

ALLEN OWEN
Chair
ROBIN ELACKATT
Vice-Chair
JERRY WYATT
Director
CHRIS PRESTON
Director
YOLANDA FORD
Director



DON SMITH
Director
FLOYD EMERY
Director
EDWARD BROUSSARD
Chief Administrative Officer
WES VELA
Treasurer
CAROLINE KELLEY
Secretary

MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION MEETING AGENDA

Notice is hereby given of a meeting of the Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation to be held on **Monday, February 2, 2015, at 6:45 p.m.** at: **City Hall, Council Chamber, 2nd Floor**, 1522 Texas Parkway, Missouri City, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. The Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation 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. ROLL CALL

2. Consider approving the minutes of the meeting of December 15, 2014.
3. Consider a resolution appointing an interim Chief Administrative Officer.
4. Consider electing an interim Treasurer.
5. Consider a resolution amending the designation of certain officials to maintain an account or accounts with Amegy Bank National Association; amending Resolution No. R-12-02, adopted on April 23, 2012; providing an effective date; and containing other provisions relating to the subject.

6. CLOSED EXECUTIVE SESSION

The Board of Directors may go into Executive Session regarding any item posted on the Agenda as authorized by Chapter 551 of the Texas Government Code.

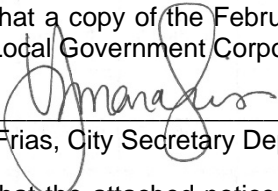
7. **RECONVENE** into Regular Session and consider action, if any, on items discussed in Executive Session.

8. ADJOURN

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

CERTIFICATION

I certify that a copy of the February 2, 2015, agenda of items to be considered by the Missouri City Recreation and Leisure Local Government Corporation was posted on the City Hall bulletin board on January 30, 2015, at 4:00 p.m.



Yomara Frias, City Secretary Department

I certify that the attached notice and agenda of items for consideration by the Missouri City Recreation and Leisure Local Government Corporation was removed by me from the City Hall bulletin board on the ____ day of _____, 2015.

Title: _____



**MISSOURI CITY RECREATION AND LEISURE
LOCAL GOVERNMENT CORPORATION
DECEMBER 15, 2014, MEETING MINUTES**

The Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation held a meeting on **Monday, December 15, 2014, at 6:30 p.m.** at City Hall, Council Chambers, 2nd Floor, 1522 Texas Parkway, Missouri City, Texas.

1. ROLL CALL

Chair Owen called the meeting to order at 6:48 p.m.

Those also present: Vice-Chair Elackatt, Directors Wyatt, Preston, Ford, Smith and Emery; Chief Administrative Officer Broussard, Secretary Kelley, General Manager Stittleburg, Treasurer Vela, Assistant City Manager Atkinson, Assistant City Manager Elmer, City Secretary Gonzalez, First Assistant City Attorney Iyamu and Media Relations Specialist Stottlemeyer. Also present: Frank Hester.

2. Consider approval of the minutes of the meeting of July 7, 2014.

Director Emery moved to approve the minutes of the July 7, 2014 meeting. Director Smith seconded. **MOTION PASSED UNANIMOUSLY.**

3. Consider a resolution authorizing the purchase of beverage carts.

Golf Course General Manager Stittleburg spoke in regards of the agreement to lease two beverage cart at a cost per month of \$704.50.

Director Wyatt moved to adopt the resolution. Director Smith seconded. **MOTION PASSED.**

Ayes: Chair Owen, Vice-Chair Elackatt, Directors Wyatt, Ford, Smith and Emery

Nays: Councilmember Preston

5. ADJOURN

Chair Owen moved to adjourn the meeting at 6:54 p.m. Director Wyatt seconded. Motion passed unanimously. Meeting adjourned.

BY:

Allen Owen, Chair

ATTEST:

Caroline Kelley, Secretary



**Missouri City Recreation and Leisure Local Government Corporation
Agenda Item Cover Memo
February 2, 2015**

To: Board of Directors of Missouri City Recreation and Leisure Local Government Corporation
Agenda Item: 3 Appointment of an Interim Chief Administrative Officer
Submitted by: Caroline Kelley, Secretary

SYNOPSIS

This agenda item provides for the appointment of Bill Atkinson to the position of Interim Chief Administrative Officer of the Missouri City Recreation and Leisure Local Government Corporation (LGC).

BACKGROUND

On June 15, 2009, the Board of Directors of the LGC created the officer position of Chief Administrative Officer pursuant to Section 4.2 of the Bylaws of the LGC. Edward Broussard has served as Chief Administrative Officer during his tenure as City Manager of the City of Missouri City (the City). Given the recent resignation of Edward Broussard, it is recommended that the Board of Directors replace the position. For continuity and ease of transition, it is recommended that the Board of Directors appoint Bill Atkinson, Assistant City Manager, to serve as the Interim Chief Administrative Officer of the LGC.

