

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 SPECIAL MEETING AGENDA

Notice is hereby given of a Special City Council Meeting to be held on **Monday, December 16, 2019, at 5:30 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. CALL TO ORDER

2. DISCUSSION/POSSIBLE ACTION

- (a) Provide an update on the Public Improvement District (PID) No. 2 and Public Improvement District (PID) No. 4 assessments and assessment plans.
- (b) Presentation of the infrastructure status update.
- (c) Discuss City Manager spending limits.
- (d) Discuss and consider appointed officials' time off policy.
- (e) Discuss the City agenda process.
- (f) Discuss the proposed letters to the Texas Commission of Environmental Quality (TCEQ) and the Railroad Commission regarding odors within the City.
- (g) Discuss and consider Roll Call Pro – Swagit paperless voting and captioning technology.
- (h) Discuss and consider candidates to serve on the Parks Board.

3. 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. Notice is hereby given that the City Council may go into Executive Session in accordance with the following provision of the Government Code:

Texas Government Code, Section 551.071 – Consultation with attorney to seek or receive legal advice regarding pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the City under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: (i) Harris County Metropolitan Transit Authority (METRO) contract; (ii) Ivy Kenneth Joy L. Miraflor and Josefina P. Serrano v. the City of Missouri City, Texas, and Yolanda Ford, in her official capacity as Mayor of the City of Missouri City, Texas (Cause Number 201975796 in the 234th District Court of Harris County).

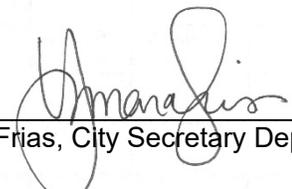
Texas Government Code, Section 551.074 – Deliberations concerning the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: the city attorney.

- 4. **RECONVENE** into Special Session and consider action, if any, on items discussed in Executive Session.
- 5. **ADJOURN**

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

CERTIFICATION

I certify that a copy of the December 16, 2019, agenda of items to be considered by the City Council was posted on the City Hall bulletin board on December 12, 2019, at 4:00 p.m.



Yomara Frias, City Secretary Department

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

Signed: _____

Title: _____



CITY COUNCIL AGENDA ITEM COVER MEMO

December 16, 2019

To: Mayor and City Council
Agenda Item: 2(a) Update on PID No. 2 and PID No. 4 Assessments and Assessment Plans.
Submitted by: Allena J. Portis, Director of Financial Services

SYNOPSIS

This report provides an overview of the City's Public Improvement Districts. A report was presented to the Missouri City Development Authority on July 15, 2019. This report was presented in preparation for the future presentation of updated service & assessment plans and assessments for PID No. 2, which required a public hearing. A public hearing was held for PID No. 2 assessments on November 18, 2019. The updated service and assessment plans were also presented to City Council for approval on November 18, 2019 and no action was taken.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Create a great place to live
- Maintain a financially sound City

BACKGROUND

Under Chapter 372 of the Texas Local Government Code (The Code), a Public Improvement District (PID) may be established within the city limits or the extraterritorial jurisdiction of a municipality for the reimbursement of expenses associated with improvement projects in the District. Currently, the City has two Public Improvement Districts, PID No. 2 and PID No. 4. PID No. 2 was created in 2001 to finance improvements in the Lake Shore Harbour subdivision. PID No. 4 was created in 2005 to finance improvements in the Creekmont subdivision.

Assessments

As required by the code, the cost of the improvements for each section are apportioned based on the special benefits accruing to the property because of the improvement. The cost of the improvement may be assessed equally per square foot or front foot, according to value or in any other manner that results in imposing equal shares of the cost on property similarly benefitted. After the total costs are determined, the assessment roll is prepared, and after proper notice, adopted by the City Council. The code allows the assessment to be paid in installments with interest. Property owners are able to pay off their PID assessment at any time.

PID No. 2's assessment is a 30-year assessment with payments due annually. The cost of the improvements are allocated equally among the lots in each section. In Section 5, only 53 of 80 lots are being assessed. An assessment roll with the remaining 27 lots was presented to City Council for approval on November 18, 2019; no action was taken. PID No. 4's assessment is also a 30-year assessment, but the cost is allocated based on the size of the lot (square foot). The payment of assessments for both PIDs begin upon issuance of a certificate of occupancy for the assessed lot.

RESOLUTION NO. R-01-38

A RESOLUTION OF THE CITY COUNCIL OF MISSOURI CITY, TEXAS,
AUTHORIZING CITY OF MISSOURI CITY PUBLIC IMPROVEMENT DISTRICT NO.
TWO

WHEREAS, the City of Missouri City (the "City") is authorized pursuant to TEX. LOCAL GOV'T CODE, ch. 372, as amended ("Chapter 372") to create public improvement districts for the purposes described therein; and

WHEREAS, the City has received a petition (the "Petition") requesting the creation of the City of Missouri City Public Improvement District No. Two (the "PID") over the property described therein (the "Property") from the owners a portion of the Property; and

WHEREAS, the City Council held a hearing regarding the creation of the PID on December 17, 2001, after having caused notice of such hearing by publication and mailing in accordance with the requirements of §372.009(c) and (d) of Chapter 372, and, pursuant to Resolution No. R-01-37, made certain findings as required by Chapter 372, including a finding that the PID improvements are advisable; and

WHEREAS, based upon such findings, the City Council has determined that the PID should be authorized, **NOW THEREFORE**,

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

Section 1. The facts recited in the preamble hereto are found to be true and correct.

Section 2. City of Missouri City Public Improvement District No. Two is hereby authorized and is hereby created over the area described in Exhibit A. The appropriate officers and employees of the City are hereby authorized and directed to take all steps necessary to carry out the function and purposes of the PID, including the formulation of the Service and Assessment Plan of the PID. The improvements described in the petition are found to be advisable and will substantially benefit the Property.

Section 3. The City Secretary is hereby authorized and directed to cause this Resolution to be published in a newspaper of general circulation within the City as required by §372.010(b) of Chapter 372.

Section 4. It is hereby found, determined and declared that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 5. Effective Date. This Resolution shall become effective immediately upon its publication as required by Section 3, above.

PASSED AND APPROVED the 17th day of December 2001.



