

ALLEN OWEN
Mayor

JERRY WYATT
Councilmember at Large Position 1

CHRIS PRESTON
Councilmember at Large Position 2



YOLANDA FORD
Councilmember District A

DON SMITH
Mayor Pro Tem
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, January 4, 2016**, at **6:00 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 the proposed solid waste amendment regarding the provision of solid waste services to townhomes and similar properties.
- (b) Discuss cost participation for improvements to the United States Postal Service facility on Glenn Lakes Lane.
- (c) Receive an update on the Houston Community College relocation project.
- (d) Discuss proposed amendments to the Community Event Participation Policy.

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.

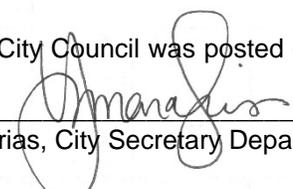
4. RECONVENE into Special Session and Consider Action, if any, on items discussed in Executive Session.

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 Gonzalez, City Secretary, at 281.403.8686.

CERTIFICATION

I certify that a copy of the January 4, 2016, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on December 31, 2015, at 4:00 p.m.



Yomara Frias, City Secretary Department

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 _____, 2016.

Signed: _____ Title: _____



Council Special Meeting Agenda Item Cover Memo January 4, 2016

To: Mayor and City Council
Agenda Item: 2(c) Review, discussion and receive Council feedback on status of HCC Campus relocation project
Submitted by: Joseph Esch, Director of Economic Development

SYNOPSIS

For well over a year, the City has been working to assist in facilitating the relocation of the HCC campus from Sienna Plantation to Texas Parkway. It is anticipated that this relocation will bring a positive project for the City, as well as, bring over \$30,000,000 of new capital investment to Texas Parkway on a site next to City Hall. To this end, on February 16, 2015, City Council took action to approve a resolution in support of the relocation.

As Council is well aware, this is a complex project with many steps and stakeholders. Among the major steps required to achieve a successful project include:

1. Securing the purchase of 43 acres of property next to City Hall for the project.
 - a. Status: Property purchased by HCC in April 2015.
2. Fort Bend County's purchase of the existing HCC Sienna building
 - a. Status: Purchase contract negotiations in process between HCC and Fort Bend County.
3. HCC sale of remaining undeveloped tracts of land adjacent to HCC's existing Sienna building.
 - a. Status: The original land sale agreement to HCC provides a deed restriction that the property can only be used for a HCC type use. That restriction would have to be removed by the original declarant. Additionally, the sale contract contains a first right of repurchase to the original developer before the property can be put on the open market. The current land use restrictions/zoning, as well as, the property being in the City limits, create an issue for any potential purchaser and developer of the property for any other use.
4. Fort Bend County's need to secure a funding source to purchase and build out the HCC Sienna building to meet the County's needs.
 - a. Status: Bond funds approved by voters in November 2015
5. Potential changes to Sienna TIRZ necessary to support project

a. Status: City awaiting formal collective requests from various stakeholders

6. Possible de-annexation of undeveloped, new development agreement and utility approval for undeveloped HCC Sienna tracts to provide for property to be developed consistent with City vision.

a. Status: Prior to HCC location in Sienna, the HCC Sienna property was originally designated in the development agreement for residential development. That use would be the logical approach and would be consistent with past City Council direction.

Consistent with Council direction, staff has continued to work with HCC, Fort Bend County, Johnson Development and their related consultants to advance the HCC relocation project.

STAFF'S RECOMMENDATION

Due to the fact that Council has already provided direction on this project in support of this project, staff's purpose is to provide an update and receive additional input on forthcoming regulatory processes.



**Council Agenda Item Cover Memo
January 4, 2016**

To: Mayor and City Council
Agenda Item: 2(d) Discuss proposed amendments to the Community Event Participation Policy.
Submitted by: Anthony Snipes, City Manager

SYNOPSIS

This item is presented to the Mayor and the City Council to provide the City Manager with additional flexibility in administering the Community Event Participation Policy.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Create a great place to live

BACKGROUND

On December 15, 2008, the City Council authorized the current version of the City's co-sponsorship policy. The policy was developed to support nonprofit organizations that provide special events in the City through in-kind contributions of services, supplies, materials, and staff time and through the provision of funding.

