



BOARDS/COMMISSIONS/COMMITTEES INFORMATION PACKET

The Manor City Council currently makes appointments to City Boards/Commissions/Committees. Appointments are considered by the Council prior to January 1 of each year for expiring terms of office on the following:

- **Planning and Zoning Commission**
- **Board of Adjustment**
- **Ethics Commission**
- **Charter Review Committee** (appointed every five (5) years)

Information sheets on the above boards/commissions/committees are attached in this packet, as well as an application to be completed by interested citizens for consideration to these appointments.

Appointment Process:

Applications are accepted in the City Secretary's Office year-round and retained for a period of one year. The applications are submitted to the City Council prior to upcoming appointments and as vacancies occur during the year. Applicants will be notified by City staff as appointments are being considered. Applications on file are reviewed by the City Council and an interview may be scheduled. Appointments are made at the City Council meetings.

Qualifications:

Applicants must have resided in the City of Manor for six (6) months and be a registered voter.

If you are interested in serving on a Board/Commission/Committee, please complete the application and return to the City Secretary's Office by mail or email:

Mailing Address:

City of Manor
City Secretary
105 E. Eggleston St.
P.O. Box 387
Manor, TX 78653

Email: Lluvia T. Almaraz lalmaraz@cityofmanor.org

The City of Manor's Boards/Commissions/Committees are comprised of concerned citizens who volunteer their time, knowledge, and expertise to make a difference in their community. Volunteering to serve on a Board/ Commission/Committee is a great way to serve the community and become a part of its future.

FACT SHEET

PLANNING & ZONING COMMISSION

(also serves as: Capital Improvement Plan Advisory Committee)

Number of Commission Members: 7

(5 City of Manor Residents and 2 ETJ Residents)

Term of Office: 2 years

Established by: Manor City Charter, Sections 10.04, 10.05, and 10.06
Local Government Code, Sections 211 and 212

Appointed by: Mayor and City Council

Regular Meetings held on: 2nd Wednesday of each month at 6:30 p.m.
(Called - Special Meetings are held on an "as-needed" basis)

Location: Manor City Hall, City Council Chambers, 105 E. Eggleston St.

Compensation: None

Officers of the Commission: Chairman, Vice-Chairman
(selected annually by Commission Members in January of each year)

City Staff Support: Assistant Development Services Director

Qualifications: Registered Voters and Residents of the City of Manor or ETJ (Extraterritorial Jurisdiction) Residents

Powers and Duties:

- Review and make a recommendation to the Council on all proposals to adopt or amend land development regulations for the purpose of establishing the relationship of such proposal to, and its consistency with, the adopted comprehensive plan or elements of portions thereof, for purposes of this Article "land development regulations" includes zoning, subdivisions, building and construction, environmental including water conservation and other police power regulations controlling, regulating, or affecting the use or development of land.
- Pursuant to ordinances adopted by the Council, exercise control over platting and subdividing land within the corporate limits and the extraterritorial jurisdiction of the City to insure the consistency of any such plats or subdivisions with the ordinances and comprehensive plan or element or portion thereof.
- Pursuant to ordinances adopted by the Council, make recommendation to the Council regarding the zoning of land and land uses within the corporate limits of the City to insure the consistency of any such land use with the adopted comprehensive plan or element or portion thereof.
- May submit annually to the City Manager, not less than one hundred fifty days prior to the beginning of the budget year; a list of recommended capital improvements, which in the opinion of the Planning and Zoning Commission are necessary or desirable to implement the adopted comprehensive plan or element or portion thereof during the forthcoming five-year period.
- Monitor and oversee the effectiveness and status of the comprehensive plan and recommend annually to the Council any changes in or amendments to the comprehensive plan as may be desired or required.
- Prepare periodic evaluation and appraisal reports on the comprehensive plan, which shall be sent to the Council at least once every five (5) years after the adoption of the comprehensive plan or element of portion thereof.
- Obtain information relative to its duties, from the City Manager.
- Act as an advisory body to the Council and perform such additional duties and exercise such additional powers as may be prescribed by ordinance of the Council not inconsistent with the provisions and intent of this charter.

FACT SHEET

BOARD OF ADJUSTMENT

Number of Commission Members: 5

Term of Office: 2 years

Number of Alternates: 2

Established by: Manor City Charter, Sections 10.08
Local Government Code, Sections 211.008 - 211.012

Appointed by: Mayor and City Council

Regular Meetings held on: Meets on "as-needed" basis, on the 4th Wednesday of each month

Location: Manor City Hall, City Council Chambers, 105 E. Eggleston St.