SUPPORTING MATERIALS

1. Resolution

STAFF'S RECOMMENDATION

Adopt the resolution appointing Bill Atkinson as Interim Chief Administrative Officer of the LGC.

**MISSOURI CITY RECREATION AND LEISURE
LOCAL GOVERNMENT CORPORATION**

RESOLUTION NO. R-15-__ LGC

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
MISSOURI CITY RECREATION AND LEISURE LOCAL
GOVERNMENT APPOINTING CHARLES WILLIAM
ATIKINSON, JR. TO THE POSITION OF INTERIM CHIEF
ADMINISTRATIVE OFFICER AND PROVIDING AN
EFFECTIVE DATE.**

* * * * *

WHEREAS, the Missouri City Recreation and Leisure Local Government Corporation is created and organized as a Local Government Corporation pursuant to Subchapter D of Chapter 431 of the Texas Transportation Code, and as further regulated by Chapter 394 of the Texas Local Government Code, and Chapter 9 of Title 32 of the Texas Civil Statutes, to perform governmental functions on behalf of the City of Missouri City, Texas; and

WHEREAS, Section 4.2 of the Bylaws of Missouri City Recreation and Leisure Local Government Corporation provides the Board of Directors may from time to time designate Corporate Officers as it deems necessary and appropriate; and

WHEREAS, pursuant to Resolution R-09-01 of the Missouri City Recreation and Leisure Local Government Corporation, the Board of Directors created the position of Chief Administrative Officer; and

WHEREAS, the Board of Directors desires to appoint Charles William Atkinson, Jr., Assistant City Manager to such position to serve in an interim capacity; now therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION:

Section 1. The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. The Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation appoints Missouri City Assistant City Manager Charles William Atkinson, Jr. to serve as the Interim Chief Administrative Officer.

Section 3. Effective Date. This Resolution shall become effective the 7th day of February, 2015.

PASSED, APPROVED and ADOPTED this 2nd day of February, 2015.

Allen Owen, Chair

ATTEST:

Caroline Kelley, Secretary



**Missouri City Recreation and Leisure Local Government Corporation
Agenda Item Cover Memo
February 2, 2015**

To: Board of Directors of Missouri City Recreation and Leisure Local Government Corporation
Agenda Item: 4 Election of an Interim Treasurer
Submitted by: Caroline Kelley, City Attorney

SYNOPSIS

This agenda item provides for the election of an Interim Treasurer for the Corporation.

BACKGROUND

The Bylaws provide that the Board of Directors may elect the Corporation's Treasurer from the Directors of the Board itself or may delegate the duties of such office to a non-member of the Board of Directors. Such person holding the office of Treasurer is deemed an officer of the Corporation.

Wes Vela was appointed Treasurer on May 18, 2009. Given the resignation of Wes Vela, it is recommended that the Board of Directors replace the position. For continuity and ease of transition, it is recommended that, if the Board of Directors prefers to delegate the duties of the Treasurer, the Board of Directors appoint Michael Higgins, Interim Director of Finance for the City of Missouri City, to serve as the Interim Treasurer of the LGC.

FISCAL ANALYSIS

There are no material costs associated with the election or delegation of the Treasurer, unless a salary is provided for such position.

STAFF'S RECOMMENDATION

Elect a Treasurer from the Board of Directors, if desired. If it is preferred to delegate such duties to a non-Board member, Staff recommends the delegation of the duties of Treasurer to Michael Higgins in the interim.



**Missouri City Recreation and Leisure Local Government Corporation
Agenda Item Cover Memo
February 2, 2015**

To: Board of Directors of Missouri City Recreation and Leisure Local Government Corporation
Agenda Item: 5 Authorize staff to update the signature card on file with Amegy Bank to reflect the new Interim Chief Administrative Officer and the new Treasurer.
Submitted by: Michael Higgins, Interim Finance Director

SYNOPSIS

The MCRLGC needs to update the signature card on file with Amegy Bank to reflect the Interim City Manager the Interim Treasurer.

BACKGROUND

The signature card on file with Amegy Bank was last updated in April 2012, when the new Chief Administrative Officer (Edward Broussard) was appointed. Currently, the Chair of the Board (Allen Owen), Vice-Chair of the Board (Jerry Wyatt), Chief Administrative Officer (Edward Broussard), and Treasurer (Wes Vela) are listed on the account. However, the Chief Administrative Officer (Edward Broussard) will be resigning effective February 6, 2015, and the Treasurer (Wes Vela) has resigned (effective January 31, 2015). As a result of these changes, the signature card on file with Amegy Bank will need to be updated.

The updated signature card will include the signatures of the Chair of the Board (Allen Owen), Vice-Chair of the Board (Robin Elackatt), Interim Chief Administrative Officer (to be appointed), and Interim Treasurer (to be elected or appointed).

