

YOLANDA FORD
Mayor

VASHAUNDRA EDWARDS
Councilmember at Large Position No. 1

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



CHERYL STERLING
Councilmember District A

JEFFREY L. BONEY
Councilmember District B

ANTHONY G. MAROULIS
Councilmember District C

FLOYD EMERY
Councilmember District D

CITY COUNCIL MEETING AGENDA

Notice is hereby given of a meeting of the City Council of Missouri City to be held on **Monday, December 2, 2019**, at **7:00 p.m.** at: **City Hall, Council Chamber, 2nd Floor**, 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. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS AND RECOGNITIONS

4. PUBLIC COMMENTS

An opportunity for the public to address City Council on agenda items or concerns not on the agenda-- those wishing to speak must complete the orange comment card, present the comment card to the City Secretary prior to the beginning of the meeting, and observe a three-minute time limit.

5. STAFF REPORTS

- (a) City Manager announcements.

6. CONSENT AGENDA

All consent agenda items listed are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a councilmember so requests; in which event, the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda. Information concerning consent agenda items is available for public review.

- (a) Consider approving the minutes of the special and regular City Council meetings of November 18, 2019.

7. PUBLIC HEARINGS AND RELATED ACTIONS

- (a) **Zoning Public Hearings and Ordinances** – *There are no Zoning Public Hearings and Ordinances on this agenda.*
- (b) **Public Hearings and related actions** – *There are no Public Hearings and related actions on this agenda.*

8. APPOINTMENTS

- (a) Consider appointing a member to the board of directors of the Fort Bend Subsidence District Board for a two-year term beginning on February 1, 2020 and ending on January 31, 2022.

9. AUTHORIZATIONS – *There are no Authorizations on this agenda.*

10. ORDINANCES – *There are no Ordinances on this agenda.*

11. RESOLUTIONS

- (a) Consider a resolution casting a vote for the election of a member of the board of directors of the Harris County Appraisal District for a two-year term commencing on January 1, 2020; and other provisions related thereto.
- (b) Consider a resolution casting votes for the election of members of the board of directors of the Fort Bend Central Appraisal District for the two-year term commencing on January 1, 2020; and other provisions related thereto.
- (c) Consider a resolution amending the Comprehensive Financial Policy for the City of Missouri City, Texas by revising the Fund Balance Policy; providing an effective date; providing for a repeal; and providing for severability.
- (d) Consider a resolution approving the submission of a grant application for the Community Outdoor Outreach Program to the Texas Parks and Wildlife Department to fund outdoor recreation and education programs; and containing other provisions related thereto.
- (e) Consider a resolution selecting a representative and an alternate to the Houston-Galveston Area Council 2020 Transportation Policy Council.
- (f) Consider a resolution selecting a representative and an alternate to the Houston-Galveston Area Council 2020 Technical Advisory Committee.

12. CITY COUNCIL ANNOUNCEMENTS

Hear announcements concerning items of community interest from the Mayor, Councilmembers, and City staff, for which no formal action will be discussed or taken.

13. CLOSED EXECUTIVE SESSION

The City Council may go into Executive Session regarding any item posted on the Agenda as authorized by Title 5, Chapter 551 of the Texas Government Code.

14. RECONVENE

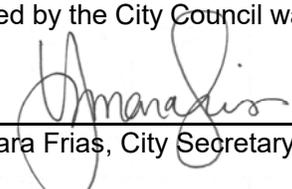
Reconvene into Regular Session and Consider Action, if any, on items discussed in Executive Session.

15. 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 December 2 2019, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on November 27, 2019, at 12:00 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 _____, 2019.

Signed: _____

Title: _____



**Council Agenda Item
December 2, 2019**

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. PRESENTATIONS AND RECOGNITIONS

4. PUBLIC COMMENTS

An opportunity for the public to address City Council on agenda items or concerns not on the agenda-- those wishing to speak must complete the orange comment card, present the comment card to the City Secretary prior to the beginning of the meeting, and observe a three-minute time limit.

5. STAFF REPORTS

- (a) City Manager announcements.
-

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 MINUTES

The City Council of the City of Missouri City, Texas, met in special session on **Monday, November 18, 2019**, at the City Hall, Council Chamber, 1522 Texas Parkway, Missouri City, Texas, 77489, at **5:30 p.m.** to consider the following:

1. CALL TO ORDER

Mayor Ford called the meeting to order at 5:44 p.m.

Those also present: Councilmembers Edwards, Pearson, Boney, Maroulis, and Emery; City Manager Snipes, City Attorney Iyamu, City Secretary Jackson, Assistant City Manager Atkinson, Assistant City Manager Martel, Fire Chief Campbell, Director of Human Resources Russell, Director of Development Services Spriggs, Director of Public Works Kumar, Director of Communications Walker, Director of Financial Services Portis, Budget and Financial Reporting Manager Alexander, Media Specialist III Sanders, and Media Specialist III Kalimkoottil. Mayor Pro Tem Preston arrived at 5:46 p.m. Also present: Susan Anderson, Valley View Consulting; Eddie Miranda and Kurt Luhrsen, METRO; and, Tony Thrasher, Willdan Financial.

2. DISCUSSION/POSSIBLE ACTION

- (a) Consider an order canvassing the returns of the general election held in the City of Missouri City, Texas, on November 5, 2019, for the purpose of electing a Councilmember in District A, a Councilmember in District B, a Councilmember in District C, and a Councilmember in District D; declaring the election of a Councilmember in District A, a Councilmember in District B, a Councilmember in District C, and a Councilmember in District D; declaring the election of a Councilmember in District A, a Councilmember in District B, a Councilmember in District C, and a Councilmember in District D; and consider the order on the first and final reading.

Councilmember Pearson moved to approve the order. Councilmember Maroulis seconded. **MOTION PASSED UNANIMOUSLY.**

- (b) Consider accepting the quarterly investment report for the quarter ending on September 30, 2019.

Susan Anderson, Valley View Consulting, presented the quarterly investment report for the quarter ending on September 30, 2019.

- (c) Presentation by METRO representatives on key issues.

Eddie Miranda, Vice President of Government Affairs with METRO, presented an update on MetroNext. Councilmember Maroulis inquired about services from the Highway 6 area to the Medical Center. Miranda stated they could meet with residents to hear their ideas on suggestions and what they think could work. City Manager Snipes asked if there was funding for a light rail study. Miranda stated there was additional funding to study Hwy-90A as a possible light rail and/or a commuter rail. Councilmember Emery asked about the opportunity to see something come through with the Hwy. 90 corridor. Miranda noted there have been a lot of starts and stops but they would be happy to regroup and work together with all the communities

involved. Mayor Ford inquired about the ability to bring the West Houston Corridor Bus Rapid Transit Line (BRT) on Hwy. 90. Miranda noted the BRT was on the MetroNext plan. Kurt Luhrsen, Vice President of Planning, spoke on local services operating in the City this past year that included the Community Connector. Councilmember Boney requested to understand how the flex service would benefit the residents of Missouri City if METRO were to remove the service. Luhrsen stated information was placed in several newspapers and other community organizations. Councilmember Maroulis asked if they expected ridership to increase. Luhrsen stated he did. Councilmember Boney believes the community should have the opportunity to respond to discontinuing services before final decisions were made. Luhrsen explained the benefit of having one service. Councilmember Emery asked for an analysis to see how much the City invested and what services they have received for that.

Councilmember Edwards stepped away at 6:30 p.m. and returned at 6:33 p.m.

- (d) Presentation of the user fee study and cost recovery policy.

Tony Thrasher, Willdan Financial consultant, presented on the user fee study and cost recovery policy.

Mayor Ford stepped away at 6:37 p.m. and returned at 6:38 p.m.

Director of Financial Services Portis also presented on the cost recovery policy and levels. Portis stated the next steps included a meeting with the consultants after receiving City Council's feedback regarding the development of the fees; meet with the stakeholders to present recommendations; and, return to Council with a proposed fee ordinance.

City Council recessed the special City Council meeting at 6:52 p.m. and reconvened at 8:52 p.m.

- (e) Discuss and consider board, committee, and commission member appointments.

City Secretary Jackson presented a follow-up to the board, committee, and commission member appointments and noted members whose term would expire and agreed to continue serving, if reappointed by Council.

City Council requested to interview the following: TIRZ Board No. 3 applicant Reggie Abraham and all new candidates who were not interviewed by City Council for both the Parks Board and the Zoning Board of Adjustments and Appeals. Councilmember Edwards requested a deadline for City Council to submit interview questions. City Council agreed interview questions be submitted by or before December 2 to City Secretary Jackson for review. City Secretary Jackson would also provide Council with dates to consider interviews between December 3 and December 11.

- (f) Review of the fund balance policy.

Director Portis presented on the fund balance policy.

3. **ADJOURN**

The special City Council meeting adjourned at 9:08 p.m.

Minutes PASSED AND APPROVED this the _____ day of _____ 2019.

Maria Jackson, City Secretary

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 MEETING MINUTES

The City Council of the City of Missouri City, Texas, met in regular session on **Monday, November 18, 2019**, at the City Hall, Council Chamber, 2nd Floor, 1522 Texas Parkway, Missouri City, Texas, 77489, at **7:00 p.m.** to consider the following:

1. ROLL CALL

Mayor Ford called the meeting to order at 7:00 p.m.

Those also present: Mayor Pro Tem Preston, Councilmembers Edwards, Pearson, Boney, Maroulis, and Emery; City Manager Snipes, City Attorney Iyamu, and City Secretary Jackson.

2. The **PLEDGE OF ALLEGIANCE** was led by Director of Parks and Recreation Mangum.

3. PRESENTATIONS AND RECOGNITIONS

Mayor Ford administered the oath of office to Cheryl Sterling, City Council District A; Judge Clarease Rankin Yates administered the oath of office to Jeffrey L. Boney, City Council District B; City Secretary Jackson administered the oath of office to Anthony G. Maroulis, City Council District C; and, Judge Joel Clouser administered the oath of office to Floyd Emery, City Council District D. Mayor Ford recognized Councilmember Reginald B. Pearson for his service to the City of Missouri City, Texas.

4. There were no **PUBLIC COMMENTS**.

5. STAFF REPORTS

City Manager Snipes announced that non-emergency city offices would be closed from 11:30 a.m. until 1:30 p.m. on Wednesday, November 20, due to the Annual Employee Thanksgiving luncheon. In addition, non-emergency offices would be closed on November 28 and 29 due to the Thanksgiving holiday. Snipes thanked the community who participated in the City's Annual Stuff the Squad Car and Firetruck event. He congratulated all recently appointed Councilmembers and former Councilmember Pearson for their service to the City. Snipes also welcomed Councilmember Sterling.

6. CONSENT AGENDA

- (a) Consider approving the minutes of the special and regular City Council meetings of November 4, 2019.
- (b) Consider an ordinance to changing the zoning classification of an approximate 1.4197 acre tract of land, from CF community facilities district to I, industrial district; providing for an amendment to the Comprehensive Plan; providing a penalty; and consider the ordinance on the second and final reading. The subject site is located on the south side of East Hampton Circle, north of Highway 90A, west of Fondren Road, and east of McClain Boulevard.