ALLEN OWEN, Mayor

ATTEST:


PATRICE FOGARTY, City Secretary

Exhibit A
METES AND BOUNDS DESCRIPTION OF
CITY OF MISSOURI CITY PID NO. 2

Beginning at a point which is a northeast corner of the City of Missouri City corporate limits, said point also being in the southern boundary of the Trammel-Fresno Road right-of-way, said point also being the northeast corner of a 31.818 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R142852 and FBCAD parcel account number 0086-00-000-6005-907;

THENCE, in a southerly direction for a distance of approximately 4,440 feet along the eastern boundary of the City of Missouri City corporate limits, said limits running for approximately the first 1,900 feet along the eastern boundary of said parcel account number 0086-00-000-6005-907 to that parcel's southeast corner, then continuing approximately 2,540 feet along the eastern boundary of said parcel 0086-86-015-0400-907 to a point for corner, said point being the southeast corner of parcel account number 0086-86-015-0400-907, and also being a point in the northeast boundary of the State Highway 6 right-of-way, more particularly in the northeast boundary of a 30.974 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R143912 and FBCAD parcel account number 0086-00-000-0004-907, said parcel number 0086-00-000-0004-907 being right-of-way of State Highway 6;

THENCE, in a southeasterly direction for a distance of approximately 2,850 feet along the northeast boundary of the State Highway 6 right-of-way, more particularly in the northeast boundary of said parcel number 0086-00-000-0004-907, said boundary also being the eastern corporate limits of the City of Missouri City to a point, said point being the southeast corner of a 0.008 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R166631 and FBCAD parcel account number 0086-00-000-9005-907, said point being in the western right-of-way of Westenfield Road and in the northern right-of-way of State Highway 6, said point also being in the northern boundary of said parcel number 0086-00-000-0004-907;

THENCE, continuing in a southeasterly direction for a distance of approximately 20 feet along the northeast boundary of the State Highway 6 right-of-way, said boundary also being the eastern corporate limits of the City of Missouri City to a point for corner, said point being the northeast corner of said parcel number 0086-00-000-0004-907, said point being near the center of the right-of-way of Westenfield Road;

THENCE, in a southerly direction for a distance of approximately 70 feet across the State Highway 6 right-of-way and along the eastern boundary of said parcel number 0086-00-000-0004-907, also being the eastern boundary of the City of Missouri City corporate limits, to a point, said point being the southeast corner of said parcel number 0086-00-000-0004-907, and also being the northeast corner of a 1.244 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R166653 and FBCAD parcel account number 0086-86-022-0305-907, said parcel number 0086-86-022-0305-907 being right-of-way of State Highway 6;

THENCE, continuing in a southerly direction for a distance of approximately 120 feet across the State Highway 6 right-of-way and along the eastern boundary of said parcel number 0086-86-022-0305-907, also being the eastern boundary of the City of Missouri City corporate limits, to a point, said point being the southeast corner of said parcel number 0086-86-022-0305-907, and also being the northeast corner of a 4.549 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R251575 and FBCAD parcel account number 0086-86-022-0309-907, said point also being in the southern right-of-way boundary of State Highway 6;

THENCE, continuing in a southerly, then southwesterly direction for a distance of approximately 490 feet along the eastern boundary of said parcel number 0086-86-022-0309-907, also being the eastern boundary of the City of Missouri City corporate limits, to a point for corner, said point being the southernmost southeast corner of said parcel number 0086-86-022-0309-907, said point also being in the northern boundary of Newpoint Estates subdivision Section 1;

THENCE, in a westerly direction for a distance of approximately 1,680 feet along southern boundary of the City of Missouri City corporate limits, and along the northern boundary of Newpoint Estates subdivision Section 1, to a point, said point being the northernmost northwest corner of Newpoint Estates subdivision Section 1, said point also being in the western boundary of Longpoint Creek, and also being the southernmost southwest corner of a 5.582 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149674 and FBCAD parcel account number 0086-86-021-0502-907, said point also being the northernmost northeast corner of Newpoint Estates subdivision Section 3, said point also being an interior southeastern corner of the boundary of the City of Missouri City corporate limits;

THENCE, in a westerly direction for a distance of approximately 4,530 feet, leaving the boundary of the City of Missouri City corporate limits, and following the northern boundary of Newpoint Estates subdivision Section 3 to a point for corner, said point being the northwest corner of said Newpoint Estates subdivision Section 3, said point being more specifically the northwest corner of Reserve "B" of Newpoint Estates subdivision Section 3, and also being the northeast corner of a 16.097 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R124172 and FBCAD parcel account number 0086-00-000-0510-907;

THENCE, in a southeasterly direction for a distance of approximately 750 feet along the eastern boundary of said parcel account number 0086-00-000-0510-907 to a point for corner, said point being the southeast corner of said parcel account number 0086-00-000-0510-907 and also lying in the southern boundary line of the City of Missouri City city limits;

THENCE, in a westerly direction for a distance of approximately 200 feet along southern boundary of the City of Missouri City corporate limits, and along the southern boundary of said parcel account number 0086-00-000-0510-907, to a point for corner, said point being the northeast corner of a 2.188 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R127397 and FBCAD parcel account number 0007-00-000-0611-907;

THENCE, in a southwesterly direction for a distance of approximately 620 feet along southeastern boundary of the City of Missouri City corporate limits, and along the southeastern boundary of said parcel account number 0007-00-000-0611-907 to a point for corner, said point being the southern corner of said parcel account number 0007-00-000-0611-907;

THENCE, leaving the City of Missouri City corporate limits in a northwesterly direction for a distance of approximately 480 feet along the southwestern boundary of said parcel account number 0007-00-000-0611-907 to a point, said point being the northwestern corner of said parcel account number 0007-00-000-0611-907, said point also being the southernmost southwest corner of a 16.097 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R124172 and FBCAD parcel account number 0086-00-000-0510-907;

THENCE, in a northwesterly then west northwesterly direction for a distance of approximately 400 feet along southwestern boundary of said parcel account number 0086-00-000-0510-907 to a point, said point being the westernmost southwest corner of said parcel account number 0086-00-000-

0510-907, said point also being the southeast corner of a 12.805 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R130956 and FBCAD parcel account number 0086-00-000-0515-907;

THENCE, continuing in a west northwesterly, then westerly direction for a distance of approximately 4,230 feet along southwestern boundary of said parcel account number 0086-00-000-0515-907 to a point for corner, said point being the southwest corner of said parcel account number 0086-00-000-0515-907;

THENCE, in a northeasterly direction for a distance of approximately 102 feet along the western boundary of said parcel number 0086-00-000-0515-907 to a point for corner, said point being the northwest corner of said parcel number 0086-00-000-0515-907;

THENCE, in an easterly direction for a distance of approximately 2,040 feet along the northern boundary of said parcel number 0086-00-000-0515-907 to a point for corner, said point being the southwest corner of a 18.231 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149599 and FBCAD parcel account number 0086-86-005-0513-907;

THENCE, in a northeasterly direction approximately 1,804 feet along the northwestern boundary of said parcel number 0086-86-005-0513-907 to a point for corner, said point being the northern corner of said parcel number 0086-86-005-0513-907, said point also being in the western right-of-way boundary of a not yet constructed portion of public right-of-way for Knight Road;

THENCE, in a northerly direction approximately 257 feet along the western boundary of said Knight Road right-of-way to a point for corner, said point being the southeast corner of a 17.897 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149605 and FBCAD parcel account number 0086-86-005-0511-907;

THENCE, in a southwesterly direction approximately 950 feet along the southern property line of said parcel number 0086-86-005-0511-907 to a point for corner, said point being the more eastern of the two southwest corners of said parcel number 0086-86-005-0511-907;

