

YOLANDA FORD
Mayor

VASHAUNDRA EDWARDS
Councilmember at Large Position No. 1

CHRIS PRESTON
Mayor Pro Tem
Councilmember at Large Position No. 2



REGINALD PEARSON
Councilmember District A
JEFFREY L. BONEY
Councilmember District B
ANTHONY G. MAROULIS
Councilmember District C
FLOYD EMERY
Councilmember District D

CITY COUNCIL SPECIAL MEETING AGENDA

Notice is hereby given of a Special City Council Meeting to be held on **Monday, February 18, 2019, at 5:30 p.m. at: City Hall, Council Conference Room, 2nd Floor, behind the Council Chamber**, 1522 Texas Parkway, Missouri City, Texas, 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

1. CALL TO ORDER

2. DISCUSSION/POSSIBLE ACTION

- (a) Discuss and consider candidates to serve on the board of directors for Tax Increment Reinvestment Zone (TIRZ) Number 1, Number 2, and Number 3.
- (b) Discuss and consider the structure of the Census Complete Count committee.
- (c) Discuss municipal court judges appointments, duties, and qualifications.
- (d) Receive the TIRZ Annual reports.

3. CLOSED EXECUTIVE SESSION

The City Council may go into Executive Session regarding any item posted on the Agenda as authorized by Chapter 551 of the Texas Government Code. Notice is hereby given that the City Council may go into Executive Session in accordance with the following provision of the Government Code:

Texas Government Code, Section 551.071 – Consultation with attorney to seek or receive legal advice regarding pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: (i) The City of Missouri City, Texas v. Third Coast Services, LLC (Fort Bend County Cause Number 18-DCV-252938 in the 458th Judicial District of Fort Bend County, Texas); (ii) City of Missouri City, Texas v. Marilyn Pearl Weaver and 2211 Glenn Lakes Lane, Missouri City, in rem (Fort Bend County Cause Number 16-DCV-229145 in the 434th District Court of Fort Bend County); (iii) Nicholas Harper v. City of Missouri City, Mike Berezin, Greg T. Nelson, John Doe 1 (United States Southern District of Texas Cause Number 4:18-CV-01562); (iv) Luis Aida Matos v. City of Missouri City (Fort Bend County Cause Number 17-DCV-245053 in the 240th Judicial District Court of Fort Bend County, Texas).

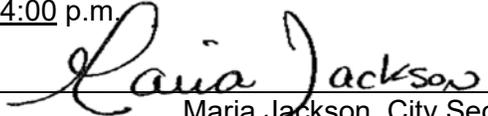
4. RECONVENE into Special Session and Consider Action, if any, on items discussed in Executive Session.

5. ADJOURN

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Maria Jackson, City Secretary, at 281.403.8686.

CERTIFICATION

I certify that a copy of the February 18, 2019, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on February 15, 2019, at 4:00 p.m.



Maria Jackson, City Secretary

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the ____ day of _____, 2019.

Signed: _____

Title: _____



CITY COUNCIL AGENDA ITEM COVER MEMO

February 18, 2019

To: Mayor and City Council
Agenda Item: 2(a) Discuss and consider candidates to serve on the board of directors for Tax Increment Reinvestment Zone (TIRZ) Number 1, Number 2, and Number 3 board of directors.
Submitted by: Maria Jackson, City Secretary

SYNOPSIS

Discuss and consider candidates to serve on the board of directors for Tax Increment Reinvestment Zone (TIRZ) Number 1, Number 2, and Number 3 board of directors.

BACKGROUND

During the October 15, 2018, special City Council meeting, the City presented the TIRZ 1, 2 and 3 board members whose terms would expire on December 31, 2018. City Council authorized City Staff to move forward and offer all members with the opportunity to serve another two-year term, should they wish to continue serving. As of November 1, 2018, all TIRZ 1, 2, and 3 wished to continue their service.

Councilmember Boney recommended George Ewing to serve the vacant TIRZ No. 1 seat for Position 6. Mr. Ewing agreed to serve, should Council wish to appoint him.

Councilmember Emery recommended Roy Gilbert to serve the vacant TIRZ No. 2 seat for Position 2. Mr. Gilbert agreed to serve, should Council wish to appoint him.

During the November 5, 2018, special City Council meeting, City Council requested to postpone discussion of the TIRZ committee member appointments to a future meeting.

During the December 3, 2018, special City Council meeting, Council was informed of a vacancy on the TIRZ No. 3 board due to the passing of Bobby Merchant. City Council also requested to move forward with appointing the remaining members during the December 17, 2018, regular City Council meeting.

During the December 17, 2018, regular City Council meeting, Mayor Pro Tem Preston tagged the appointment of the TIRZ members.

During the January 7, 2019, special City Council meeting, City Council reviewed and requested to interview current board members and new candidates.

On January 8, 2019, Councilmember Edwards requested to include applicant Mr. Kingsley Idemudia as a candidate to serve one of the TIRZ boards.

Ms. Susan Soto submitted her resignation to the City of Missouri City effective Friday, January 18, 2019.

On February 4, 2019, City Council interviewed JaPaula C. Kemp, Roy Gilbert, Mary Ross, Joe Workman, Shaizad A Chatriwala, Farrah Sabouni, Robin Elackatt, Leslie Mack Jr., Curtis Williams, Dianne Jemison Pollard, Eunice Reiter, and Karen Overton.

Mr. Robin Elackatt requested to step down from the TIRZ No. 2 board of directors and to be considered for TIRZ No. 3.

City Council was informed Kingsley Idemudia, Buddy Jimerson, and George Ewing, were unable to attend the interviews; however, they would like to be considered.

TIRZ BOARD No. 1

Members & Functions The Tax Increment Reinvestment Zone (TIRZ) Board No. 1 consists of nine members who serve in staggered two-year terms. Positions No. 1 through No. 6 are appointed by the Council and positions No. 7 through No. 9 are reserved for other taxing units levying taxes within the TIRZ. TIRZ Board No. 1 makes recommendations to the Council concerning the administration of the TIRZ. They also prepare (or cause to be prepared) and adopt a project plan and reinvestment zone financing plan for the zone, and submit plans to the Council for its approval.

- Position 2 – **Eunice Reiter** – *agreed to continue serving*
- Position 4 – **VACANT** - *Resignation left by Susan Soto effective January 18, 2019.*
- Position 6 – **VACANT** – *Councilmember Boney to recommend George Ewing.*

Chairman Ms. Eunice Reiter, Position 2, was appointed as chairman until December 31, 2018. Ms. Reiter is currently the holdover chairman until City Council appointments a new chairman. Should Council consider a chairman, the term will be through December 31, 2019.

Previous Chairman

2018 – Eunice Reiter
2017 – Eunice Reiter
2016 – Eunice Reiter
2015 – Eunice Reiter
2014 – Len Goff
2013 – Len Goff
2012 – Ron Lee

TIRZ BOARD No. 2

Members & Functions The Tax Increment Reinvestment Zone (TIRZ) Board No. 2 consists of seven members who serve in staggered two-year terms. Positions No. 1 through No. 5 are appointed by the Council and positions No. 6 and No. 7 are reserved for other taxing units levying taxes within the zone. TIRZ Board No. 2 makes recommendations to the Council concerning the administration of the zone. They also prepare (or cause to be prepared) and adopt a project plan and reinvestment zone financing plan for the zone, and submit plans to the Council for its approval.

- Position 2 – **VACANT** - *Councilmember Emery to recommend Roy Gilbert.*
- Position 4 – **VACANT** – *Resignation left by Robin Elackatt. Mr. Elackatt also requested to be considered for the TIRZ Number 3 board of directors.*

Chairman Mr. Frank Hester, Position 3, was appointed as chairman until December 31, 2018. Mr. Hester is currently the holdover chairman until City Council appointments a new chairman. Should Council consider a chairman, the term will be through December 31, 2019.

Previous Chairman

2018 – Frank Hester
2017 – Frank Hester
2016 – Frank Hester
2015 – Frank Hester

2014 – Frank Hester
2013 – Frank Hester
2012 – Ron Lee

TIRZ BOARD No. 3

Members & Functions The Tax Increment Reinvestment Zone (TIRZ) Board No. 3 consists of 11 members who serve in staggered two-year terms. Positions No. 1 through No. 6 and No. 9 are appointed by the Council and positions No. 7, No. 8, No. 10 and No. 11 are reserved for other taxing units levying taxes within the zone. TIRZ Board No. 3 makes recommendations to the Council concerning the administration of the zone. They also prepare (or cause to be prepared) and adopt a project plan and reinvestment zone financing plan for the zone, and submit plans to the Council for its approval.

- Position 2 – **VACANT** due to the passing of **Bobby Merchant**.
- Position 4 – **Buddy Jimerson** – *agreed to continue serving*
- Position 6 – **Joe Workman** – *agreed to continue serving*

Chairman Mr. Joe Workman, Position 6, was appointed as chairman until December 31, 2018. Mr. Workman is currently the holdover chairman until City Council appoints a new chairman. Should Council consider a chairman, the term will be through December 31, 2019.

Previous Chairman

2018 – Joe Workman
2017 – Joe Workman
2016 – Joe Workman
2015 – Joe Workman
2014 – Ron Lee
2013 – Ron Lee
2012 – Ron Lee

SUPPORTING MATERIALS

1. TIRZ Applications
2. TIRZ 1, 2, and 3 Rosters
3. TIRZ Map
4. PowerPoint Presentation

STAFF'S RECOMMENDATION

Discuss and consider candidates to serve on the board of directors for Tax Increment Reinvestment Zone (TIRZ) Number 1, Number 2, and Number 3 board of directors.

Director Approval: **Maria Jackson, City Secretary**



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

JaPaula Kemp
Name

B
District

3418 Aldridge Dr
Address

Missouri City, Texas 77459
City, State, Zip Code

OLYMPIA ESTATES Section : 2
Subdivision

[REDACTED]
Phone Number

[REDACTED]
Email Address

Attorney
Occupation

Juris Doctorate
Education

Civic/Church/Community Involvement::
No response

Hobbies/Personal/Family Interests::
No response

On which Board/Committee/Commission would you like to serve?::
TIRZ

Explain why::
I would like to be involved in decision-making processes for reinvestment in my city. I have lived her for 12 yrs and watched the city grow in some areas and remain stagnant in others. The city is thriving and we should ensure that all of the city is included in its growth and development.

References (optional)::

Chris Preston

Length of residence in the City::

12 years

If available, please attach your resume::

JaPaula Carmile Kemp professional experience.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: JaPaula Kemp

Submission Date:: December 26, 2018

JAPaula CARMILE KEMP

3418 Aldridge Dr., Missouri City, Texas ♦ Phone [REDACTED]

PROFESSIONAL EXPERIENCE

JaPaula C. Kemp- Attorney at Law

Attorney and Counselor ♦ Dec. 2003 to present

Solo practitioner actively involved in litigation in the areas of federal employment law, civil litigation and criminal law. Professional experience and duties include interview and counsel clients, file complaints and petitions, initiate subpoena process, attend hearings and mediations, conduct plea negotiations, draft pre-trial and trial motions, prepare jury charges, participate in voir dire selection, prepare briefs and memorandums, draft responses to pleadings and motions, propound and respond to extensive discovery, and participate in depositions. Attorney has tried numerous cases as lead counsel. Attorney works 50-60 hours per week on the office caseload.

Attorney General of Texas

Contract Attorney ♦ August 2009 to March 2010

Assistant Attorney General employed as a contract attorney with the Child Support Division. Duties included review of child support pleadings, motions and orders for submission in the administrative process. Assisted Child Support Review Officers with legal inquiries, negotiation conferences, and drafting pleadings and orders.

Mahoney and Mahoney- Law Firm

Contract Attorney ♦ Dec. 2003 to July 2010

Prepared documents including but not limited to contracts, legal memoranda, case files, trial transcripts and appellate records. Conducted extensive research with regard to personal injury, contract, and family law matters. Other duties included assisting in the draft of appellate briefs, participation in mediation, and assisting with preparation of attorney's trial folder.

Washington & Associates- Lawyers

Paralegal ♦ May 2001 to Dec. 2003

Conducted extensive manual and computer aided research in the areas of criminal law, tort law and contract law. Assisted attorneys in both trial and document preparation including but not limited to reviewing documents and drafting pleadings, motions, and memoranda of law. Also assisted with propounding discovery, preparing discovery responses, participation in depositions, client counseling, and writ writing.

TRIAL EXPERIENCE AND EVIDENTIARY HEARINGS

Criminal Law Trials

- Attorney has tried numerous criminal cases as first and second chair counsel. These were felony and misdemeanor trials by jury.
- Attorney has negotiated and entered into over 700 plea agreements in criminal matters over the past 14 years.

Family Law Trials

- Attorney has tried 7 divorce/custody/child support cases as first chair counsel.
- Attorney has conducted over 50 evidentiary hearings to include temporary orders, protective orders, and contempt matters.
- Attorney has handled over 100 divorce/child support/custody matters.

EEOC LITIGATION

- Attorney has assisted clients with the filing of over 100 EEOC claims.
- Attorney has participated in conciliation and mediation in EEOC cases.
- Attorney has assisted with trial preparation in EEOC cases.
- Attorney has assisted with discovery and depositions in EEOC cases.

EDUCATION

Thurgood Marshall School of Law-Texas Southern University

Juris Doctorate, May 2003

- Thurgood Marshall Law Review- Solicitations Editor, 2001-2003
- Helen Dawn Williams Mock Trial Participant 2001-2002

University of Michigan- Flint, Michigan

Bachelors of Arts, Criminal Justice, Dec. 1999

ACHIEVEMENTS

Texas Criminal Defense Lawyers Association Trial College (2009)

Nominated attendee and scholarship recipient at the Trial College sponsored by the Texas Criminal Defense Lawyers Association. Attorney gained advance trial skills and learned the art of story-telling while preparing intensely for a mock murder trial.

Earl Carl Institute for Legal/Social Policy, Houston, TX

Research Scholar ♦ May 2001 to May 2003

Drafted memoranda of law. Conducted extensive research regarding various social and legal issues. Assisted law professor with preparation of civil procedure supplemental text and exercises. Assisted in the research and writing of law review and other articles that are currently published.

United States District Court for the Southern District of Texas

Honorable Magistrate Judge Calvin Botley

Federal Judicial Extern ♦ Jan. 2002 to Apr. 2002

Drafted memoranda of law for federal judge and magistrate. Conducted extensive manual and computer aided research in the areas of social security and criminal law. Gained a working knowledge of social security rules and regulations while building writing and practical skills.

International and Comparative Law Program

Studied abroad via the International and Comparative Law Program at the University of Paris, France-Summer 2002 (International Negotiations and International Telecommunications Law); Co-author of the following published law review articles: The Community Reinvestment Act, Kansas Journal of Law and Public Policy/Fall 2002; The Effect of Educating Prisoners, Vol. 7, Journal of Law and Social Change at the University of Pennsylvania 1.

SKILLS

Lexis-Nexis Training and Certification; Westlaw Training; Able to conduct extensive manual research; Excellent research, writing, editing, and communication skills; Field Sobriety Test Training and Certification.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Roy Gilbert _____ D _____
Name **District**

3307 W Creek Club Dr _____ Missouri City, Texas 77459 _____
Address **City, State, Zip Code**

OLYMPIA ESTATES Section : 2 _____
Subdivision

_____ _____
Phone Number **Email Address**

Retired _____
Occupation

BS-Sam Houston State _____
Education

Civic/Church/Community Involvement::

Missouri City Fire & Police Academy _____

Missouri City University _____

Missouri City Bond Committee (Vice-Chair) _____

Thunderbird West HOA (Sec) _____

Election Judge _____

Hobbies/Personal/Family Interests::

Golf, Travel _____

On which Board/Committee/Commission would you like to serve?::

TIRZ #2 _____

Explain why::

Community Involvement, position fits my skill set. _____

References (optional)::

Frank Hester

Rick Miller

Dr. Jimmy Cox

Length of residence in the City::

30 years

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Roy Gilbert

Submission Date:: January 8, 2019



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Mary Ross _____
Name **District**

2507 Shadow Oaks Dr. _____
Address **City, State, Zip Code**

CREEKMONT Section : 2 _____
Subdivision

_____ _____
Phone Number **Email Address**

Procurement Specialist, Retired _____
Occupation

Some college. Two years _____
Education

Civic/Church/Community Involvement::

President, Board of Directors, Creekmont Community Association, Inc.; Democratic Precinct Chair Pct 2151, prior Precinct Chair Pct 2061; Advisor to Fort Bend County Constable Precinct 2; participated in the creation of and Chaired the Coalition Against The Blue Ridge Landfill Expansion;

Hobbies/Personal/Family Interests::

No response _____

On which Board/Committee/Commission would you like to serve?::

TIRZ 2 _____

Explain why::

I have always had a special interest in the positive development of the city and neighborhood that surrounds me, and have worked toward the improvement of resident and surrounding communities in Houston and Missouri City for more than twenty years.

Before moving to Missouri City I was the President of the City of Houston sponsored Fort Bend Houston Super Neighborhood Council.

I am very concerned with the development of several large tracts of vacant land very near the community in which I live. I understand that property owners have a right to sell their properties, and businesses/developers have a right to make a profit. I feel that it is important that whatever is developed in any area of the City of Missouri City should be a win-win between residents, the property owner/developers, and the City of Missouri City. I would like to participate in this process in a deliberative manner that is as positive for all as possible. My belief in hearing and considering all parties to an issue will be an asset.

References (optional)::

Steve Brown, Business Owner

Phone: [redacted] email [redacted]

Adrian Matteucci,

Phone: [redacted]

[redacted]

Jacqueline Pipkins

Phone: [redacted]

email: [redacted]

Gary Majors, Constable,

Ft. Bend County Precinct 2

Phone: [redacted]

Ferrell Bonner

Phone:

[REDACTED]

email:

[REDACTED]

Email:

[REDACTED]

Length of residence in the City::

11 years

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Mary Ross

Submission Date:: December 26, 2018



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Shaizad A Chatriwala
Name

C
District

2506 Plantation Creek Ct.
Address

Missouri City, Texas 77459
City, State, Zip Code

PLANTATION CREEK Section : 1
Subdivision

[REDACTED]
Phone Number

[REDACTED]
Email Address

Consulting Engineer
Occupation

B.S. Civil Eng. & B.S. Natural Gas Eng.
Education

Civic/Church/Community Involvement::

1. Key member of the transition team of the Fort Bend County Judge (elect):KP George.
2. Former Dir. Brand Lane Islamic Center (BLIC-ISGH) and Everest Academy -Stafford, TX
3. During Harvey, Managed the Shelter at (BLIC-ISGH), Stafford, TX, with 100+ residents
4. Involved in the establishing the Houston Food Bank Center at (BLIC-ISGH), Stafford, TX during 2017

Hobbies/Personal/Family Interests::

1. Traveled extensively around the world and lower 48 states in US.
2. Married wife of last 40 yrs. with three sons, Imran-Air Force, Omar -Journalist, Adnan-Software Dev. Five Grand Kids.
3. Social worker always willing to help in community and social activities.

On which Board/Committee/Commission would you like to serve?::

I can work on TIRZ Board

Explain why::

I have 35 yrs of experience in construction and engineering . I have worked on the management side of the major Oil and Gas Co. I can definitely bring on the table years of experience in development of Missouri City.

References (optional)::

Judge elect Fort Bend County, Mr. K P George.

Length of residence in the City::

7 yrs in Missouri City, previously Sugar Land

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Shaizad A Chatriwala

Submission Date:: December 25, 2018

Profile

Results oriented engineering consultant professional with 35 plus years of diversified experience in Oil & Gas Operation. Solid strength in design and operate major oil fields domestic and international for fortune 500 companies, managing Onshore, Offshore and Deepwater; Unconventional gas (coalbed methane/shale gas) engineering projects. Accomplished achiever in advanced field-development projects.

Published technical papers; introduced new technologies and processes to improve productivity and improve infrastructure. Recognized by management for introducing and implementing various production technologies.

Maintained reservoir pressures with active water flood of 1.5 million BPD of injection field wide, world largest water desalination project. Executed multimillion-dollar technical projects from start to finish for reservoir development, production enhancement, well intervention, stimulation, facility optimization, new-technology evaluation, and application and used that experience to develop and deliver proper technical training and mentoring programs for young professionals. Extensive software skills in reservoir performance prediction studies and petroleum engineering activities.

