

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:

DO YOU, YOUR CHILDREN, YOUR PARENTS; YOUR SPOUSE; OR YOUR SPOUSE'S CHILDREN OR PARENTS; OR YOUR EMPLOYER HAVE DEALINGS WITH ANY ENTITY OR INDIVIDUAL THAT MAY PRESENT A CONFLICT OF INTEREST IN CONNECTION WITH YOUR SERVICE ON THE BOARD IN WHICH YOU SEEK TO SERVE? _____ (If yes please explain) _____

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

- | | | | |
|---|-------|------------------------------------|-------|
| AMBULANCE BOARD | _____ | MISSION PAWSIBLE ADVISORY BOARD | _____ |
| BUILDING BOARD OF ADJUSTMENTS | _____ | PARKS & RECREATION BOARD | _____ |
| CITIZENS ADVISORY COMMITTEE | _____ | PLANNING & ZONING COMMISSION | _____ |
| CIVIL SERVICE COMMISSION | _____ | SHARY GOLF COURSE ADVISORY BOARD | _____ |
| JUVENILE JUSTICE AND DELINQUENCY PREVENTION | _____ | SPEER MEMORIAL LIBRARY BOARD | _____ |
| MISSION ECONOMIC DEVELOPMENT CORPORATION | _____ | TAX INCREMENT REINVESTMENT BOARD | _____ |
| MISSION ECONOMIC DEVELOPMENT AUTHORITY | _____ | TRAFFIC SAFETY COMMITTEE | _____ |
| MISSION EDUCATION DEVELOPMENT COUNCIL | _____ | YOUTH ADVOCACY (BOYS & GIRLS CLUB) | _____ |
| MISSION HISTORIC PRESERVATION COMMISSION | _____ | ZONING BOARD OF ADJUSTMENTS | _____ |
| MISSION HOUSING AUTHORITY | _____ | | |

BOARDS/COMMITTEES YOU HAVE PREVIOUSLY SERVED:

RETURN COMPLETED FORM TO:

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

FOR OFFICE USE ONLY	
APPT. TO	_____
DATE	_____
PUBLIC ACCESS FORM:	_____



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.

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.

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.

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.

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.

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 Education Development Council

Purpose:

Duties:

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

Meetings: The board meets quarterly. All regular meetings shall begin at 5:30 p.m. and last approximately 30 minutes 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.

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 5:30 p.m. and last from 1 to 1 ½ hours and shall be held at the City Hall Council Chambers

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 3rd 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.

Meetings: The committee meets once a month usually the 2nd 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

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 2nd 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.