THENCE, in a westerly direction approximately 41 feet along the southern property line of said parcel number 0086-86-005-0511-907 to a point for corner, said point being the more western of the two southwest corners of said parcel number 0086-86-005-0511-907;

THENCE, in a northerly direction approximately 1,283 feet along the western property line of said parcel number 0086-86-005-0511-907 to a point for corner, said point being the northwest corner of said parcel number 0086-86-005-0511-907, said point also being the southwest corner of a 9.643 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149609 and FBCAD parcel account number 0086-86-004-0300-907;

THENCE, continuing in a northerly direction for a distance of approximately 539 feet along the western property line of said parcel number 0086-86-004-0300-907 to a point, said point being the northwest corner of said parcel number 0086-86-004-0300-907, said point also being the southwest corner of a 4.504 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149685 and FBCAD parcel account number 0086-86-004-0400-907;

THENCE, continuing in a northerly direction for a distance of approximately 472 feet along the

western property line of said parcel number 0086-86-004-0400-907 to a point for corner, said point being the northwest corner of said parcel number 0086-86-004-0400-907, said point also being in the southern right-of-way boundary of Watts Plantation Road;

THENCE, in an easterly direction for a distance of approximately 454 feet along the northern property line of said parcel number 0086-86-004-0400-907, and along the southern right-of-way boundary of Watts Plantation Road to a point, said point being the northeast corner of said parcel number 0086-86-004-0400-907, said point also being the northwest corner of a 2.014 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149682 and FBCAD parcel account number 0086-86-004-0401-907;

THENCE, continuing in an easterly direction for a distance of approximately 325 feet along the northern property line of said parcel number 0086-86-004-0401-907, and along the southern right-of-way boundary of Watts Plantation Road to a point for corner, said point being the northeast corner of said parcel number 0086-86-004-0401-907

THENCE, in a northerly direction for a distance of approximately 60 feet to a point for corner, said point being in the northern right-of-way line of Watts Plantation Road, said point also being in the southeast corner of a 1.138 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39365 and FBCAD parcel account number 0086-00-000-2900-907;

THENCE, in a northerly direction for a distance of approximately 1,045 feet along the western right-of-way boundary of Knight Road to a point for corner, said point being the southeast corner of a 21.251 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39392 and FBCAD parcel account number 0086-00-000-4300-907, said point also being in the western right-of-way boundary of Knight Road;

THENCE, in a westerly direction for a distance of approximately 1,070 feet along the southern boundary of said parcel account number 0086-00-000-4300-907 to a point, said point being the southwest corner of said parcel and also the southeast corner of a 13.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39394 and FBCAD parcel account number 0086-00-000-4400-907;

THENCE, in a westerly direction for a distance of approximately 313 feet along the southern boundary of said parcel account number 0086-00-000-4400-907 to a point, said point being the southwest corner of said parcel account number 0086-00-000-4400-907 and also the southeast corner of a 35.294 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R160599 and FBCAD parcel account number 0086-00-000-4606-907;

THENCE, in a westerly direction for a distance of approximately 1,286 feet along the southern boundary of said parcel account number 0086-00-000-4606-907 to a point for corner, said point being the southwest corner of said parcel;

THENCE, in a northerly direction for a distance of approximately 1,916 feet along the western boundary of said parcel account number 0086-00-000-4606-907 to a point for corner, said point being approximately 70 feet south of the northwest corner of said parcel and also 70 feet south of the southern right-of-way boundary of State Highway 6, said point also being the southeast corner of a 0.892 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39402 and FBCAD parcel account number 0086-00-000-4708-907;

THENCE, in a westerly direction for a distance of approximately 345.00 feet along the southern boundary of said parcel account number 0086-00-000-4708-907 to a point, said point being the southwest corner of said parcel account number 0086-00-000-4708-907 and also lying in the eastern right-of-way boundary of Oakwick Forest Drive;

THENCE, in a westerly direction for a distance of approximately 30 feet to a point for corner, said point lying in the center of the right-of-way of Oakwick Forest Drive;

THENCE, in a northerly direction for a distance of approximately 50 feet along the center of the right-of-way of Oakwick Forest Drive to a point for corner, said point lying approximately 30 feet in an easterly direction from the southeast corner of a 1.135 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39403 and FBCAD parcel account number 0086-00-000-4710-907;

THENCE, in a westerly direction for a distance of approximately 30 feet to a point, said point being the southeast corner of said parcel account number 0086-00-000-4710-907;

THENCE, in a westerly direction for a distance of approximately 317 feet along the southern boundary of said parcel account number 0086-00-000-4710-907 to a point, said point being the southwest corner of said parcel account number 0086-00-000-4710-907 and also being the southeast corner of a 3.9567 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39401 and FBCAD parcel account number 0086-00-000-4705-907;

THENCE, in a westerly direction for a distance of approximately 609 feet along the southern boundary of said parcel account number 0086-00-000-4705-907 to a point, said point being the southwest corner of said parcel account number 0086-00-000-4705-907 and also the southeast corner of a 3.5 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39400 and FBCAD parcel account number 0086-00-000-4702-907;

THENCE, in a westerly direction for a distance of approximately 412 feet along the southern boundary of said parcel account number 0086-00-000-4702-907 to a point for corner, said point being the southwest corner of said parcel;

THENCE, in a northerly direction for a distance of approximately 340 feet along the western boundary of said parcel account number 0086-00-000-4702-907 to a point for corner, said point being the northwest corner of said parcel account number 0086-00-000-4702-907 and also lying in the southern right-of-way boundary of Trammel-Fresno Road and also being the northeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39468 and FBCAD parcel account number 0086-00-000-4775-907;

THENCE, in a westerly direction for a distance of approximately 131 feet along the northern boundary of said parcel account number 0086-00-000-4775-907 to a point, said point being the northwest corner of said parcel, said point also being the northeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39469 and FBCAD parcel account number 0086-00-000-4776-907;

THENCE, continuing in a westerly direction for a distance of approximately 135 feet along the northern boundary of said parcel account number 0086-00-000-4776-907 to a point, said point being the northwest corner of said parcel, said point also being the northeast corner of a 1.0 acre parcel

said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39470 and FBCAD parcel account number 0086-00-000-4777-907;

THENCE, continuing in a westerly direction for a distance of approximately 140 feet along the northern boundary of said parcel account number 0086-00-000-4777-907 to a point, said point being the northwest corner of said parcel, said point also being the northeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39471 and FBCAD parcel account number 0086-00-000-4778-907;

THENCE, continuing in a westerly direction for a distance of approximately 142 feet along the northern boundary of said parcel account number 0086-00-000-4778-907 to a point, said point being the northwest corner of said parcel, said point also being the northeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39472 and FBCAD parcel account number 0086-00-000-4779-907;