Compensation: None

Officers of the Commission: Chairman
(selected annually by Commission Members in January of each year)

City Staff Support: Assistant Development Services Director

Qualifications: Registered Voters and Residents of the City of Manor

Powers and Duties:

- To hear and determine appeals from the refusal of building permits, appeals resulting from administrative decisions and to permit an authorized exception to or variation from the zoning regulations. Members of such board shall hold no other city office and no former member of the council shall serve as a member of the board of adjustment until one year after completion of his or her council term.

FACT SHEET
ETHICS COMMISSION

Number of Commission Members: 5 or 7

Term of Office: 2 years

Established by: Manor City Charter, Section 12.01

Appointed by: Mayor and City Council

Regular Meetings held on: "as-needed" basis

Location: Manor City Hall, City Council Chambers, 105 E. Eggleston St.

Compensation: None

Officers of the Commission: None

City Staff Support: City Manager

Qualifications: Registered Voters and Residents of the City of Manor

Powers and Duties:

- To advise the council on the content and requirements of the ethics policies and ordinance and to hear and decide complaints filed pursuant to such policies and ordinance.
- The members of such commission are appointed, supervised and removed by the city council and shall meet upon a complaint or grievance being filed or at the request of the council or the city manager.
- The ethics commission has authority and power to investigate complaints; gather and hear evidence; issue and enforce subpoenas to compel the attendance of witnesses and collection and presentation of any evidence or documents; decide ethics complaints based on the information and facts submitted; issue written opinions; issue verbal or written reprimands and to admonish; and in appropriate circumstances, to recommend to the city council and/or the city manager as appropriate more severe disciplinary action, including removal, termination, civil litigation or criminal charges.
- The Ethics Commission shall be advised by independent legal counsel nominated by the city attorney and appointed by the council.

FACT SHEET

CHARTER REVIEW COMMITTEE

Number of Commission Members: 7

Term of Office: 6 months
(appointed every five (5) years)

Established by: Manor City Charter, Section 13.08

Appointed by: Mayor and City Council

Regular Meetings held on: "as-needed" basis

Location: Manor City Hall, City Council Chambers, 105 E. Eggleston St.

Compensation: None

Officers of the Commission: Chairman

City Staff Support: City Manager

Qualifications: Registered Voters and Residents of the City of Manor

Powers and Duties:

- Inquire into the effectiveness of the City Charter and determine whether any Charter provisions require revision. To this end, public hearings may be held.
- Propose, if it deems desirable, amendments to the Charter to improve the effective application of said charter to current conditions.
- Report its findings and present its proposed amendments, if any to the City Council.



**BOARDS/COMMISSIONS/COMMITTEES
APPLICATION**

NEW APPOINTMENT

REQUEST FOR RE-APPOINTMENT:

SECTION A: APPLICANT INFORMATION

Name: _____

Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Occupation: _____ Employer: _____

Do you reside within the City limits of Manor? Yes No Length of residency: _____

Are you a registered voter? Yes No Voter registration number: _____

Emergency Contact: Name _____ Phone: _____

SECTION B: PLEASE INDICATE THE BOARD/COMMISSION/COMMITTEE YOU ARE IN INTERESTED IN SERVING

____ Planning & Zoning Commission

____ Board of Adjustment

____ Ethics Commission

____ Charter Review Committee

SECTION C: ADDITIONAL INFORMATION

Do you currently serve on any other boards, commissions, or committees? Please list any below:

Are you involved in any community activities? Please list any below:



Have you attended one or more meetings of the Board/Commission/Committee for which you have applied?

Yes No

What do you hope to accomplish by serving on a board/commission/committee? _____

What else would you like to tell us about yourself? _____

Please attach a résumé and a brief narrative outlining your interests and qualifications for seeking appointment.

SECTION D: DISCLAIMER AND SIGNATURE

Please return the completed form to City of Manor, City Secretary’s Office, 105 E. Eggleston St., Manor, Texas 78653, or e-mail to lalmaraz@cityofmanor.org to be considered for appointment. Applications are kept on file for a period of one (1) year. After that time, it will be necessary to reapply and update the information herein if you wish to be considered for appointment.

By signing below, you certify that all information on this form is represented accurately. The applicant further authorizes the City Council, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein. All information provided is considered public pursuant to the Texas Public Information Act.

Signature: _____ Date: _____

SECTION E: OFFICE USE ONLY

Date Application Received: _____ Application Received by: _____

Position Appointed: _____ Date Appointed: _____

Term Starts: _____ Term Expires: _____