Education

- B.S. Natural Gas and Petroleum Engineering : Texas A&M University (A&I), Kingsville, Texas
- B.S. Civil Engineering : Texas A&M University (A&I), Kingsville, Texas

Experience:

Current: Independent Consultant providing expertise in infrastructure and facility design, field operation and development in the Oil & Gas field and develop residential facilities.

CIVIC/CHURCH/COMMUNITY INVOLVMENT:

- *Key member of the transition team of FBC Honorable Judge KP George, interacted with the department administrator of: Engineering, Facilities, Roads & Bridges, Drainage, Transportation, Library & Election.*
- *Appointed as Director of the FBC LID-14, Jan.2019 by FBC Commissioner Precinct -4.*
- *HOA Representative for the Plantation Creek Subdivision -Missouri City, TX*
- Director (2016-2017) Brand Lane Islamic Center (BLIC-ISGH) and Everest Academy -full time school with 400 plus students, located in Stafford, TX
- During Hurricane Harvey, the BLIC-ISGH facility was converted to a Temp. Shelter, Managed and Operated the Shelter with 100 + residents.
- As a Director of BLIC-ISGH was involved in establishing the Houston Food Bank for the needy community members.

HOBBY/PERSONAL/FAMILY INTERESTS:

1. Travelled extensively around the world and lower 48 states in US + Alaska
2. Married for 40 yrs. with three grown up sons, 1) US Airforce Linguistic Specialist; 2) Journalist/Executive Producer; 3) Video Game Developer.
3. Passion for social work, give back to the community and involve in social activities.
4. Longtime resident of FBC-Sugar Land and Missouri City, TX



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Farrah Sabouni _____
Name **District**

47 Island Blvd _____
Address **City, State, Zip Code**

JADE ISLAND Section : 1 _____
Subdivision

_____ _____
Phone Number **Email Address**

Architect + City Planner _____
Occupation

Masters in Architecture (MIT); Masters in City Planning (MIT); Bachelors in Architecture (UofH) _____
Education

Civic/Church/Community Involvement::

Director on the Board of the Fort Bend Chamber of Commerce; Director of the local MIT Alumni Club of South Texas _____

Hobbies/Personal/Family Interests::

Reading; Baking with the family; Spending time outdoors _____

On which Board/Committee/Commission would you like to serve?::

TIRZ #1 Board _____

Explain why::

The area encompassed by TIRZ #1 is very interesting in terms of revitalization and can play a vital role in the future of Missouri City. Since moving back to Missouri City in 2017, I have been looking to be more involved with the City and the Community. I believe my background in City Planning and Architecture will be a great asset to TIRZ Board #1 _____

References (optional)::

Commissioner Grady Prestage

[REDACTED]

[REDACTED]

Length of residence in the City::

2 years recently (2017-present) + 5 years previously (2007-2011)

If available, please attach your resume::

Resume Farrah Sabouni 2018.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Farrah Sabouni

Submission Date:: December 26, 2018



Farrah Sabouni, AIA, AICP, LEED AP BD+C

Principal, Director of Planning

Farrah, both a Registered Architect and Certified Planner, is a Principal and the Director of Planning at AUTOARCH Architects where she is in constant pursuit of design innovation across all scales. From architectural projects to city and regional planning, Farrah believes in the power of intelligent design to enhance the user experience. At AUTOARCH, she brings together the creativity that is necessary in the design field with a keen eye for business and numbers. This has allowed her to consistently deliver successful projects both locally and internationally. Farrah has worked in four continents on a number of architectural and planning projects and brings with her not only a wealth of international best practices, but also an admiration and sensitivity for different cultures. Farrah has experience in all stages of design, from Concept Programming to Project Management and Construction Administration.

EDUCATION

Master of Science in Architecture Studies
Massachusetts Institute of Technology
(MIT), 2014

Master of City Planning
Massachusetts Institute of Technology (MIT), 2014

Certificate of Urban Design
Massachusetts Institute of Technology (MIT), 2014

Bachelor of Architecture with Honors,
Minor in Marketing, University of Houston,
2008

REGISTRATION

American Institute of Architects

American Institute of Certified Planners

LEED Accredited Professional Building
Design and Construction

PROFESSIONAL AFFILIATIONS

American Institute of Architects

American Planning Association

U.S. Green Building Council

MIT Alumni Club of South Texas, Board
Member

HONORS/AWARDS

DMAR's Top 30 Influential Women of
Houston Award Recipient, 2018

Fort Bend Chamber of Commerce, Board of
Directors, 2018

Fort Bend Leadership Forum, Class of 2017

William Emerson Travel Award for
Research @ MIT, 2013-2014

Professional Development Award @ MIT,
2013-2014

Louis G. Seigle Award for Entrepreneurial
Activity @ MIT, 2012-2013

3rd. Place in AIA Intercollegiate Design
Charrett, 2006

1st. Place in AIA Sandcastle Competition,
2004

Farrah began her career working for the City of Houston, in the Building Services Department for the Design and Construction Team. There she oversaw City projects and worked on assessment/reconsolidation packages for three departments – the Health and Human Services Department, the Police Department, and the Fire Department. These packages included the assessment of select buildings within each department to assess existing uses, needs, adjacencies, restrictions and forecasted requirement. That assessment was then examined and used to generate a report and subsequent consolidation program. The report generated went on to inform a program for the proposed consolidation, which including working with the City's Real Estate Division to assess ideal properties and also the creation of different development schemes for the consolidation that included construction estimates.

At AUTOARCH Architects, Farrah has worked on all stages of design. While she proved herself early on as a competent Project Manager, Farrah truly excelled on the construction site as she moved projects from lines on paper to built realities. Her ability to communicate effectively with the entire design and construction team and bring projects to fruition has been not only appreciated within AUTOARCH, but also highly regarded by her clients.

In 2010 – 2011, Farrah managed AUTOARCH's office in Dallas, overseeing a total of 12 renovation projects in Dallas and Fort Worth. While she had a team working with her, Farrah managed to stay on top of each project and created a construction administration procedure that is still used at AUTOARCH today. This procedure is the guidebook for all Project Managers in AUTOARCH's office. In an effort to further optimize AUTOARCH's Project Managers and make them more efficient in running their projects, Farrah and a coworker have undertaken a new project to create automated documents that cut down the hours and paper work needed for managing projects. These documents are in beta, being tested in-house, but even as a first test run, our clients have already noticed a difference. Examples such as these showcase Farrah's ability to innovate, her passion for collaboration, and her constant strive to not only deliver better projects, but to create better delivery methods.

In 2011, Farrah went back to school to achieve her Master Degree in Architecture from MIT. While at MIT, Farrah earned numerous awards and accolades, including the Louis G. Seigle Award for Entrepreneurial Activity. She was actively involved in the Institute, serving as an executive committee leader in the Graduate Student Council. She was elected as the Architectural Representative as well as awarded a Graduate Community Fellow. While at MIT, Farrah decided to pursue a second Master Degree in City Planning. Aside from the traditional design and planning courses, she pursued courses in Real Estate, Finance, Economics, Law, Business (at Harvard Business School), conducted independent research, and earned a Certificate of Urban Design from MIT.

Upon returning to Houston, Farrah created a Planning Department within AUTOARCH where she heads all Planning, Program Management, and Assessment Projects. The projects range from Community based planning in Houston to Large-Scale Master Planning in the GCC.

Farrah is an active member of the local MIT Alumni Club of South Texas, where she is a Director. She is an American Planning Association Ambassador. She also works with numerous local organizations as an advisor and mentor, especially those with a focus on STEM education in K-12 and Higher Ed students. Farrah was a member of the Fort Bend Leadership Forum, Class of 2017, and is a Director on the Board of the Fort Bend Chamber of Commerce.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Robin J Elackatt _____
Name **District**

3827 Indian Point _____
Address **City, State, Zip Code**

SILVER RIDGE _____
Subdivision

_____ _____
Phone Number **Email Address**

_____ _____
Business Owner
Occupation

Master's Degree MBA _____
Education

Civic/Church/Community Involvement::
St. Laurence Catholic Church _____

Hobbies/Personal/Family Interests::
N/A _____

On which Board/Committee/Commission would you like to serve?::
TIRZ _____

Explain why::
I would like to help City, City officials and Business owners to be successful _____

References (optional)::
N/A _____

Length of residence in the City::

14 years

If available, please attach your resume::

N/A

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Robin J Elackatt

Submission Date:: December 4, 2017



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Leslie Mack Jr. B
Name **District**

2515 Edgedale Dr. Missouri City, Texas 77489
Address **City, State, Zip Code**

HUNTERS GLEN Section : 4
Subdivision

[REDACTED] [REDACTED]
Phone Number **Email Address**

No response
Occupation

Associate Degree
Education

Civic/Church/Community Involvement::
Board Member for Hunters Glen IV H.O.A.

Hobbies/Personal/Family Interests::
No response

On which Board/Committee/Commission would you like to serve?::
TIRZ Board

Explain why::
As a member of the Missouri City community for over 8 years, I have developed an interest in the revitalization of our great city. As a tax payer, I would like to help implement new innovative ideas that can bring our city into the future.

References (optional)::

George Parker [REDACTED]

Frank Stats [REDACTED]

Length of residence in the City::

8 years

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Leslie Mack Jr.

Submission Date:: December 26, 2018



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Curtis Williams
Name

B
District

2818 Scottsdale Palms
Address

Missouri City, Texas 77459
City, State, Zip Code

QUAIL VALLEY THUNDERBIRD Section : 2
Subdivision

[REDACTED]
Phone Number

[REDACTED]
Email Address

No response
Occupation

No response
Education

Civic/Church/Community Involvement::

No response

Hobbies/Personal/Family Interests::

No response

On which Board/Committee/Commission would you like to serve?::

TIRZ 3

Explain why::

Looking forward to helping fill vacant and upcoming positions going to be vacated! Sharing thoughts and ideas from my background and experiences!

References (optional)::

No response

Length of residence in the City::

14 years

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Curtis Williams

Submission Date:: December 26, 2018



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Dr. Dianne Jemison Pollard

D

Name

District

3803 E. Valley Dr.

Missouri City, Texas 77459

Address

City, State, Zip Code

QUAIL VALLEY THUNDERBIRD Section : 2

Subdivision

[REDACTED]

Phone Number

[REDACTED]

Email Address

Professor/ Dean of Honors College

Occupation

BA, MA, MFA, Ed.D.

Education

Civic/Church/Community Involvement::

Antioch Baptist Church; League of Business and Professional Women; Alpha Kappa Alpha Sorority; The Links, Inc.; Founder/Director of the Children's Theatre Camp at Texas Southern University.

Hobbies/Personal/Family Interests::

Fitness, Sports, the arts, two adult children, one grandchild, church activities.

On which Board/Committee/Commission would you like to serve?::

TIRZ

Explain why::

I am committed to serving the community in any area where I am assigned. I have diverse experiences and the preparation necessary to help in the ongoing development in Missouri City for all citizens.

References (optional)::

Available upon request.

Length of residence in the City::

2 years

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Dr. Dianne Jemison Pollard

Submission Date:: December 26, 2018



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Karen Overton _____
Name **District**

831 Desert Rose Place _____
Address **City, State, Zip Code**

PEARL POINTE AT LAKE OLYMPIA Section : 1 _____
Subdivision

_____ _____
Phone Number **Email Address**

Associate Professor/Business Management _____
Occupation

MBA _____
Education

Civic/Church/Community Involvement::

Graduate Citizen University _____

Board Director MUD #49 _____

Comprehensive Planning Committee, Missouri City _____

Lake Olympia Community Volunteer _____

Missouri City Community Organizer _____

Fort Bend County Voter Deputy Registrar _____

Fort Bend Election Judge _____

Hobbies/Personal/Family Interests::

AOA - Active Older Adult Member @ YMCA _____

Yoga Enthusiast _____

Author _____

Public Speaker _____

Line Dance _____

On which Board/Committee/Commission would you like to serve?::

TIRZ

Explain why::

I would bring the broad skill set necessary to assist City Council's forward planning of what will undoubtedly be complicated business & legal matters associated with development and redevelopment opportunities.

References (optional)::

Commissioner Grady Prestage

Mayor Yolanda Ford

HCC Trustee Neeta Sane

Judge Teana Watson

Length of residence in the City::

10 years

If available, please attach your resume::

Overton, Karen Resumegeneral2016.pdf

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Karen E.Overton

Submission Date:: December 25, 2018

KAREN OVERTON

VITAE

KAREN OVERTON

PO Box 535 Missouri City, Texas 77459

Email: [REDACTED]

SUMMARY:

Exceptionally professional leader and visionary with a solid history of building successful **Community Partnerships**, Profit-driven strategies, and organizational planning. Respected educator and business development expert who consistently demonstrates a steadfast commitment to the strategies and goals of the organization. Insightful and analytical negotiator adept at nurturing collaboration between strategic resources.

- Fosters strong community involvement through innovative outreach and awareness pursuits.
- Expert in organizational structure and development.
- High-level experience and understanding of **Marketing, Management, and Financial Planning**.

Key Qualifications

- Mission/Vision Development
- Fund Raising & Fiscal Planning
- Marketing & Business Development
- Instructional Marketing Plans
- Strategic Relationships
- Program Evaluation & Design
- Public Speaking
- Promotion Planning
- Group/Individual Instruction
- Board of Directors Presentations
- Staff Management
- Community Leaders Networking

Career Highlights

Business Administration Department • Houston Community College • Houston, TX INTERIM DEPARTMENT CHAIR/ASSOCIATE PROFESSOR

Serving more than 1.3 million students since its establishment in 1971, HCC is the third largest community college in the US and offers a broad range of educational opportunities in continuing and adult education, ESL, distant learning, and Associate-level degree-seeking curricula for students in the Houston in area.

Served as Department Chair as well as Associate Professor to deliver program development and oversight, created and launched the program's strategic sales and marketing initiatives, and fostered internal and community relationships to build the department's external reach. Coordinated with the Board of Trustees to create community action programs. Provided subject matter expertise to develop and deliver innovative instructional methodology, syllabi, and educational experiences for each discipline. Created and implemented teaching materials performing student assessments. Designed and delivered coursework, promoted enrollment and retention, and developed student-participation resources. Performed student advisory and mentorship activities.

KAREN OVERTON

VITAE

Key highlights—DEPARTMENT CHAIR

- Developed the department's sales and marketing plan designed to increased student enrollment—successful initiatives that resulted in improvement of 73% and 79% respectively for 2008 and 2009 through targeted department improvement, whole campus, and community reach initiatives including:
 - Targeted department improvement through whole campus and community marketing activities including personal selling to students in all college disciplines.
 - Trained department professors and launched consultative talks at 6 college campuses to bring program awareness to students in other areas.
 - Listed product positioning of classes with a strategy based on market research results for better overall program positioning.
 - The establishment of intern and mentoring programs for students and community business leaders.
 - Design and launch of a student awareness campaign “Can I Help” to provide a resource for student registration problem resolution.
 - Negotiated and established dual credit programs through the Independent School District and Community College.
- Developed critical recruiting standards and procedures, and employed and trained 8 new adjunct professors.

Key highlights—ASSOCIATE PROFESSOR

- Developed the first college of Business Administration “Student in Action” organization.
- Successfully spearheaded the college's Haiti Relief Efforts Fund Raiser.
- Served in various governance and resource functions including:
 - President of Faculty Senate for 3 consecutive years.
 - College Leadership Program—Selected by Chancellor from a pool of more than 3,000 candidates.
 - Chair of the Academic Conversion Committee.
- **Created and taught more than 15 different distance and on-campus management, marketing, human relations, and personal finance courses through LMS platforms: WebCT, Blackboard, Vista 8.03, Moodle and Canvas LMS.**
- Significantly increased student enrollment and retention levels by developing a holistic department sales and marketing plan including:
 - College and community outreach.
 - Creation of the department's honors program.
 - Training and awareness initiatives targeting students, administrators, community, and other departments.
 - Establishing communications with college counselors, explaining the department's programs.
- Authored course transfer guidelines for conversion to 4-year curriculums.

Business/Marketing Departments • University of Houston • Houston, TX 1994-1995

ADJUNCT INSTRUCTOR

Provided management and marketing courses curriculum development, planning, and instruction. Developed student enrollment marketing objectives, and worked with department leaders to improve educational initiatives and student success.

Key highlights

- Delivered course instruction over a highly-diverse range of management and marketing classes.

KAREN OVERTON

VITAE

- Carried out various community, school, corporate, and organizational activities to foster interest and growth of the department by building student and community interest in its programs.
- Developed the overall business administration curriculum and defined specific educational objectives.

Additional Experience

Adjunct Instructor • Houston Community College • Houston, TX 1984-1990
Senior Account Executive • Valvoline Oil Company • Houston, TX 1981-1984
Territory Manager • Exxon USA • Dallas, TX 1977-1981
Marketing Analyst • Union Oil of California • Los Angeles, CA 1976-1977
Lending Officer Assistant • Texas Commercial Bank • Houston, TX 1973-1976

Education • Professional Development

Masters of Business Administration

Texas Southern University, Houston, TX

Bachelor of Arts in Sociology, Minor in Psychology

Texas Southern University, Houston, TX

Awards and Special Accomplishments

- ☐ *Faculty Sponsor for first Business Administration Student Org.*
- ☐ *Graduate of Competent Leadership Program*
- ☐ *San Jacinto Girl Scout Council Speaker's Bureau*
- ☐ *Who's Whom Among American Teachers Roster*
- ☐ *Southwest College Team Captain for HCC Foundation*
- ☐ *Department Chair for Business Administration/Houston Community College*
- ☐ *Faculty Senate Chairperson for Southwest College*
- ☐ *YMCA Campaign Fund Solicitor*

KAREN OVERTON

VITAE

Memberships and Affiliations

- *Membership Chairperson for National Community Organization Convention*
- *Board Secretary for Glenshire Community Association*
- *Board member for Westland YMCA, Houston, Texas*
- *Project Manager - Builders, Inc.*
- *PTO Board Member - Johnston Middle School*
- *PTO Board Member – Sugar Grove School*
- *Chairperson - Johnston Middle School Locker Renewal Project*
- *Interim Business Administration Department Chair, 2008*
- *Certificate of Technology Instruction/ Houston Committee College, 2008*
- *Board member for National Community Organization*
- *Chairperson - Southwest Faculty Senate - HCC, 2008, 2009, 2010*
- *Team Captain, HCC Foundation, 2009*
- *VIP member FOR FBISD, Dulles High School*
- *President and founder, Voters In Action Association*
- *President of Seriously Speaking Toastmasters*
- *Administrative Assistant area Governor of Toastmasters International*
- *Speakers Bureau for National Community Organization*
- *Counselor for Young Junior Achievement Organization*
- *Inner-City Marketing Committee for Young Junior Achievement of Southeast Texas*
- *Media Sales Association member*
- *Who's Who Among American Teacher 1996, 1999, 2004*
- *Curriculum Disciplinary Committee for Houston Community College*
- *Former Board Member Southwest Girl Scout Council*
- *YMCA fund-raiser/Solicitor, 2003*
- *Member of Texas Community College Association*
- *Author Acknowledgements in two Business Management textbooks*

Hobbies

Golf, Yoga, amateur guitar player, professional volunteer and avid non-fiction reader.



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Kingsley Idemudia B
Name **District**

3302 Chimera Lane Missouri City, Texas 77459
Address **City, State, Zip Code**

OLYMPIA ESTATES Section : 6
Subdivision

[REDACTED] [REDACTED]
Phone Number **Email Address**

Realtor/Business Owner
Occupation

B.S. Biology
Education

Civic/Church/Community Involvement::

Attend Lakewood Church. Backpacks for back to school drive. Adopt a family. Toy Dance. Go to High school to College. Brother's Keeper. High chairs to Higher Ed. Joined Alpha phi Alpha, Inc in 2005

Hobbies/Personal/Family Interests::

Loving husband to Angel and Loving father to David and Logan. Love to play in basketball and flag football leagues.

On which Board/Committee/Commission would you like to serve?::

Planning & Zoning Commission
TIRZ #1, #2 or #3

Explain why::

Being part of Missouri City's' growth and development excites me. I have lived here for over 4 years and been a part of fort bend for 6, I see the great direction the city is heading in. I'm dedicated in helping improve Missouri city for the one simple fact its about legacy. My children attend school here, my friends families stay here, and I understand that its about planning in the present so we can grow for the future.