SUPPORTING MATERIALS

1. Resolution, including Blank Signature Card to be signed.

STAFF'S RECOMMENDATION

Adopt the resolution authorizing the update of the signature card with Amegy Bank to reflect the Interim Chief Administrative Officer and the Interim Treasurer.

MISSOURI CITY RECREATION AND LEISURE
LOCAL GOVERNMENT CORPORATION

RESOLUTION NO. R-15__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION AMENDING THE DESIGNATION OF CERTAIN OFFICIALS TO MAINTAIN AN ACCOUNT OR ACCOUNTS WITH AMEGY BANK NATIONAL ASSOCIATION; AMENDING RESOLUTION NO. R-12-02, ADOPTED ON APRIL 23, 2012; REPEALING ANY AND ALL RESOLUTIONS IN CONFLICT HERewith; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

* * * * *

WHEREAS, the Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation ("LGC") selected Amegy Bank National Association ("Bank") as the designated depository for LGC funds; and

WHEREAS, it is necessary to amend the designation of those LGC officials who have authority to act on behalf of the LGC in transacting business with the Bank; now, therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION:

Section 1. The facts and recitations set forth in the preamble of this resolution are hereby found to be true and correct and are in all things incorporated herein and made a part hereof.

Section 2. Resolution No. R-12-02, adopted on April 23, 2012, is hereby amended by deleting Exhibit A thereof and substituting therefor a new Exhibit A, attached hereto and made a part hereof for all purposes.

Section 3. *Repeal.* All resolutions or parts of resolutions, if any, in conflict herewith, shall be and are expressly repealed to the extent of such conflict.

PASSED and APPROVED this 2nd day of February, 2015.

Allen Owen, Chair

ATTEST:

Caroline Kelley, Secretary

Amegy Bank National Association Signature Card

Account Title: MISSOURI CITY RECREATION AND LEISURE LGC DBA QUAIL VALLEY GOLF COURSE	27-0267825	Branch ID: 0001
		Cost Center: 5734
Account Structure: Corporation		Date: 01/27/2015
Supersedes Card dated:	Replaced by Card dated:	FileNet Document ID:

Account Number	Opened Date	Opened/Revised By	Acct Type	Approved	Closed Date
0053749096	04/27/2012	ANA CHEVEZ	DDA 129		

Authorized Signers	Signature	Relationship
1. <u>Allen Owen</u> TDL# _____ EXP _____		Type: N/A TIN: N/A
2. <u>Robin Elackatt</u> TDL# _____ EXP _____		Type: N/A TIN: N/A
3. <u>William Charles Atkinson, Jr.</u> TDL# _____ EXP _____		Type: N/A TIN: N/A
4. <u>Michael Higgins</u> TDL# _____ EXP _____		Type: N/A TIN: N/A
5. _____ TDL# _____ EXP _____		Type: N/A TIN: N/A
6. _____ TDL# _____ EXP _____		Type: N/A TIN: N/A

TAX REPORTING INFORMATION - W-9 CERTIFICATION

Complete this section only if you are a U.S. citizen or U.S. resident alien.

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person, and

4. I am exempt from FATCA reporting.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of U.S. Person _____ Date: _____

- | | | | |
|--------------------------------------------|--------------------------------------------|------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Trust | <input type="checkbox"/> Estate |
| <input type="checkbox"/> C Corporation | <input type="checkbox"/> S Corporation | <input type="checkbox"/> Partnership | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> LLC C Corporation | <input type="checkbox"/> LLC S Corporation | <input type="checkbox"/> LLC Partnership | <input checked="" type="checkbox"/> Local Government |

The account owner named above ("Customer"), through its authorized signers signing above, hereby requests that Amegy Bank National Association (the "Bank") open the designated account and agrees:

- The above account shall be governed by Federal and State law and regulation and the terms and conditions of the most current version of the following DEPOSIT DOCUMENTS, which are incorporated herein: 1) Rules & Regulations Governing Accounts, 2) Personal Banking Pricing Schedule or Small Business Pricing Schedule, as appropriate. I (We) acknowledge receipt of the most current version of the Deposit Documents. The Deposit Documents may be amended by the Bank from time to time and a copy of the amended Deposit Documents will be available from the Bank and/or will be mailed to the account address with the regular periodic statements. The Deposit Documents along with this Signature Card constitute a contractual agreement with the Bank with respect to my/our account.

- Bank is authorized to accept instructions of any kind with respect to the account from any authorized signer, subject to any restrictions in the Deposit Documents. Bank shall have no responsibility for reviewing the number or combination of signatures on an item drawn against the account. This means that if you have indicated that more than one signature is required in connection with an item drawn on the account, the Bank will have no liability to you if a transaction is conducted on or through the account contrary to the signature requirements you have specified.