THENCE, continuing in a westerly direction for a distance of approximately 40 feet along the northern boundary of said parcel account number 0086-00-000-4779-907 to a point for corner, said point being in the northern boundary of said parcel, said point also being in the southern right-of-way boundary of Trammel-Fresno Road and also being directly south of the southwest corner of a 2.474 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38018 and FBCAD parcel account number 0077-00-000-0400-907;

THENCE, directly north for a distance of approximately 70 feet crossing the Trammel-Fresno Road right-of-way to a point, said point being in the northern boundary line of the Trammel-Fresno Road right-of-way and also being the southwest corner of said parcel account number 0077-00-000-0400-907;

THENCE, in a northerly direction for a distance of approximately 308 feet along the western boundary of said parcel account number 0077-00-000-0400-907 to a point for corner, said point being the northwest corner of said parcel account number 0077-00-000-0400-907, said point also being in the southern right-of-way boundary of State Highway 6, and also being in the south boundary line of a 25.76 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R143911 and FBCAD parcel account number 0077-00-000-0001-907, said parcel account number 0077-00-000-0001-907 being right-of-way of State Highway 6;

THENCE, in a northwesterly direction for a distance of approximately 135 feet crossing a portion of the State Highway 6 right-of-way to a point for corner, said point being within the State Highway 6 right-of-way, said point also being the southwest corner of a 1.815 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R165491 and FBCAD parcel account number 0077-00-000-0393-907, said parcel account number 0077-00-000-0393-907 being right-of-way of State Highway 6;

THENCE, in a northeasterly direction for a distance of approximately 170 feet crossing the State Highway 6 right-of-way to a point, said point being in the northern boundary line of the State Highway 6 right-of-way and also being the northwest corner of said parcel account number 0077-00-000-0393-907 and also being the westernmost corner of a former 27.338 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R135429 and FBCAD parcel account number 0077-00-000-0331-907 for Tax Year 2000, said parcel having been split into a portion of the subdivision named Venetian Village Section 1, said subdivision having FBCAD subdivision number 8495-01, said point also being the southernmost southwest

corner of a 14.439 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38002 and FBCAD parcel account number 0077-00-000-0305-907, said parcel number 0077-00-000-0305-907 being a drainage easement owned by Fort Bend MUDs No. 47 and 48;

THENCE, in a west northwesterly direction for a distance of approximately 300 feet to a point for corner, said point being the westernmost northwest corner of said parcel number 0077-00-000-0305-907;

THENCE, in a northeasterly direction for a distance of approximately 1,342 feet to a point for corner, said point being the point of intersection of the boundary lines of three certain parcels, the first being said parcel number 0077-00-000-0305-907, the second being a 6.1794 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R160571 and FBCAD parcel account number 0077-00-000-0369-907 and the third parcel being a 211.7247 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R37998 and FBCAD parcel account number 0077-00-000-0300-907, said point of intersection also lying in the boundary line of the City of Missouri City city limits;

THENCE, in a northeasterly direction for a distance of approximately 260.24 feet along the western boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a north-northwesterly direction for a distance of approximately 497.00 feet along the western boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a north-northeasterly direction for a distance of approximately 635.62 feet along the western boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a northwesterly direction for a distance of approximately 494.84 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a more north-northwesterly direction for a distance of approximately 783.89 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a west-northwesterly direction for a distance of approximately 583.65 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a northwesterly direction for a distance of approximately 578.18 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a north-northwesterly direction for a distance of approximately 416.76 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a more north-northwesterly direction for a distance of approximately 716.18 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner, said point being the westernmost point of said parcel;

THENCE, in a north and slightly northeasterly direction for a distance of approximately 117.45 feet along the western boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a northeasterly direction for a distance of approximately 227.43 feet along the northwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a more northern northeasterly direction for a distance of approximately 1,212.08 feet along the northwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner, said point being the northernmost northwest corner of said parcel;

THENCE, in an easterly direction for a distance of approximately 990.81 feet along the northern boundary of said parcel number 0077-00-000-0300-907 to a point for corner, said point being the northernmost-northeast corner of a 211.7247 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R37998 and FBCAD parcel account number 0077-00-000-0300-907;

THENCE, in a southerly, then southeasterly direction for a distance of approximately 1,480 feet along the northeast boundary of said parcel number 0077-00-000-0300-907, said line also being the southwest boundary of a 10.36 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R122281 and FBCAD parcel account number 0077-00-000-0318-907, to a point for corner, said point being the southernmost corner of said parcel number 0077-00-000-0318-907;

THENCE, in a northeasterly direction for a distance of approximately 342.43 feet along the southeast boundary of said parcel number 0077-00-000-0318-907, also being a portion of the northeast boundary of said parcel number 0077-00-000-0300-907, to a point for corner, said point being the southeast corner of said parcel number 0077-00-000-0318-907;

THENCE, in a southeasterly direction for a distance of approximately 70 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a southwesterly direction for a distance of approximately 270 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a southeasterly direction for a distance of approximately 340.0 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a southerly direction for a distance of approximately 103.36 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a southwesterly direction for a distance of approximately 172.26 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner;

THENCE, in a southeasterly direction for a distance of approximately 955.97 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point, said point also being the westernmost northwest corner of Vicksburg Village of Cumberland subdivision, and also being the northeast corner of a 6.184 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R126051 and FBCAD parcel account number 0077-00-000-0324-907;

THENCE, in a south-southeasterly, then southerly direction for a distance of approximately 1,610 feet along the eastern boundary of said parcel number 0077-00-000-0324-907, also being the western boundary of Vicksburg Village of Cumberland subdivision, to a point, said point being the southeast corner of said parcel number 0077-00-000-0324-907, said corner also being the northeast corner of a 1.596 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R141436 and FBCAD parcel account number 0077-00-000-0342-907;

THENCE, in a southerly direction for a distance of approximately 670 feet along the eastern boundary of said parcel number 0077-00-000-0342-907, also being the western boundary of Vicksburg Village of Cumberland subdivision, to a point for corner, said point being the southeast corner of said parcel number 0077-00-000-0342-907, said point also being the northeast corner of the aforementioned parcel number 0077-00-000-0305-907, said parcel number 0077-00-000-0305-907 being a drainage easement owned by Fort Bend MUD No. 47;

THENCE, in a southerly direction for a distance of approximately 175 feet along the eastern boundary line of said parcel number 0077-00-000-0305-907 to a point, said point being the southeast corner of said parcel number 0077-00-000-0305-907 and also being the northwest corner of a 1.074 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R165899 and FBCAD parcel account number 0077-00-000-9003-907, said parcel number 0077-00-000-9003-907 being a drainage easement owned by Fort Bend MUD No. 48;

THENCE, in a southerly direction for a distance of approximately 110 feet along the western boundary line of said parcel number 0077-00-000-9003-907 to a point for corner, said point being the southwest corner of said parcel number 0077-00-000-9003-907 and also being in the northern boundary line of the aforementioned 27.338 acre parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R135429 and FBCAD parcel account number 0077-00-000-0331-907;