References (optional)::

Ms. Vashaundra Edwards

Dr. Ron Peters 713-419-2580

Principal-Jamaal Henry-832-524-1598

Length of residence in the City::

4 years

If available, please attach your resume::

Kingsley Idemudia Resume.doc

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: Kingsley Idemudia

Submission Date:: January 7, 2019



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

George D Ewing _____
Name **District**

1958 Doliver Cir _____
Address **City, State, Zip Code**

THE WOODS Section : 1 _____
Subdivision

_____ _____
Phone Number **Email Address**

Retired _____
Occupation

Two years JC _____
Education

Civic/Church/Community Involvement::
Church _____

Hobbies/Personal/Family Interests::
Love being around my family _____

On which Board/Committee/Commission would you like to serve?::
TIRZ _____

Explain why::
Was ask to be on one of the board and this one was the only one available. _____

References (optional)::
No response _____

Length of residence in the City::

34 years

If available, please attach your resume::

No file was uploaded

Do you have time to commit to this service? That is, attend meetings, study the matters to be brought before this board/committee/commission, and participate in all its activities?:: Yes

Signature of Applicant:: George Ewing

Submission Date:: January 4, 2019

Board/Committee/Commission Application

Name:*

EUNICE REITER

Phone Number:*

[REDACTED]

Missouri City District (A, B, C or D):*

A

Mailing Address:*

11723 N. PERRY

City:

Missouri-City HOUSTON

State:

TX

Zip:

77071

Email Address:*

[REDACTED]

Occupation/Employer/Job Title:*

ACCOUNTANT
SELF EMPLOYED

Education:

UT

On which Board/Commission/Committee would you like to serve?*

TIRZ I

Explain why: *

I HAVE ENJOYED MY SERVICE ON THE TIRZ BOARD & WOULD LIKE TO CONTINUE

Please list your civic or community involvement which you feel would make you an ideal candidate for the position you are applying for. *

SEE ATTACHED

Hobbies/Personal/Family Interests:

VOLUNTARISM
READING
MUSEUMS WITH FRIENDS

References (optional):

Length of residence in the City: *

55 YEARS

If available, please attach your resume.

Choose File no file selected

Do you have time to commit to this service? That is: to attend meetings, study the matters to be brought before this board/commission/committee, and participate in all its activities? *

Yes No

Date:

2/14/2019

Signature of Applicant:*

E. N. LEITER

* indicates required fields.

POSITION	NAME	DATE OF ACTION	ACTION
Zoning Committee	Eunice Reiter	08-14-1973	Appointed to the Zoning Committee.
Finance Committee	Eunice Reiter	04-23-1974	Appointed to the Finance Committee.
Finance Committee	Eunice Reiter	04-23-1974	Appointed to the Finance Committee.
Citizens Committee	Eunice Reiter	11-26-1974	Appointed to the Citizens Committee.
PZ Commission	Eunice Reiter	02-20-1989	Appointed to the Planning and Zoning Commission.
PZ Commission	Eunice Reiter	06-05-1989	Appointed to the Planning and Zoning Commission.
PZ Commission	Eunice Reiter	08-02-1993	Appointed to the Planning and Zoning Commission.
HGAC	Eunice Reiter	07-05-1994	Appointed to the H-GAC Small Business Finance Corporation.
MC Water Supply	Eunice Reiter	08-01-1994	Appointed to the Missouri City Water Supply Corporation.
Council Audit	Eunice Reiter	09-02-1997	Appointed to the Council Audit Subcommittee.
Mayor Pro Tem	Eunice Reiter	05-02-1998	Appointed as Mayor Pro Tem.
Mayor Pro Tem	Eunice Reiter	05-17-1999	Appointed as Mayor Pro Tem.
Mayor Pro Tem	Eunice Reiter	05-19-2008	Appointed as Mayor Pro Tem.
TIRZ No. 1	Eunice Reiter	08-17-2009	Appointed to the TIRZ No. 1 Board.
TIRZ No. 2	Eunice Reiter	09-20-2010	Appointed to the TIRZ No. 2 Board.
Comm Dev Advisory Comm	Eunice Reiter	01-03-2012	Appointed to the Community Development Advisory Committee.
Charter Review Comm	Eunice Reiter	07-02-2012	Appointed to the Charter Review Commission.
Comm Dev Advisory Comm	Eunice Reiter	07-02-2012	Appointed to the Community Development Advisory Committee.
TIRZ No. 1	Eunice Reiter	07-02-2012	Appointed to the TIRZ No. 1 Board.
Bond Exploratory Committee	Eunice Reiter	11-05-2012	Appointed to the Bond Exploratory Committee.
Community Development Advisory	Eunice Reiter	07-21-2014	Appointed to the Community Development Advisory Committee.
TIRZ No. 1	Eunice Reiter	07-21-2014	Appointed to the TIRZ No. 1 Board.
Charter Review Comm	Eunice Reiter	07-18-2016	Appointed to the Charter Review Commission.



(2018-2019)
TIRZ #1 ROSTER

Name	Position	First Appointed	Term Expires	District	Phone Number(s)
Vickie McBride	Position 1	12/02/2013	12/31/2019	A	
Eunice Reiter	Position 2 Chairman	8/17/2009	12/31/2018	A	
Rudy Sutherland, Jr.	Position 3	12/4/17	12/31/2019	B	
Vacancy left by Susan Soto	Position 4	7/21/2014	12/31/2018	B	
Cherie Jones	Position 5	12/18/2017	12/31/2019	B	
Vacancy left by James Pirtle	Position 6	8/7/2006	12/31/2018	B	
Tonya Eugene	Position 7 Fort Bend County Representative		12/31/2019		
M.E. "Skip" Belt	Position 8 Fort Bend County Drainage District		12/31/2018		
John Ferro	Position 9 WCID No. 2		12/31/2019		



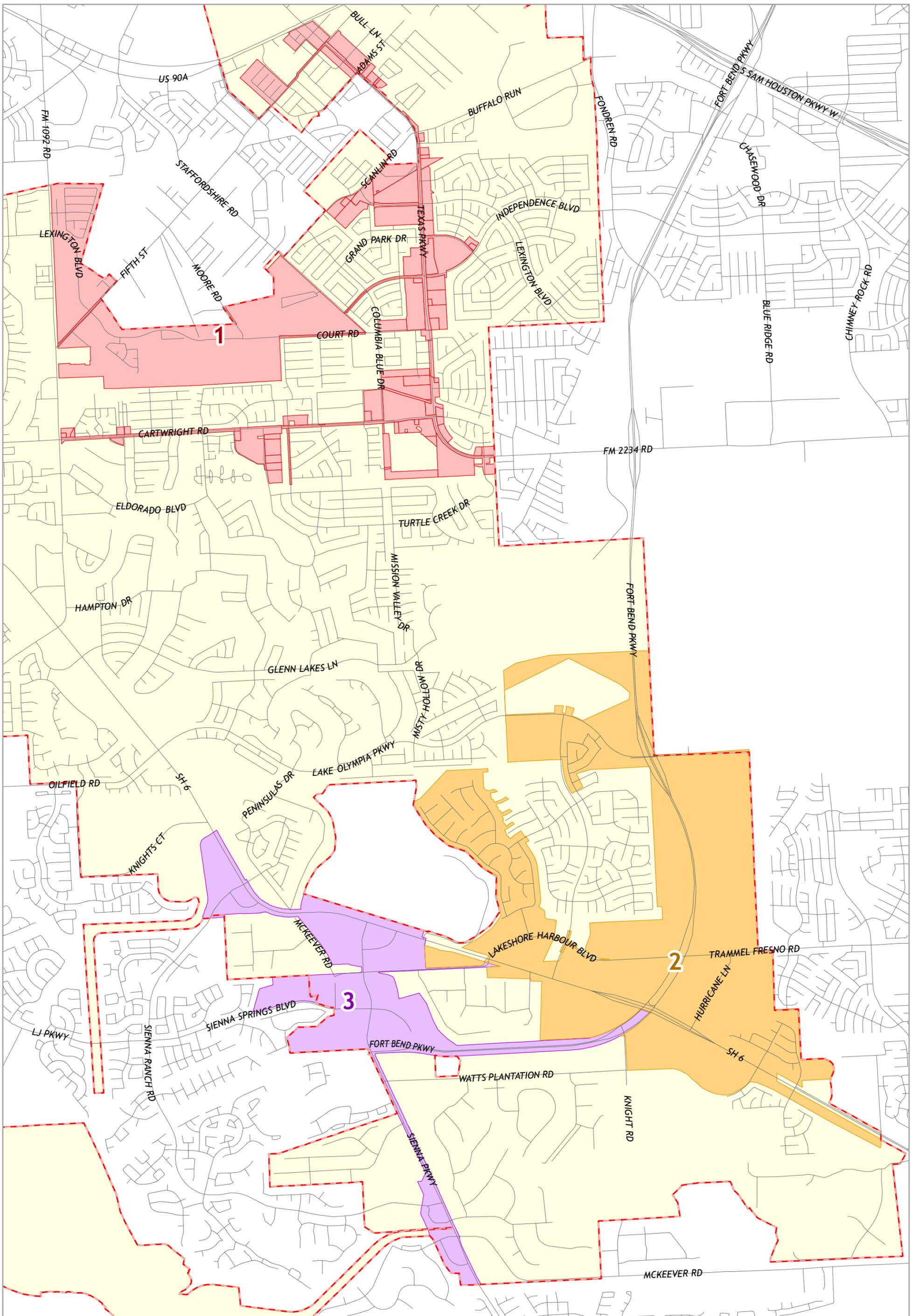
(2018-2019)
TIRZ #2 ROSTER

Name	Position	First Appointment	Term Expires	District	Phone Number(s)
Gloria Lucas	Position 1	12/18/2017	12/31/2019	A	
Vacancy left by Thomas E. Altenbern	Position 2		12/31/2018	D	
Frank Hester	Position 3 Chairman	7/5/2006	12/31/2019	C	
Vacancy left by Robin Elackatt; requested to be considered for TIRZ No. 3	Position 4		12/31/2018	D	
Buford Jurica	Position 5	11/20/2000	12/31/2019	C	
DeWayne Davis	Position 6 Fort Bend County Representative		12/31/2018		
Thomasine Johnson	Position 7 Fort Bend County Drainage District	8/2013	12/31/2019		



(2018-2019)
TIRZ #3 ROSTER

Name	Position	Term Expire*	District	Phone Number(s)
Robert Hodge	Position 1	12/31/2019	D	
Vacancy left by Bobby Merchant	Position 2 Member	12/31/2018	B	
David Reitz	Position 3 Member	12/31/2019	C	
Buddy Jimerson	Position 4 Member	12/31/2018	D	
Joyce Raynor	Position 5 Member	12/31/2019	B	
Joe Workman	Chairman Position 6 Member	12/31/2018	D	
Stephen Brown, Jr.	Position 7 FBC Rep	12/31/2019		
David Sepulveda	Position 8 FBC Drainage District Rep	12/31/2018		
Sharon Jurica	Position 9 Member (City Member because FBISD failed to appoint)	12/31/2019	C	
Vacancy due to Neeta Sane resignation on July 24, 2018.	Position 10 HCC Rep	12/31/2018		
Frank Hester	Position 11 SPLID Rep Sienna Plantation LID Rep	12/31/2017		



Map By:
GIS Division
May 2017



TIRZ

Tax Increment Reinvestment Zones

- Legend
- ◆ TIRZ 1
 - ◆ TIRZ 2
 - ◆ TIRZ 3
 - ⬮ City Limits



0 1,000 2,000 4,000 6,000 8,000 Feet

Geographic Coordinate System North American Datum 1983 (NAD83)

The information on this map is provided and maintained by various agencies, including county departments, municipal governments, state and federal agencies. No guarantee is given as to the accuracy or currency of any of the data. The map is designed to serve as a secondary representation of real property found within this jurisdiction, and is compiled from the recorded deeds, plats, and other public records, which are primary sources for this public information. Users of this map are hereby notified that these primary sources should be consulted for verification of the information presented here. The data layers do not take the place of a legal survey or other primary source documentation. The City and its vendors assume no legal responsibility for the information on this map.

#2: DISCUSSION/POSSIBLE ACTION

- a. Discuss and consider candidates to serve on the board of directors for Tax Increment Reinvestment Zone (TIRZ) Number 1, Number 2, and Number 3 board of directors.



TIRZ No. 1 Board

- ❖ (3) Members whose term expired on December 31, 2018:

- ❖ Position 2 – Eunice Reiter
- ❖ Position 4 – Vacant
- ❖ Position 6 – Vacant -
Councilmember Boney to recommend George Ewing.

- ❖ 2015 - 2018 Chairman
- ❖ Eunice Reiter

❖ Board Members:

- ❖ Position 1: Vickie McBride
- ❖ Position 2: Eunice Reiter
❖ *Chairman*
- ❖ Position 3: Rudy Sutherland, Jr.
- ❖ Position 4: Vacancy left by Susan Soto
- ❖ Position 5: Cherie Jones
- ❖ Position 6: Vacancy left by James Pirtle
- ❖ Position 7: Tonya Eugene
❖ *FBC Representative*
- ❖ Position 8: M.E. "Skip" Belt
❖ *FBC Drainage District Representative*
- ❖ Position 9: John Ferro
❖ *WCID Representative*



TIRZ No. 2 Board

- ❖ (2) Members whose term will expire on December 31, 2018:
 - ❖ Position 2 – Vacant -
Councilmember Emery to recommend Roy Gilbert.
 - ❖ Position 4 – Vacant
- ❖ 2015 - 2018 Chairman
 - ❖ Frank Hester
- ❖ Board Members:
 - ❖ Position 1: Gloria Lucas
 - ❖ Position 2: Vacancy left by Thomas E. Altenbern
 - ❖ Position 3: Frank Hester
 - ❖ *Chairman*
 - ❖ Position 4: Vacancy left by Robin Elackatt – Requested to be considered for TIRZ No. 3
 - ❖ Position 5: Buford Jurica
 - ❖ Position 6: DeWayne Davis
 - ❖ *FBC Representative*
 - ❖ Position 7: Thomasine Johnson
 - ❖ *FBC Drainage District Representative*

TIRZ No. 3 Board

- ❖ (3) Members whose term will expire on December 31, 2018:
 - ❖ Position 2 – Vacant
 - ❖ Position 4 – Buddy Jimerson
 - ❖ Position 6 – Joe Workman
- ❖ 2015 - 2018 Chairman:
 - ❖ Joe Workman
- ❖ Board Members:
 - ❖ Position 1: Robert Hodge
 - ❖ Position 2: Vacancy left by Bobby Merchant
 - ❖ Position 3: David Reitz
 - ❖ Position 4: Buddy Jimerson
 - ❖ Position 5: Joyce Raynor
 - ❖ Position 6: Joe Workman
 - ❖ *Chairman*
 - ❖ Position 7: Stephen Brown, Jr.
 - ❖ *FBC Representative*
 - ❖ Position 8: David Sepulveda
 - ❖ *FBC Drainage District Representative*
 - ❖ Position 9: Sharon Jurica
 - ❖ Position 10: Vacancy due to Neeta Sane Resignation
 - ❖ *HCC Representative*
 - ❖ Position 11: Frank Hester
 - ❖ *SPLID Representative*



New TIRZ Applications

❖ TIRZ No. 1 Applications

- ❖ Councilmember Boney to recommend George Ewing
- ❖ Shaizad A Chatriwala
- ❖ Leslie Mack Jr.
- ❖ Dianne Jemison Pollard
- ❖ Farrah Sabouni

❖ TIRZ No. 2 Applications

- ❖ Councilmember Emery to recommend Roy Gilbert
- ❖ Mary Ross

❖ TIRZ No. 3 Applications

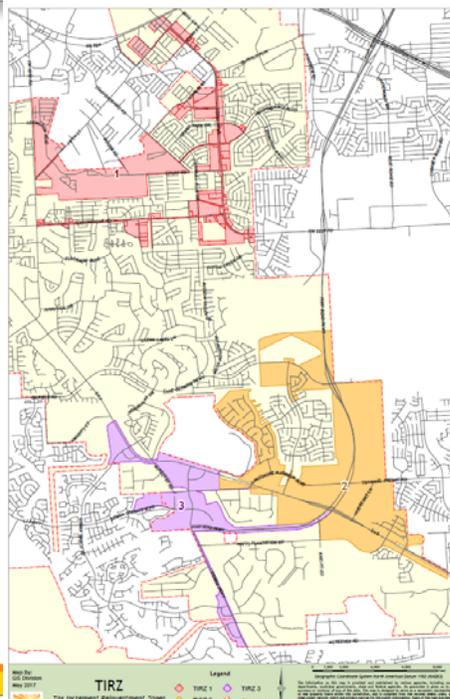
- ❖ Curtis Williams
- ❖ Karen Overton
- ❖ Robin Elackatt (*Requested to be considered for TIRZ No. 3*)

❖ TIRZ No. 1, 2, or 3 Applications

- ❖ JaPaula Kemp
- ❖ Kingsley Idemudia



TIRZ Map





CITY COUNCIL AGENDA ITEM COVER MEMO

February 18, 2019

To: Mayor and City Council
Agenda Item: 2(b) Discuss and consider the structure of the Census Complete Count committee.
Submitted by: Maria Jackson, City Secretary

SYNOPSIS

Discuss and consider the structure of the Census Complete Count committee.

BACKGROUND

During the October 15, 2018, special City Council meeting, Dionne Roberts-Emegha, US Census Bureau, presented an operational overview of changes to take place for the 2020 US Census. City Council requested that each City HOA appoint one representative for the Complete Count Committee. Assistant City Manager Atkinson stated the proposed resolution on the regular agenda would be reflective of the committee change.

During the October 15, 2018, regular City Council meeting, Council approved a resolution in support of the United States Census Bureau by creating a Census 2020 "Complete Count Committee" to provide the City with assistance and advice in obtaining the most accurate and complete population count in the upcoming decennial census.

The approved resolution states the Committee shall consist of members nominated by the homeowners associations' in the City. Each homeowners' association may nominate one person to serve on the Committee. The City Council of the City of Missouri City shall appoint the members of the Committee from the individuals nominated by the homeowners association. The Committee shall elect its own chair person.

During the January 7, 2019, special City Council meeting, the City Manager's Office discussed the challenges with an approximate 60-member committee, as opposed to the original request of a manageable seven (7) member committee.

SUPPORTING MATERIALS

1. October 15, 2018 Agenda Item 11d Cover Memo
2. October 15, 2018 Proposed Resolution
3. Approved Resolution No. R-18-40
4. Background information regarding the Complete Count Committee and Census 2020

STAFF'S RECOMMENDATION

Discuss and consider the structure of the Census Complete Count committee.

Director Approval: **Bill Atkinson, Assistant City Manager**



CITY COUNCIL AGENDA ITEM COVER MEMO

October 15, 2018

To: Mayor and City Council
Agenda Item: 11(d) Resolution creating a Census 2020 Complete Count Committee
Submitted by: Bill Atkinson, Assistant City Manager

SYNOPSIS

A resolution supporting the United States Census Bureau by Creating a Census 2020 "Complete Count Committee" to provide the city with assistance and advice in obtaining the most accurate and complete population count in the upcoming decennial census.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Create a great place to live
- Maintain a financially sound City
- Have quality development through buildout

BACKGROUND

The City has met with Ms. Dionne Roberts-Emegha of the 2020 Census to discuss the kick-off of the 2020 Census in Missouri City. The United States Census has been performed every ten years since 1790, with the last census conducted in 2010. It is important that our citizens participate in the Census since the decennial population count affects the amount of federal revenue distributed to the city for roads, schools, and other federal funding opportunities. In addition, an accurate population count within the city better plan and fund needed facilities based on population distribution.

To insure the highest level of participation, it is recommended the City appoint a Census 2020 Complete Count Committee. The appointment of a citizen based Complete Count Committee by the mayor and council will assist in the promotion, outreach, understanding and education regarding the 2020 Census prior to it beginning.

The suggested activities of the group include:

- Develop an action plan that support the taking of the census.
- Create ways to dispel myths and fears about privacy and confidentiality of data taken.
- Encourage corporations and foundations to become sponsors of census activates.
- Implement special events to generate interest and participation in the census.
- Plan a Census Day to promote community response.