Councilmember Boney moved to approve the Consent Agenda pursuant to recommendations by City Staff. Councilmember Maroulis seconded. **MOTION PASSED UNANIMOUSLY.**

7a. There were no **Zoning Public Hearings and Ordinances**.

7. PUBLIC HEARINGS AND RELATED ACTIONS

(b) Public Hearings and related actions

- (1) Public hearing to receive comments for or against proposed assessments against properties in the Lake Shore Harbour, Section Five, subdivision within the City of Missouri City Public Improvement District No. Two established by City Council Resolution No. R-01-38; and consider a related ordinance on the first of two readings.

Director of Financial Services Portis presented an overview on Public Improvement Districts (PID), PID No. 2, PID No. 2 – Section 5, the assessment roll and outstanding debt.

Councilmember Emery moved to open the public hearing at 7:14 p.m. Councilmember Edwards seconded.
MOTION PASSED UNANIMOUSLY.

Clyde Jackson, 2315 Terracina Court, expressed concerns regarding the proposed assessments against the properties in Lake Shore Harbour Section 5.

Marlene Davis, 2335 Terracina Court, expressed concerns regarding the proposed assessments against the properties in Lake Shore Harbour Section 5. Davis also inquired if they were paying the same as other sections as Section 5.

Director Portis addressed the citizen concerns. Councilmember Maroulis asked if there was a list of improvements. Portis went over the list. Councilmember Boney asked if homeowners were informed of the assessment before the purchase of the home. Portis stated homeowners were notified at the time of purchase the property was located in a PID.

Councilmember Boney moved to close the public hearing at 7:29 p.m. Councilmember Emery seconded.
MOTION PASSED UNANIMOUSLY.

AGENDA ITEM DIED DUE TO LACK OF MOTION.

Councilmember Boney asked if agenda item 7b1 could come back. City Attorney Iyamu confirmed.

- (2) Public hearing to receive comments for or against an ordinance continuing an interim procedure regarding the administration of plans and platting rules; declaring an emergency; and consider the related ordinance on the first and final reading.

Planning Manager Gomez presented an overview of the procedure that had been in place since September. Gomez noted the ordinance would extend the timeline through January in order to comply with new regulations.

Councilmember Maroulis moved to open the public hearing at 7:31 p.m. Councilmember Boney seconded.
MOTION PASSED UNANIMOUSLY.

Councilmember Maroulis moved to close the public hearing at 7:34 p.m. Councilmember Boney seconded.
MOTION PASSED UNANIMOUSLY.

Councilmember Boney moved approve the ordinance. Councilmember Emery seconded. **MOTION PASSED UNANIMOUSLY.**

8. There were no **APPOINTMENTS**.

9. AUTHORIZATIONS

- (a) Consider electing a Mayor Pro Tem.

Councilmember Boney moved to elect Anthony Maroulis as Mayor Pro Tem. Councilmember Emery seconded. **MOTION FAILED.**

Ayes: Councilmembers Boney, Emery, and Maroulis

Nays: Mayor Ford, Mayor Pro Tem Preston and Councilmembers Edwards and Sterling

Councilmember Edwards moved to elect Chris Preston as Mayor Pro Tem. Mayor Pro Tem Preston seconded. **MOTION PASSED.**

Ayes: Mayor Ford, Mayor Pro Tem Preston, and Councilmembers Edwards and Sterling

Nays: Councilmembers Boney, Emery, and Maroulis

- (b) Consider authorizing the execution of an agreement for the construction of park improvements for the American Legion Park.

Councilmember Emery moved to authorize the execution of an agreement for the construction of park improvements for the American Legion Park. Councilmember Maroulis seconded. **MOTION PASSED UNANIMOUSLY.**

- (c) Consider authorizing the purchase of fleet vehicles.

Councilmember Boney moved to authorize the purchase of fleet vehicles. Councilmember Emery seconded. **MOTION PASSED UNANIMOUSLY.**

- (d) Consider authorizing the execution of an amendment to an existing interlocal agreement for the maintenance of a regional detention facility to include the Mustang Trails sub-regional detention facility.

Councilmember Emery moved to authorize the execution of an amendment to an existing interlocal agreement for the maintenance of a regional detention facility to include the Mustang Trails sub-regional detention facility. Councilmember Boney seconded. **MOTION PASSED UNANIMOUSLY.**

10. ORDINANCES

- (a) Consider an ordinance approving the third updated and restated service and assessment plan for City of Missouri City Public Improvement District No. Two; and consider the ordinance on the first of two readings.

Mayor Ford noted City Council took no action for 7b1 and inquired how a no action would affect agenda item 10a. City Attorney Iyamu explained the City issued certificates of obligation debt based on the assessment and because agenda item 7b1 did not move forward, if there would be deficit, it would come from the general revenue thus creating a financial impact.

AGENDA ITEM DIED DUE TO LACK OF MOTION.

- (b) Consider an ordinance approving the third updated and restated service and assessment plan for City of Missouri City Public Improvement District No. Four; and consider the ordinance on the first of two readings.

AGENDA ITEM DIED DUE TO LACK OF MOTION.

- (c) Consider an ordinance amending the general budget for the fiscal year beginning October 1, 2018, and ending September 30, 2019; and consider the ordinance on the first and final reading.

Councilmember Maroulis moved to approve the ordinance. Councilmember Boney seconded. **MOTION PASSED UNANIMOUSLY.**

11. RESOLUTIONS

- (a) Consider a resolution identifying certain officials with authority to open and maintain an account or accounts with Wells Fargo Bank, National Association; and containing other provisions relating to the subject.

No action was needed, as there was not a new Mayor Pro Tem.

Mike Watson, 3018 Apple Valley Lane, informed Council that Wells Fargo was being supervised for certain violations; and, provided comments regarding the assessment pertaining to agenda item 7b1.

- (b) Consider a resolution identifying certain officials with authority to open and maintain an account or accounts with Wells Fargo Bank, National Association for the City of Missouri City Insurance Trust Fund; and containing other provisions relating to the subject.

Councilmember Boney moved to adopt the resolution. Councilmember Sterling seconded. **MOTION PASSED UNANIMOUSLY.**

- (c) Consider a resolution selecting a representative and an alternate to the Houston-Galveston Area Council 2020 General Assembly and; selecting a representative and an alternate to the Houston-Galveston Area Council 2020 Board of Directors.

Councilmember Edwards move to select Cheryl Sterling as the representative and Floyd Emery as the alternate. Mayor Pro Tem Preston seconded. **MOTION PASSED.**

Ayes: Mayor Ford, Mayor Pro Tem Preston and Councilmembers Edwards and Sterling

Nays: Councilmembers Boney, Emery, and Maroulis

Councilmember Emery called a point of order and stated he had been the representative and the 2018 HGAC Chairman. Emery would like to allow someone to serve as alternate if he could not serve as the representative.

Councilmember Edwards move to select Cheryl Sterling as the representative and Chris Preston as the alternate. Mayor Pro Tem Preston seconded. **MOTION PASSED.**

Ayes: Mayor Ford, Mayor Pro Tem Preston and Councilmembers Edwards and Sterling

Nays: Councilmembers Boney, Emery, and Maroulis

Councilmember Emery stated he would turn in his HGAC resignation on Tuesday so the new representative could begin.

- (d) Consider a resolution naming the Parks and Recreation Volunteer of the Year Program "The Missouri City Parks and Recreation Ebony Ghee Volunteer of the Year Award."

Councilmember Maroulis moved to adopt the resolution. Councilmember Sterling seconded. **MOTION PASSED UNANIMOUSLY.**

12. CITY COUNCIL ANNOUNCEMENTS

Mayor Pro Tem Preston congratulated the re-elected candidates, Councilmember Sterling and thanked Councilmember Emery for his service on the Houston-Galveston Area Council. Councilmember Edwards congratulated the re-elected candidates and Councilmember Sterling. Edwards thanked the Communications Department who captured moments during the Stuff the Squad Car and Firetruck event and the Police Department for a successful event. Councilmember Emery spoke about the Quail Valley 50th Anniversary and thanked the citizens for going out to vote. He also congratulated Councilmember Sterling and all the re-elected Councilmembers. Boney thanked former Councilmember Pearson for his service and thanked staff and board members for the Veterans Memorial groundbreaking event. Councilmember Maroulis thanked residents in District C for voting for him, thanked staff for a successful Veterans Memorial groundbreaking event, and invited citizens to Snowfest. Councilmember Sterling thanked the constituents in District A and thanked former Councilmember Pearson for his service. Mayor Ford wished everyone a Happy Thanksgiving.

13. CLOSED EXECUTIVE SESSION

After proper notice was given pursuant to the Texas Open Meetings Act, the City Council went into Executive Session at 8:16 p.m.

Texas Government Code, Section 551.074 – Deliberations concerning the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: Presiding Judge.

14. RECONVENE

At 8:48 p.m., Council reconvened into open session.

Councilmember Boney moved to suspend the rules to reconsider the action on the City's process for addressing judicial complaints. Councilmember Emery seconded. **MOTION PASSED UNANIMOUSLY.**

Councilmember Edwards moved to advise complainants to submit judicial complaints to the State Judicial Commission. Councilmember Boney seconded. **MOTION PASSED UNANIMOUSLY.**

13. ADJOURN

The regular City Council meeting adjourned at 8:51 p.m.

Minutes PASSED AND APPROVED this the _____ day of _____ 2019.

Maria Jackson, City Secretary



**Council Agenda Item
December 2, 2019**

7. PUBLIC HEARINGS AND RELATED ACTIONS

- (a) **Zoning Public Hearings and Ordinances** – *There are no Zoning Public Hearings and Ordinances on this agenda.*

 - (b) **Public Hearings and related actions**– *There are no Public Hearings and related actions on this agenda.*
-



**CITY COUNCIL
AGENDA ITEM COVER MEMO**

December 2, 2019

To: Mayor and City Council

Agenda Item: 8(a) Consider appointing a member to the board of directors of the Fort Bend Subsidence District Board for a two-year term beginning on February 1, 2020 and ending on January 31, 2022.

Submitted by: Maria Jackson, City Secretary

SYNOPSIS

Consider making an appointment to the Fort Bend Subsidence District ("District") Board of Directors.

BACKGROUND

The Fort Bend Subsidence District has notified the City that the term of Mr. William Wallace, the City's representative to the district, will expire on January 31, 2020. Therefore, the District is requesting that Council either reappoint Mr. Wallace or appoint another qualified resident to the District. To be qualified, the member must be a resident of and qualified voter in the District.

The District has requested that the appointment be made by January 17, 2020.

SUPPORTING MATERIAL

1. Fort Bend Subsidence District Letter

STAFF'S RECOMMENDATION

Consider making an appointment to the Fort Bend Subsidence District Board of Directors.

