 12:00 noon and last about ½ hour and shall be held at the City of Mission Police Department unless otherwise posted in accordance with state law.

## ***Youth Advocacy Advisory Board (Boys & Girls Club)***

**Purpose:** The Youth Advocacy Advisory Board will consist of experienced, interested and youth caring individuals to advise the City in its implementation of said programs and activities, which members shall also serve as members of the Board of Directors of the Boys & Girls Club of Mission, Inc.

**Duties:** The duties of the Board are to advise the Mayor and City Council regarding programs and services that promote and enhance the development of boys and girls by instilling in them a sense of competence, usefulness, belonging and influence, and other youth related matters as directed by the Mayor and City Council.

**Members:** 9 members, **Term:** 2 year terms

**Meetings:** The committee meets once a month at noon. All regular meetings shall begin at 12:00 noon and last about 1 hour and shall be held at the Mission Boys & Girls Club

## ***Wellness Advisory Board***

**Purpose:** the purpose of committee is to work closely with the health point for work – life balance and wellness. It is intended to improve and guide health, mental health and well being of our citizens, employees and visitors. It is to provide educational opportunities, skills and wellness programs. This committee is obliged to represent the mental health, activities and wellness interests, concerns, and/or needs of the Citizens as well as the employees of this city while through discussion, review, development and integration of wellness activities and policies. Also, to create a culture of well rounded citizens, healthy and wellness as part of the total learning environment through good nutrition, regular physical activity, and implementing a coordinated approach to healthy citizens or employees

**Members:** five (5) members **Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date a determined by the board.

## ***Workforce Readiness Committee***

**Purpose:** The primary function of the Workforce Readiness Committee is to ensure workplace entrants are prepared to enter the workforce with the requisite knowledge, skills, and abilities required to succeed in the workplace. Workplace readiness skills are important because they ensure workers have the basic academic, critical thinking and personal skills necessary to maintain employment. Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

**Members:** Committee shall be composed of nine (9) members to include one (1) Vocational Career Director from Mission CISD, La Joya ISD, and Sharyland ISD, or designee of Superintendent of Schools one (1) representative from South Texas College, Mission Economic Development Corporation CEO, Mayor Position and three (3) citizens. Each member shall be a resident of Texas.

**Term:** 2 Years

**Meetings:** The board will meet quarterly or as needed with the time and date a determined by the board.

## ***Zoning Board of Adjustments***

**Purpose:** The Board shall have all powers granted in Vernon's Ann. Civ. St. art. 1011g of the State of Texas as now or hereafter amended, which shall include the power to hear and determine appeals from refusal of building permits, and to permit exceptions to or variations from the zoning regulations in classes of cases or situations in accordance with the principles, conditions and procedure specified in the zoning ordinance.

**Duties:** The duties of the board are to hear and decide appeals where it is alleged there is error in any order, requirement, decision, or determination made by an administrative official in the enforcement of this ordinance

**Members:** This board consists of 5 regular members and 2 alternates, each of whom shall be a resident of the city who are appointed by the Mayor and confirmed by the City Council. **Term:** Members serve 2 year terms

**Meetings:** The committee meets on the 2<sup>nd</sup> Tuesday of the month or on an as needed basis. All regular meetings shall begin at 4:00 p.m. and last about 1/2 hour and shall be held at the City of Mission Council Chambers unless otherwise posted in accordance with state law.

## ***Vacancies & Resignations***

Vacancies shall be filled for an unexpired term in the manner in which original appointments are required to be made. In the event of resignation or termination of a membership during a member's term or portion thereof, the board shall recommend to the city council a successor to be appointed to serve for the unexpired term for which appointed, and such member will serve in the same manner as regular appointees.

## ***Absences***

Continued absence of any member from required meetings of the Boards shall, at the discretion of the City Council, render any such member subject to immediate removal from office.