Once appointed, the Census Bureau staff would come and train the committee members on their roles and responsibilities. This training would take place before the beginning of the year in order to train and prepare the group to provide information to residents about on-line census participation beginning in March. They suggest the citizen committee is not too large in order to keep it manageable. So, the resolution has there being seven (7) members of the committee. Further, it is recommended that the committee is representative of the demographic, religious, educational and cultural make-up of our community.

BUDGET ANALYSIS

Not applicable

Purchasing Review: N/A

Financial/Budget Review: N/A

Note: Compliance with the conflict of interest questionnaire requirements, if applicable, and the interested party disclosure requirements (HB 1295) has been confirmed/is pending within 30-days of this Council action and prior to execution.

SUPPORTING MATERIALS

1. Proposed Resolution in support of creating a Complete Count Committee
2. Background information regarding the Complete Count Committee and Census 2020

STAFF'S RECOMMENDATION

Staff recommends approval of the resolution.

Director Approval: **Bill Atkinson, Assistant City Manager**

RESOLUTION NO. R-18-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, SUPPORTING THE UNITED STATES CENSUS BUREAU BY CREATING A CENSUS 2020 “COMPLETE COUNT COMMITTEE” TO PROVIDE THE CITY WITH ASSISTANCE AND ADVICE IN OBTAINING THE MOST ACCURATE AND COMPLETE POPULATION COUNT IN THE UPCOMING DECENNIAL CENSUS.

* * * * *

WHEREAS, the United States Census has been performed every ten years since 1790, with the last census conducted in 2010; and

WHEREAS, the City of Missouri City (the “City”) decennial census population count directly affects the amount of federal revenue distribution within the city for roads, schools, libraries, senior centers, daycare centers, and hospitals; and

WHEREAS, an accurate population count within the City helps the governing body better plan and fund needed facilities based on populations within the City; and

WHEREAS, the City welcomes assistance and advice from community-based organizations, the public school districts, local businesses and the media in counting the entire local population within the City; and

WHEREAS, the more informed that the residents become about the 2020 census operations, the better their understanding of the census process becomes; thus, increasing their willingness to be part of the successful enumeration in 2020; and

WHEREAS, the United States Census Bureau (“Census Bureau”) is required by law to protect information provided by particular individuals; and

WHEREAS, the Census Bureau is not permitted to publicly release responses furnished by any particular individual, or on behalf of an individual, or release information to other governmental agencies; and

WHEREAS, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risk by screening the systems that transmit this data; and

WHEREAS, City residents may need the goods and services provided by local and state government, paid for in part by federal grants; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. A Census 2020 Complete Count Committee is established to serve in an advisory capacity to the City Council of the City of Missouri City.

Section 2. Name. The advisory committee shall be called the Complete Count Committee (Committee).

Section 3. Purpose. The Committee shall advise and assist the City of Missouri City in obtaining the most accurate and complete population count for Census 2020 by increasing the response rate through a focused, structured neighbor-to-neighbor program. The Committee will also utilize the local knowledge, expertise and influence of each Committee member to design and implement a census awareness campaign targeted to the community.

Section 4. Duties and Responsibilities. The Committee shall discuss and formulate strategies and techniques, working with the City of Missouri City staff and census bureau officials, to enhance and increase the City's response rate to Census 2020. The Committee shall be charged with the responsibility of planning and conducting local educational initiatives, including distributing posters flyers and handouts for use by the media and others. The Committee will prepare materials for public service announcements on radio, television, and on social media. Committee members may speak at forums and meetings to promote and inform others of the census. The Committee may identify census job candidates or distribute recruiting materials while also prompting the use of Spanish in the materials, and the Committee may identify space for "be counted sites" or questionnaire assistance centers.

Section 5. Membership. The Committee shall consist of a total of seven (7) members. The City Council of the City of Missouri City shall appoint the members. The Committee shall elect its own chair person.

Section 6. Time. The Committee shall serve from January 1, 2019 through June 30, 2020 at which time the Committee, having completed its work, shall dissolve. No resolution dissolving or rescinding the Committee is necessary. The members of the Committee shall serve for the duration of the Committee's existence. The City Council shall fill any vacancy on the Committee.

Section 7. Meetings. The Committee shall conduct all meetings in accordance with adopted City policies and procedures. The Committee shall meet at least every three months (quarterly) but may meet more often.

Section 8. The officers and employees of the City are hereby authorized and directed to execute such instruments and take such actions as are consistent with the provisions of this Resolution.

PASSED AND APPROVED on first and final reading this 15th day of October, 2018.

Allen Owen, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney

RESOLUTION NO. R-18-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, SUPPORTING THE UNITED STATES CENSUS BUREAU BY CREATING A CENSUS 2020 “COMPLETE COUNT COMMITTEE” TO PROVIDE THE CITY WITH ASSISTANCE AND ADVICE IN OBTAINING THE MOST ACCURATE AND COMPLETE POPULATION COUNT IN THE UPCOMING DECENNIAL CENSUS.

* * * * *

WHEREAS, the United States Census has been performed every ten years since 1790, with the last census conducted in 2010; and

WHEREAS, the City of Missouri City (the “City”) decennial census population count directly affects the amount of federal revenue distribution within the city for roads, schools, libraries, senior centers, daycare centers, and hospitals; and

WHEREAS, an accurate population count within the City helps the governing body better plan and fund needed facilities based on populations within the City; and

WHEREAS, the City welcomes assistance and advice from community-based organizations, the public school districts, local businesses and the media in counting the entire local population within the City; and

WHEREAS, the more informed that the residents become about the 2020 census operations, the better their understanding of the census process becomes; thus, increasing their willingness to be part of the successful enumeration in 2020; and

WHEREAS, the United States Census Bureau (“Census Bureau”) is required by law to protect information provided by particular individuals; and

WHEREAS, the Census Bureau is not permitted to publicly release responses furnished by any particular individual, or on behalf of an individual, or release information to other governmental agencies; and

WHEREAS, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risk by screening the systems that transmit this data; and

WHEREAS, City residents may need the goods and services provided by local and state government, paid for in part by federal grants; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS:

Section 1. A Census 2020 Complete Count Committee is established to serve in an advisory capacity to the City Council of the City of Missouri City.

Section 2. Name. The advisory committee shall be called the Complete Count Committee (Committee).

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Section 5. Membership. The Committee shall consist of members nominated by the homeowners' associations in the City. Each homeowners' association may nominate one person to serve on the Committee. The City Council of the City of Missouri City shall appoint the members of the Committee from the individuals nominated by the homeowners' association. The Committee shall elect its own chair person.

Section 6. Time. The Committee shall serve from January 1, 2019 through June 30, 2020 at which time the Committee, having completed its work, shall dissolve. No resolution dissolving or rescinding the Committee is necessary. The members of the Committee shall serve for the duration of the Committee's existence. The City Council shall fill any vacancy on the Committee.

Section 7. Meetings. The Committee shall conduct all meetings in accordance with adopted City policies and procedures. The Committee shall meet at least every three months (quarterly) but may meet more often.

Section 8. The officers and employees of the City are hereby authorized and directed to execute such instruments and take such actions as are consistent with the provisions of this Resolution.

PASSED AND APPROVED on first and final reading this 15th day of October, 2018.



ATTEST:

Maria Jackson
Maria Jackson, City Secretary

Allen Owen
Allen Owen, Mayor

APPROVED AS TO FORM:

E. Joyce Lyamu
E. Joyce Lyamu, City Attorney

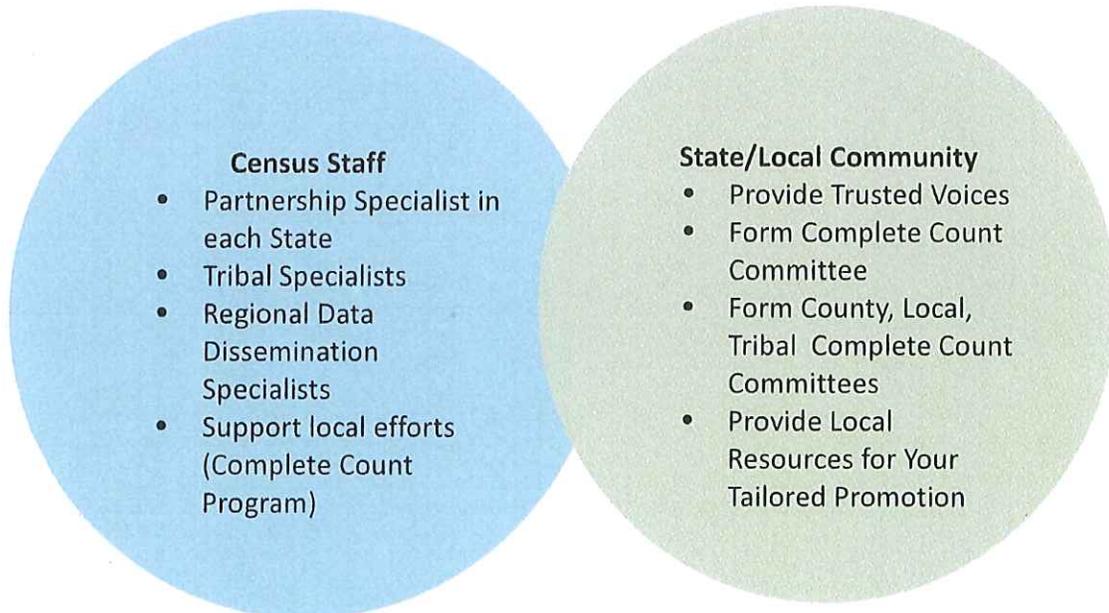
Structure of a Complete Count Committee

The mayor/county official appoints the members of the Complete Count Committee. The key elements of a successful CCC are:

- **Outreach** - People who can communicate to hard-to-count groups
- **Resourceful** - People who can bring resources to the table
- **Decision-makers** - People who can approve initiatives
- **Credibility** - People of influence and respect
- **Commitment** - People willing to doing the work
- Bipartisan
- Representative of all major races and ethnicities within the community/emerging population
- Creation of a coalition of businesses, community groups, government officials and large university representatives



Once the committee is formed, the Census Partnership staff member serves as liaison and advisor to the Complete Count Committee. The Partnership staff member will attend the meetings in an advisory capacity.



Suggested Subcommittees

Government subcommittee – Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs, providing free space for Mobile Response Tables, recruitment and training, and identifying other resources for CCC activities.

Education subcommittee—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. Encourages school administrators, teachers, and students to use Statistics In Schools materials where appropriate.

Faith-based subcommittee—Creates and coordinates activities and materials that can be used by any local faith-based institution in the promotion of the 2020 Census for awareness and participation purposes.

Media subcommittee—Creates and facilitates ways to get the census message to all community residents, using all available sources such as social media, local newspapers, newsletters, fliers, local festivals, billboards, radio, and television.

Community-based organizations subcommittee—Collaborates with community organizations to inform residents of the importance of participating in the 2020 Census and the benefits derived from census data.

Business subcommittee—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags), and the inclusion of the census logo and message on sales promotion materials.

Recruiting subcommittee—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available, types of jobs available, and the locations of testing and training sites.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a **Complete Count Committee** are community members who have expertise, influence, and experience in the area of the respective committee. Committees are more productive and successful when they invest time, resources, and energy to this effort.

Suggested Complete Count Committee Activities

Develop an action plan that will include activities, events, etc., which will support your efforts and help you meet your goals and objectives.

Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.

Encourage corporations and foundations to become official sponsors of your census activities.

Implement special events that will generate interest and participation in the census.

Plan a Census Day event to motivate community response.





CITY COUNCIL AGENDA ITEM COVER MEMO

February 18, 2019

To: Mayor and City Council
Agenda Item: 2(c) Selection of Municipal Court Judges
Submitted by: E. Joyce Iyamu, City Attorney

SYNOPSIS

The City Council previously discussed the duties of its municipal court judges on May 1, 2017, and on January 28, 2019. On January 28, 2019, Councilmembers asked staff to provide the Council with information relating to judicial qualifications and complaints.

BACKGROUND

Section 4.03 of the City of Missouri City Charter (the "Charter") provides the essential qualifications for a judge in the City of Missouri City (the "City"). The Charter provides that "each judge shall be an attorney licensed and practicing in the State of Texas." Beyond those basic qualifications, the Council may select other qualifications that it deems necessary and appropriate for each position. See the summary of other cities' judicial qualifications in the background materials for this item.

Written complaints were requested from the Director of the Municipal Court and the City management team.

A councilmember also asked for information on whether any of the City's current judges have been involved in litigation relating to their provision of judicial services. A list of such litigation matters (comprised from a search of public records in Harris and Fort Bend Counties) is as follows:

The Honorable Robert Richter

Cory Lamb v. State of Texas, et. al (2010 – "sovereign citizen" false imprisonment claim)
Paul A. Kubosh v. Robert C. Richter, Jr. (2018 - malicious prosecution claim)

The Honorable Robert Rosenberg

No litigation related to judicial duties.

The Honorable Debra Sinclair (Champagne)

Jeffrey Joseph Eby v. Honorable Debra Champagne, Judge, Municipality of Stafford, Texas (2009 – writ of mandamus for failure to set a case for jury trial)
Jennifer Braden v. City of Stafford, Debra Champagne (2010 – wrongful imprisonment)

There are no pending litigation matters involving the City's current judges.

BUDGET ANALYSIS

Funds are not being requested at this time.

SUPPORTING MATERIALS

1. Missouri City Charter Section 4.03
2. Summary of other cities' judicial qualifications
3. Draft contract with judges
4. Survey of compensation paid to judges (compiled by court staff and City of Alvin staff)

STAFF'S RECOMMENDATION

Consider whether to:

1. Take no action;
2. Reappoint current judges;
3. Direct staff to put out an announcement or request qualifications for judges for the next term; or
4. Direct staff to take some other action determined by the Council.

Director Approval:

E. Joyce Iyamu, City Attorney

Sec. 4.03. - Municipal court.

A.

There shall be established and maintained a court, designated as a "municipal court" for the trial of misdemeanor offenses, with all such jurisdiction, powers and duties as are now, or may hereafter be prescribed by laws of the state of Texas relative to municipal courts.

B.

The municipal court shall be presided over by a magistrate who shall be known as the "judge of the municipal court." The council may, by ordinance, divide the municipal court into two (2) or more panels or divisions, one of which shall be presided over by the presiding judge. Each additional panel or division shall be presided over by an associate judge, who is a magistrate with the same powers as the presiding judge. The judge or judges for said court shall be appointed for a term of two (2) years by the council but may be removed or replaced, at any time, at the discretion of the council, by vote of the majority of the entire council. Each judge shall be an attorney licensed and practicing in the State of Texas and shall receive such salary as may be fixed by the council.

C.

The city attorney or his assistant shall serve in the capacity of city prosecutor in the municipal court.

D.

There shall be a clerk of said court and such deputy clerks as may be authorized by the council and appointed by the city manager.

E.

The clerk of said court and deputies shall have the power to administer oaths and affidavits, make certificates, affix the seal of said court thereto, and generally do and perform any and all acts usual, and necessary to be performed, by the clerk of courts, in issuing process of said courts, and conducting the business thereof.

F.

In case of the disability or absence of the judge of the municipal court, the council shall appoint a qualified person as provided in B. above to act as judge of the municipal court.

G.

All costs and fines imposed by the municipal court shall be paid into the city treasury for the use and benefit of the city.

(Ord. No. O-86-10, § 3(2), (3), 1-30-1986/4-5-1986; Ord. No. O-92-14, § 1, 3-1-1992/5-2-1992)

REVIEW OF CERTAIN TEXAS CITIES: JUDICIAL QUALIFICATIONS

City	Elected, Employee or Contractor?	Announcement or RFQ¹?	Brief Description of Certain General Qualifications²
Baytown	Employee	Announcement	Ability to comprehend and apply the law to specific facts, establish and maintain effective working relationships with others. Good written and verbal communication skills.
Conroe	Elected	Neither.	None listed.
Friendswood	Employee	Announcement	Knowledge of ordinances, statutes, and court decisions relating to municipal court jurisdictions; judicial procedure and rules of evidence, as well as the organization, duties, powers, limitations, and authority of the municipal court.
Grapevine	Employee	Announcement	Must have the ability to establish and maintain effective working relationships with elected officials, City employees, and citizens; analyze evidence and data presented in court, apply existing laws fairly and impartially, and to render prompt and equitable verdicts; deal courteously and tactfully with all persons having contact or business with the court... work with City administration in resolving administrative matters affecting the court... perform all duties in an efficient, competent, and professional manner.
Harlingen	Employee	Announcement	<ul style="list-style-type: none"> • Produce written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar • Work safely without presenting a direct threat to self or others • TMCEC certification, updated annually
League City	Contractor	Announcement	<ul style="list-style-type: none"> • Bilingual (English and Spanish) • 5 years of experience as a judge or equivalent experience • 1 or more years of experience in a court of record
New Braunfels	Employee	Announcement	<ul style="list-style-type: none"> • Review and process court paperwork including, but not limited to, arrest warrants, appeal bonds, judgments and dismissals, in a timely and efficient manner.

¹ References to an “RFQ” refer to a request for qualifications.

² The information provided in this column is merely a sample of the qualifications that have been required by the specified cities. Additional requirements may also exist within each city’s charter.

			<ul style="list-style-type: none"> • Maintain personal and professional integrity while presiding over the Municipal Court, offering clear and concise verdicts to all parties involved. • Coordinate court activities and judicial policy with the Court Administrator.
Pearland	Employee	Announcement	<p>Required licenses include the following:</p> <ul style="list-style-type: none"> • Texas Law License • Municipal Court Judge of Record
Rosenberg	Employee	Announcement	<p>Requirements include the following:</p> <ul style="list-style-type: none"> • Attendance at one accredited judicial education program yearly through the Texas Municipal Courts Education Center (TMCEC) • Completion of 32 hours of continuing judicial education prior to attendance at accredited judicial education program
Stafford			No job description for municipal judge.
Sugarland	Employee	Announcement	<ul style="list-style-type: none"> • Must have a high level of interpersonal skills to handle sensitive and confidential situations and information. Position continually requires demonstrated poise, tact, diplomacy, and the ability to investigate and follow through on unusual requests for service of information. • Ability to apply state, criminal, administrative and constitutional law in a fair and impartial manner. • Ability to maintain an atmosphere of decorum and professionalism in the courtroom.
Webster	Contractor	RFQ	<p>Requires proposers to:</p> <ol style="list-style-type: none"> 1. List and describe any unresolved malpractice claims or complaints filed with the State Bar of Texas. 2. Describe their approach to the administration and management of the municipal court. 3. Describe any direct or indirect involvement with current or previous litigation with the city. 4. Describe any relationships with city employees or members of the city council.

**AGREEMENT BETWEEN
THE CITY OF MISSOURI CITY AND _____
FOR THE POSITION OF PRESIDING MUNICIPAL COURT JUDGE**

STATE OF TEXAS §
 §
COUNTY OF FORT BEND §
 §
CITY OF MISSOURI CITY §

KNOW ALL PERSONS BY THESE PRESENTS

THIS AGREEMENT made and entered into this _____, by and between the City of Missouri City Texas, a municipal corporation, hereinafter called "City," and _____ both of whom understand as follows:

WITNESSETH:

WHEREAS, City desires to contract with _____ as one of several municipal court judges for the City of Missouri City Municipal Court, and, to the degree permitted pursuant to Section 4.03 and of the City Charter and other pertinent sections of the City Charter, ordinances and policies, desires to enter into this Agreement; and

WHEREAS, the governing body, hereinafter called "City Council" appointed _____ as presiding municipal court judge on _____, and hereby desires to establish certain conditions of work and payment of said Judge; and

WHEREAS, _____ hereinafter called "Municipal Court Judge," desires to accept such conditions;

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1: Term

- A. On _____, Municipal Court Judge was appointed for a two (2)-year term of office commencing on _____, and concluding on _____. This Contract is effective on _____, through _____. Pursuant to section 29.005 of the Texas Government Code, the Municipal Court Judge will continue to serve for another term of office beginning on the date a previous term of office expires if the City Council does not take any action by the 91st day following the expiration of such term of office.

- B. Municipal Court Judge is an appointee of City Council from whom broad, general guidance is received, and such guidance shall be communicated through the City Council in annual meetings, which will be scheduled by the City Manager's office in collaboration with the City Secretary.
- C. In accordance with the City Charter, Municipal Court Judge may be removed or replaced, at any time, at the discretion of the council, by vote of the majority of the entire council.