Director Approval: Maria Jackson, City Secretary



FORT BEND SUBSIDENCE DISTRICT

P.O. Box 427, Richmond, Texas 77406-0427 (281) 342-3273

October 25, 2019

City Secretary

NOV 04 2019

Missouri City, TX

The Honorable Yolanda Ford
Mayor, City of Missouri City
1522 Texas Parkway
Missouri City, Texas 77489

Dear Mayor Ford:

As General Manager of the Fort Bend Subsidence District, it is my responsibility to notify you that the term of office of William Wallace as a member of the Board of Directors, will expire on January 31, 2020. The City of Missouri City may reappoint Mr. Wallace for a two-year term. The law imposes certain qualifications on the member to be appointed by the City of Missouri City. The member must be a resident of and qualified voter in the District.

Your selection of a director is requested to be made by Friday, January 17, 2020. Please send your letter concerning the action taken by the City of Missouri City on this appointment to the address above.

Your interest in and support of the Subsidence District has been of great value to the District, and I look forward to working with you and your staff in the future. Please contact me if you have any questions concerning the Board appointment.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Michael Turco', written in a cursive style.

Michael Turco
General Manager

MT/ws



**Council Agenda Item
December 2, 2019**

9. **AUTHORIZATIONS** – *There are no Authorizations on this agenda.*
 10. **ORDINANCES** – *There are no Ordinances on this agenda.*
-



**CITY COUNCIL
AGENDA ITEM COVER MEMO**

December 2, 2017

To: Mayor and City Council
Agenda Item: 11(a) Consider a resolution casting a vote for the election of a member of the board of directors of the Harris County Appraisal District for the two-year term commencing on January 1, 2020.
Submitted by: Maria Jackson, City Secretary

SYNOPSIS

The Harris County Appraisal District (HCAD) delivered to the City the names of the persons duly nominated as candidates to serve in the position on the board of directors of the Harris County Appraisal District, representing and to be filled by the cities other than the City of Houston, participating in said appraisal district.

BACKGROUND

The governing body of each taxing unit is entitled to one vote for the candidate of its choice from the names appearing on the ballot. Each governing body must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. The vote must be made by resolution.

The City must submit the name cast to the chief appraiser of the Harris County Appraisal District no later than December 16, 2019.

Prior to December 20, 2019, the chief appraiser will count the votes, declare the results, and notify the winners, the nominees, and the presiding officers of each taxing unit. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

Mike Sullivan was the only person nominated for the board position representing cities other than the City of Houston.

SUPPORTING MATERIALS

1. Resolution
2. Harris County Appraisal District Letter
3. Mike Sullivan Letter

STAFF'S RECOMMENDATION

Staff recommends City Council to cast their vote as they so choose.

Director Approval: Maria Jackson, City Secretary

RESOLUTION NO. R-19-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, CASTING ITS VOTE FOR THE ELECTION OF A MEMBER OF THE BOARD OF DIRECTORS OF THE HARRIS COUNTY APPRAISAL DISTRICT FOR THE TWO-YEAR TERM COMMENCING ON JANUARY 1, 2020; AND OTHER PROVISIONS RELATED THERETO.

* * * * *

WHEREAS, Section 6.01 of the Texas Tax Code provides that an appraisal district is established in each county; and

WHEREAS, Section 6.03 of the Texas Tax Code provides that an appraisal district is governed by a board of directors, and that members of the board of directors serve two-year terms beginning on January 1 of even-numbered years; and

WHEREAS, the Harris County Appraisal District has initiated the process for selecting members of its Board of Directors for the two-year term beginning on January 1, 2020; and

WHEREAS, the Harris County Appraisal District has received nominations from eligible taxing units for candidates to serve on the Board of Directors of the Harris County Appraisal District; and

WHEREAS, the Harris County Appraisal District has delivered ballots, which incorporate such nominations, to eligible taxing units for the election of the members of the Board of Directors of the Harris County Appraisal District; and

WHEREAS, the City of Missouri City (the "City") may cast a vote for one of the candidates for the position of the Board of Directors of the Harris County Appraisal District representing and to be filled by the cities, other than the City of Houston, within the Harris County Appraisal District; and

WHEREAS, Section 6.03 of the Texas Tax Code provides that the City Council must determine its vote by resolution and submit it to the Chief Appraiser of the Harris County Appraisal District before December 16, 2019; and

WHEREAS, the City Council deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill such position; now, therefore,

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

Section 1. The facts and recitations set forth in the preamble of this Resolution are hereby declared true and correct.

Section 2. The City Council of the City of Missouri City, Texas, hereby casts its vote for Mike Sullivan to fill the position on the Board of Directors of the Harris County Appraisal District representing and to be filled by the cities, other than the City of Houston, within the Harris County Appraisal District for a two-year term of office commencing on January 1, 2020.

Section 3. The Mayor is hereby authorized and directed to complete the Certification of Ballot for Board of Directors of the Harris County Appraisal District.

Section 4. The City Secretary is hereby authorized and directed to deliver or cause to be delivered a copy of the Certification of Ballot for Board of Directors of the Harris County Appraisal District executed by the Mayor and a certified copy of this resolution as passed, approved and resolved to the Chief Appraiser of the Harris County Appraisal District before December 16, 2019.

PASSED, APPROVED and RESOLVED this 2nd day of December, 2019.

Yolanda Ford, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney

City Secretary
OCT 27 2019
Missouri City, TX



Harris County Appraisal District
Interoffice Memorandum

OFFICE OF THE CHIEF APPRAISER

TO: Presiding Officers of Taxing Units
Served by the Harris County Appraisal District

FROM: Roland Altinger, Chief Appraiser

SUBJECT: Election of Board of Directors of the
Harris County Appraisal District

DATE: October 18, 2019

The nomination period for board candidates representing the small cities, school districts, junior college districts and conservation & reclamation districts closed October 15, 2019. The names of all candidates officially nominated to me on or before that date are reflected on the enclosed "Certification of Ballot" forms.

Candidates for contested positions are listed alphabetically on the ballots in the manner required by the Texas Tax Code.

Martina Lemond Dixon, Jennifer Key, Ben Pape, and Dee Anne Thomson are nominees for the position representing school districts other than Houston ISD and the junior college districts.

Mike Sullivan was the only person nominated for the board position representing cities other than the City of Houston.

John Ferro, Bob Milner and Glenn Peters are nominees for the position representing the conservation and reclamation districts.

To assist you in the election procedure, I have enclosed a Certification of Ballot and a suggested form of resolution for casting your vote for the candidate representing your type of taxing unit. ***Ballot forms for all four types of units are enclosed to make you aware of all nominees, even though only taxing units of a particular type may vote in the election applicable to that type of unit.*** The governing body of each taxing unit is entitled to one vote for the candidate of its choice from the names appearing on the appropriate Certification of Ballot. Please note, the

Presiding Officers of Taxing Units

October 18, 2019

Page 2

junior college districts vote collectively. Each board of trustees for the respective junior college districts may file a vote by resolution with the chief appraiser, however, the collective vote of the junior college districts will thereafter be cast for the candidate who receives the most votes from among the junior college districts.

Each governing body must cast its vote for one of the nominees, formally adopt a resolution naming the person for whom it votes, and submit a certified copy to the chief appraiser. ***The vote must be by resolution.*** The resolution, or a certified copy thereof, together with the completed Certification of Ballot, must be delivered to Roland Altinger, Chief Appraiser, 13013 Northwest Freeway, Houston, Texas 77040, or mailed to P. O. Box 920975, Houston, Texas 77292-0975 ***to arrive before 5:00 p.m. on December 16, 2019.*** The outside of the envelope should be marked "Ballot for Board of Directors." Ballots that arrive after that day and time will not be counted. ***Resolutions and Certification of Ballot may be submitted via e-mail to cguerra@hcad.org. However, if they are submitted via e-mail, the original must also be mailed to the address shown above via regular first-class mail.***

Prior to December 20, 2019, the chief appraiser will count the votes, declare the results, and notify the winners, the nominees, and the presiding officers of each taxing unit. A tie vote will be resolved by a method of chance chosen by the chief appraiser.

These procedures do not apply to Harris County, the City of Houston, or the Houston Independent School District. Those units will select their board member by adopting a resolution appointing such member by December 16, 2019, and delivering an original or certified copy to the Office of the Chief Appraiser.

If you have questions about the board selection process, please call me at 713/957-5299.

Attachments

c: HCAD Board Members
Tax Assessors
Attorneys

(For Use by School Districts Other Than Houston ISD)

CERTIFICATION OF BALLOT
FOR BOARD OF DIRECTORS
HARRIS COUNTY APPRAISAL DISTRICT

I, _____, certify that on the _____ day of _____, 2019, the Board of Trustees of _____

Independent School District did by resolution cast its ballot for the following nominee to serve as a member of the Board of Directors of the Harris County Appraisal District.

(Place an "X" in the square next to the candidate of your choice.)

Martina Lemond Dixon []

Jennifer Key []

Ben Pape []

Dee Anne Thomson []

I further certify that a true and correct copy of the resolution casting such ballot is attached hereto.

WITNESS MY HAND this _____ day of _____, 2019.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
_____ INDEPENDENT SCHOOL DISTRICT
CASTING ITS BALLOT FOR THE ELECTION OF A PERSON
TO THE BOARD OF DIRECTORS OF THE
HARRIS COUNTY APPRAISAL DISTRICT

WHEREAS, the chief appraiser of the Harris County Appraisal District, has delivered to the superintendent of this school district the names of those persons duly nominated as candidates to serve in that position on the board of directors of the Harris County Appraisal District, representing and to be filled by the school districts other than the Houston Independent School District participating in said appraisal district; and

WHEREAS, this school district deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill such position; now, therefore

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF _____
INDEPENDENT SCHOOL DISTRICT:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That _____ Independent School District does hereby cast its vote for _____, to fill the position on the board of directors of the Harris County Appraisal District, representing and to be filled by the school districts, other than the Houston Independent School District, participating in the appraisal district.

Section 3. That the superintendent be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than December 16, 2019.

PASSED AND APPROVED this ____ day of _____, 2019.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

(For Use by Cities Other Than the City of Houston)

CERTIFICATION OF BALLOT
FOR BOARD OF DIRECTORS
HARRIS COUNTY APPRAISAL DISTRICT

I, _____, certify that on the _____ day of _____, 2019, the City Council of the City of _____ did by resolution cast its ballot for the following nominee to serve as a member of the Board of Directors of the Harris County Appraisal District.

(Place an "X" in the square next to the candidate of your choice.)

Mike Sullivan []

I further certify that a true and correct copy of the resolution casting such ballot is attached hereto.

WITNESS MY HAND this _____ day of _____, 2019.

Mayor

ATTEST:

City Secretary

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF _____
CASTING ITS BALLOT FOR THE ELECTION OF A PERSON
TO THE BOARD OF DIRECTORS OF THE
HARRIS COUNTY APPRAISAL DISTRICT

WHEREAS, the chief appraiser of the Harris County Appraisal District has delivered to the mayor of this city, the names of those persons duly nominated as candidates to serve in that position on the board of directors of the Harris County Appraisal District, representing and to be filled by the cities other than the City of Houston, participating in said appraisal district; and

WHEREAS, this city deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill such position; now, therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF _____:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That the City of _____ does hereby cast its vote for _____, to fill the position on the board of directors of the Harris County Appraisal District, representing and to be filled by the cities, other than the City of Houston, participating in the appraisal district.