Since the original policy was adopted, the City has received numerous requests for co-sponsorship. This has created a need to provide the City's administrative lead, the City Manager, with additional flexibility to approve smaller requests. Such requests may include requests for the City's participation in cultural events, parks and recreation events, and similar events. This proposed policy provides the following:

- Authority for the City Manager to approve co-sponsorship requests, based on the same criteria considered by the City Council, valued at \$2,500 or less;
- Updated criteria on which a co-sponsorship request may be approved in accordance with the most recent strategic plan; and
- Nonsubstantive changes to the 2008 policy.

SUPPORTING MATERIALS

1. Draft of the revised Community Event Participation Policy
2. Document showing the changes between the current policy and the revised policy

STAFF'S RECOMMENDATION

Direct staff on the preparation of a revised Community Event Participation Policy.



COMMUNITY EVENT PARTICIPATION POLICY

Approved and adopted by City Council on _____.

I. PURPOSE

It is the policy of the City of Missouri City (the “City”) to recognize the community’s non-profit organizations that provide valuable community service; to ensure that public facilities are used to benefit the Missouri City community; and to encourage and assist sponsored community organizations to complete projects and interact socially to the benefit of the whole community.

II. APPLICATION

A. This policy applies to all requests for City resources (such as funds, services, supplies, materials, equipment and staff time), including but not limited to the following:

Waivers of City permit fees;

Funding;

Staff time;

Media services addressed through the *Communications Outlet Policy*; and

Other resources, as determined by the City Council. Resources such as security, custodial costs, printing, the loaning of equipment, the provision of supplies, and similar resources will not be considered.

B. Community support organizations are exempt from this policy.

III. DEFINITIONS

City-sponsored refers to events or materials that receive monetary or in-kind support from the City of Missouri City.

Civic events refers to events that are open to the public; are planned and conducted by the City or by one or more community organization as defined by this policy; benefit specific or general charitable, civic or cultural programs; and will either be held in the Missouri City or are expected to draw significant attendance or participation from Missouri City residents.

Community organization refers to non-profit organizations that provide proof of qualification under IRS Section 501(c) status through a letter of determination from the Internal Revenue Service; have 51% or greater Missouri City residents on board and among membership; promote specific or general charitable, civic or cultural programs within the community; and do not discriminate with regards to any protected category under state or federal law.

Community Support Organization refers to an organization whose mission is to support the mission and programs of the City or a City Department, and that contributes 100% of its net income to the City.

Interagency refers to cooperation between the City and other governmental agencies including, but not limited to neighboring municipalities, county agencies and state agencies.

COMMUNITY EVENT PARTICIPATION

IV. ELIGIBILITY

- A. An applicant must:
1. Be a community organization or a governmental agency seeking to hold a co-sponsored or interagency civic event;
 2. Demonstrate that the organization has the experience and expertise to undertake the planning and execution of the proposed civic event;
 3. Demonstrate that the civic event is consistent with City policies and goals;
 4. Not be an entity established primarily to advocate for a political position;
 5. Create a positive image for the City of Missouri City; and
 6. Maintain an approved attendance level.
- B. The City prefers that the civic event take place on City owned property.

V. ADMINISTRATIVE GUIDELINES

- A. Sponsorship requests must be submitted 120 days prior to the civic event for consideration. Except as provided herein, a final decision on a sponsorship request will be made within 60 days by the City Council. For a sponsorship request valued at \$2,500 or less, the City Manager will make a final decision within 60 days. Requests that conflict with scheduled City events or activities will not be sponsored.
- B. Each applicant must submit the following with the attached application:
1. A financial statement that demonstrates responsibility for the previous year's event;
 2. Proof of the organization's 501(c)3 status;
 3. Insurance, as required;
 4. The name and contact information for one representative who is to serve as the designated contact person
 5. The organization's list of board members and bylaws; and
 6. The current budget for the civic event.
- C. City Council and the City Manager will consider the following when deciding whether to approve a request for a co-sponsored civic event:
1. The public purpose served by the civic event;
 2. The fiscal impact of the request, staff availability and resource availability;
 3. Any printed materials including the Missouri City logo (must be approved by the City Communications Department);
 4. The overall level of fiscal support for civic event sponsorship;
 5. The costs and benefits of the activities of the applicant organization to the City; and
 7. The promotion of creating a great place to live: safe, beautiful, and active in Missouri City.

COMMUNITY EVENT PARTICIPATION

- D. Each applicant must submit the following upon approval, but before the civic event:
1. Proof that all other required permits (vendors, health, parade, etc.) have been obtained by organization;
 2. Copies of media and advertising recognizing the City as a sponsor; and
 3. A schedule of revenue and expenses associated with the civic event within 90 days of the conclusion of the civic event.