THENCE, in an easterly direction approximately 370 feet along the northern boundary of said parcel number 0077-00-000-0331-907 to a point, said point being the northeast corner of said parcel number 0077-00-000-0331-907, said point also being the northwest corner of a former 4.715 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R135432 and FBCAD parcel account number 0077-00-000-0332-907 for Tax Year 2000, said parcel having been split into a portion of the subdivision named Venetian Village Section 1, said subdivision having FBCAD subdivision number 8495-01;

THENCE, in an easterly direction approximately 400 feet along the northern boundary of said former parcel number 0077-00-000-0332-907 to a point for corner, said point being the northeast corner of said former parcel number 0077-00-000-0332-907, said point also being in the western right-of-way boundary of Vicksburg Boulevard (formerly Hillcroft Avenue);

THENCE, in a south, southwesterly direction for a distance of approximately 570 feet along the eastern boundary of said former parcel number 0077-00-000-0332-907, and along the western right-of-way boundary of Vicksburg Boulevard (formerly Hillcroft Avenue), to a point for corner, said point being the southeast corner of said former parcel number 0077-00-000-0332-907, said point also being the northwest intersection of the western right-of-way boundary of Vicksburg Boulevard (formerly Hillcroft Avenue) with the northern right-of-way boundary of Lake Shore Harbour Boulevard (formerly Vicksburg Drive);

THENCE, in an easterly direction for a distance of approximately 100 feet, crossing the Vicksburg Boulevard (formerly Hillcroft Avenue) right-of-way, to a point, said point being the southwest corner of a 10.06 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R135431 and FBCAD parcel account number 0077-00-000-0336-907;

THENCE, in a southeasterly direction for a distance of approximately 600 feet along the south

boundary line of said parcel account number 0077-00-000-0336-907, also being the northern right-of-way boundary of the future extension of Lake Shore Harbour Boulevard (formerly Vicksburg Drive) to a point for corner, said point being the southeast corner of said parcel account number 0077-00-000-0336-907, said point also being the southwest corner of a 63.369 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R141435 and FBCAD parcel account number 0077-00-000-0341-907;

THENCE, in a northeasterly then northerly direction for a distance of approximately 938.05 feet along the western boundary of said parcel account number 0077-00-000-0341-907 to a point for corner, said point being the northwest corner of said parcel, said point also being in the southern boundary of a 9.282 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38003 and FBCAD parcel account number 0077-00-000-0306-907 which contains a portion of the 190 foot wide drainage easement owned by Fort Bend MUD No. 48 which borders the south side of Vicksburg Village of Shiloh subdivision;

THENCE, in an easterly direction for a distance of approximately 2,140 feet along the northern boundary of said parcel account number 0077-00-000-0341-907 to a point, said point being the northernmost northeast corner of said parcel and also the northwest corner of a 1.836 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38004 and FBCAD parcel account number 0077-00-000-0307-907;

THENCE, in an easterly direction for a distance of approximately 200.0 feet along the northern boundary of said parcel account number 0077-00-000-0307-907 to a point for corner, said point being the northeast corner of said parcel and also the southeast corner of a 19.7056 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R141437 and FBCAD parcel account number 0077-00-000-0391-907 and containing a portion of the 190 and 150 foot wide drainage easement owned by Fort Bend MUD No. 48 which borders the south and east sides of Vicksburg Village of Shiloh subdivision, said point also being in the western boundary line of a 90.7294 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38016 and FBCAD parcel account number 0077-00-000-0390-907;

THENCE, in a southerly direction for a distance of approximately 1,200 feet along the western boundary of said parcel number 0077-00-000-0390-907 to a point for corner, said point being the southwest corner of said parcel number 0077-00-000-0390-907, and also being in the north right-of-way boundary of Trammel Fresno Road;

THENCE, in an easterly direction for a distance of approximately 1,715 feet along the north right-of-way boundary of Trammel Fresno Road, said north right-of-way line also being the southern boundary line of said parcel number 0077-00-000-0390-907 to a point, said point being the southeast corner of said parcel number 0077-00-000-0390-907, and also being in the north right-of-way boundary of Trammel Fresno Road, said point also being the southwest corner of a 80.43 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38017 and FBCAD parcel account number 0077-00-000-0395-907;

THENCE, in an easterly direction along the north right-of-way boundary of Trammel-Fresno Road and south line of said parcel account number 0077-00-000-0395-907 for a distance of approximately 129.70 feet to a point, said point being the southwest corner of a 6.269 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R37997 and FBCAD parcel account number 0077-00-000-0200-907;

THENCE, in an easterly direction along the north right-of-way boundary of Trammel-Fresno Road and south line of said parcel account number 0077-00-000-0200-907 for a distance of approximately 80 feet to a point, said point being the southeast corner said parcel account number 0077-00-000-0200-907, said point also being in the southern boundary of the aforementioned parcel account number 0077-00-000-0395-907;

THENCE, in an easterly direction along the north right-of-way boundary of Trammel-Fresno Road and south line of said parcel account number 0077-00-000-0395-907 for a distance of approximately 175 feet to a point for corner, said point being directly north of the intersection of the south right-of-way boundary of Trammel-Fresno Road with the west right-of-way line of Hurricane Lane (formerly Summer Breeze Drive);

THENCE, directly south for a distance of approximately 70 feet across Trammel-Fresno Road to a point in said western right-of-way boundary of Hurricane Lane (formerly Summer Breeze Drive), said point also being in the southern right-of-way boundary of Trammel-Fresno Road;

THENCE, in a southwesterly direction for a distance of approximately 1950 feet along the west right-of-way line of Hurricane Lane, said west right-of-way line also being the southeast boundary of a 69.646 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39306 and FBCAD parcel account number 0086-00-000-2130-907, to a point for corner, said point being directly opposite Hurricane Lane from the northwest corner of a 1.755 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R212016 and FBCAD parcel account number 0086-00-000-1002-907;

THENCE, perpendicularly across Hurricane Lane to the northwest corner of said parcel account number 0086-00-000-1002-907;

THENCE, in a southeasterly direction for a distance of approximately 155.61 feet along the north boundary of said parcel account number 0086-00-000-1002-907 to the northeast corner of said parcel, said point also being the northwest corner of a 7.50 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149700 and FBCAD parcel account number 0086-86-010-0100-907;

THENCE, continuing in a southeasterly direction for a distance of approximately 610 feet along the north boundary of said parcel account number 0086-86-010-0100-907 to a point for corner, said point being the northeast corner of said parcel;

THENCE, in a southerly direction for a distance of approximately 320 feet along the eastern boundary of said parcel account number 0086-86-010-0100-907 to the southeast corner of said parcel, said point also being the northwest corner of a 78.534 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149655 and FBCAD parcel account number 0086-86-015-0400-907;