Section 3. That the mayor be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than December 16, 2019.

PASSED AND APPROVED this ____ day of _____, 2019.

Mayor

ATTEST:

City Secretary

(For Use by Conservation & Reclamation Districts)

CERTIFICATION OF BALLOT
FOR BOARD OF DIRECTORS
HARRIS COUNTY APPRAISAL DISTRICT

I, _____, certify that on the _____ day of _____, 2019, the Board of Directors of _____ did by resolution cast its ballot for the following nominee to serve as a member of the Board of Directors of the Harris County Appraisal District.

(Place an "X" in the square next to the candidate of your choice.)

John Ferro []

Bob Milner []

Glenn E. Peters []

I further certify that a true and correct copy of the resolution casting such ballot is attached hereto.

WITNESS MY HAND this _____ day of _____, 2019.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE

(CONSERVATION & RECLAMATION DISTRICT)
CASTING ITS BALLOT FOR THE ELECTION OF A PERSON
TO THE BOARD OF DIRECTORS OF THE
HARRIS COUNTY APPRAISAL DISTRICT

WHEREAS, the chief appraiser of the Harris County Appraisal District has delivered to the president of this governing body the names of those persons duly nominated as candidates to serve in that position on the board of directors of the Harris County Appraisal District, representing and to be filled by the conservation & reclamation districts participating in said appraisal district; and

WHEREAS, this conservation & reclamation district deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill such position; now, therefore

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF

_____:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That _____ (name) does hereby cast its vote, for _____, to fill the position on the board of directors of the Harris County Appraisal District, representing and to be filled by the conservation & reclamation districts, participating in the appraisal district.

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than December 16, 2019.

PASSED AND APPROVED this ____ day of _____, 2019.

President, Board of Directors

ATTEST:

Secretary, Board of Directors

(For Use by Junior College Districts)

CERTIFICATION OF BALLOT
FOR BOARD OF DIRECTORS
HARRIS COUNTY APPRAISAL DISTRICT

I, _____, certify that on the _____ day of _____, 2019, the Board of Trustees of _____ Junior College District did by resolution cast its ballot for the following nominee to serve as a member of the Board of Directors of the Harris County Appraisal District.

(Place an "X" in the square next to the candidate of your choice.)

Martina Lemond Dixon []

Jennifer Key []

Ben Pape []

Dee Anne Thomson []

I further certify that a true and correct copy of the resolution casting such ballot is attached hereto.

WITNESS MY HAND this _____ day of _____, 2019.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
_____ JUNIOR COLLEGE DISTRICT
CASTING ITS BALLOT FOR THE ELECTION OF A PERSON
TO THE BOARD OF DIRECTORS OF THE
HARRIS COUNTY APPRAISAL DISTRICT

WHEREAS, the chief appraiser of the Harris County Appraisal District, has delivered to the presiding officer of the board of trustees of this junior college district the names of those persons duly nominated as candidates to serve in that position on the board of directors of the Harris County Appraisal District, representing and to be filled by the junior college districts participating in said appraisal district; and

WHEREAS, this junior college district deems it appropriate and in the public interest to cast its vote for the candidate of its choice to fill such position; now, therefore

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF _____
JUNIOR COLLEGE DISTRICT:

Section 1. That the facts and recitations set forth in the preamble of this resolution be, and they are hereby, adopted, ratified, and confirmed.

Section 2. That _____ Junior College District does hereby cast its vote for _____, to fill the position on the board of directors of the Harris County Appraisal District, representing and to be filled by the junior college districts participating in the appraisal district.

Section 3. That the presiding officer be, and he or she is hereby, authorized and directed to deliver or cause to be delivered an executed or certified copy of this resolution to the chief appraiser of the Harris County Appraisal District no later than December 16, 2019.

PASSED AND APPROVED this ____ day of _____, 2019.

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Mike Sullivan
Director, Harris County Appraisal District
4811 Shore Hills Dr.
Kingwood, TX 77345
(713) 898-6969 Mobile

August 24, 2019

The Honorable Yolanda Ford
Mayor, City of Missouri City
1522 Texas Parkway
Missouri City, TX 77489-2170

Re: Harris County Appraisal District Board of Directors

Dear Mayor Ford:

It has been an honor to serve as your representative on the Harris County Appraisal District Board of Directors. Of the six Directors, I was elected to serve "cities and towns other than Houston", and I take that responsibility seriously. My term ends December 31, 2019, and I am writing to ask you and your city to pass a Resolution nominating me to another two-year term.

During my time on the HCAD Board, I have worked hard to ensure that your voice was heard, that budgets are kept in check, and to keep you posted with data, timelines, and maps. Going forward, I pledge to do the same, and to be accessible to you and your city council.

HCAD has mailed a packet to your city, and in it were details as to the nomination process, timelines, and a sample Resolution for you to use. However, I want to highlight that nominations (by Resolution) are due by October 15, 2019. If unable to locate the HCAD packet, please let me know, and I will have another sent to you.

I respectfully request that you and your city council nominate me for another two-year term on the HCAD Board of Directors. My previous service on the Board, as Harris County Tax Assessor-Collector, and in the private sector have given me broad experiences that translate to important and meaningful service on the Board.

Please contact me if you have any questions, or if I can answer any questions.

Yours truly,



Mike Sullivan
Director, Harris County Appraisal District

(Not printed at taxpayer expense)



CITY COUNCIL AGENDA ITEM COVER MEMO

December 2, 2017

To: Mayor and City Council
Agenda Item: 11(b) Consider a resolution casting votes for the election of members of the board of directors of the Fort Bend Central Appraisal District for the two-year term commencing on January 1, 2020.
Submitted by: Maria Jackson, City Secretary

SYNOPSIS

The Fort Bend Central Appraisal District is holding an election on their five (5) candidates for the five (5) board positions. Members of the board of directors other than a county assessor-collector serving as a nonvoting director serve two-year terms beginning on January 1 of even-numbered years. This resolution and ballot must be received by the district before December 16, 2019.

BACKGROUND

The City of Missouri City is entitled to 105 votes and will need to be allocated among the nominated persons on the Election Ballot. **Votes may be cast all for one or allocated as desired among the candidates for a total of 105 votes.** In addition to the submittal of the ballot, the vote shall be determined by a resolution stating the number of votes cast for which nominee(s).

The City must submit the name cast to the chief appraiser of the Fort Bend Appraisal District no later than December 16, 2019. The code states in "*Section 6.03 (k) the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15.*"

The candidates for the positions are as follows:

- **Al Abramczyk**
- **Pamiel J. Gaskin**
- **Jim Kij**
- **Michael D. Rozell**
- **Paul Stamatis, Jr.**

SUPPORTING MATERIALS

1. Resolution
2. Fort Bend Central Appraisal District Letter

STAFF'S RECOMMENDATION

Staff recommends City Council to cast their vote as they so choose.

Director Approval: Maria Jackson, City Secretary

RESOLUTION NO. R-19-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, CASTING ITS VOTES FOR THE ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS OF THE FORT BEND CENTRAL APPRAISAL DISTRICT FOR THE TWO-YEAR TERM COMMENCING ON JANUARY 1, 2020; AND OTHER PROVISIONS RELATED THERETO.

* * * * *

WHEREAS, Section 6.01 of the Texas Tax Code provides that an appraisal district is established in each county; and

WHEREAS, Section 6.03 of the Texas Tax Code provides that an appraisal district is governed by a board of directors, and that members of the board of directors serve two-year terms beginning on January 1 of even-numbered years; and

WHEREAS, the Fort Bend Central Appraisal District has delivered ballots naming the candidates for election to the Board of Directors of the Fort Bend Central Appraisal District for the two-year term beginning on January 1, 2020; and

WHEREAS, according to the ballot delivered to the City of Missouri City (the "City"), the City has a voting entitlement of 65 votes; and

WHEREAS, Section 6.03 of the Texas Tax Code provides that the City Council may cast its votes for one candidate or distribute them among candidates for any number of directorships, and that the City Council must determine its vote by resolution and submit it to the chief appraiser of an appraisal district before December 16, 2019; and

WHEREAS, the City Council deems it appropriate and in the public interest to cast its votes; now, therefore,

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

Section 1. The facts and recitations set forth in the preamble of this resolution are hereby declared true and correct.

Section 2. The City Council of the City of Missouri City, Texas, hereby casts its 65 votes for the Board of Directors of the Fort Bend Central Appraisal District as follows:

Candidate:	Votes Cast:
Al Abramczyk	_____
Pam Gaskin	_____
Jim Kij	_____
Michael D. Rozell	_____
Paul Stamatis	_____

Section 3. The City Secretary is hereby authorized and directed to complete and deliver a copy of the election ballot for the 2020-2021 Board of Directors of the Fort Bend Central Appraisal District and a certified copy of this Resolution as passed, approved, and resolved to the Chief Appraiser of the Fort Bend Central Appraisal District before December 16, 2019.

PASSED, APPROVED and RESOLVED this 2nd day of December, 2019.

Yolanda Ford, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney



FORT BEND CENTRAL APPRAISAL DISTRICT

2801 B.F. Terry Blvd. Rosenberg, Texas 77471-5600
Phone (281) 344-8623 | Fax (281) 344-8632
www.fbcad.org

October 29, 2019

City Manager Anthony J. Snipes
City of Missouri City
Att: Accounts Payable
1522 Texas Pkwy
Missouri City, TX 77489-2170

City Secretary

NOV - 1 2019 M3

Missouri City, TX

RE: 2020-2021 Election Ballot

Dear Sir or Madame:

Enclosed is the election ballot for the 2020-2021 Fort Bend Central Appraisal District Board of Directors Election. This year there are five (5) candidates for the five (5) board positions.

A signed copy of the board's resolution must be included with the ballot for the votes to be counted. The Chief Appraiser must receive submission of the ballot and the signed resolution no later than Monday December 16, 2019 since the deadline falls on the weekend. The code states in "*Section 6.03 (k) the governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15.*"

The five (5) candidates for the five (5) positions are:

Al Abramczyk – Currently serving the Appraisal District as a Board member & Financial Officer. He retired from the Oil & Gas industry, where he held a number of operating & staff positions. These included, among others, responsibility for budgets, planning, acquisitions & divestitures & Joint Venture investments. Since retirement, he has been active in the community, including serving as Chair of Sugar Land's Building Standards Commission & the City's Charter Commission, as well as in Task Forces updating the International Building Code & Rental Ordinance, and the creation of an Ethics Code. He has served as an officer & Board member of his Home Owner's Association, as well as in Rotary International. He also served as Chair of the Fort Bend Appraisal Review Board. He has been a resident of Fort Bend since 1995.