DRAFT



COMMUNITY EVENT PARTICIPATION
APPLICATION

Submit to:
City of Missouri City
Parks and Recreation Department
1522 Texas Parkway
Missouri City, Texas 77459

Please complete the following application. You may attach additional pages if necessary.

Name of Applicant: _____

Address: _____

Email: _____ Phone: _____

Designated Contact: _____

Email: _____ Phone: _____

Request: Media Relations _____

Funding _____

Waive Facility Permit Fees _____

Other _____

YES **NO** Have you or will you receive funding for this program from other sources?

YES **NO** Are you aware of any other City program providing this service?

Event Description: _____

COMMUNITY EVENT PARTICIPATION

How does or will this program benefit the City of Missouri City? _____

% of Missouri City residents served by event: _____

Years non-profit organized: _____

Number of staff/board members: Staff: _____ Board: _____

Number of volunteers: _____

Experience in Event area: _____

Names and titles of officers and board members with addresses: **Attached?**

Financial Capabilities/Budget: **Attached?**

Current funding sources and levels: **Attached?**

Previous City sponsorship requested: _____

YES **NO**

A report on how funds were spent will be filed within 60 days following close of the event.

YES **NO**

We agree to adhere to the reporting requirements above.

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. **(Two signatures required.)**

COMMUNITY EVENT PARTICIPATION

Signature

Title

Date

Signature

Title

Date

For Office Use Only:

INTERNAL OFFICE INFORMATION:

Date Submitted: _____ Received By: _____

Approvals:

PARD Director: _____

Communications Director: _____

Other (if applicable): _____

Assistant City Manager: _____

Anticipated Submittal Date to Council/City Manager: _____

Council/City Manager Approval: YES NO Date of Action Taken: _____

Staff Recommendation(s): _____

Council/City Manager Recommendation(s): _____



COMMUNITY EVENT PARTICIPATION POLICY

Approved and adopted by City Council on ~~December 15,~~
~~2008,~~ _____.

I. PURPOSE

It is the policy of the City of Missouri City (the "City") to recognize the community's non-profit organizations that provide valuable community service; to ensure that public facilities are used to benefit the Missouri City community; and to encourage and assist sponsored community organizations to complete projects and interact socially to the benefit of the whole community.

II. APPLICATION

A. This policy applies to all requests for City resources (such as funds, services, supplies, materials, equipment and staff ~~man-hours-time~~), including but not limited to the following:

~~Waiver~~Waivers of City permit fees;

~~Funds~~

Funding;

Staff ~~man-hours~~time;

Media services addressed through the *Communications Outlet Policy*; and

Other ~~--Typically services~~resources, as determined by the City Council. Resources such as security, custodial costs, printing, the loaning of equipment, the provision of supplies, ~~etc.~~and similar resources will not be considered.

B. Community support organizations are exempt from this policy.

III. DEFINITIONS

City-sponsored refers to events or materials that receive monetary or in-kind support from the City of Missouri City.

Civic events refers to events that are open to the public; are planned and conducted by the City or by one or more community organization as defined by this policy; benefit specific or general charitable, civic or cultural programs; and will either be held in the Missouri City ~~area~~ or are expected to draw significant attendance or participation from Missouri City residents.

Community organization refers to non-profit organizations that provide proof of qualification under IRS Section 501(c) status through a letter of determination from the Internal Revenue Service; have 51% or greater Missouri City residents on board and among membership; promote specific or general charitable, civic or cultural programs within the community; and do not discriminate with regards to ~~race, religion, sex, age, physical abilities or economic status~~ any protected category under state or federal law.

Community Support Organization refers to an organization whose mission is to support the mission and programs of the City or a City Department ~~such as the Police and Fire Auxiliary and~~

COMMUNITY EVENT PARTICIPATION

~~the Friends of Missouri City Parks, and contribute, and that contributes~~ 100% of its net income to the City, ~~and shall be exempt from this process entirely.~~

Interagency refers to cooperation between the City and other governmental agencies including, but not limited to neighboring municipalities, county agencies and state agencies.

IV. ELIGIBILITY

A. An applicant must:

~~1. Must meet definitions stated above~~

1. Be a community organization or a governmental agency seeking to hold a co-sponsored or interagency civic event;

2. Must demonstrate Demonstrate that the organization has the experience and expertise to undertake the planning and execution of the proposed civic event;

3. Must demonstrate Demonstrate that the civic event is consistent with City policies and goals;

4. Must not Not be an entity established primarily to advocate for a political position;

5. Must create Create a positive image for the City of Missouri City; and

6. Must maintain Maintain an approved attendance level.

~~7. Prefer to~~ B. The City prefers that the civic event take place on City owned property.