Section 2: Requirements and Standards

- A. Municipal Court Judge shall be an attorney licensed and practicing in the State of Texas and must remain in good standing with the State Bar of Texas at all times during the term of this agreement. Municipal Court Judge is required to keep abreast of federal and state law and local ordinances, including State-mandated fees, as applicable to the City of Missouri City Municipal Court, as well as laws applicable to magistration duties, issuance of warrants and other judicial functions. Municipal Court Judge agrees to adjudicate consistently and within all applicable legal standards. Municipal Court Judge must attend the minimum required continuing education requirements for municipal court judges, including, but not limited to, the annual judge training provided by the Texas Municipal Courts Education Center.
- B. Municipal Court Judge shall comply with the Code of Judicial Conduct of the State of Texas.
- C. Municipal Court Judge shall convey a sense of fairness and shall exhibit respect toward all persons.
- D. For the duration of the Agreement, Municipal Court Judge shall provide his/her best efforts to respond physically, verbally or electronically to a request for service by City within a reasonable time.

Section 3: Work and Benefits

Municipal Court Judge will perform the duties of this Agreement. Municipal Court Judge will be free to contract to perform other municipal court services for other cities or entities while Municipal Court Judge is a part-time employee of the City. Within 30 days of the date on which the last party executes this Agreement, Municipal Court Judge will notify City in writing (by submission to the City Secretary) of all other cities for which Municipal Court Judge provides services, including prosecutorial services, and will provide a revised notification within 30 days of any change to each submission. Municipal Court Judge is not entitled to participate in any leave accrual, pension plans,

insurance programs or other similar benefits that City provides its full-time employees, except that Municipal Court Judge may participate in retirement programs (457-type accounts) which are paid for or contributed to by Municipal Court Judge alone with no financial contribution by City.

Section 4: Duties

City Council has appointed Municipal Court Judge to perform the functions and duties specified in Section 4.03 of the City Charter and applicable provisions of the City Code and state laws and to perform such other legally permissible and proper duties and functions of Texas municipal court judges as City Council shall from time to time assign and as set forth in a **Description of Municipal Court Judge Duties** to be maintained by the City, which in no way shall be inconsistent with state law. Likewise, Municipal Court Judge agrees to dutifully perform to the best of his or her ability, the functions and duties specified in Section 4.03 of the City Charter and applicable provisions of the City Code and state laws; to perform other legally permissible and proper duties and functions of Texas municipal court judges as directed from time to time by the City Council as set forth in a **Description of Municipal Court Judge Duties** to be maintained by the City, which in no way shall be inconsistent with state law.

Pursuant to Section 62-8 of the Missouri City Code, City staff shall facilitate the equitable scheduling of the court docket. The Municipal Court Judge, in collaboration and agreement with City staff and each additional City judge, if any, may establish and, if established, shall follow uniform administrative processes or procedures.

Additionally, Municipal Court Judge shall to the best of his or her ability:

- A. Attend Municipal Court Coordination Meetings, as scheduled, in order to foster communication and the efficient operation of Court.
- B. Work with the City Manager on matters relating to day-to-day operations to improve operations and/or to address concerns.
- C. Meet with City Council at City Council's pleasure.

Section 5: Court Hours

It is recognized that City values the time of the defendants, witnesses and attorneys who attend Municipal Court proceedings. Municipal Court Judge recognizes that court dockets will be scheduled with such priority in mind, and that City has the prerogative to determine which days of the week and times of the day Court may be scheduled. Municipal Court Judge specifically recognizes City may schedule evening dockets. Currently, Court is scheduled on certain Mondays, Tuesdays, Wednesdays and Thursdays at 8:30 a.m. and certain Wednesday afternoons/evenings beginning at 4:00 p.m.

Section 6: Outside Activities

Municipal Court Judge’s outside activities shall not interfere, conflict or curtail any obligations or responsibilities required under this Agreement. Municipal Court Judge shall not represent clients whose interests may be adverse to City.

Section 7: Compensation

As compensation for all required services, as outlined herein, City agrees to pay Municipal Court Judge \$95 per hour. City shall deposit such amounts of Municipal Court Judge’s gross income to any retirement accounts (457-type accounts) as Municipal Court Judge may direct. City shall reimburse Municipal Court Judge for the costs of registration, hotel, travel and reasonable meals upon presentation of documentation of such expense for the annual attorney-judge training provided by the Texas Municipal Courts Education Center. Such reimbursement shall not exceed \$250 per year.

Section 8: Assessment

Municipal Court Judge shall meet in reference to an assessment with City Council at City Council’s pleasure.

Section 9: Resignation

In the event Municipal Court Judge voluntarily resigns from his or her appointment during the term of the appointment, Municipal Court Judge shall give City 30 days notice in advance, unless the parties agree otherwise in writing.

Section 10: Notices

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

City: Mayor
City of Missouri City
1522 Texas Parkway
Missouri City, Texas 77489

Municipal Court Judge: _____

Either party must give the other 10 days advance notice of a change in address.

Section 11: General Provisions

- A. The text herein shall constitute the entire Agreement between the parties with respect to the subject matter hereof. Any previous agreements, whether such be written or verbal, are hereby rescinded.
- B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- C. This Agreement may not be assigned in whole or in part without the other party's prior written approval.
- D. Any failure by either party to insist upon strict performance by the other party shall not be deemed a waiver thereof or of any other provision hereof, and such party shall have the right at any time thereafter to insist upon strict performance of any and all of the provisions of this Agreement.
- E. To the extent not inconsistent with this Agreement, each party reserves all rights, privileges, and immunities under applicable laws.
- F. The construction and validity of this Agreement shall be governed by the laws of the State of Texas without regard to conflicts of law principles. Venue shall be in Fort Bend County, Texas.
- G. If Municipal Court Judge files or prosecutes a lawsuit relating to this Agreement, Municipal Court Judge will not be entitled to the award of attorney's fees.
- H. Pursuant to section 2270.002, Texas Government Code, by executing this Agreement, Municipal Court Judge hereby represents, warrants, and verifies that Municipal Court Judge: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.
- I. Pursuant to section 2252.152, Texas Government Code, Municipal Court Judge warrants, represents, and agrees that Municipal Court Judge is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts as a company that engages in business with Sudan, Iran or a foreign terrorist organization.

IN WITNESS WHEREOF, the City of Missouri City, Texas, has caused this Agreement to be signed and executed in its behalf by its Mayor, Yolanda Ford, and duly attested to by its City Secretary, and Municipal Court Judge has signed and executed this Agreement, both in duplicate, the day and year first written below.

CITY:

MUNCIPAL COURT JUDGE:

Yolanda Ford
Mayor

Date

Date

ATTEST:

Maria Jackson
City Secretary

Date

	Judge Monthly	Judge Per Docket	Judge Hourly	Judge Annualized	Notes
Alvin	\$1,800.00				part time only; 10 hrs per month
Angelton				\$47,601.00	part time only
Bayou Vista	1,000.00				part time only
Baytown - FT				\$129,985.44	FT judge rate
Baytown - PT		\$200.00			The Associate judge rate is \$200 per 1/2 day docket; \$65 per jail docket when court is not scheduled
Bellaire					
Belton					
Bridgeport			\$19.57		80 hours per month; part time only
Bryan					
Burleson					
Cedar Park					
Clear Lake Shores	\$1,350.00				part time only
Cleburne					
Conroe	\$4,160.00				Monthly rate is broken out as: Car Allowance =1175; Salary=2900; Phone Allow=85; not a FTE
Deer Park					
Dickinson		\$350.00			part time only
Friendswood			\$23.56		44 hrs per month; part time only
Fulshear					
Grapevine					
Hitchcock	\$1,500.00				part time only
Houston	\$9,025.34				19 municipal court judges @ biweekly average of 4512.67
Humble					
Huntsville				\$45,000.00	full time
Jersey Village					
Katy		350.00			
Kemah	\$1,200.00				
Lake Jackson				\$47,840.00	part time only
La Marque	\$1,498.00				full time; 53 hrs per month
La Porte					Has PT associate judges @ \$350 flat fee for 4 hours or less; \$700 flat fee for more than 4 hours.
League City					
Lewisville					
Manvel			\$125.00		13 hrs. per month; part time only
Missouri City			\$95.00		\$100 per jail visit-flat fee. \$250 for training.
Nassau Bay	\$1,000.00				part time only
Oakridge North	\$1,400.00				part time only
Pasadena					
Pearland - FT				\$124,000.00	1 FTE Presiding Judge. Only annual TMCEC training provided.
Pearland -PT			\$103.84		2 PT Assocaite Judges earn 103.84 per hour
Pearland -PT			\$96.90		2 PT Assocaite Judges earn 96.90 per hour
Ralls		\$250.00			part time only
Richardson					
Richmond			\$110.00		Contract & max hrs per month = 50
Rosenberg			\$100.00		Part Time only
San Marcos					
Santa Fe				\$21,420.00	part time only
Seabrook			\$150.00		24 hours per month, part time only
Sealy					
Stafford					
Sugarland - FT				\$125,000.00	FTE with full benefits
Sugar Land - PT			\$75.00		4 associate judges on contract
Texas City		\$160.00			part time only
Tomball				31,269.00	part time only; approx. 24 hrs per month
Victoria					
Webster	\$1,575.00	\$315.00			Averages \$18,900 annually; part time only. Webster shares cost of training (\$500-1,000) with other cities. Most training is local.
West University					
Woodlands Township					
Wylie					
Avg	\$2,319	\$271	\$90	\$71,514	
Max	\$9,025	\$350	\$150	\$129,985	
Min	\$1,000	\$160	\$20	\$21,420	
Median	\$1,498	\$283	\$98	\$47,721	

CITY OF FRIENDSWOOD

Position Title: **Municipal Court Judge**
Department: Administrative Services
Location: Public Safety Building

Exemption Status: Exempt
Salary Grade: Appointed by Council
Revision Date: 5/2018

*The job description is intended to present a descriptive list of the range of duties performed. However, the job description is **not** intended to reflect all duties and/or tasks performed within the job.*

SUMMARY

Performs professional judicial duties as the municipal court judge for a court of record for the Friendswood municipal court. The judge acts in the interpretation, application, and enforcement of local ordinances and applicable State laws. The judge shall perform these duties by presiding over the Friendswood municipal court sessions (including pre-trials, trials, hearings, and other judicial proceedings) and functioning as magistrate at the city jail facility for Friendswood. This position is appointed by the Friendswood City Council per City Charter.

DUTIES and RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Preside over City Municipal Court for all class C Misdemeanors, City matters, criminal jury and non-jury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court.
2. Review and/or deny requests for continuances.
3. Determine innocence or culpability (when hearing cases without a jury) and levies fine or bail commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
4. Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
5. Advise inmates of their rights, set bonds, and accept pleas.
6. Be available, or have adequate associate judge expertise available, on a 24/7 basis, to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, prisoner transfer documentation, affidavits, etc.

7. Support court activities with Municipal Court Administrator, City Attorney and/or City Prosecutor, and other city departments.
8. Conduct hearings (including property, emergency protective order, and dangerous dog).
9. Issue warrants (including search, arrest and blood warrants), summons, magistrate warning, sets bonds, etc.
10. Conduct arraignments at the Friendswood City Police Department for prisoners arrested by the City of Friendswood Police Departments as requested by Friendswood City Jail personnel.
11. Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts.
12. Collaborate with the City Council and applicable city department(s) to ensure policies and orders are within the parameters of state law but also consistent with the values of the communities and needs of other departments.
13. Collaborate with the City Council to establish judge specific performance benchmarks regarding the effectiveness and productivity of the court.
14. Prepare annual self-evaluation performance review for review by the Friendswood City Council.
15. Perform additional related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Ordinances, statutes, and court decisions relating to Municipal Court jurisdictions; knowledge of judicial procedure and rules of evidence, as well as the organization, duties, powers, limitations, and authority of the Municipal Court.
- Managerial, leadership, organizational, negotiation, analytical, problem-solving, and decision-making skills.

Ability to:

- Analyze evidence, apply existing laws impartially, and render prompt, equitable verdicts.
- Work well under pressure and respond in a professional manner.
- Establish and maintain effective working relationships with employees, city officials, the general public, and all others contacted in the course of work.
- Possess emotional stability, a sense of fairness, and exhibit respect towards all persons, including but not limited to argumentative and often hostile persons in court and in jail.
- Abide by the Employee Personnel Manuals/Handbooks and subscribe to the core values of the City of Friendswood.
- Communicate clearly and concisely, both orally and in writing.
- Operate a computer, software, and other office equipment, and specifically be proficient in and utilize court software.
- Make oneself available for arrest and search warrant needs.

EXPERIENCE and TRAINING GUIDELINES

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

Five years legal experience is required. Five years' experience as a Municipal Court Judge is preferred.

License or Certification:

- A licensed attorney, in the state of Texas, in good standing.
- Must meet the minimum mandatory continuing education requirements for Municipal Court Judges as established by the Texas Court of Criminal Appeals.

SUPERVISION RECEIVED and EXERCISED

- Reports to the Friendswood City Council from whom broad, general guidance is received.
- Exercises direct supervision over Associate Municipal Court Judge(s).

WORKING CONDITIONS

Environmental Conditions:

Climate-controlled office with minimal exposure to outdoor weather conditions; exposure to computer screens; some travel required.

Physical Conditions:

- Essential and other important responsibilities and duties require maintaining
- physical conditioning necessary to sit, stand, walk, read, write, talk, hear/listen conversational tones, grasp, handle, feel, write, perform data entry, reach, and see.
- Duties may be performed in a stressful environment.
- Maintain mental capacity that permits making sound judgments regarding work.
- Must be available to work extensive hours; including but not limited to, evenings, after and before normal business hours, weekends, and holidays.
- Must pass criminal background check, and other appropriate testing and assessments as required.
- Regular and predictable attendance and punctuality is required.
- Residency – Must be a citizen of the United States and of the State the State of Texas. Must be able to respond within 30 minutes.

NOTE:

Any applicant receiving a bona fide job offer for this position will be required pass a criminal background check prior to employment.

All positions at the City of Friendswood require documentation of employment eligibility in accordance with Federal employment law.

Communication skills in English are required for some specific assignments based upon job-related needs for communication with the general public and/or co-workers. Bilingual skills (Spanish/English) are encouraged, but not required.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified.

The Job Description does not constitute an employment agreement between the City of Friendswood and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above job description. I hereby attest that I have the qualifications outlined in the job description and that I have no physical or mental condition that would impair my ability to perform these duties and responsibilities.

Employee's

Date

Immediate Supervisor's Signature

Date

THE CITY OF GRAPEVINE

POSITION DESCRIPTION

Position:	Municipal Court Judge	File Name: MC-JUDG
Department:	Fiscal Services	
Division:	Municipal Court	_____ Human Resources Director
FLSA:	Exempt	
Date:	March 2016	_____ Department Head

BASIC FUNCTION

The incumbent is appointed into office to serve as presiding judge of the municipal court of record. Responsibilities involve conducting bench and jury trials, accepting pleas, processing appeals, supervising the maintenance of official records of proceedings, and performing the duties of magistrate under state law. Work is performed with professional independence within the framework of City ordinances and state laws applicable to administration of a court of record and judicial proceedings.

NATURE AND SCOPE

1. Reviews jail, pleading and trial calendars prior to scheduled sessions of the court; presides at court sessions; accepts pleadings, conducts bench and jury trials as necessary and sentences defendants found guilty; issues court orders and warrants.
2. Conducts hearings and rules on motions, pre-trial hearings and scheduling of cases outside regular sessions of the court; reviews transcripts of cases appealed and makes initial ruling on appeals.
3. Performs legal research as necessary on matters before the court; studies legal periodicals, new laws and appellate court decisions to maintain current knowledge of judicial developments.
4. Follows all rules of procedure contained in the ordinances of the City and state law. Has the power and authority to administer official oaths and affirmations and give certificates thereof, to place persons upon probation, to issue subpoenas, arrest warrants, search warrants, and all other processes known to the law which justice

courts are by law authorized to issue in similar cases.

Municipal Court Judge

Page 2

NATURE AND SCOPE (Cont'd)

5. Supervises the maintenance of official records of proceedings; makes appropriate notations on the docket as to the disposition of each case.

SKILLS, KNOWLEDGE AND ABILITIES

Must be licensed to practice law in the State of Texas, in good standing, with two or more years of experience in the practice of law in Texas. Must be a citizen of the United States, the State of Texas, and the City of Grapevine.

Requires a thorough knowledge of: City and state laws and appellate court rulings as they pertain to a court of limited jurisdiction, Code of Criminal Procedure, rules of evidence, trial and courtroom procedures, and the functions and operation of a court of record.

Must have the ability to establish and maintain effective working relationships with elected officials, City employees, and citizens; analyze evidence and data presented in court, apply existing laws fairly and impartially, and to render prompt and equitable verdicts; deal courteously and tactfully with all persons having contact or business with the court; communicates effectively, both orally and in writing, in a manner that will be understood by all parties concerned; work with City administration in resolving administrative matters affecting the court; execute duties whenever needed or required; perform all duties in an efficient, competent, and professional manner.

Requires applicant to pass a credit check, Federal/National criminal background investigation and have a valid driver's license with an acceptable driving record as defined by City policy,



POSITION DESCRIPTION

Job Title: Municipal Court Judge Reports to: City Commission
Department: Finance Pay Grade: 27
Division: Municipal Court FLSA Status: Exempt
Job Family: Financial Administration-Officials Administrators

DISTINGUISHING FEATURES OF THE CLASS

Conducts courtroom proceedings in the Harlingen Municipal Court. The Municipal Court Judge will serve a two-year term and is responsible for conducting arraignments, pretrial disposition conferences, calendar calls, and jury and non-jury criminal trials. The Harlingen Municipal Court is a Court of limited jurisdiction; it exercises original jurisdiction over all violations of any ordinance of the City and concurrent jurisdiction over all misdemeanor violations of the law of the State of Texas committed within the City. Duties require the exercise of considerable independent judgment in managing the docket, ruling on motions, and adjudicating cases. Work is performed in accordance with the law and is subject to review by a higher court through an appeal or special action.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited, to the following:

- Hears cases and renders judgments, establishing appropriate sentences and fines as necessary;
- Conducts arraignments, court trials, jury trials, pre-trial hearings, mitigation hearings for criminal traffic and non-traffic violators;
- Accountable for the integrity and appropriateness of the judgments made in court;
- Keeps up-to-date on current court procedures, including The Texas Justice Court Rules and Regulations, all applicable state and federal laws, and City ordinances;
- Works with City officials in the development of new procedures and programs;
- Magistrates Class A and B misdemeanor and felony defendants;
- Performs other duties pertinent to the position.

SUPERVISION RECEIVED & EXERCISED

- General policy direction is received from the City Manager.
- This position has no supervisory responsibilities.

QUALIFICATION GUIDELINES

Knowledge of:

- Substantive criminal law and state criminal laws that are filed in Municipal Court as set forth in Texas Rules of Criminal Procedures and Rules of Evidence.
- State Traffic laws, City of Harlingen Traffic Ordinances, and rules of Procedure in Civil Traffic Violation cases.
- Court policies and procedures.

Ability to:

- Communicate orally with defendants, witnesses, and the public in group settings to give instructions or information, and to respond to questions.
- Visually observe people's behavior in a courtroom setting.
- Comprehend and make inferences from written material.
- Produce written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar.
- Conduct and control court proceedings, elicit pertinent information, and confine witnesses and litigants to relevant issues.
- Appraise factual situations and make appropriate decisions promptly and in accordance with the law.
- Manage the cases scheduled in the courtroom in an effective and efficient manner.
- Work safely without presenting a direct threat to self or others.

Additional requirements:

- Admission to the Bar in the State of Texas.
- Must not have any outstanding delinquent City of Harlingen financial obligations and must not be a party or attorney in any lawsuit against the City of Harlingen.
- Some positions will require the performance of other essential and marginal functions.

Education & Experience:

- Possession of a Juris Doctorate degree from an accredited law school; must be licensed by the State Bar of Texas and have two or more years experience in the practice of law as a licensed attorney in Texas.

Licenses, Certificates & Registrations:

- TMCEC Certification, updated annually

PHYSICAL REQUIREMENTS

The employee is regularly required to sit; use hands and fingers. The employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORKING CONDITIONS

The noise level in the work environment is usually moderate.