Pamiel J. Gaskin – Retired from KPMG, LLP, a Big 4 Accounting firm and from AT&T. Current Managing Partner of Think-IT Services, LLC a technology consulting firm providing Internal Audit and CIO Assist services. Mrs. Gaskin currently serves on the Missouri City Construction Board of Appeals and has been a licensed REALTOR for 20 years. She is the founding member of the Missouri City Chapter of Alpha Kappa Alpha Sorority, Inc. and served as the inaugural President of Julia F. Thompson, Inc., a charitable 501(c)(3) organization that has given over \$300,000 in scholarships to Fort Bend ISD students since 2003. Mrs. Gaskin has lived in Fort Bend County since 1976.

Jim Kij – Current Board Chairman, is a Business Development Manager and Facility Solutions Specialist. Activity involvement with the Fort Bend community includes Fort Bend YMCA, Exchange Club of Sugar Land, Child Advocates of Fort Bend County and City of Sugar Land Mayor's Leadership Council. He has been a resident of Sugar Land since 1991.

Michael D. Rozell – Started his own company, Rozell Realty in 1987, after working in the gas and oil industry upon moving to Texas in 1974. Along with his extensive background in the real estate industry, he has a vast amount of political experience and business knowledge as a former Fort Bend County Judge and as Director of Economic Development for Harris County. He has served as a board member and president of Brazoria / Ft. Bend MUD #1 and served as a director/manager of the Baybrook MUD #1. He has always been active politically and within his community having served as President of Sugar Land Rotary, Pres. of Houston Realty Business Coalition, lifetime member of Houston Rodeo and Livestock Show, and has been a supporter of many other charities and organizations. He is currently serving as an HOA Neighborhood Representative for The Enclave. He has lived in Ft. Bend County for over 44 years with his wife, Barbara. Mike and Barbara are founding members of Sugar Land Baptist Church, are still very active member there, and has served as a deacon and in many other capacities.

Paul Stamatis – Current Vice Chairman, has a broad entrepreneurial background in designing, building and managing successful healthcare and real estate businesses. His deep experience as a world-class management consultant prepared him with the strategic planning and management capabilities necessary to create and deliver value to his partners. He is active with Boy Scouts of America, YMCA and Fort Bend Fellowship.

If you have any questions regarding this matter I can be contacted at 2801 B. F. Terry Blvd., Rosenberg, Texas 77471-5600 or by phone at 281-344-8623 extension 179.

Respectfully yours,



Jordan Wise, RPA
Chief Appraiser

Election Ballot 2020-2021

Board of Directors Fort Bend Central Appraisal District

Jurisdiction:

City of Missouri City

Total Voting Entitlement:

105

Section 6.03 of the Texas Property Tax Code requires five directors to be appointed by the taxing units that participate in the district as provided by this section. Members of the board of directors other than a county assessor-collector serving as a nonvoting director serve two-year terms beginning on January 1 of even-numbered years.

The candidates listed below were duly nominated by the voting governing bodies and now stand for election for the five (5) positions. Only one ballot per entity may be submitted.

Candidate:

Votes Cast:

Al Abramczyk

Pam Gaskin

Jim Kij

Michael D. Rozell

Paul Stamatis

Cast your votes for the candidate(s) of your choice and return the ballot along with a signed resolution of the board vote, to the Fort Bend Central Appraisal District by Monday, December 16, 2019.

Section 6.03

“(j) Before October 30, the chief appraiser shall prepare a ballot, listing the candidates whose names were timely submitted under Subsections (g) and, if applicable, (h) or (i) alphabetically according to the first letter in each candidate’s surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

(k) The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15. The chief appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing unit in the district and to the candidates. For purposes of determining the number of votes received by the candidates, the candidate receiving the most votes of the conservation and reclamation districts is considered to have received all of the votes cast by conservation and reclamation districts and the other candidates are considered not to have received any votes of the conservation and reclamation districts. The chief appraiser shall resolve a tie vote by any method of chance.”



CITY COUNCIL AGENDA ITEM COVER MEMO

December 2, 2019

To: Mayor and City Council
Agenda Item: 11(c) Discuss the Revised Fund Balance Policy
Submitted by: Allena J Portis, Director of Financial Services

SYNOPSIS

Absorbing three months of expenditures during FY18 as we transitioned from June 30 to a September 30 fiscal year end, caused a reduction in the City's fund balance from 30% to 20%. Rebuilding the City's fund balance is important to ensuring fiscal sustainability. Considering future costs on the horizon and limitations to property tax growth, it has become important to review our policies to ensure that the City is able to address future seen and unforeseen challenges.

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgeting purposes. This policy should provide a framework for how the City will increase or decrease the level of unrestricted fund balance over a specific period of time.

The National Advisory Council on State and Local Budgeting recommends that governments maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures.

Fund balance is also important to maintaining the highest credit and bond ratings, with a fund balance greater than 30% representing Aaa on Moody's scorecard.

Staff recommends updating the current fund balance policy to include various designations of fund balance and include new reserves for emergencies and operating contingency.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Maintain a financially sound City

BACKGROUND

The purpose of the Fund Balance Policy is to provide adequate financial resources to ensure the continued orderly operation of government and the provision of services to residents. The continued stability of the City's finances can be threatened by uncertainty emanating from a number of areas including economic uncertainty, unanticipated changes in federal and state policies (including the impending 3.5% revenue rate cap), imposition of federal and state mandates, unanticipated expenditures resulting from natural disasters or other unforeseen circumstances, errors in estimating expenditures and revenues, potential drain on resources from funds facing financial difficulties, and disparities in timing between revenue collections and expenditures.

The current policy of City Council is to maintain a fund balance of 20-30%. In light of the 3.5% revenue cap and future commitments, it is important to review our policies and ensure the fiscal sustainability of the City. The fund balance policy is updated to reflect fund balance classifications, the calculation for determining the fund balance percentage and the addition of the emergency reserve and operating contingency reserve, which are described below.

Emergency Reserve – helps mitigate the effects of unanticipated situations such as natural disasters and severe, unforeseen events. Available to address one-time emergencies and unanticipated expenditure requirements. The emergency reserve will be accessed only when emergency expenditures or an unexpected revenue reduction would result in a negative General Fund ending fund balance.

Operating Contingency Reserve –used to fund one-time urgent or unforeseen expenditure, which is outside the range of the usual operating budget.

Although similar reserve funds are found in many cities, a review of two benchmark City Policies included:

Pearland – General Fund unrestricted fund balance equivalent to 2 months of recurring operating expenditures, based on current year expenditures. If the fund balance exceeds this amount, funding non-recurring expenditures in the following fiscal year may be used to draw down the fund balance.

Sugarland – General fund unassigned fund balance equivalent to 3 months of normal recurring operating costs based on current year budgeted expenditures. If the fund balance exceeds this amount, the amount in excess of policy requirements may be utilized to fund one-time expenditures in the next fiscal year’s budget.

Since the financial picture for the three cities varies, as seen in the tale of three cities presented to City Council annually, it is important to ensure that our policies reflect the needs of our community.

FISCAL ANALYSIS

The calculation for determining the fund balance percentage will be as follows:

$$\text{Fund Balance} / \text{General Fund Expenditures plus recurring transfers}$$

Once unassigned fund balance reaches 25% (3 months), any excess revenues will first be added to the emergency reserve until it reaches \$1.5 million or 2.5% of General Fund Expenditures, whichever is higher. This amount is consistent with the costs incurred during previous weather related events. Upon reaching the targeted amount in the emergency reserve, any excess revenues will be added to the Operating Contingency Reserve with a target of \$1.5 million or 2.5% of General Fund Expenditures, whichever is higher. This amount represents the amount of revenue lost due to the new property tax cap legislation. If the fund balance exceeds these amounts, the amount in excess of policy requirements may be utilized to fund one-time expenditures in the next fiscal year’s budget.

The combined fund balance with these three components make up the unrestricted fund balance. This level of unrestricted fund balance will ensure a Aaa rating on the Finance section of Moody’s scorecard which is one component of the bond rating and represents 20% of the overall rating when combined with the score for cash balance as a % of Revenues.

SUPPORTING MATERIALS

1. Resolution
2. GFOA Best Practice – Fund Balance Guidelines for the General Fund
3. Proposed Fund Balance Policy
4. Current Fund Balance Policy

STAFF’S RECOMMENDATION

Staff recommends City Council approve the revised Fund Balance Policy.

Director Approval: Allena J Portis, Director of Financial Services

City Manager Approval: Anthony J.Snipes, City Manager

RESOLUTION NO. R-19- ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, AMENDING THE COMPREHENSIVE FINANCIAL POLICY FOR THE CITY OF MISSOURI CITY, TEXAS, BY REVISING THE FUND BALANCE POLICY; PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A REPEAL; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, pursuant to Resolution No. R-16-22, adopted by the City Council of the City of Missouri City on June 20, 2016, the City Council of the City of Missouri City adopted a Comprehensive Financial Policy (the "Financial Policy"); and

WHEREAS, the Financial Policy includes a fund balance policy to provide the City of Missouri City with adequate cash flow and to provide continuity in service delivery (the "Fund Balance Policy"); and

WHEREAS, in an effort to more efficiently manage the City of Missouri City fund balance, the City Council of the City of Missouri City desires to amend the Fund Balance Policy by establishing categories of the fund balance for specific assignment and management; now therefore

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

Section 1. The City Council of the City of Missouri City, Texas, hereby amends the Comprehensive Financial Policy by adopting the amended Fund Balance Policy set forth in Exhibit "A," which is attached hereto and made a part hereof for all purposes.

Section 2. This Resolution will become effective on December 3, 2019.

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.

Section 4. *Severability.* In the event any clause, phrase, provision, sentence or part of this Resolution or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof, other than the part declared to be invalid or unconstitutional; and the City Council of the City of Missouri City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED, APPROVED and ADOPTED on this 2nd day December, 2019.

Yolanda Ford, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney



BEST PRACTICE

Fund Balance Guidelines for the General Fund

BACKGROUND:

In the context of financial reporting, the term *fund balance* is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government's budgetary basis.¹ While in both cases *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund; it is essential that differences between GAAP *fund balance* and budgetary *fund balance* be fully appreciated.

1. GAAP financial statements report up to five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent (presented in descending order from most constraining to least constraining): *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.² The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed *unrestricted fund balance*. In contrast, budgetary fund balance, while it is subject to the same constraints on spending as GAAP fund balance, typically represents simply the total amount accumulated from prior years at a point in time.
2. The calculation of GAAP fund balance and budgetary fund balance sometimes is complicated by the use of sub-funds within the general fund. In such cases, GAAP fund balance includes amounts from all of the subfunds, whereas budgetary fund balance typically does not.
3. Often the timing of the recognition of revenues and expenditures is different for purposes of GAAP financial reporting and budgeting. For example, encumbrances arising from purchase orders often are recognized as expenditures for budgetary purposes, but never for the preparation of GAAP financial statements.

The effect of these and other differences on the amounts reported as *GAAP fund balance* and *budgetary fund balance* in the general fund should be clarified, understood, and documented.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates.

In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance in the general fund.

RECOMMENDATION:

GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.³ Such a

guideline should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period.⁴ In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.