- BY SIGNING ABOVE I (WE) UNDERSTAND AND ACKNOWLEDGE THAT THE DEPOSIT DOCUMENTS PROVIDE THAT EITHER THE BANK OR I (WE) CAN REQUIRE THAT ANY DISPUTES BETWEEN US CONCERNING THE BANK ACCOUNT I (WE) HAVE OPENED OR CONCERNING MY OTHER BANK DEPOSIT ACCOUNTS, AND RELATED AGREEMENTS, AND SERVICES, WILL BE RESOLVED BY BINDING ARBITRATION, THE TERMS OF WHICH ARE CONTAINED IN THE DEPOSIT DOCUMENTS.

- By signing this Signature Card, I (We) authorize the Bank ("you") to accept instructions from me(us) to open/close accounts, and request deposit services, without my (our) further original signature. You may accept my (our) oral or electronic instructions with the same effect as if I (We) had signed them. I (We) agree to follow your security procedures and to provide my (our) signature upon request. You may at any time refuse to accept such instructions. I (We) authorize you to record and monitor my (our) telephone calls as evidence of my (our) instructions and for service quality purposes.

In addition, The Fair Credit Reporting Act prohibits obtaining certain consumer reports relating to business accounts unless consent is obtained. By signing above, each authorized signer consents to Amegy Bank N. A. making inquiry of and ordering reports from credit reporting, check clearing and other such entities concerning each signer's personal financial and other information, even though this may be a business account, to be used for evaluating and handling this and other deposit and loan accounts at Amegy Bank N. A., and to disclose information about the account to the credit reporting agencies and to other persons or agencies who, in Bank's judgment, have a legitimate business purpose for obtaining such information. Upon request, you will inform me (us) if a consumer report has been obtained and will give me (us) the name and address of the agency furnishing the report.

CORPORATE RESOLUTION

The undersigned corporate officer(s) of the corporation named on this account agreement certify that a meeting of the Corporation's Board of Directors was held in accordance with its bylaws and the state laws where it is incorporated and the following resolution was duly adopted and is currently in full force and effect. The Corporation is hereafter referred to as "Entity".

I acknowledge that I have been informed Arney

Bank offers Positive Pay and ACH Positive

Pay Services for fraud risk reduction.

Signature of Company Representative: _____

Name of Company:

MISSOURI CITY RECREATION & LEISURE LGC

Date: _____

Secretary _____

and/or _____
President or Vice President

Date: _____

Resolution/Authorization

This Entity shall open an account with the Bank, and until this authority is revoked by written notification to the Bank of such action by those authorizing this action, the persons named and whose signatures appear on this account agreement are hereby authorized to sign checks, drafts, withdrawal orders, bills of exchange, and make telephone transfers from this account for and in behalf of this entity. The Entity will provide a new Resolution and complete a new Account Agreement for any change in signers. The Bank shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this authorization. The Entity agrees that this account will be utilized according to applicable laws and the Rules and Regulations of the Bank. This account is subject to service fees as disclosed in the Bank's current fee schedule, now in effect or hereafter established. This resolution or authorization supersedes all prior authorizations, which are hereby canceled.

Non-Consumer Information

ChexSystems Contacted:		Override Approved By:	CIP Verification: <input type="checkbox"/>	
Physical Address 1522 TEXAS PARKWAY MISSOURI CITY TEXAS 77489		Primary Contact Name	MICHAEL HIGGINS	
		Primary Contact Phone Number	(281)403-8614	
Tax ID 27-0267825	Primary ID Type	Number/Description	Issuer	Issue Date
				Exp. Date

Client Information

ChexSystems Contacted:		Override Approved By:	CIP Verification: <input type="checkbox"/>	
Physical Address		Date of Birth		
		Primary Phone Number	Secondary Phone Number	
Primary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
Secondary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
ChexSystems Contacted:		Override Approved By:	CIP Verification: <input type="checkbox"/>	
Physical Address		Date of Birth		
		Primary Phone Number	Secondary Phone Number	
Primary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
Secondary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
ChexSystems Contacted:		Override Approved By:	CIP Verification: <input type="checkbox"/>	
Physical Address		Date of Birth		
		Primary Phone Number	Secondary Phone Number	
Primary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
Secondary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
ChexSystems Contacted:		Override Approved By:	CIP Verification: <input type="checkbox"/>	
Physical Address		Date of Birth		
		Primary Phone Number	Secondary Phone Number	
Primary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
Secondary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
ChexSystems Contacted:		Override Approved By:	CIP Verification: <input type="checkbox"/>	
Physical Address		Date of Birth		
		Primary Phone Number	Secondary Phone Number	
Primary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//
Secondary ID Type	Number/Description	Issuer	Issue Date	Exp. Date
			//	//