Municipal Court Judge (Part-Time)

Class Code:
MC50

Bargaining Unit: Municipal Court

CITY OF LEAGUE CITY
Established Date: Aug 14, 2018
Revision Date: Aug 14, 2018

JOB DESCRIPTION:

- The part time Municipal Court Associate Judge performs professional judicial duties in the interpretation, application, and enforcement of local ordinances and applicable state laws. This position has jurisdiction over all proceedings for the violation of any ordinance of the City and all Class C misdemeanor violations committed within the city limits of League City, Texas. The League City Municipal Court is a court of record.

EXAMPLE OF DUTIES:

- Review calls for service, citations, and Municipal Court information forms received from the Police Department
- Magistrate prisoners arrested overnight at the City Jail and prisoners arrested during working hours at the jail
- Magistrate juveniles and verify statements during operating hours and after hours for the Police Dept.
- Issues Emergency Protective Orders
- Prepares Court papers for County and District Court, as applicable
- Presides over Municipal Court for all class C misdemeanors, city ordinances, traffic violations, criminal misdemeanor, property matters, criminal jury and non-jury trials, juvenile hearings and warnings, and other cases appropriately tried in Municipal Court.
- Reviews and sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, prisoner transfer documentation, affidavits, etc.
- Levies fine and bail commensurate with the violations of the law, preserves equity and uniformity in the application of existing laws and ordinances.
- Issues warrants, summons, magistrate warnings and set bonds.
- Prepares and analyzes comprehensive legal documents
- Establishes and maintains effective working relationships with employees, city officials and general public
- Examines evidence in criminal cases

- Possesses knowledge of ordinances, statutes and court decisions relating to Municipal Court jurisdictions; knowledge of judicial procedures and rules of evidence, as well as the organization, duties, powers, limitations and authority of the Municipal Court.
- Presides over and administers justice in the disposition of cases
- Presides over jury and bench trials
- Arraign prisoners held in the jail.
- Other such duties as prescribed by the City Council or Presiding Municipal Court Judge

MINIMUM QUALIFICATIONS:

Minimum Qualifications

- High School Diploma or equivalent
- Class C Texas Driver's License
- Licensed attorney in the State of Texas and in good standing with the State Bar

Preferred Qualifications

- Bilingual (English and Spanish)
- 5 years of experience as a Judge or equivalent experience
- 1 or more years of experience in a court of record
- Physical Demands and Working Conditions

KSA'S AND PHYSICAL REQUIREMENTS:

- Physical requirements include lifting up to 25 pounds occasionally
- Subject to standing, sitting, walking, climbing, bending, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope
- Working conditions are primarily inside with occasional exposure to the outdoors



MUNICIPAL COURT JUDGE

Department:	City Council/Municipal Court	Class Code/Pay Grade:	11801/C3
Revised Date:	January 2016	FLSA Status:	Exempt
		Safety/Security Sensitive:	Yes

GENERAL PURPOSE: Performs a variety of highly skilled court functions, such as interpreting, applying and enforcing applicable State Laws and City Ordinances of the City of New Braunfels; presides over jury and non-jury trials, hearings and various dockets; performs magistration duties as required; coordinates court activity; supervises associate judge(s); appointed by the City Council.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Performs magistration duties as outlined in Texas State law including, but not limited to, issuing warrants and summons, presiding over property hearings, issuing juvenile warnings and arraigning prisoners at the county jail.
- Reviews and processes court paperwork including, but not limited to, arrest warrants, appeal bonds, judgments and dismissals, in a timely and efficient manner.
- Maintains personal and professional integrity while presiding over the Municipal Court, offering clear and concise verdicts to all parties involved.
- Coordinates court activities and judicial policy with the Court Administrator.
- Submits to City Council the annual judicial budget needs and requests.
- Supervises and works closely with the Associate Municipal Court Judge(s).
- Complies with State mandated continuing judicial and mandatory state bar continuing legal education requirements and remains current on State and Municipal Law.
- Interacts with the Court Prosecutor on trials, agreements and dismissals of cases in order to operate an efficient court.
- Coordinates with defense attorneys and Court Prosecutor for timely and efficient disposition of cases.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Must possess a Juris doctorate degree from an accredited institution and have at least five (5) years of experience as a licensed attorney in the State of Texas, with a focus in trials, criminal prosecutions and municipal court operations; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

CC-Municipal Court Judge

- Must be a licensed attorney in the State of Texas and in good standing with the Texas State Bar Association.
- Must possess a valid Texas Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Ordinances, statutes and court decisions relating to municipal court jurisdiction.
- The duties, powers, limitations and authority of a municipal court and municipal court judges.
- Principles and practices of a municipal court, including knowledge of judicial procedure and rules of evidence.
- Principles, methods and techniques of public information, media and community relations.

Required Skill in:

- Analyzing evidence and applying existing laws.
- The ability to remain impartial when rendering verdicts.
- The ability to conduct legal research.
- Communicating effectively with others, both orally and in writing, to express legal concepts and opinion in a manner understandable by all parties present.
- Assessing and prioritizing multiple tasks, cases and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials and citizens.
- Operating a personal computer utilizing a variety of business software.
- Maintaining and enforcing all aspects of security and confidentiality of information, documents and records.

Physical Demands / Work Environment:

- Work is performed in an office environment; is subject to sitting, standing, bending and reaching for extended periods of time; and must be able to safely pull, push, lift and carry items weighing up to forty (40) pounds.
- Required to be available evenings, weekends and holidays for jail and juvenile magistrations and to review any blood warrants.
- May be required to work immediately before, during or after an emergency or disaster.
- NOTE: This position is designated safety and/or security sensitive.

I have read and understand this Position Description.

Employee Signature

Date



ASSOCIATE MUNICIPAL COURT JUDGE

Department:	Municipal Court	Class Code/Pay Grade:	11809/TEMP/COUN
Revised Date:	December 2017	FLSA Status:	Exempt
		Safety/Security Sensitive:	XXX

GENERAL PURPOSE: Performs a variety of highly skilled court functions, such as interpreting, applying and enforcing applicable State Laws and City Ordinances of the City of New Braunfels; presides over jury and non-jury trials, hearings and docket presentation when the Municipal Court Judge is unavailable; performs magistration duties as required; performs resolution of capias pro fines at the jail when Judge is unavailable; performs signing of warrants, judgements, and orders when Judge is not available; appointed by the City Council.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE** intended to serve as a comprehensive list of all duties performed by all employees in this classification.

- Performs magistration duties as outlined in Texas State law including, but not limited to, issuing warrants and summons, presiding over property hearings, issuing juvenile warnings and arraigning prisoners at the county jail when necessary.
- Reviews and processes court paperwork including, but not limited to, arrest warrants, appeal bonds, judgments and dismissals, in a timely and efficient manner.
- Maintains personal and professional integrity while presiding over the Municipal Court, offering clear and concise verdicts to all parties involved.
- Complies with State mandated continuing judicial and mandatory state bar continuing legal education requirements and remains current on State and Municipal Law.
- Interacts with the Court Prosecutor on trials, agreements and dismissals of cases in order to operate an efficient court.

MINIMUM QUALIFICATIONS:

Education and Experience:

Must possess a Juris doctorate degree from an accredited institution and have at least three (3) years experience as a licensed attorney in the State of Texas, with a focus in trials, criminal prosecutions and municipal court operations; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must be a licensed attorney in the State of Texas and in good standing with the Texas State Bar Association.
- Must possess a valid Texas Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Ordinances, statutes and court decisions relating to municipal court jurisdiction.

CC-Municipal Court Judge

- The duties, powers, limitations and authority of a municipal court and municipal court judges.
- Principles and practices of a municipal court, including knowledge of judicial procedure and rules of evidence.
- Principles, methods and techniques of public information, media and community relations.

Required Skill in:

- Analyzing evidence and applying existing laws.
- The ability to remain impartial when rendering verdicts.
- The ability to conduct legal research.
- Communicating effectively with others, both orally and in writing, to express legal concepts and opinion in a manner understandable by all parties present.
- Assessing and prioritizing multiple tasks, cases and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials and citizens.
- Operating a personal computer utilizing a variety of business software.
- Maintaining and enforcing all aspects of security and confidentiality of information, documents and records.

Physical Demands / Work Environment:

- Work is performed in an office environment; is subject to sitting, standing, bending and reaching for extended periods of time; and must be able to safely pull, push, lift and carry items weighing up to forty (40) pounds.
- Required to be available evenings, weekends and holidays for jail and juvenile magistration and to review any blood warrants.
- May be required to work immediately before, during or after an emergency or disaster.
- NOTE: This position is designated safety and/or security sensitive.

I have read and understand this Position Description.

Employee Signature

Date



This Class Description does not constitute an employment agreement between the City and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the City as the needs of the city and requirements of the position change.

General Description

The purpose of this class within the organization is to preside over the Municipal Court of Record for the City of Pearland, Texas.

This class formulates long-range goals for the organization, develop policy and position papers and negotiate with the chief administrative officer and/or elected officials.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Advises inmates of their constitutional rights in the jail for persons arrested with Class "C" misdemeanors for the City of Pearland.

Approves surety bonds and performs indigence hearings in the jail for capias pro fine warrants.

Presides over court proceedings, including arraignments, pretrial, jury trials, bench trials, juvenile dockets, property hearings, show cause hearings, nuisance abatement hearings, and teen court.

Magistrates and arraigns prisoners at the jail (sets bond, accepts pleas, conducts hearings on capias pro fine prisoners); completes and provides all documentation to jailers and court clerks.

Reviews revision of policy, procedures, standing orders, fine schedules, and all documents of the court.

Remains on call for issuing blood warrants for DWI's; reviews blood warrants.

Reviews all files and queues in draft orders, dismissals, motions, warrants, and court correspondence.





Additional Duties:

Reviews and approves proper bonds (surety, cash, attorney bonds); issues capias warrants if defendant fails to appear while on bond; holds bond forfeiture hearings and decides case based upon evidence.

Supervises and evaluates associate judges, bailiffs and juvenile case managers.

Covers municipal dockets for presiding judge and teen court.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures or methodologies based on new facts, knowledge, or interpretations.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Directs or commands others by issuing orders and instructions.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department and/or handling of very large amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.



City of Pearland, TX		
Title: Municipal Court Judge	Class Code: 345	

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads and interprets professional materials, involving advanced bodies of knowledge related to law and other complex disciplines; writes extremely complex papers and reports; speaks to high level legal or other such groups.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Decision-making is almost entire focus of the job, affecting most segments of the organization and the general public; works in a highly dynamic environment, and is responsible for establishing goals, objectives and policies.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs work involving the application of principles of logical thinking or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderately serious – affects work unit and may affect other units or citizens.

Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.





Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires a Law Degree.

Requires six years presiding judge or closely related experience.

Special Certifications and Licenses:

Texas Law License
Municipal Court Judge of Record



City of Pearland, TX	
Title: Municipal Court Judge Class Code: 345	

Americans with Disabilities Act Compliance

The City of Pearland, TX is an Equal Opportunity Employer. The ADA requires the City of Pearland, TX to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Emergency Management Responsibilities

During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

Organization-wide Employee Responsibilities

All City of Pearland employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the City of Pearland’s Ethics and Conflict of Interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

To optimize performance of the organization City of Pearland employees are expected to use multi-directional communication (top to bottom, bottom to top, and across peer groups), use cross-functional teams to promote a greater understanding of the organization by employees at all levels, create to a culture of continuous learning that encourages and supports employee development and growth, embrace technology with a focus on improving service delivery, productivity and connectivity, and create an environment where innovation is supported and encouraged.



**CITY OF ROSENBERG
JOB DESCRIPTION**

TITLE:	Judge of the Municipal Court	POS NUMBER:	1417-____-100
DEPARTMENT:	Municipal Court	PAY GRADE:	
REPORTS TO:	City Council	DBM RATING:	
FLSA STATUS:	Exempt	EEO CATEGORY:	
		EFFECTIVE DATE:	May 2016

POSITION SUMMARY:

The Municipal Judge serves a public officer for the City of Rosenberg and executes judicial duties as the municipal court judge and shall perform all the duties and powers conferred upon such office by the laws of the state and such other duties as may be assigned by City Council. Responsible for interpretation, application, and enforcement of Supreme Court Rules, state statutes, City ordinance, and case law when presiding over municipal court sessions including pre-trials, trials, hearings and other judicial proceedings. Imposes sentences commensurate to the offense and within the parameters allowed by law. Adheres to Code of Judicial Conduct to respect and honor the judicial office as a public trust and strive to enhance and maintain confidence in our legal system as an arbiter of facts and law for the resolution of disputes and a highly visible symbol of government under the rule of law.

ESSENTIAL FUNCTIONS:

- Perform judicial, magistrate, and ministerial duties as defined in Chapter Section 4.04 known as the municipal court exercising jurisdiction as defined and designed by the laws of the state and the Charter and ordinance of the city.
 - Serve as chief judge presiding over municipal court
 - Administers Oaths
 - Dismiss Cases
 - Controlling the Courtroom
 - Disqualification and Recusal
- Organizes and schedule court activities:
 - Performs judicial duties for all Class C Misdemeanors, City matters, criminal jury and non-jury trials, pretrial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court
 - Review and or deny requests for continuances
 - Determine innocence or culpability and set and collect fines (payment plans, extensions, community service) or bail commensurate with the violation; commit a defendant to jail for unpaid fines/costs in such manner to preserve equity and uniformity in the application of existing laws and ordinances
 - Conduct hearings (including bond, property, emergency protective order, dangerous dog, and dangerous buildings)
 - Issue warrants (including search, arrest and blood warrants), summons, magistrate warnings, sets bonds, etc.
 - Advise inmates of their rights, set bonds, and accept pleas
- Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law
- Be available, or have adequate associate judge expertise available, on a 24/7 basis, to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, prisoner transfer documentation, affidavits, etc.
- Performing a variety of administrative functions:
 - Support court activities with Municipal Court Administrator, City Attorney and/or City Persecutor, and other city departments.
 - Develops and maintains policies and procedures
 - Allocation of workload
 - Assignment cases to the various courts
 - Directing court support personnel
- Adheres to Texas Disciplinary Rules of Professional Conduct and the Code of Judicial Conduct in performing duties.

- Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance
 - Perform legal research as needed to determine fine amounts
- Collaborate with the City Council, City Manager, and applicable city department(s) to ensure policies and order are within the parameters of state law but also consistent with the value of the community and needs of other departments
- Collaborate with the City Council and City Manager to establish judge specific performance benchmarks regarding the effectiveness and productivity of the court
- Performs other duties as assigned

KNOWLEDGE OF:

- Legal proceedings, trial procedures and the laws of the State of Texas and Texas Rules of Form
- Ordinance, statues, and court decisions relating to Municipal Court jurisdictions
- Judicial procedures and rules of evidence, as well as the organization, duties, powers, limitations, and authority of the Municipal Court
- Managerial, leadership, organizational, negotiation, analytical problem-solving, and decision-making skills
- Excellent legal research and writing skills
- Ability to identify, analyze and present and communicate issues clearly and effectively, both orally and in writing
- Computer research and word processing skills

SKILL IN:

- Application or interpretation of law based on finding of fact demanding an exercise of judgment to formulate conclusions of law, a decision of a question of law or fact, or a choice of alternatives guided by the rules and principles of law
- Evidence analysis, applying existing laws impartially, and render prompt, equitable verdicts
- Establishing and maintaining effective relationships with employees, city officials, law enforcement, community partners and the general public
- Handling sensitive interpersonal situations calmly and tactfully and performing well under pressure
- Empathizing, valuing, and dealing successfully with the special capabilities, distinctive cultural histories, and unique needs of people of various socio-economic, ethnic, and cultural backgrounds
- Maintaining the highest standards of ethical behavior, exercising honesty and integrity, respect, confidentiality, and fairness in the execution of their official responsibilities
- Skill in operating a variety of standard and specialized software including web browsers, and/or other types of records management systems

WORKING ENVIRONMENT:

- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
 - Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Incumbents may be subjected to travel.

REQUIRED QUALIFICATIONS:

- Resident of Texas
- U. S. citizen
- Five (5) years legal experience with a focus in mediation or arbitration resolution

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Oath of Office
- Attendance at one accredited judicial education program yearly through the Texas Municipal Courts Education Center (TMCEC)
- Completion of 32 hours of continuing judicial education prior to attendance at accredited judicial education program

DESIRED QUALIFICATIONS:

- Experience as Municipal Judge
- Bi-lingual
- State of Texas licensed attorney in good standing
- Experience in the practice of law in this State of Texas

APPROVALS:

Employee

Date

Supervisor

Date

Department Head

Date

Director of Human Resources

Date

EMPLOYEE REVIEW:

I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements and does not constitute an employment agreement with the City of Rosenberg. I have been given a copy of this description.

Incumbent's Signature

Date



POSITION DESCRIPTION

POSITION TITLE: MUNICIPAL COURT JUDGE

Department	Municipal Court	Position #	6000
Program #	1350	Salary Range	M-03
Reports To	Mayor and City Council	FLSA Status	Exempt
Supervises	Associate Judge	Date of Revision	10/01/2003

POSITION FUNCTION SUMMARY: Presides over Municipal Court sessions and functions as Magistrate to administer justice in the disposition of cases involving ordinance or statutory misdemeanor violations within the jurisdiction of the Municipal Court. Conducts all duties within the guidelines established by the Code of Criminal Procedure, Penal Code, Code of Civil Procedure, Texas Family Code, Texas Motor Vehicle Code, American Bar Association Code of Judicial Conduct, and precedents set by Texas Law, City Ordinances and Charter, United States Constitution, and Texas State Constitution. The Court Administrator, by City Charter, is responsible for the operations of the court. The Judge interfaces and cooperates with the Municipal Court Administrator and staff to assure the orderly, efficient and effective conducts of the court.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- Presides over business of the court
 1. Sets bonds, and fine amounts other than mandated by state law and City Ordinance.
 2. Presides over daily arraignments:
 - a. Advises defendants of their rights
 - b. Enters their plea before the court
 3. Preside over non-jury trials:
 - a. Decides all questions of the law
 - b. Hears evidence
 - c. Renders appropriate judgment
 4. Presides over jury trial:

POSITION TITLE: MUNICIPAL COURT JUDGE

- a. Rule on challenges to jurors for cause
 - b. Presides over the conduct of the trial
 - c. Rule on questions of the law
 - d. Charges the jury
 - e. Enters jury verdict on judge's docket
 - f. Renders proper judgment and sentences thereon
5. Handles miscellaneous court proceedings:
- a. Conducts pretrial hearings
 - b. Rules on pretrial motions as required
 - c. Holds contempt hearings as required
 - d. Holds indigent hearings as required
 - e. Review correspondence and court paperwork on a daily basis
 - f. Review and approves bond forfeitures proceedings as required
 - g. Approves expunctions as required
 - h. Conducts show cause hearings as required
 - i. Grants continuances in cases where sufficient cause is demonstrated
 - j. Rules on motions for new trials
 - k. Conducts arraignments for jail and bond cases
 - l. Sees public on Class "C" misdemeanors
 - m. Administer oaths and affirmations.
- Serves as magistrate of the State of Texas
1. Handles miscellaneous duties as magistrate
 2. Administers magistrate warnings to defendants
 3. Sets and forfeits bail
 4. Issues search and arrest warrants
 5. Accepts misdemeanor complaints
 6. Handles juvenile warnings and statements
 7. Conducts emergency involuntary hospitalization hearings
 8. Issues protective orders for family violence
- Administrative
1. Resources will be made available to the judge, (Associate Judges) to ensure that all judicial functions are covered in absence of the judge. Absences include sick, vacation, continuing education, and minimal time away from work for speaking/seminar engagements associated with professional organization.
 2. Resources will also be provided to the judge (Associate Judges) to ensure that all weekends and holidays are covered for on-call responsibilities.
 3. The Judge is to coordinate and schedule the work of the Associate Judges as needed and required, but not to exceed the amount budgeted for the Associate Judges.
 4. Plan and organize work schedules to ensure that all judicial functions are covered within
 - a. Arraignments, including evening, weekend, and holidays as required
 - b. Trials, including jury, non-jury, and pre-trials
 - c. Hearings as required
 - d. Juvenile night court
 - e. Vacation time, training, and on call during weekends within dollars budgeted.
 5. Coordinates official duties and activities with appropriate individual departments and agencies to insure harmonious relationships, conducts correspondence with defendants.