Appropriate Level. The adequacy of unrestricted fund balance in the general fund should take into account each government's own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent on a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance. Articulating these risks in a fund balance policy makes it easier to explain to stakeholders the rationale for a seemingly higher than normal level of fund balance that protects taxpayers and employees from unexpected changes in financial condition. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.⁵ The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.⁶ Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
3. The potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds;
4. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;
5. Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose). Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

Use and Replenishment.

The fund balance policy should define conditions warranting its use, and if a fund balance falls below the government's policy level, a solid plan to replenish it. In that context, the fund balance policy should:

1. Define the time period within which and contingencies for which fund balances will be used;
2. Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
3. Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished.

Generally, governments should seek to replenish their fund balances within one to three years of use. Specifically, factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Revenue sources that would typically be looked to for replenishment of a fund balance include nonrecurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and there is a defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

Unrestricted Fund Balance Above Formal Policy Requirement. In some cases, governments can find themselves in a position with an amount of unrestricted fund balance in the general fund over their formal policy reserve requirement even after taking into account potential financial risks in the foreseeable future. Amounts over the formal policy may reflect a structural trend, in which case governments should consider a policy as to how this would be addressed. Additionally, an education or communication strategy, or at a minimum, explanation of large changes in fund balance is encouraged. In all cases, use of those funds should be prohibited as a funding source for ongoing recurring expenditures.

Notes:

1. For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.
2. These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
3. Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.
4. See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).
5. In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.
6. In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues and/or expenditures, that decision should be followed consistently from period to period.

*This best practice was previously titled *Appropriate Level of Unrestricted Fund Balance in the General Fund*.*

Revised Fund Balance Policy

Reserve funds will be established and maintained to ensure the continued delivery of City services to address emergencies, address a temporary revenue shortfall or provide stability during economic cycles. Sufficient reserve funds will be managed to provide adequate cash flow and provide continuity in service delivery.

General Fund Balance

The City must be prepared to absorb large or unexpected one-time expenditures or changes in the economy. As part of this policy and the City's financial plan, the City targets a Fund Balance within the range of 20% to 30% of operating expenditures including recurring transfers, based on current year expenditures, to meet emergencies.

The City Council may also establish commitments of fund balance from time to time in order to meet the City's needs. The City Council authorizes the City Manager to make assignments of the Fund Balance as situations may warrant. There are five categories of Fund Balance in all governmental funds, not all will always be present. The categories are defined below:

(1) Assigned fund balance. Amounts that are constrained by the city's intent to be used for specific purposes but are neither restricted nor committed will be classified as "Assigned" fund balance.
General Reserve -

(2) Committed fund balance. Amounts that can only be used for specific purposes pursuant to constraints imposed by a formal action of the city council will be classified as "Committed" fund balance. Within the committed fund balance shall be the following reserves:

Emergency Reserve – helps mitigate the effects of unanticipated situations such as natural disasters and severe, unforeseen events. Available to address one-time emergencies and unanticipated expenditure requirements. The emergency reserve will be accessed only when emergency expenditures or an unexpected revenue reduction would result in a negative General Fund ending fund balance. The target emergency reserve shall be 2.5% of operating expenditures or \$1.5 million, whichever is higher.

Operating Contingency Reserve – used to fund one-time urgent or unforeseen expenditures, which are outside the range of the usual operating budget. The target operating contingency reserve shall be 2.5% of operating expenditures or \$1.5 million, whichever is higher.

(3) Nonspendable fund balance. Amounts that cannot be spent because they are not in spendable form (e.g. inventories, receivables, advances, etc.) or are legally and/or contractually required to be maintained intact will be classified as "Nonspendable" fund balance.

(4) Restricted fund balance. Amounts that are bound by externally imposed restrictions by creditors, grantors, contributors, laws or regulations of other governments or through constitutional provisions or enabling legislation will be classified as "Restricted" fund balance.

(5) Unassigned fund balance. Represents the remaining amount of fund balance which has not been classified as non-spendable, restricted, committed or assigned

Fund Balance Calculations

The calculation for determining the fund balance percentage will be as follows:

$$\frac{\text{Fund Balance}}{\text{General Fund Expenditures plus recurring transfers}}$$

Once unassigned fund balance reaches 25% (3 months of operating expenditures), any excess revenues will first be added to the emergency reserve until it reaches \$1.5 million or 2.5% of General Fund Expenditures, whichever is higher. This amount is consistent with the costs incurred during previous weather related events. Upon reaching the targeted amount in the emergency reserve, any excess revenues will be added to the Operating Contingency Reserve with a target of \$1.5 million or 2.5% of General Fund Expenditures, whichever is higher. This amount represents the amount of revenue lost due to the new property tax cap legislation. If the fund balance exceeds these amounts, the amount in excess of policy requirements may be utilized to fund one-time expenditures in the next fiscal year's budget.

General Fund Balance Replenishment

Once a reserve has initially been fully funded, if the reserve should fall below its target, the City Manager will prepare and present to the City Council a plan to replenish the reserve. The City Council must approval and adopt a plan within 12 months after the reserve falls below its target, which establishes a time frame to restore the reserve to, at minimum, its target level.

Debt Service Fund Balance

The policy of the City for the debt service is to maintain a stable debt service tax rate whenever possible. This usually is done by providing a declining balance of total indebtedness schedule of principal and interest. In a rapidly growing City such as ours, this allows for the scheduling of new debt to be issued normally every two years.

The Texas Property Tax Code allows the tax rate to be set no greater than the total debt divided by the total appraised value after considering the collection rate of current taxes. However, the City may utilize existing fund balances to subsidize the total funds needed which helps to allow

us to maintain the stable tax rate. This means, however, the fund balances for debt service may fluctuate greatly the year bonds are sold.

Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year expenditure and revenue estimates are such that net revenue is lower than budget. Corrective actions include:

- Deferral of capital equipment purchases
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay

- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below the established policy level.

Current Fund Balance Policy – included with FY 2020 Budget Document

General Fund Balance

The City must be prepared to absorb large or unexpected one-time expenditures or changes in the economy. As part of this policy and the City's financial plan, the City targets a Fund Balance within the range of 20% to 30% to meet emergencies.

The City Council may also establish commitments of fund balance from time to time in order to meet the City's needs. The City Council authorizes the City Manager to make assignments of the Fund Balance as situations may warrant.

Debt Service Fund Balance

The policy of the City for the debt service is to maintain a stable debt service tax rate whenever possible. This usually is done by providing a declining balance of total indebtedness schedule of principal and interest. In a rapidly growing City such as ours, this allows for the scheduling of new debt to be issued normally every two years.

The Texas Property Tax Code allows the tax rate to be set no greater than the total debt divided by the total appraised value after considering the collection rate of current taxes. However, the City may utilize existing fund balances to subsidize the total funds needed which helps to allow us to maintain the stable tax rate. This means, however, the fund balances for debt service may fluctuate greatly the year bonds are sold.

Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year expenditure and revenue estimates are such that net revenue is lower than budget. Corrective actions include:

- Deferral of capital equipment purchases
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay

- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below the established policy level.



CITY COUNCIL AGENDA ITEM COVER MEMO

December 2, 2019

To: Mayor and City Council
Agenda Item: 11(d) Consider a resolution authorizing the submission of grant application through The Texas Parks and Wildlife Department.
Submitted by: Jason S. Mangum, Parks & Recreation Director

SYNOPSIS

The Parks and Recreation Department is pursuing a grant opportunity through Texas Parks and Wildlife Department which requires an authorizing resolution. The resolution must contain an authorization for application submission, designate a project official and be physically signed and dated.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Create a great place to live

BACKGROUND

The Parks and Recreation Department is in the process of applying for a Community Outdoor Outreach Program (CO-OP) Grant through Texas Parks and Wildlife which requires a signed and dated resolution that must contain an authorization for application submission and designate a project official. CO-OP program grants provide funding to tax-exempt organizations for programming that engages under-represented populations in TPWD mission-oriented outdoor recreation, conservation, and environmental education activities. This program builds relationships with non-traditional constituencies who have been underrepresented in Texas Parks & Wildlife Department activities and programs. The CO-OP Grant is a non-matching reimbursable grant for outdoor recreation and programming.

This grant will provide the City the opportunity to enhance the outdoor recreation programs the department currently provides such as archery and fishing, by creating new opportunities for outdoor recreation and education such as kayaking, geocaching, family camping and outdoor skills clinics. The Parks Board issued a positive recommendation to City Council for the pursuit of the CO-OP Grant with Texas Parks and Wildlife at the November 7, 2019 meeting.

BUDGET/FISCAL ANALYSIS

This grant is a non-matching reimbursement grant, meaning that until awarded no funds are required at this time. If awarded, a budget amendment will be requested for the total amount requested in the grant application of \$50,624. The funds requested from TPWD that would be reimbursable would amount to \$33,955 and the City's contribution of \$16,669 would primarily consist of personnel and equipment costs already approved in the current operating budget for this fiscal year.

Purchasing Review: N/A
Financial/Budget Review: Keresa Aaron, Sr. Budget Analyst

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. Resolution
2. Texas Parks and Wildlife CO-OP Grant Budget
3. CO-OP Certification Program Assurance

STAFF'S RECOMMENDATION

Staff recommends approval of this resolution.

Director Approval: Jason S. Mangum, CPRE

**Assistant City Manager/
City Manager Approval: Glen A. Martel, ACM**

RESOLUTION NO. R-19-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, APPROVING THE SUBMISSION OF A GRANT APPLICATION FOR THE COMMUNITY OUTDOOR OUTREACH PROGRAM TO THE TEXAS PARKS AND WILDLIFE DEPARTMENT TO FUND OUTDOOR RECREATION AND EDUCATION PROGRAMS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

* * * * *

WHEREAS, the Texas Parks and Wildlife Department (“TPWD”) is awarding Community Outdoor Outreach Program (“CO-OP”) grants to provide funding to tax-exempt organizations for programming that engages under-represented populations in TPWD mission-oriented outdoor recreation, conservation, and environmental education activities; and

WHEREAS, the CO-OP is funded in the TPWD appropriation budget as a specialized component of the Texas Recreation and Parks Account pursuant to Section 24.002 of the Texas Parks and Wildlife Code; and

WHEREAS, the City Council of the City of Missouri City finds that the enhancement of outdoor recreation programs currently provided by the Missouri City Parks and Recreation Department, such as archery and fishing, as well as the creation of new opportunities for outdoor recreation and education programs such as kayaking, geocaching, family camping and educational courses and clinics, is in the best interest of the residents of Missouri City; and

WHEREAS, the City Council of the City of Missouri City desires to apply to the TPWD for a CO-OP grant to further such goals; and

WHEREAS, the City of Missouri City (“City”) agrees to participate in any audit, grant monitoring, or reporting required by the CO-OP; and

WHEREAS, the City desires to designate the City Manager as the City’s authorized official to accept, reject, alter or terminate the grant on behalf of the City and the Recreation Superintendent as the City’s project official for making application for such grant; now therefore,

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

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 City Council of the City of Missouri City approves the submission of the Community Outdoor Outreach Program grant application to the Texas Parks and Wildlife Department, to fund outdoor recreation and education programs.