V. ADMINISTRATIVE GUIDELINES

1.A. Sponsorship requests must be submitted 120 days prior to the civic event for consideration: ~~a. Except as provided herein, a final decision on a sponsorship request will be within 60 days.~~ b. requests made within 60 days by the City Council. For a sponsorship request valued at \$2,500 or less, the City Manager will make a final decision within 60 days. Requests that conflict with scheduled City events or activities will not be sponsored.

2.B. Each applicant must submit the following with the attached application:

1. a. A financial statement that demonstrates responsibility for the previous year's event;

2. b. proof Proof of the organization's 501(c)3 status ~~c. copy of attached application;~~

3. d. insurance Insurance, as required;

4. e. The name and contact information for one representative as who is to serve as the designated contact person ~~f. organization's list of board members and bylaws~~

5. The organization's list of board members and bylaws; and

6. The current budget for event with anticipated financial information (see application)

COMMUNITY EVENT PARTICIPATION

~~h. submission of the applicant's proposed budget for their current~~ the civic event.

~~3. City Staff will evaluate:~~

C. City Council and the City Manager will consider the following when deciding whether to approve a request for a co-sponsored civic event:

1. The public purpose served by the civic event:

2. a. ~~full direct~~The fiscal impact of the request, staff availability and resource availability; b. ~~any printed materials including the Missouri City logo~~

3. ~~Any printed materials including the Missouri City logo~~ (must be approved by the City Communications Department);

~~4. City Council will consider:~~

4. a. ~~The~~ overall level of fiscal support for civic event sponsorship;

5. b. ~~benefit~~The costs and benefits of the activities of the applicant organization to the City ~~cost/benefit; and~~

7. c. ~~The~~ promotion of ~~the Quality of Life~~ creating a great place to live: safe, beautiful, and active in Missouri City.

5.D. Each applicant must submit the following upon approval, but before the civic event:

1. a. ~~proof~~Proof that all other required permits (vendors, health, parade, etc.) have been obtained by organization;

2. b. ~~copies~~Copies of media and advertising recognizing the City as a sponsor; and

3. c. ~~all sponsored organizations/events MUST submit a~~ schedule of revenue and expenses associated with the civic event within 90 days of the conclusion of the civic event.



COMMUNITY EVENT PARTICIPATION
APPLICATION

Submit to:
City of Missouri City
Parks and Recreation Department
1522 Texas Parkway
Missouri City ~~TX~~, [Texas](#) 77459

Please complete the following application. You may attach additional pages if necessary.

Name of Applicant: _____

Address: _____

Email: _____ Phone: _____

Designated Contact: _____

Email: _____ Phone: _____

Request: Media Relations _____

Funding _____

Waive Facility Permit Fees _____

Other _____

YES **NO** Have you or will [you](#) receive funding for this program from other sources?

YES **NO** Are you aware of any other City program providing this service?

Event Description: _____

COMMUNITY EVENT PARTICIPATION

How does or will this program benefit the City of Missouri City? _____

% of Missouri City residents served by event: _____

Years non-profit organized: _____

Number of staff/board members: Staff: _____ Board: _____

Number of volunteers: _____

Experience in Event area: _____

Names and titles of officers and board members with addresses: **Attached?**

Financial Capabilities/Budget: **Attached?**

Current funding sources and levels: **Attached?**

Previous City sponsorship requested: _____

YES NO

A report on how funds were spent will be filed within 60 days following close of the event.

YES NO

We agree to adhere to the reporting requirements above.

COMMUNITY EVENT PARTICIPATION

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. **(Two signatures required.)**

Signature

Title

Date

Signature

Title

Date

Document comparison by Workshare Compare on Thursday, December 31, 2015 3:10:21 PM

Input:	
Document 1 ID	file://W:\Legal Department\Policy\Drafts\2015 Policy Drafts\Community Event Participation Policy O.docx
Description	Community Event Participation Policy O
Document 2 ID	file://W:\Legal Department\Policy\Drafts\2015 Policy Drafts\Community Event Participation Policy 2016.12.31.docx
Description	Community Event Participation Policy 2016.12.31
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	92
Deletions	61
Moved from	2
Moved to	2
Style change	0
Format changed	0
Total changes	157