KNOWLEDGE SKILLS & ABILITIES: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

- Knowledge of the standards for Municipal Court Administration in the State of Texas.
- Knowledge of proper courtroom procedure and the rules of evidence.
- Knowledge of criminal law.
- Knowledge of local ordinances, laws, and procedures.
- Must possess knowledge and skill with a variety of computer software applications in word processing, spreadsheets, databases and presentation software (MS Word, Excel, Access, and PowerPoint.)
- Must have a high level of interpersonal skills to handle sensitive and confidential situations and information. Position continually requires demonstrated poise, tact, diplomacy, and the ability to investigate and follow through on unusual requests for service of information.
- Work requires continual attention to detail, and the ability to establish priorities and meet deadlines.
- Ability to apply a broad legal background to judgments made of the bench.
- Ability to apply state, criminal, administrative and constitutional law in a fair and impartial manner.
- Ability to be on-call weekends and holidays, as required.
- Ability to be sensitive to diverse personalities, lifestyles, and orientations.
- Ability to communicate complex legal ideas and/or decisions to a variety of audiences in clear, comprehensive and professional manner.
- Ability to grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions.
- Ability to maintain an atmosphere of decorum and professionalism in the courtroom.
- Ability to plan, organize and direct all judicial functions of the court.
- Ability to plan, organize and evaluate the work of others.
- Ability to respond within one hour to an emergency requests, such as search or arrest warrants.

EDUCATION, EXPERIENCE AND TRAINING: THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE CITY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

Formal Education:

- Doctor of Jurisprudence from an accredited school of law.

Relatable Work Experience:

POSITION TITLE: MUNICIPAL COURT JUDGE

- Minimum of five years experience in work involving criminal law and procedure and considerable public contact, with responsible experience in community or civic organizations.
- Previous municipal judicial experience preferred.

Training (License and/or Certification):

- Licensed by the State Bar of Texas and in good standing.
- Annual certification by the Texas Municipal Court Education Center.
- Texas Class C driver's license with good driving record.

PHYSICAL DEMANDS: THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

STAND/WALK	Occasional walking within Municipal Court Department (between private office to courtroom.)
SIT	For most job tasks at a standard desk with an executive chair; at meetings; to drive; to meet with others in their office.
TALK/LISTEN	To be able to orally communicate with staff, other City employees/officials, and the public.
DEXTERITY	To be able to write, use the computer, calculator, and the telephone.
CLIMB/BALANCE	Not applicable
STOOP/CRAWL/ KNEEL/CROUCH	To be able to retrieve files from bottom drawers or shelves, and to be able to reach top drawers or shelves with supportive assistance.
LIFT/MOVE/ PUSH/PULL	To be able to lift/move law books weighing up to 10 lbs.
VISION	To be able to use a computer; to read and to write.

WORK ENVIRONMENT: THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

BUSINESS HOURS/ DAYS OF WORK	8:00 a.m. to 5:00 p.m., Monday through Friday
DESCRIPTION OF DAILY WORK ENVIRONMENT	Primary work area is located in the courtroom. Courtroom preparation and court administration are performed in a private office setting often under stringent timelines and competing requests.

Request for Qualifications # 17-05 For Professional Judicial Services

The City of Webster, Texas (the "City") is seeking proposals from qualified individuals who can provide professional judicial services in the capacity of Presiding Judge or Associate Judge. The information provided must demonstrate to the City that the individual would be qualified and competent to provide the services requested. To be considered "qualified", individuals must demonstrate the skills and experience necessary to provide, at a minimum, the services listed in this Request for Qualifications. Services shall be undertaken in a manner consistent with prevailing standards and applicable laws of the State of Texas and the City of Webster. Individuals will be chosen based upon his or her demonstrated experience as a Municipal Court Judge for a city of similar size and his or her ability to serve in this capacity. Municipal court judges are appointed by City Council as part-time professionals and subject to federal income tax withholding. The judges are not employees of the City. No benefits are offered other than compensation for the services that are provided. This Request for Qualifications seeks candidates for the position of Associate Judge. Associate Judges should consider the possibility of becoming the Presiding Judge in the future.

INTRODUCTION

The City of Webster Municipal Court processes all Class C criminal charges filed by the Police, Fire Marshal, and Code Enforcement Officers that are alleged to have occurred within the territorial limits of the City of Webster. These include charges filed under the Texas Transportation Code, Penal Code, Alcoholic Beverage Code, Health and Safety Code, Education Code and Webster Code of Ordinances. The Municipal Court operates in a paperless work environment where all documents are processed and maintained in a computerized environment. One Presiding Judge and two Associate Judges currently provide professional judicial services for the Municipal Court.

The court docket schedule is listed below:

Jail Arraignments	Daily in the morning, if there are detainees
Arraignments	Every Wednesday at 9AM
Jury Trials	1 st Thursday of the month at 8AM
Pre-trials	4 th Thursday of the month at 9AM
Bench Trails	3 rd Thursday of the month at 9AM, 1PM and 6PM
Juveniles	3 rd Thursday of the month at 6PM

Compensation rates for the judges are set by City Council. There are typically 7 – 9 dockets per month, each lasting less than two hours. The Presiding Judge is paid \$350 per docket, payable on a monthly basis, with a minimum monthly payment of \$1,575. Associate Judges are paid \$1,000 per month (based upon 15 days assigned to jail arraignments) plus \$350 per docket if called upon to preside over a docket. The selected individuals must agree to these rates of pay.

SCOPE OF SERVICES REQUESTED

The scope of services to be provided by the selected individuals will include, but not be limited to, the following:

Presiding Judge Services

1. Preside over the municipal court dockets which shall include plea or arraignment, non-jury, jury, show cause, *scire facias*, indigence, motions, pre-trials, and juvenile-now-adult.
2. Administer the court's operation in a paperless work environment, including coordination of his or her schedule with the schedules of other judges, to ensure a judge is present for all dockets.

3. Consult with the City Prosecutor, Court Administrator, and other City employees as to methods and procedures to improve the operation of the Municipal Court.
4. Supervise all Associate Judges. The Presiding Judge does not serve in a supervisory role over the Court Administrator, Deputy Court Administrator, Deputy Court Clerks, or any non-judicial employees.
5. Agree that he or she shall not engage in the practice of law before the City Council of the City of Webster, nor any of its courts, agencies, boards or commissions during the tenure of office.

Associate Judge Services

1. Preside over the municipal court dockets to which he or she may be assigned by the Presiding Judge, which shall include plea or arraignment, non-jury, jury, show cause, *scire facias*, indigence, motions, pre-trials, and juvenile-now-adult.
2. Perform jail arraignments in a paperless work environment. This **is** the primary function of this position and is shared among all of the Associate Judges.
3. Consult with the Presiding Judge, City Prosecutor, Court Administrator, and other City employees as to methods and procedures to improve the operation of the Municipal Court.
4. Acknowledge that the Associate Judge does not serve in a supervisory role over the Court Administrator, Deputy Court Administrator, Deputy Court Clerks, or any non-judicial employees.
5. Agree that he or she shall not engage in the practice of law before the City Council of the City of Webster, nor any of its courts, agencies, boards or commissions during the tenure of office.

INSTRUCTIONS FOR PREPARING PROPOSAL

Each proposal must contain responses to each of the following items. Individuals are encouraged to respond fully. Submit the response under each item listed below.

1. Provide proof of licensure and authorization to practice law in the State of Texas, including a list of all firm names to which the respondent is currently and formerly associated, and describe the services provided to each current or former firm.
2. List all municipalities to which judicial services have been provided by the respondent and describe those duties and services in full.
3. Describe what assurances the City has that the respondent will fulfill the roles as proposed and will be readily available and accessible to the City as needed. Include in the description a list of all activities, services, engagements, or commitments that could prevent the respondent from fulfilling the role.
4. Describe any previous work experience in a paperless environment, including the specific municipal court software and how the paperless environment increased or decreased court efficiency.
5. Provide a statement of understanding the scope of services being requested for Associate Judge and confirm your ability to provide the requested services.
6. Provide a statement of understanding the scope of services being requested for Presiding Judge and confirm your ability to provide the requested services.
7. Provide a statement of understanding about the rates of pay for the Associate Judge and Presiding Judge and confirm that you are willing to accept those rates if chosen.

8. Provide at least three (3) references from municipalities for whom you have provided professional judicial services similar to those listed in this Request for Qualifications, including names and telephone numbers.
9. List and describe any unresolved malpractice claims or complaints filed against you with the State Bar of Texas.
10. Describe your approach to the administration and management of the Municipal Court.
11. Describe any direct or indirect involvement with current or previous litigation with the City of Webster.
12. Describe any relationships with City employees or members of the Webster city council.
13. Provide a statement regarding your assurance that this appointment will not result in a conflict of interest.

CONTRACTUAL OBLIGATION

The contents of this Request for Qualifications and the responses of the successful individual shall become part of a contractual obligation. Failure to accept these obligations as a contractual agreement would result in cancellation of the award.

ADDITIONAL INFORMATION

The following will be considered when reviewing the proposals and determining successful candidate:
 a) qualifications; b) relevant experience and reputation; and c) statement of understanding and responses to Request for Qualifications.

SCHEDULE OF EVENTS:

- | | |
|----------------------|--|
| July 12, 2017 | Distribution of Request for Qualifications |
| July 31, 2017 | Deadline for submitting proposals 3:00 PM. Proposals will be opened immediately after 3:00 PM deadline. |

AWARDS PROCESS

A committee will review all responses for completeness and provide them to the governing body who will select candidates to interview. The finalists will be notified of the date and time for interviews.

STANDARD TERMS AND CONDITIONS

- A. Proposal Costs Incurred:
The City is not liable for any costs incurred by individuals responding to the Request for Qualifications.
- B. Proprietary Information:
The individuals are hereby notified that information submitted will be handled in accordance with applicable laws, regulations, and policies of the City.
- C. Deviations and Exceptions:

Deviations and exceptions from terms, conditions, or specifications shall be described fully by the respondent. In the absence of such statement, the proposals shall be deemed to be in strict compliance with all terms, conditions, and specifications.

- D. The City reserves the right to reject any or all proposals or to cancel this solicitation at any time, to waive any informality or irregularity in any RFQ received, and to be the sole judge of the merits of the respective RFQs received.**

INSTRUCTIONS AND CONDITIONS FOR SUBMITTING PROPOSALS

Any questions related to this Request for Qualifications should be directed to Crystal Roan, City Secretary, at (281) 316-4101.

Respondents must submit an original and three (3) copies of their proposal.

The City shall not be held responsible for any oral instruction. Any changes to this RFQ will be in the form of an addendum, which will be furnished to all registered RFQ holders.

Section 29.005 of the Texas Government Code provides that the judge of a municipal court serves for a term of two years unless the municipality provides for a longer term pursuant to Article XI, Section 11 of the Texas Constitution. Accordingly, the term of the municipal court judge will commence on the date set forth in the contract to be entered into between the City and the applicant and will end two years from that date, subject to sooner removal for proper cause by the city council.

Each proposal should be addressed to the City of Webster, Attention: Crystal Roan, City Secretary, 101 Pennsylvania Avenue, Webster, TX 77598, by 3:00 P.M., July 31, 2017. All proposals should be mailed and clearly marked "Qualifications for Professional Judicial Services". Proposals received after the deadline will not be accepted.



**CITY COUNCIL
AGENDA ITEM COVER MEMO**

February 18, 2019

To: Mayor and City Council
Agenda Item: 2(d) TIRZ Annual Reports for Zones No. One, No. Two (Vicksburg), and No. Three (Sienna Zone)

Submitted by: Bertha P. Alexander, Budget & Financial Reporting Manager

SYNOPSIS

Section 311.016 of the Tax Code requires the governing body of a municipality or county to submit an annual report on the status of the Tax Increment Reinvestment Zone (TIRZ) to the chief executive officer of each taxing unit that participates in the zone.

The report must include the amount and source of revenues, the amount and purpose of the expenditures from the fund, the principal and interest due on outstanding debt, the tax increment base, and the current captured appraised value. A copy of the report must also be sent to the State Comptroller's Office.

Upon receipt and review of the reports by City Council, the reports will be submitted to the participating entities (Fort Bend County, Houston Community College, and Sienna LID) and to the State Comptroller's Office.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Maintain a financially sound City
- Have quality development through buildout

BACKGROUND

Section 311.016 of the Tax Code also requires the governing body of a municipality to include a completed Tax Increment Finance (TIF) Registry, Form 50-806 with the annual report. The TIF must include the size of the zone in acres, the types of property in the zone, all improvements projects in progress or completed within the zone, the fund balance at the end of the fiscal year, all revenues and expenditures for the zone, a listing of principal and interest due on bonded indebtedness, the tax increment base at the creation of the zone and the current captured appraised value.

BUDGET/FISCAL ANALYSIS

The taxable value for TIRZ No.1 increased from \$69,847,791 in FY1999 to \$174,492,567 in FY2018. The County participated in TIRZ No. One during FY2018.

The taxable value for TIRZ No.2 increased in the original area from \$2,114,010 in FY1999 to \$288,994,029 in FY2018. The County participated in TIRZ No. Two during FY2018.

The taxable value for TIRZ No.3 increased in the original area from \$28,704,500 in FY2007 to \$169,390,890 in FY2018. The County, Houston Community College, and Sienna LID participated in TIRZ No. Three during FY2018.

SUPPORTING MATERIALS

1. TIRZ No. One – Cover letter , Annual Report and Form 50-806
2. TIRZ No. Two – Cover Letter, Annual Report and Form 50-806
3. TIRZ No. Three – Cover Letter, Annual Report and Form 50-806

STAFF'S RECOMMENDATION

Staff recommends approval of the submission of the annual reports as required by Section 311.016 of the Tax Code.

Director Approval:
**Assistant City Manager/
City Manager Approval:**

Allena J. Portis, Director of Financial Services

Anthony J. Snipes, City Manager



MAYOR YOLANDA FORD

1522 Texas Parkway
Missouri City, Texas
77489

Phone: 281.403.8500
www.missouricitytx.gov

February 18, 2019

Hon. Glenn Hegar
Texas Comptroller of Public Accounts
Post Office Box 13528, Capitol Station
Austin, TX 78711-3528

Dear Comptroller,

Pursuant to Texas Tax Code, Section 311.016, the fiscal year 2018 annual report for Reinvestment Zone Number One, City of Missouri City is hereby submitted.

Sincerely,

Yolanda Ford, Mayor
City of Missouri City, Texas

xc: Office of the Attorney General
Post Office Box 12548
Austin, TX 78711-2548

Mike Esparza
Property Tax Division
Texas Comptroller of Public Accounts
Post Office Box 13528
Austin, TX 78711-3528

Hon. K. P. George
County Judge
Fort Bend County
401 Jackson Street
Richmond, Texas 77469

Charles E. Dupre, Ed.D.



MAYOR YOLANDA FORD

1522 Texas Parkway
Missouri City, Texas
77489

Phone: 281.403.8500
www.missouricitytx.gov

Superintendent
Fort Bend Independent School District
P.O. Box 1004
Sugar Land, TX 77487-1004

Dr. Cesar Maldonado
Chancellor
Houston Community College
3100 Main Street
Houston, Texas 77002

Owen Matherne
General Manager
Fort Bend Water Control and Improvement District No. 2
2331 South Main
Stafford, Texas 77477

Blue Ridge West Municipal Utility District
c/o Maria Parker
SK Law
1980 Post Oak Blvd.
Suite 1380
Houston, Texas 77056

Morris Mitchell
General Manager
Fort Bend Municipal Utility District No. 26
3134 Cartwright Road
Missouri City, Texas 77459

Morris Mitchell
General Manager
Meadowcreek Municipal Utility District
3134 Cartwright Road
Missouri City, Texas 77459

Morris Mitchell
General Manager
Quail Valley Municipal Utility District
3134 Cartwright Road
Missouri City, Texas 77459

Tax Increment Reinvestment Zone Annual Report - Fiscal Year 2018*
Pursuant to Chapter 311, Section 16

City/TIRZ	County	Year Zone Created	Participating Taxing Units	Tax Year	Tax Increment Base and Current Captured Appraised Value Retained by the Zone	Values
Missouri City/TIRZ #1	Fort Bend	1999	City of Missouri City Fort Bend County	2017	Base Value Taxable Value Captured Value	\$ 69,847,791.00 \$ 174,492,567.00 \$ 104,644,776.00

Amount and Source of Revenue in the Tax Increment Fund	Revenue	Amount and Purpose of Expenditures From the Fund	Expenditures	Amount of Principal and Interest Due on Outstanding Bonded Indebtedness	Fund Activity for the Fiscal Year	Amount
City Tax Increment Payment	\$ 628,168.00	Administration and Legal Fees	\$ 65,039.75	Principal (Series 2015) \$ 3,575,000.00	Beginning Fund Balance	\$ 1,862,171.00
County Tax Increment Payment	\$ 344,118.54	City Imputed Costs or Cost of Services	\$ -	Interest (Series 2015) \$ 408,258.00	Revenues	\$ 1,018,240.00
Interest Income	\$ 45,953.46	Cash Payments For Reimbursable Items	\$ -		Expenditures	\$ 1,729,146.75
Other	\$ -	Bond Proceed Payments for Reimbursable Items	\$ -			
Proceeds from Sale of Debt	\$ -	Debt Service Payments on Bonds or Other Debt	\$ 1,664,107.00			
Total	\$ 1,018,240.00	Total	\$ 1,729,146.75	Total \$ 3,983,258.00	Ending Fund Balance	\$ 1,151,264.25

*Fiscal Year 2018 represents a 15-month fiscal year in order to implement the fiscal year change from July 1 - June 30 to October 1 - September 30

Tax Increment Finance (TIF) Registry

Annual Report by Municipality or County

FOR COMPTROLLER USE ONLY

Log year

TIF ID#

Date rec'd

Complete Back-up Incomplete

No Back-up No Form Submitted

PLEASE PRINT OR TYPE, DO NOT WRITE IN SHADED AREAS.

Please fill out the complete form and attach other documentation (See Instructions on page 2.)

STEP 1: Contact Information

City of Missouri City

Designating City or County

Allena Portis

Finance Director & Chief Financial Officer

Contact Person

Title

1522 Texas Parkway

Current Mailing Address (number and street)

Missouri City

Fort Bend

77489

City

County

ZIP Code

281.403.8614

281.261.8979

Allena.Portis@Missouricitytx.gov

Phone (area code and number)

Fax Number

Email Address

STEP 2: Tax Increment Reinvestment Zone Information

1. TIF Reinvestment zone name: Tax Increment Reinvestment Zone Number One, City of Missouri City, Texas

DO NOT USE ORDINANCE OR RESOLUTION NUMBERS FOR ZONE NAME

2. Report for fiscal year beginning 07/01/2017 and ending 09/30/2018

3. Size of the TIF reinvestment zone in acres: 896.64

4. Has the size of the zone increased or decreased since creation? Yes No

5. If you answered "Yes" in question #4, please indicate which? Increased Decreased

6. Property types: Residential Commercial/Industrial

7. Types of improvement projects (check all that are in progress or have been completed):

Public Projects

- Public Buildings and Facilities Roadwork
- Water/Sewer and Drainage Parks Other Infrastructure: _____

Other Projects

- Facade Renovation Parking Historical Preservation
- Transit Affordable Housing Economic Development Other: _____

8. TIF fund balance: \$ 1,151,264.25

9. List of fund revenues: Total tax increments received \$ 972,286.54

Sales tax increments \$ _____

Loans \$ _____

Sale of bonds \$ _____

Sale of property \$ _____

Other \$ 45,953.46

TOTAL ANNUAL REVENUES \$ 1,018,240.00

10. List of fund expenditures:

Administrative	\$	65,039.75
Property purchased	\$	
Public improvements	\$	
Facade renovations	\$	
Parking	\$	
Historic preservation	\$	
Transit	\$	
Affordable housing	\$	
Economic development programs	\$	
Other	\$	1,664,107.00
TOTAL ANNUAL EXPENDITURES		\$ 1,729,146.75

11. Bonded indebtedness:

Principal due	\$	3,575,000.00
Interest due	\$	408,258.00

Fill out the three lines below if the TIRZ IS NOT divided into multiple subdivisions. If the zone is divided into multiple subdivisions: (a) identify the name of each subdivision/section and (b) identify the TIRZ values, tax increment base and captured appraised value within that zone's subdivision.