Section 3. The City Council of the City of Missouri City hereby designates the City Manager as the City of Missouri City's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the City of Missouri City.

Section 4. The City Council of the City of Missouri City hereby designates the Recreation Superintendent as the City of Missouri City's project official in relation to the grant.

PASSED, APPROVED and ADOPTED this 2nd day of December, 2019.

Yolanda Ford
Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson
City Secretary

E. Joyce Iyamu
City Attorney

Applicant's Certification & Program Assurances

(Must be signed/dated by same person who signed resolution.)

As the duly authorized representative of the sponsor I certify that the sponsor:

Has the required "seed" funds or resources available and sufficient for the project as required.

Has the legal authority to apply for Outreach assistance and the institutional, managerial and financial capability to ensure proper planning, management and completion of the project described in this application.

Will give the State of Texas, hereafter referred to as "State", through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

Will provide and maintain competent and adequate supervision at the project site to ensure that the completed work conforms to the project agreement.

Will furnish quarterly progress reports and such other information as may be required by the Department.

Will initiate and complete the work within the applicable time frame after receipt of approval from the Department.

Will establish safeguards to prohibit employees and volunteers from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

Will comply with all State and Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) any other non-discrimination provisions in the specific statute(s) under which application for TRPA assistance is being made, and (f) the requirements of any other non-discrimination statute(s) which may apply to the application.

Will comply with all applicable requirements of all other State and Federal laws, regulations and policies governing this program.

As the duly authorized representative of the sponsor I certify that the sponsor agrees to all stipulations in the Applicant's Certification & Program Assurances. To the best of my knowledge and belief, all documentation in this application is true and correct, the application has been duly authorized by the governing body of the sponsor, and the sponsor agrees to comply with all program rules and procedures if grant assistance is awarded.

Sponsor Name

Project Name

Signature of Governing Board, Senior or Project Official

Print or Type Name and Title of Official

Date

Must be signed and dated.

Project Budget Details

City of Missouri City

COOP-2020-Missouri City-00085

Project Cost Summary and Budget Narrative

Do you charge a program or a membership fee to participate in this proposed project?

Yes No

If yes, explain the cost per participant or group, how you collect those fees and what specific budget items those fees are used to support. CO-OP prefers grant funded programs to be free or low cost to program participants. (4000 characters or less)

Missouri City offers a low-cost summer day camp for children ages 5-12 that primarily serves non-Anglo youth from the local community. The fee is \$125 per child for the 40 hour week, which is just over \$3 per hour. In 2019 our summer camp demographics were 85% non-Anglo participants and 44% female participants, so offering these programs as part of the summer camp curriculum falls right in line with the grant's intended audience. The outdoor activities for which we are applying for these funds (except camping and cooking) will be offered as activities to the summer camp program, including archery, kayaking, geocaching and nature photography at no additional charge. This will serve as our opportunity to introduce these programs to the population of users that we will be targeting these programs to outside of the camp setting through our introductory outdoors series of classes and programs. We currently offer Introduction to Archery and Explore Archery as fee based programs, and are starting a JOAD program in January 2020 due to the interest and desire from the participants of the Archery program. The fee for a 5 week Archery class is currently \$60 per student, which offsets the cost of having two certified staff instructors who teach the class and handle administration of the program. Additionally, we have scheduled a one day (2 hour) Adult Archery clinic that we will charge a \$10 registration fee for in order to encourage registrants to attend the clinic. We have also tentatively scheduled a 2 hour introduction to kayaking clinic that will charge a \$10 registration fee again to ensure that the people that register will plan on attending the event. All program fees for Missouri City Parks and Recreation are collected through our registration software Active Net, which we can utilize to track demographics for the participants that register for our programs and clinics, as well as use to promote future outdoor recreational opportunities as our offerings expand. If awarded this grant, NEW beginner or introductory level programs could be offered at no to low cost to increase awareness of the activity within the community, and as skill levels progress and more specialized training becomes necessary, fees would be introduced to help offset the costs of the more advanced instruction so that users can advance towards mastery of the skill or experience.

Itemized Budget

Provide your budget for the proposed project which should be supported by your narrative.

Requested funding will be disallowed for any ineligible items listed in your budget. For additional guidelines on

Project Budget Details

City of Missouri City

COOP-2020-Missouri City-00085

eligible items, please refer to the budget portion of the [CO-OP Program Guidance](#) and see the [Sample Budget](#). You must complete the table on this page for your application, but you can use the [Budget Template](#) for planning purposes.

	# of Units	Cost Per Unit	Sponsor Cost	TPWD Cost	Total Cost	<i>For TPWD use only</i>	
						Approved TPWD Cost	Approved Total Cost
PROJECT COSTS							
Personnel and Fringe			\$11,894.00	\$0	\$11,894.00	\$0	\$11,894.00
Program Director - Recreation Superintendent (hours)	200	\$32.55	\$6,510.00	\$0	\$6,510.00		\$6,510.00
Program Coordinator - Recreation Specialist (hours)	200	\$24.76	\$4,952.00	\$0	\$4,952.00		\$4,952.00
Summer Camp Counselors (2X2hours/weekX9weeks)	36	\$12.00	\$432.00	\$0	\$432.00		\$432.00

	# of Units	Cost Per Unit	Sponsor Cost	TPWD Cost	Total Cost	Approved TPWD Cost	Approved Total Cost
PROJECT COSTS							
Food/Travel			\$145.00	\$500.00	\$645.00	\$0	\$145.00
Mileage	250	\$0.58	\$145.00	\$0	\$145.00		\$145.00
Family Camp Out Food (25 peopleX2eventsX\$10/per)	50	\$10.00	\$0	\$500.00	\$500.00		\$0

	# of Units	Cost Per Unit	Sponsor Cost	TPWD Cost	Total Cost	Approved TPWD Cost	Approved Total Cost
PROJECT COSTS							
Fees (Park, Program, Housing, Liability Insurance, Training)			\$180.00	\$2,270.00	\$2,450.00	\$0	\$180.00
Wilderness First Aid Training	3	\$275.00	\$0	\$825.00	\$825.00		\$0
ACA Kayak level 1 Instructor Certification Workshop	2	\$450.00	\$0	\$900.00	\$900.00		\$0
				\$0	\$0		\$0
				\$0	\$0		\$0
USA Archery Level 2 Instructor Annual Fee	3	\$60.00	\$180.00	\$0	\$180.00		\$180.00

Project Budget Details

City of Missouri City

COOP-2020-Missouri City-00085

CO-OP Workshop Hotel Fee	2	\$175.00	\$0	\$350.00	\$350.00	\$0
Project WILD workshop fees	3	\$65.00	\$0	\$195.00	\$195.00	\$0

	# of Units	Cost Per Unit	Sponsor Cost	TPWD Cost	Total Cost	Approved TPWD Cost	Approved Total Cost
--	-------------------	----------------------	---------------------	------------------	-------------------	---------------------------	----------------------------

PROJECT COSTS

Service Project

		\$0	\$0	\$0	\$0	\$0
--	--	------------	------------	------------	------------	------------

	# of Units	Cost Per Unit	Sponsor Cost	TPWD Cost	Total Cost	Approved TPWD Cost	Approved Total Cost
--	-------------------	----------------------	---------------------	------------------	-------------------	---------------------------	----------------------------

PROJECT COSTS

Supplies

		\$4,449.98	\$31,185.42	\$35,635.40	\$0	\$4,449.98
--	--	-------------------	--------------------	--------------------	------------	-------------------

Item	Activity						
Tents - 4 person	Camping	10	\$399.00	\$0	\$3,990.00	\$3,990.00	\$0
Tents - 6 person	Camping	4	\$469.00	\$0	\$1,876.00	\$1,876.00	\$0
Sleeping Pads - Adult	Camping	30	\$44.95	\$0	\$1,348.50	\$1,348.50	\$0
Sleeping Pads - Youth	Camping	34	\$34.95	\$0	\$1,188.30	\$1,188.30	\$0
Headlamps	Camping	20	\$26.95	\$0	\$539.00	\$539.00	\$0
Tarps	Camping	14	\$9.50	\$0	\$133.00	\$133.00	\$0
Stakes	Camping	56	\$1.00	\$0	\$56.00	\$56.00	\$0
Lanterns	Camping	20	\$19.95	\$0	\$399.00	\$399.00	\$0
Coolers - 62 quart	Outdoor Cooking	2	\$79.95	\$0	\$159.90	\$159.90	\$0
Tables	Outdoor Cooking	2	\$89.95	\$0	\$179.90	\$179.90	\$0
Camp Stoves	Outdoor Cooking	2	\$105.95	\$0	\$211.90	\$211.90	\$0
Dutch Oven - 6 quart	Outdoor Cooking	2	\$79.95	\$0	\$159.90	\$159.90	\$0
Dutch Oven - 4 quart	Outdoor Cooking	2	\$54.95	\$0	\$109.90	\$109.90	\$0
Outdoor Cookware Set	Outdoor Cooking	2	\$140.00	\$0	\$280.00	\$280.00	\$0

Project Budget Details

City of Missouri City

COOP-2020-Missouri City-00085

Refillable Propane Cylinder Kit	Outdoor Cooking	2	\$44.95	\$0	\$89.90	\$89.90	\$0
Outdoor Cooking Utensil Kit	Outdoor Cooking	4	\$9.95	\$0	\$39.80	\$39.80	\$0
80 CM Archery Targets	Archery	5	\$220.99	\$0	\$1,104.95	\$1,104.95	\$0
Genesis & Recurve Bow Kit	Archery	1	\$3,495.00	\$0	\$3,495.00	\$3,495.00	\$0
Single SOT Recreational/ Fishing Kayaks	Canoeing/Kayaking/SUP/Boating	4	\$750.00	\$1,500.00	\$1,500.00	\$3,000.00	\$1,500.00
Tandem SOT Recreational/ Fishing Kayaks	Canoeing/Kayaking/SUP/Boating	4	\$1,000.00	\$2,000.00	\$2,000.00	\$4,000.00	\$2,000.00
Kayak Paddles	Canoeing/Kayaking/SUP/Boating	12	\$125.00	\$750.00	\$750.00	\$1,500.00	\$750.00
Fishing Rod/Reels	Fishing/Angling	30	\$29.99	\$0	\$899.70	\$899.70	\$0
Freshwater tackle kits	Fishing/Angling	15	\$9.99	\$0	\$149.85	\$149.85	\$0
Enclosed 7x14 trailer	Other	1	\$4,599.00	\$0	\$4,599.00	\$4,599.00	\$0
DSLR Cameras	Nature Photography	8	\$399.00	\$0	\$3,192.00	\$3,192.00	\$0
Portable Printer	Nature Photography	1	\$179.00	\$0	\$179.00	\$179.00	\$0
Handheld GPS Units	Orienteering/Geocaching	8	\$109.99	\$0	\$879.92	\$879.92	\$0
Geocache Camp Starter Kits	Orienteering/Geocaching	2	\$99.99	\$199.98	\$0	\$199.98	\$199.98
Adjustable	Other	2	\$500.00		\$1,000.00	\$1,000.00	\$0

Project Budget Details

City of Missouri City

COOP-2020-Missouri City-00085

shelving and
workbench for
trailer
Heavy Duty 5
shelf unit for
trailer

Other

1

\$675.00

\$675.00

\$675.00

\$0

	Sponsor Cost	TPWD Cost	Total Cost	Approved TPWD Cost	Approved Total Cost
TOTAL PROJECT COST	\$16,669	\$33,955	\$50,624		
TOTAL GRANT FUNDS REQUESTED		\$33,955			
TOTAL GRANT FUNDS APPROVED		\$0			

Budget Summary

Include any additional clarification on budget items you feel necessary to explain your budget. If using general categories such as “kayaking supplies,” “fishing supplies,” etc., please provide examples for these purchases in this section to further clarify your needs. (4000 characters or less)

TPWD Staff - Itemized Budget Notes: *For TPWD use only*



**CITY COUNCIL
AGENDA ITEM COVER MEMO**

December 2, 2019

To: Mayor and City Council
Agenda Item: 11(e) Consider a resolution selecting a representative and an alternate to the Houston-Galveston Area Council 2020 Transportation Policy Council.