THENCE, in an easterly direction for a distance of approximately 1,690 feet along the north boundary of said parcel account number 0086-86-015-0400-907, passing at 1618.0 feet the southeast corner of the FBISD Hightower High School drainage and detention pond, to a point for corner, said point being where the boundary line of said parcel 0086-86-015-0400-907 turns northerly;

THENCE, in a northerly direction for a distance of approximately 560 feet along the western boundary of said parcel 0086-86-015-0400-907 to a point, said point being both the northernmost

northwest corner of said parcel, and the southwest corner of a 31.818 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R142852 and FBCAD parcel account number 0086-00-000-6005-907;

THENCE, continuing in a northerly direction for a distance of approximately 1,895.96 feet along the western boundary of said parcel account number 0086-00-000-6005-907 to a point for corner, said point being the northwest corner of said parcel and also being on the southern boundary of the Trammel-Fresno Road right-of-way;

THENCE, in an easterly direction for a distance of approximately 700 feet along the northern boundary of said parcel account number 0086-00-000-6005-907 and the southern boundary of the Trammel-Fresno Road right-of-way to the **POINT OF BEGINNING**.

**NOTICE OF PUBLIC HEARING REGARDING CREATION OF
CITY OF MISSOURI CITY PUBLIC IMPROVEMENT DISTRICT NO. TWO**

The City Council of the City of Missouri City (the "City") will convene a hearing, open to the public, pursuant to Chapter 372, Texas Local Government Code (the "Act"), to consider the advisability of the creation of the proposed City of Missouri City Public Improvement District No. Two (the "District") (to serve the Vicksburg area) on December 17, 2001, at 7:00 p.m., in City Council chambers located at 1522 Texas Parkway, Missouri City, Texas 77489. Property within the District will be subject to special assessments to finance certain public improvements benefiting the land within the District described below:

General nature of the proposed improvements. The proposed public improvements include the water, wastewater, and drainage facilities, roadways and street construction, storm water detention facilities, landscaping, public entryway, public trails and parks, acquisition of real property in connection with authorized improvements, contingency provisions, engineering services, interest and other financing costs, and administrative and legal services of the proposed District.

Estimated cost of the proposed public improvements. \$ 21,000,000.

Boundaries of the proposed District are attached hereto.

Method of assessment. The proposed method of assessment shall be based upon (i) an equal apportionment based on the area of the property benefiting from the public improvements, as determined by City council, (ii) the ad valorem taxable value of the property benefiting from the improvements, (iii) any other manner that results in imposing equal shares of the cost on property similarly benefited, or (iv) any combination thereof, and may be constructed and assessed in phases over the life of the District, as may be required to accommodate development within the District.

Apportionment of cost. 100 percent of the cost of the proposed improvements shall be paid by assessment of the property owners within the District.

All interested persons are hereby notified of the described hearing, and of their right to appear and be heard on the matter and that written or oral objections will be considered at the hearing.

Patrice Fogarty, TRMC, City Secretary
City of Missouri City, Texas



ADMINISTRATION

1522 TEXAS PARKWAY • P.O. BOX 666 • MISSOURI CITY, TEXAS 77459 • 281-261-4260

November 28, 2001

Donald M. Buntin
12625 Memorial Drive, Apt. 29
Houston, Texas 77024-4814

Re: Public Improvement District No. Two

Dear Property Owner:

Please find enclosed a *Notice of Public Hearing on December 17, 2001, metes and bounds, and a map* regarding the creation of City of Missouri City Public Improvement District No. Two.

Should you have any questions, please call City Secretary Patrice Fogarty at 281.261.4263.

Sincerely,

Patrice Fogarty, TRMC, CMC
City Secretary

Markborough DVMT CO LTD
Property Owner
5750 Homeward Way
Sugar Land, Texas 77479-5039

Donald Kwok & Au Kin Cheong
Property Owner
990 Palou Avenue
San Francisco, CA 94124-3429

William & Cynthia Pace, Jr.
Property Owner
RR 1 Box 1162
Fresno, Texas 77545-9801

Oakwick Forest Property Owners Assoc.
Property Owner
3626 Ramble Creek Drive
Missouri City, Texas 77459-7012

Roanld W. & Karen S. Brown
Property Owner
P.O. Box 845
Sugar Land, Texas 77487-0845

Reliant Energy HL&P Ad Valorem Tax
Dept.
Property Owner
P.O. Box 1475 MS, 4470-B
Houston, Texas 77251-1475

New Teal Run
Property Owner
1717 Saint James Place, Suite 380
Houston, Texas 77056-3497

Lusk Ursula Retail LTD ETAL
Property Owner
1 West Loop S., Suite 690
Houston, Texas 77027-9082

Property Owner

Property Owner

Sienna 29 Investors LP
Property Owner
5005 Riverway, Suite 110
Houston, Texas 77056-2123

Susie M. Gasser Trust
Property Owner
RR 1 Box 1167
Fresno, Texas 77545-9801

Knight Venture
Property Owner
806 Longview Drive
Sugar Land, Texas 77478

Palivela P. Raju (Trustee)
Property Owner
5003 Magnolia Lane
Bay City, Texas 77414-8601

Kenneth Narinesingh
Property Owner
16210 Champion Drive
Spring, Texas 77379-6709

Texas Transportation Comm.
Property Owner
P.O. Box 1386
Houston, Texas 77251-1386

SPS Pelican Partners LP
Property Owner
1330 Post Oak Blvd., Suite 2390
Houston, Texas 77056

Larry B. Briggs ~~of~~ ~~Clark & Co.~~
Property Owner *1330 Post Oak Blvd. Suite 1600*
~~13201 Northwest Freeway, Suite 503~~
Houston, Texas ~~77040-6024~~ *77056*

Property Owner

Property Owner

Donald M. Buntin
Property Owner
12625 Memorial Drive, Apt. 29
Houston, Texas 77024-4814

Julia B. Gasser
Property Owner
RR 1 Box 1166
Fresno, Texas 77545-9801

Sergie Assad ETAL
Property Owner
1019 Avenue I
Bay City, Texas 77414-3103

DJM Investments LLC
Property Owner
1937 W. Gray Street, Suite 200
Houston, Texas 77019-4809

Hannover Estates LTD
Property Owner
7676 woodway Drive, Suite 238
Houston, Texas 77063-1522

Vicksburgh Estates LTD
Property Owner
P.O. Box 16290
Houston, Texas 77222-6290

State of Texas
Property Owner
P.O. Box 1386
Houston, Texas 77251-1386

Memorial Hermann Hospital System
Property Owner
13201 Northwest Freeway, Suite 503
Houston, Texas 77040-6024