12. Reinvestment zone values:

Tax increment base	\$	69,847,791.00
Current captured appraised value	\$	104,644,776.00
Tax increment reinvestment zone total (add above 2 lines together)	\$	174,492,567.00
Name of the subdivision 1 (if applicable)		

(Fill out section below only if TIRZ is divided into multiple subdivisions)

Tax increment base	\$	
Current captured appraised value	\$	
Tax increment reinvestment zone total (add above 2 lines together)	\$	
Name of the subdivision 2 (if applicable)		
Tax increment base	\$	
Current captured appraised value	\$	
Tax increment reinvestment zone total (add above 2 lines together)	\$	
Name of the subdivision 3 (if applicable)		

Tax increment base \$ _____

Current captured appraised value \$ _____

Tax increment reinvestment zone total (add above 2 lines together) \$ _____

Name of the subdivision 4 (if applicable) _____

TOTAL TIRZ values of all subdivisions combined \$ _____

Total tax increment base of all subdivisions combined \$ _____

Total current captured appraised value of all subdivisions combined \$ _____

STEP 3: Signature of Person Completing Form

sign here ▶

[Handwritten Signature]
Authorized Signature

Director of Financial Services
Title

2/11/2019
Date

Instructions

State Law (Section Sec. 311.016, Tax Code) requires the governing body of a municipality or county, **on or before the 150th day** following the end of its fiscal year, to submit a report on the status of a reinvestment zone created by the municipality or county to the chief executive officer of each taxing unit that levies property taxes on real property in the zone. A copy of this annual report along with this form must be submitted to the Texas Comptroller of Public Accounts at the address below:

Comptroller of Public Accounts
Economic Development & Analysis Division
Post Office Box 13528
Austin, Texas 78711-3528

For assistance or to request additional forms, call toll free, 1-800-531-5441 ext. 3-4679. You may also obtain additional forms at comptroller.texas.gov/economy/local/ch311/reporting.php. From a Telecommunication Device for the Deaf (TDD), call 1-800-248-4099 or 512-463-4621.

Step 1: Contact information

This information provides the Comptroller information on the entity initiating the tax increment reinvestment zone and a contact person for the annual report.

Step 2: Tax Increment Reinvestment Zone Information

Please include the reinvestment zone name listed in the ordinance or resolution creating the zone, the size of the zone in acres, and the types of property in the zone. Indicate all improvement projects in progress or completed within the zone. List the TIF fund balance at the end of the fiscal year, all revenues received by the fund during the fiscal year, and all expenditures made by the fund during the fiscal year. List principal and interest due on bonded indebtedness, the tax increment base at the creation of the zone and the current captured appraised value (the increase in property value over the tax increment base.)

Step 3: Signature of Person Completing Form

The person signing the report should be the same person listed in Step 1 as the contact person.



MAYOR YOLANDA FORD

1522 Texas Parkway
Missouri City, Texas
77489

Phone: 281.403.8500
www.missouricitytx.gov

February 18, 2019

Hon. Glenn Hegar
Texas Comptroller of Public Accounts
Post Office Box 13528, Capitol Station
Austin, TX 78711-3528

Dear Comptroller,

Pursuant to Texas Tax Code, Section 311.016, the fiscal year 2018 annual report for Reinvestment Zone Number Two, City of Missouri City is hereby submitted.

Sincerely,

Yolanda Ford, Mayor
City of Missouri City, Texas

xc: Office of the Attorney General
Post Office Box 12548
Austin, TX 78711-2548

Mike Esparza
Property Tax Division
Texas Comptroller of Public Accounts
Post Office Box 13528
Austin, TX 78711-3528

Hon. K. P. George
County Judge
Fort Bend County
401 Jackson Street
Richmond, Texas 77469

Charles E. Dupre, Ed.D.



MAYOR YOLANDA FORD

1522 Texas Parkway
Missouri City, Texas
77489

Phone: 281.403.8500
www.missouricitytx.gov

Superintendent
Fort Bend Independent School District
P.O. Box 1004
Sugar Land, TX 77487-1004

Dr. Cesar Maldonado
Chancellor
Houston Community College
3100 Main Street
Houston, Texas 77002

Fort Bend Municipal Utility District No. 47
c/o Radcliffe Bobbitt Adams & Polley PLLC
2929 Allen Parkway, Suite 3450
Houston, Texas 77019-7120

Fort Bend Municipal Utility District No. 48
c/o Muller Law Group
202 Century Square Drive
Sugar Land, Texas 77478-6050

Tax Increment Reinvestment Zone Annual Report - Fiscal Year 2018*
Pursuant to Chapter 311, Section 16

City/TIRZ	County	Year Zone Created	Participating Taxing Units	Tax Year	Tax Increment Base and Current Captured Appraised Value Retained by the Zone	Values
Missouri City/TIRZ #2	Fort Bend	1999	City of Missouri City Fort Bend County	2017	Base Value Taxable Value Captured Value	\$ 2,114,010.00 \$ 288,994,029.00 \$ 286,880,019.00

Amount and Source of Revenue in the Tax Increment Fund	Revenue	Amount and Purpose of Expenditures From the Fund	Expenditures	Amount of Principal and Interest Due on Outstanding Bonded Indebtedness	Fund Activity for the Fiscal Year	Amount
City Tax Increment Payment	\$ 1,729,320.00	Administration and Legal Fees	\$ 113,946.64	Principal (Series 2016) \$ 2,640,000.00	Beginning Fund Balance	\$ 4,647,385.00
County Tax Increment Payment	\$ 733,988.45	City Imputed Costs or Cost of Services	\$ -	Interest (Series 2016) \$ 775,350.00	Revenues	\$ 2,622,394.55
Interest Income	\$ 159,086.10	Cash Payments For Reimbursable Items	\$ -	Principal (Series 2010B) \$ 440,000.00	Expenditures	\$ 682,890.24
Other	\$ -	Bond Proceed Payments for Reimbursable Items	\$ -	Interest (Series 2010B) \$ 28,490.40		
Proceeds from Sale of Debt	\$ -	Debt Service Payments on Bonds or Other Debt	\$ 568,943.60			
Total	\$ 2,622,394.55	Total	\$ 682,890.24	Total \$ 3,883,840.40	Ending Fund Balance	\$ 6,586,889.31

*Fiscal Year 2018 represents a 15-month fiscal year in order to implement the fiscal year change from July 1 - June 30 to October 1 - September 30

Tax Increment Finance (TIF) Registry

Annual Report by Municipality or County

FOR COMPTROLLER USE ONLY

Log year:
 TIF ID#:
 Date rec'd:
 Complete Back-up Incomplete
 No Back-up No Form Submitted

PLEASE PRINT OR TYPE, DO NOT WRITE IN SHADED AREAS.

Please fill out the complete form and attach other documentation (See Instructions on page 2.)

STEP 1: Contact Information

City of Missouri City

Designating City or County

Allena Portis

Finance Director & Chief Financial Officer

Contact Person

Title

1522 Texas Parkway

Current Mailing Address (number and street)

Missouri City

Fort Bend

77489

City

County

ZIP Code

281.403.8614

281.261.8979

Allena.Portis@Missouricitytx.gov

Phone (area code and number)

Fax Number

Email Address

STEP 2: Tax Increment Reinvestment Zone Information

1. TIF Reinvestment zone name: Tax Increment Reinvestment Zone Number Two, City of Missouri City, Texas

DO NOT USE ORDINANCE OR RESOLUTION NUMBERS FOR ZONE NAME

2. Report for fiscal year beginning 07/01/2017 and ending 09/30/2018

3. Size of the TIF reinvestment zone in acres: 2,412

4. Has the size of the zone increased or decreased since creation? Yes No

5. If you answered "Yes" in question #4, please indicate which? Increased Decreased

6. Property types: Residential Commercial/Industrial

7. Types of improvement projects (check all that are in progress or have been completed):

Public Projects

Public Buildings and Facilities Roadwork

Water/Sewer and Drainage Parks Other Infrastructure: _____

Other Projects

Facade Renovation Parking Historical Preservation

Transit Affordable Housing Economic Development Other: _____

8. TIF fund balance: \$ 6,586,889.31

9. List of fund revenues: Total tax increments received \$ 2,463,308.45

Sales tax increments \$ _____

Loans \$ _____

Sale of bonds \$ _____

Sale of property \$ _____

Other \$ 159,086.10

TOTAL ANNUAL REVENUES \$ 2,622,394.55

10. List of fund expenditures:

Administrative	\$	113,946.64
Property purchased	\$	
Public improvements	\$	
Facade renovations	\$	
Parking	\$	
Historic preservation	\$	
Transit	\$	
Affordable housing	\$	
Economic development programs	\$	
Other	\$	568,943.60
TOTAL ANNUAL EXPENDITURES		\$ 682,890.24

11. Bonded indebtedness:

Principal due	\$	3,080,000.00
Interest due	\$	803,840.40

Fill out the three lines below if the TIRZ IS NOT divided into multiple subdivisions. If the zone is divided into multiple subdivisions: (a) identify the name of each subdivision/section and (b) identify the TIRZ values, tax increment base and captured appraised value within that zone's subdivision.

12. Reinvestment zone values:

Tax increment base	\$	2,114,010.00
Current captured appraised value	\$	286,880,019.00
Tax increment reinvestment zone total (add above 2 lines together)	\$	288,994,029.00
Name of the subdivision 1 (if applicable)		Vicksburg

(Fill out section below only if TIRZ is divided into multiple subdivisions)

Tax increment base	\$	
Current captured appraised value	\$	
Tax increment reinvestment zone total (add above 2 lines together)	\$	
Name of the subdivision 2 (if applicable)		
Tax increment base	\$	
Current captured appraised value	\$	
Tax increment reinvestment zone total (add above 2 lines together)	\$	
Name of the subdivision 3 (if applicable)		

Tax increment base \$ _____

Current captured appraised value \$ _____

Tax increment reinvestment zone total (add above 2 lines together) \$ _____

Name of the subdivision 4 (if applicable)

TOTAL TIRZ values of all subdivisions combined \$ _____

Total tax increment base of all subdivisions combined \$ _____

Total current captured appraised value of all subdivisions combined \$ _____

STEP 3: Signature of Person Completing Form

sign
here ▶

[Handwritten Signature]
Authorized Signature

Director of Financial Services
Title

2/11/2019
Date

Instructions

State Law (Section Sec. 311.016, Tax Code) requires the governing body of a municipality or county, **on or before the 150th day** following the end of its fiscal year, to submit a report on the status of a reinvestment zone created by the municipality or county to the chief executive officer of each taxing unit that levies property taxes on real property in the zone. A copy of this annual report along with this form must be submitted to the Texas Comptroller of Public Accounts at the address below:

Comptroller of Public Accounts
Economic Development & Analysis Division
Post Office Box 13528
Austin, Texas 78711-3528

For assistance or to request additional forms, call toll free, 1-800-531-5441 ext. 3-4679. You may also obtain additional forms at comptroller.texas.gov/economy/local/ch311/reporting.php. From a Telecommunication Device for the Deaf (TDD), call 1-800-248-4099 or 512-463-4621.

Step 1: Contact information

This information provides the Comptroller information on the entity initiating the tax increment reinvestment zone and a contact person for the annual report.

Step 2: Tax Increment Reinvestment Zone Information

Please include the reinvestment zone name listed in the ordinance or resolution creating the zone, the size of the zone in acres, and the types of property in the zone. Indicate all improvement projects in progress or completed within the zone. List the TIF fund balance at the end of the fiscal year, all revenues received by the fund during the fiscal year, and all expenditures made by the fund during the fiscal year. List principal and interest due on bonded indebtedness, the tax increment base at the creation of the zone and the current captured appraised value (the increase in property value over the tax increment base.)

Step 3: Signature of Person Completing Form

The person signing the report should be the same person listed in Step 1 as the contact person.



MAYOR YOLANDA FORD

1522 Texas Parkway
Missouri City, Texas
77489

Phone: 281.403.8500
www.missouricitytx.gov

February 18, 2019

Hon. Glenn Hegar
Texas Comptroller of Public Accounts
Post Office Box 13528, Capitol Station
Austin, TX 78711-3528

Dear Comptroller,

Pursuant to Texas Tax Code, Section 311.016, the fiscal year 2018 annual report for Reinvestment Zone Number Three, City of Missouri City is hereby submitted.

Sincerely,

Yolanda Ford, Mayor
City of Missouri City, Texas

xc: Office of the Attorney General
Post Office Box 12548
Austin, TX 78711-2548

Mike Esparza
Property Tax Division
Texas Comptroller of Public Accounts
Post Office Box 13528
Austin, TX 78711-3528

Hon. K. P. George
County Judge
Fort Bend County
401 Jackson Street
Richmond, Texas 77469

Charles E. Dupre, Ed.D.
Superintendent

CITY OF MISSOURI CITY



MAYOR YOLANDA FORD

1522 Texas Parkway
Missouri City, Texas
77489

Phone: 281.403.8500
www.missouricitytx.gov

Fort Bend Independent School District
P.O. Box 1004
Sugar Land, TX 77487-1004

Dr. Cesar Maldonado
Chancellor
Houston Community College
3100 Main Street
Houston, Texas 77002

Sienna Plantation Management District
c/o Allen Boone Humphries Robinson LLP
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

Sienna Plantation Levee Improvement District
c/o Allen Boone Humphries Robinson LLP
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

Sienna Plantation Municipal Utility District No. 10
c/o Allen Boone Humphries Robinson LLP
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

Sienna Plantation Municipal Utility District No. 12
c/o Joe B. Allen
Allen Boone Humphries Robinson LLP
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

Sienna Plantation Municipal Utility District No. 13
c/o Allen Boone Humphries Robinson LLP
3200 Southwest Freeway, Suite 2600
Houston, Texas 77027

Tax Increment Reinvestment Zone Annual Report - Fiscal Year 2018*
Pursuant to Chapter 311, Section 16

City/TIRZ	County	Year Zone Created	Participating Taxing Units	Tax Year	Tax Increment Base and Current Captured Appraised Value Retained by the Zone	Values
Missouri City/TIRZ #2	Fort Bend	1999	City of Missouri City Fort Bend County	2017	Base Value Taxable Value Captured Value	\$ 2,114,010.00 \$ 288,994,029.00 \$ 286,880,019.00

Amount and Source of Revenue in the Tax Increment Fund	Revenue	Amount and Purpose of Expenditures From the Fund	Expenditures	Amount of Principal and Interest Due on Outstanding Bonded Indebtedness	Fund Activity for the Fiscal Year	Amount
City Tax Increment Payment	\$ 1,729,320.00	Administration and Legal Fees	\$ 113,946.64	Principal (Series 2016) \$ 2,640,000.00	Beginning Fund Balance	\$ 4,647,385.00
County Tax Increment Payment	\$ 733,988.45	City Imputed Costs or Cost of Services	\$ -	Interest (Series 2016) \$ 775,350.00	Revenues	\$ 2,622,394.55
Interest Income	\$ 159,086.10	Cash Payments For Reimbursable Items	\$ -	Principal (Series 2010B) \$ 440,000.00	Expenditures	\$ 682,890.24
Other	\$ -	Bond Proceed Payments for Reimbursable Items	\$ -	Interest (Series 2010B) \$ 28,490.40		
Proceeds from Sale of Debt	\$ -	Debt Service Payments on Bonds or Other Debt	\$ 568,943.60			
Total	\$ 2,622,394.55	Total	\$ 682,890.24	Total \$ 3,883,840.40	Ending Fund Balance	\$ 6,586,889.31

*Fiscal Year 2018 represents a 15-month fiscal year in order to implement the fiscal year change from July 1 - June 30 to October 1 - September 30

Tax Increment Finance (TIF) Registry

Annual Report by Municipality or County

FOR COMPTROLLER USE ONLY

Log year

TIF ID#

Date rec'd

Complete Back-up Incomplete

No Back-up No Form Submitted

PLEASE PRINT OR TYPE, DO NOT WRITE IN SHADED AREAS.

Please fill out the complete form and attach other documentation (See Instructions on page 2.)

STEP 1: Contact Information

City of Missouri City
Designating City or County

Allena Portis
Contact Person

1522 Texas Parkway
Current Mailing Address (number and street)

Missouri City
City

Fort Bend
County

77489
ZIP Code

281.403.8614
Phone (area code and number)

281.261.8979
Fax Number

Finance Director & Chief Financial Officer
Title

Allena.Portis@Missouricitytx.gov
Email Address

STEP 2: Tax Increment Reinvestment Zone Information

1. TIF Reinvestment zone name: Tax Increment Reinvestment Zone Number Three, City of Missouri City, Texas

DO NOT USE ORDINANCE OR RESOLUTION NUMBERS FOR ZONE NAME

2. Report for fiscal year beginning 07/01/2017 and ending 09/30/2018

3. Size of the TIF reinvestment zone in acres: 581.344

4. Has the size of the zone increased or decreased since creation? Yes No

5. If you answered "Yes" in question #4, please indicate which? Increased Decreased

6. Property types: Residential Commercial/Industrial

7. Types of improvement projects (check all that are in progress or have been completed):

Public Projects

Public Buildings and Facilities Roadwork

Water/Sewer and Drainage Parks Other Infrastructure: _____

Other Projects

Facade Renovation Parking Historical Preservation

Transit Affordable Housing Economic Development Other: _____

8. TIF fund balance: \$ 4,267,848.03

9. List of fund revenues:

Total tax increments received \$ 1,923,496.67

Sales tax increments \$ _____

Loans \$ _____

Sale of bonds \$ _____

Sale of property \$ _____

Other \$ 82,612.92

TOTAL ANNUAL REVENUES \$ 2,006,109.59

10. List of fund expenditures:

Administrative	\$	94,740.00
Property purchased	\$	_____
Public improvements	\$	_____
Facade renovations	\$	_____
Parking	\$	_____
Historic preservation	\$	_____
Transit	\$	_____
Affordable housing	\$	_____
Economic development programs	\$	_____
Other	\$	989,802.56
TOTAL ANNUAL EXPENDITURES		\$ 1,084,542.56

11. Bonded indebtedness:

Principal due	\$	_____
Interest due	\$	_____

Fill out the three lines below if the TIRZ IS NOT divided into multiple subdivisions. If the zone is divided into multiple subdivisions: (a) Identify the name of each subdivision/section and (b) Identify the TIRZ values, tax increment base and captured appraised value within that zone's subdivision.

12. Reinvestment zone values:

Tax increment base	\$	28,704,500.00
Current captured appraised value	\$	140,686,390.00
Tax increment reinvestment zone total (add above 2 lines together)	\$	169,390,890.00
Name of the subdivision 1 (if applicable)	_____	

(Fill out section below only if TIRZ is divided into multiple subdivisions)

Tax increment base	\$	_____
Current captured appraised value	\$	_____
Tax increment reinvestment zone total (add above 2 lines together)	\$	_____
Name of the subdivision 2 (if applicable)	_____	
Tax increment base	\$	_____
Current captured appraised value	\$	_____
Tax increment reinvestment zone total (add above 2 lines together)	\$	_____
Name of the subdivision 3 (if applicable)	_____	

Tax increment base \$ _____

Current captured appraised value \$ _____

Tax increment reinvestment zone total (add above 2 lines together) \$ _____

Name of the subdivision 4 (if applicable) _____

TOTAL TIRZ values of all subdivisions combined \$ _____

Total tax increment base of all subdivisions combined \$ _____

Total current captured appraised value of all subdivisions combined \$ _____

STEP 3: Signature of Person Completing Form

sign here  _____

Authorized Signature

Director of Financial Svcs. _____

Title

2/11/2019 _____

Date

Instructions

State Law (Section Sec. 311.016, Tax Code) requires the governing body of a municipality or county, **on or before the 150th day** following the end of its fiscal year, to submit a report on the status of a reinvestment zone created by the municipality or county to the chief executive officer of each taxing unit that levies property taxes on real property in the zone. A copy of this annual report along with this form must be submitted to the Texas Comptroller of Public Accounts at the address below:

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Economic Development & Analysis Division
Post Office Box 13528
Austin, Texas 78711-3528

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Step 1: Contact information

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Step 2: Tax Increment Reinvestment Zone Information

Please include the reinvestment zone name listed in the ordinance or resolution creating the zone, the size of the zone in acres, and the types of property in the zone. Indicate all improvement projects in progress or completed within the zone. List the TIF fund balance at the end of the fiscal year, all revenues received by the fund during the fiscal year, and all expenditures made by the fund during the fiscal year. List principal and interest due on bonded indebtedness, the tax increment base at the creation of the zone and the current captured appraised value (the increase in property value over the tax increment base.)

Step 3: Signature of Person Completing Form

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