11(f) Consider a resolution selecting a representative and an alternate to the Houston-Galveston Area Council 2020 Technical Advisory Committee.

Submitted by: Maria Jackson, City Secretary

SYNOPSIS

Council is being asked to consider appointing members to the Transportation Policy Council (TPC) and the Technical Advisory Committee (TAC) for the Houston-Galveston Transportation Management Area/H-GAC, for 2020.

BACKGROUND

The City has the opportunity to designate a representative and an alternate to serve on the TPC and the TAC. The purpose of the TAC is to coordinate development of the Regional Transportation Plan (RTP), assist with technical tasks associated with the development of the Transportation Improvement Program (TIP), and to coordinate intermodal planning.

On December 3, 2018, Council appointed Shashi Kumar as primary voting member and Clifford Brouhard as alternate to the Transportation Policy Council (TPC) and for the Technical Advisory Committee (TAC) for 2019.

Staff is recommending to appoint Shashi Kumar as the primary voting member and Clifford Brouhard as the alternate for the 2020 TPC.

Staff is also recommending to appoint Clifford Brouhard as the primary voting member and Shashi Kumar as the alternate for the 2020 TAC.

Both agree to the reappointment, should Council so decide.

From 2016 to present, the following members have served:

Year	Houston-Galveston Area Council TPC and TAC Members
2019	Representative: Shashi Kumar, Director of Public Works/City Engineer Alternate: Clifford Brouhard
2018	Representative: Scott Elmer, Assistant City Manager Alternate: Shashi Kumar, Director of Public Works/City Engineer

2017	Representative: Scott Elmer, Assistant City Manager Alternate: Shashi Kumar, Director of Public Works/City Engineer
2016	TPC Representative: Scott Elmer, Assistant City Manager TPC Alternate: Director of Public Works TAC Representative: Scott Elmer, Assistant City Manager TAC Alternate: Jessica Kokes

SUPPORTING MATERIAL

- 1. Resolution – TPC
- 2. Resolution - TAC
- 3. HGAC TPC & TAC Letter

STAFF'S RECOMMENDATION

Consider appointments to the TAC and TPC, as recommended by staff.

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

RESOLUTION NO. R-19-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, SELECTING A REPRESENTATIVE AND AN ALTERNATE TO THE HOUSTON-GALVESTON AREA COUNCIL 2020 TRANSPORTATION POLICY COUNCIL; PROVIDING FOR REPEAL; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, the City of Missouri City, Texas (the "City"), is authorized by the Bylaws of the Houston-Galveston Area Council ("H-GAC") to select a representative and a designated alternate member to the H-GAC Transportation Policy Council; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City to select a representative and an alternate to the H-GAC Transportation Policy Council, to begin their terms of office at the first of January 2020; now, therefore,

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

Section 1. The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct.

Section 2. The following individuals are hereby selected to be the representative and the alternate of the H-GAC Transportation Policy Council for the year 2020:

REPRESENTATIVE: SHASHI KUMAR, P.E.

ALTERNATE: CLIFFORD BROUHARD, P.E., PTOE

Section 3. The Executive Director of the H-GAC shall be notified of the selection of the hereinabove named representative and alternate.

Section 4. 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.

Section 5. Repeal. All resolutions or parts of resolutions, if any, in conflict herewith, shall be and are hereby expressly repealed to the extent of such conflict only.

Section 6. Severability. In the event any clause, phrase, provision, sentence or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Missouri City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED, APPROVED AND ADOPTED, this the 2nd day of December, 2019.

Yolanda Ford, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney

RESOLUTION NO. R-19-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, SELECTING A REPRESENTATIVE AND AN ALTERNATE TO THE HOUSTON-GALVESTON AREA COUNCIL 2020 TECHNICAL ADVISORY COMMITTEE; PROVIDING FOR REPEAL; AND PROVIDING FOR SEVERABILITY.

* * * * *

WHEREAS, the City of Missouri City, Texas (the "City"), is authorized by the Bylaws of the Houston-Galveston Area Council ("H-GAC") to select a representative and a designated alternate member to the H-GAC Technical Advisory Committee; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City to select a representative and an alternate to the H-GAC Technical Advisory Committee, to begin their terms of office at the first of January 2020; now, therefore,

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

Section 1. The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct.

Section 2. The following individuals are hereby selected to be the representative and the alternate of the H-GAC Technical Advisory Committee for the year 2020:

REPRESENTATIVE: CLIFFORD BROUHARD, P.E., PTOE

ALTERNATE: SHASHI KUMAR, P.E.

Section 3. The Executive Director of the H-GAC shall be notified of the selection of the hereinabove named representative and alternate.

Section 4. 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.

Section 5. Repeal. All resolutions or parts of resolutions, if any, in conflict herewith, shall be and are hereby expressly repealed to the extent of such conflict only.

Section 6. Severability. In the event any clause, phrase, provision, sentence or part of this Resolution or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Resolution as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Missouri City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED, APPROVED AND ADOPTED, this the 2nd day of December, 2019.

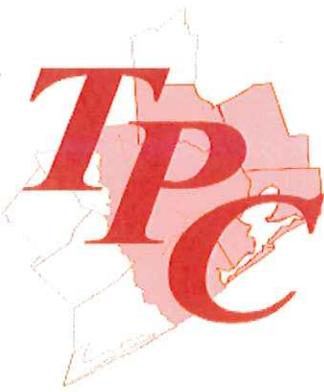
Yolanda Ford, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney



Transportation Policy Council

For the Houston-Galveston Transportation Management Area

3555 Timmons Lane
Houston, Texas 77027

P.O. Box 22777
Houston, Texas 77227-2777

Telephone: 713.627.3200
Fax: 713.993.4508

City Secretary

NOV 04 2019

Missouri City, TX

October 24, 2019

The Honorable Yolanda Ford
Mayor
City of Missouri City
1522 Texas Parkway
Missouri City, Texas 77489

Re: Appointments to the TPC and TAC 2020

Dear Mayor Ford,

The Transportation Policy Council (TPC) requests your appointment of a representative and a designated alternate member to serve on the TPC for 2020. Representing local governments in Brazoria, Fort Bend, Waller, Montgomery, Liberty, Chambers, Galveston and Harris Counties, the TPC is responsible for development of the region's long-range transportation plan. All transportation projects receiving funding through the Federal Highway and the Federal Transit Administrations must be approved within this plan and subsequently programmed by the TPC within its four-year Transportation Improvement Program (TIP). The TPC also directs the transportation planning priorities executed by H-GAC staff. Because of the many critical transportation policy decisions facing our region, appointment of elected officials as TPC primary voting members is strongly encouraged.

In addition to TPC voting members and alternates, you are also invited to appoint a representative and designated alternate to the Technical Advisory Committee (TAC). The TAC provides important recommendations to the Transportation Policy Council in the development of transportation planning studies, the Regional Transportation Plan (RTP), and TIP. Staff professionals with expertise in transportation planning, engineering or related fields are recommended for this Committee.

Enclosed you will find Appointment Forms for the primary voting member and the designated alternate member for both the TPC and the TAC. Even if your City Council passes a Resolution naming the appointees, we would appreciate your completion of the attached forms, as these serve as our official record. **Please return your appointments no later than December 9, 2019** to sallye.clark@h-gac.com.

If you are appointing the same representative and alternate as last year, please indicate this choice on the enclosed forms.

The Honorable Yolanda Ford
Page 2

Your cooperation in making these appointments and nominations is appreciated. If you have any questions concerning the Transportation Policy Council, please contact Mr. Alan Clark, H-GAC MPO Director, at (713) 627-3200.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Tom Reid". The signature is fluid and cursive, with a large initial "T" and "R".

Tom Reid
Secretary, Transportation Policy Council

AC\lam
Enclosures

Cc: Mr. Alan C. Clark, H-GAC
Mr. Shashi Kumar, P.E., City of Missouri City
Mr. Clifford Brouhard, City of Missouri City



Annual Appointments to the Transportation Policy Council for January-December 2020

Primary Voting Member:

Name: _____
Job Title: _____
Organization: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email Address: _____
Term Expires: _____

Alternate Voting Member:

Name: _____
Job Title: _____
Organization: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email Address: _____
Term Expires: _____

Appointing Official:

Signature: _____
Printed Name: _____
Job Title: _____
Signature Date: _____

Please return completed form no later than Monday December 9, 2019

Return To: Alan Clark, Director of Transportation
Houston-Galveston Area Council
PO Box 22777
Houston TX 77227-2777
or email: Sallye.Clark@h-gac.com



Annual Appointments for the Technical Advisory Committee for February 2020 – January 2021

Primary Voting Member:

Name: _____
Job Title: _____
Organization: _____
Mailing
Address: _____
Phone: _____ Fax: _____
Email Address: _____

Alternate Voting Member:

Name: _____
Job Title: _____
Organization: _____
Mailing
Address: _____
Phone: _____ Fax: _____
Email Address: _____

Appointing Official:

Signature: _____
Printed Name: _____
Job Title: _____
Signature Date: _____

Please return completed form no later than Monday December 9, 2019

Return To: Alan Clark, Director of Transportation
Houston-Galveston Area Council
PO Box 22777
Houston TX 77227-2777
or email: Sallye.Clark@h-gac.com



**Council Agenda Item
December 2, 2019**

12. CITY COUNCIL ANNOUNCEMENTS

Hear announcements concerning items of community interest from the Mayor, Councilmembers, and City staff, for which no formal action will be discussed or taken.

13. CLOSED EXECUTIVE SESSION

The City Council may go into Executive Session regarding any item posted on the Agenda as authorized by Title 5, Chapter 551 of the Texas Government Code.

14. RECONVENE

Reconvene into Regular Session and Consider Action, if any, on items discussed in Executive Session.

15. ADJOURN