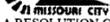
Property Owner

Property Owner

*sent
another
12-5-01*

Legal Notices

RESOLUTION NO. R-01-38



A RESOLUTION OF THE CITY COUNCIL OF MISSOURI CITY, TEXAS, AUTHORIZING CITY OF MISSOURI CITY PUBLIC IMPROVEMENT DISTRICT NO. TWO WHEREAS, the City of Missouri City (the "City") is authorized pursuant to TEX. LOCAL GOV'T CODE, ch. 372, as amended ("Chapter 372") to create public improvement districts for the purposes described therein; and WHEREAS, the City has received a petition (the "Petition") requesting the creation of the City of Missouri City Public Improvement District No. Two (the "PID") over the property described therein (the "Property") from the owners a portion of the Property; and WHEREAS, the City Council held a hearing regarding the creation of the PID on December 17, 2001, after having caused notice of such hearing by publication and mailing in accordance with the requirements of §372.009(c) and (d) of Chapter 372, and, pursuant to Resolution No. R-01-37, made certain findings as required by Chapter 372, including a finding that the PID improvements are advisable; and WHEREAS, based upon such findings, the City Council has determined that the PID should be authorized, NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, that: Section 1. The facts recited in the preamble hereto are found to be true and correct. Section 2. City of Missouri City Public Improvement District No. Two is hereby authorized and is hereby created over the area described in Exhibit A. The appropriate officers and employees of the City are hereby authorized and directed to take all steps necessary to carry out the function and purposes of the PID, including the formulation of the Service and Assessment Plan of the PID. The improvements described in the petition are found to be advisable and will substantially benefit the Property. Section 3. The City Secretary is hereby authorized and directed to cause this Resolution to be published in a newspaper of general circulation within the City as required by §372.010(b) of Chapter 372. Section 4. It is hereby found, determined and declared that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Resolution and the subject matter thereof has been discussed, considered and formally acted upon. City Council further ratifies, approves and confirms such written notice and the contents and posting thereof. Section 5. Effective Date. This Resolution shall become effective immediately upon its publication as required by Section 3, above. PASSED AND APPROVED the 17th day of December, 2001. SIGNED: /s/ ALLEN OWEN, Mayor ATTEST: /s/ Patrice Fogarty, City Secretary

Exhibit A METES AND BOUNDS DESCRIPTION OF CITY OF MISSOURI CITY PID NO. 2

Beginning at a point which is a northeast corner of the City of Missouri City corporate limits, said point also being in the southern boundary of the Trammel-Fresno Road right-of-way, said point also being the northeast corner of a 31.818 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R142852 and FBCAD parcel account number 0086-00-000-6005-907; THENCE, in a southerly direction for a distance of approximately 4,440 feet along the eastern boundary of the City of Missouri City corporate limits, said limits running for approximately the first 1,900 feet along the eastern boundary of said parcel account number 0086-00-000-6005-907 to that parcel's southeast corner, then continuing approximately 2,540 feet along the eastern boundary of said parcel 0086-00-000-6005-907 to a point for corner, said point being the southeast corner of parcel account number 0086-00-000-6005-907, and also being a point in the northeast boundary of the State Highway 6 right-of-way, more particularly in the northeast boundary of a 30.974 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R143912 and FBCAD parcel account number 0086-00-000-0004-907, said parcel number 0086-00-000-0004-907 being right-of-way of State Highway 6; THENCE, in a southerly direction for a distance of approximately 2,850 feet along the northeast boundary of the State Highway 6 right-of-way, more particularly in the northeast boundary of said parcel number 0086-00-000-0004-907, said parcel number R166653 and FBCAD parcel account number 0086-00-000-9005-907, said point being in the southeast corner of a 0.008 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R166653 and FBCAD parcel account number 0086-00-000-9005-907, said point being in the western right-of-way of Westfield Road and in the northern right-of-way of State Highway 6, said point also being in the northern boundary of said parcel number 0086-00-000-0004-907; THENCE, continuing in a southeasterly direction for a distance of approximately 20 feet along the northeast boundary of the State Highway 6 right-of-way, said boundary also being the eastern corporate limits of the City of Missouri City to a point for corner, said point being the northeast corner of said parcel number 0086-00-000-0004-907, said point being near the center of the right-of-way of Westfield Road; THENCE, in a southerly direction for a distance of approximately 70 feet across the State Highway 6 right-of-way and along the eastern boundary of said parcel number 0086-00-000-0004-907, also being the eastern boundary of the City of Missouri City corporate limits, to a point for corner, said point being the southeast corner of said parcel number 0086-00-000-0004-907, and also being the southeast corner of said parcel number 0086-00-000-0004-907, and also being the southeast corner of said parcel number R166653 and FBCAD parcel account number 0086-86-022-0305-907, said parcel number 0086-86-022-0305-907 being right-of-way of State Highway 6; THENCE, continuing in a southerly direction for a distance of approximately 120 feet across the State Highway 6 right-of-way and along the eastern boundary of said parcel number 0086-86-022-0305-907, also being the eastern boundary of the City of Missouri City corporate limits, to a point, said point being the southeast corner of said parcel number 0086-86-022-0305-907, and also being the northeast corner of a 4.549 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R251575 and FBCAD parcel account number 0086-86-022-0309-907, said point also being in the southern right-of-way boundary of State Highway 6; THENCE, continuing in a southerly, then southwesterly direction for a distance of approximately 490 feet along the eastern boundary of said parcel number 0086-86-022-0309-907, also being the eastern boundary of the City of Missouri City corporate limits, to a point for corner, said point being the northeast corner of said parcel number 0086-86-022-0309-907, said point also being in the northern boundary of Newport Estates subdivision Section 1; THENCE, in a westerly direction for a distance of approximately 580 feet along the southern boundary of the City of Missouri City corporate limits, and also being the southernmost southwest corner of a 5.582 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149674 and FBCAD parcel account number 0086-86-021-0502-907, said point also being the northernmost northeast corner of Newport Estates subdivision Section 3, said point also being an interior southeast corner of the boundary of the City of Missouri City corporate limits; THENCE, in a westerly direction for a distance of approximately 4,530 feet, leaving the boundary of the City of Missouri City corporate limits, and following the northern boundary of Newport Estates subdivision Section 3 to a point for corner, said point being the northeast corner of Newport Estates subdivision Section 3, said point being more specifically the northwest corner of Reserve "B" of Newport Estates subdivision Section 3, and also being the northeast corner of a 16.097 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R124172 and FBCAD parcel account number 0086-00-000-0510-907; THENCE, in a southeasterly direction for a distance of approximately 750 feet along the eastern boundary of said parcel account number 0086-00-000-0510-907 to a point for corner, said point being the southeast corner of said parcel account number 0086-00-000-0510-907 and also lying in the southern boundary line of the City of Missouri City limits; THENCE, in a westerly direction for a distance of approximately 200 feet along southern boundary of the City of Missouri City corporate limits, and along the southern boundary of said parcel account number 0086-00-000-0510-907, to a point for corner, said point being the northeast corner of a 2.188 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R127397 and FBCAD parcel account number 0007-00-000-0611-907; THENCE, in a southerly direction for a distance of approximately 620 feet along southern boundary of the City of Missouri City corporate limits, and along the southern boundary of said parcel account number 0007-00-000-0611-907; THENCE, leaving the City of Missouri City corporate limits in a northwesterly direction for a distance of approximately 480 feet along the southwestern boundary of said parcel account number 0007-00-000-0611-907 to a point, said point being the northwest corner of said parcel account number 0007-00-000-0611-907, said point also being the southernmost southwest corner of a 16.097 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R124172 and FBCAD parcel account number 0086-00-000-0510-907; THENCE, in a northwesterly then west northerly direction for a distance of approximately 400 feet along southwestern boundary of said parcel account number 0086-00-000-0510-907 to a point, said point being the westernmost southwest corner of said parcel account number 0086-00-000-0510-907, said point also being the southeast corner of a 12.805 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R130956 and FBCAD parcel account number 0086-00-000-0515-907; THENCE, continuing in a west northerly, then westerly direction for a distance of approximately 4,230 feet along southwestern boundary of said parcel account number 0086-00-000-0515-907 to a point for corner, said point being the southwest corner of said parcel account number 0086-00-000-0515-907; THENCE, in a northeasterly direction for a distance of approximately 102 feet along the western boundary of said parcel number 0086-00-000-0515-907 to a point for corner, said point being the northwest corner of said parcel number 0086-00-000-0515-907; THENCE, in an easterly direction for a distance of approximately 2,040 feet along the northern boundary of said parcel number 0086-00-000-0515-907 to a point for corner, said point being the southwest corner of a 18.231 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149599 and FBCAD parcel account number 0086-86-005-0513-907; THENCE, in a northeasterly direction for a distance of approximately 1,804 feet along the northern boundary of said parcel number 0086-86-005-0513-907 to a point for corner, said point being the northern corner of said parcel number 0086-86-005-0513-907, said point also being in the western right-of-way boundary of a not yet constructed portion of public right-of-way for Knight Road; THENCE, in a northerly direction approximately 257 feet along the western boundary of said Knight Road right-of-way to a point for corner, said point being the southeast corner of a 17.897 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149605 and FBCAD parcel account number 0086-86-005-0511-907; THENCE, in a southeasterly direction approximately 950 feet along the southern property line of said parcel number 0086-86-005-0511-907 to a point for corner, said point being the more eastern of the two southwest corners of said parcel number 0086-86-005-0511-907; THENCE, in a westerly direction approximately 41 feet along the southern property line of said parcel number 0086-86-005-0511-907 to a point for corner, said point being the more western of the two southwest corners of said parcel number 0086-86-005-0511-907; THENCE, in a northerly direction approximately 1,283 feet along the western property line of said parcel number 0086-86-005-0511-907 to a point for corner, said point being the northwest corner of said parcel number 0086-86-005-0511-907, said point also being the southwest corner of a 9.643 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149609 and FBCAD parcel account number 0086-86-004-0300-907; THENCE, continuing in a northerly direction for a distance of approximately 539 feet along the western property line of said parcel number 0086-86-004-0300-907 to a point, said point being the northwest corner of said parcel number 0086-86-004-0300-907, said point also being the southwest corner of a 4.504 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149685 and FBCAD parcel account number 0086-86-004-0400-907; THENCE, continuing in a northerly direction for a distance of approximately 472 feet along the western property line of said parcel number 0086-86-004-0400-907 to a point for corner, said point being the northwest corner of said parcel number 0086-86-004-0400-907, said point also being in the southern right-of-way boundary of Watts Plantation Road; THENCE, in an easterly direction for a distance of approximately 454 feet along the northern property line of said parcel number 0086-86-004-0400-907, and along the southern right-of-way boundary of Watts Plantation Road to a point, said point being the northeast corner of said parcel number 0086-86-004-0400-907, said point also being the northwest corner of a 2.014 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R149682 and FBCAD parcel account number 0086-86-004-0401-907; THENCE, continuing in an easterly direction for a distance of approximately 225 feet along the northern property line of said parcel number 0086-86-004-0401-907, and along the southern right-of-way boundary of Watts Plantation Road to a point for corner, said point being the northeast corner of said parcel number 0086-86-004-0401-907; THENCE, in a northerly direction for a distance of approximately 60 feet to a point for corner, said point being in the northern right-of-way line of Watts Plantation Road, said point also being in the southeast corner of a 1.138 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39392 and FBCAD parcel account number 0086-00-000-2900-907; THENCE, in a northerly direction for a distance of approximately 1,045 feet along the western right-of-way boundary of Knight Road to a point for corner, said point being the southeast corner of a 21.251 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39392 and FBCAD parcel account number 0086-00-000-4300-907, said point also being in the western right-of-way boundary of Knight Road; THENCE, in a westerly direction for a distance of approximately 1,070 feet along the southern boundary of said parcel account number 0086-00-000-4300-907 to a point, said point being the southwest corner of said parcel and also the southeast corner of a 13.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number 0086-00-000-4400-907; THENCE, in a westerly direction for a distance of approximately 313 feet along the southern boundary of said parcel account number 0086-00-000-4400-907 to a point, said point being the southwest corner of said parcel and also the southeast corner of a 35.294 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number 0086-00-000-4400-907; THENCE, in a westerly direction for a distance of approximately 1,286 feet along the southern boundary of said parcel account number 0086-00-000-4606-907 to a point for corner, said point being the southwest corner of said parcel and also the southeast corner of a 35.294 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number 0086-00-000-4606-907; THENCE, in a northerly direction for a distance of approximately 1.916 feet along the western boundary of said parcel account number 0086-00-000-4606-907 to a point for corner, said point being approximately 70 feet east of the northwest corner of said parcel and also 70 feet south of the southern right-of-way boundary of State Highway 6, said point also being the southeast corner of a 0.892 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39468 and FBCAD parcel account number 0086-00-000-4708-907; THENCE, in a westerly direction for a distance of approximately 345.00 feet along the southern boundary of said parcel account number 0086-00-000-4708-907 to a point, said point being the southwest corner of said parcel account number 0086-00-000-4708-907 and also lying in the eastern right-of-way boundary of Oakwick Forest Drive; THENCE, in a westerly direction for a distance of approximately 30 feet to a point for corner, said point lying in the center of the right-of-way of Oakwick Forest Drive; THENCE, in a northerly direction for a distance of approximately 50 feet along the center of the right-of-way of Oakwick Forest Drive to a point for corner, said point lying approximately 30 feet in an easterly direction from the southeast corner of a 1.135 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39403 and FBCAD parcel account number 0086-00-000-4710-907; THENCE, in a westerly direction for a distance of approximately 117 feet along the southern boundary of said parcel account number 0086-00-000-4710-907 to a point, said point being the southwest corner of said parcel and also the southeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39401 and FBCAD parcel account number 0086-00-000-4705-907; THENCE, in a westerly direction for a distance of approximately 3.9567 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number 0086-00-000-4705-907 to a point, said point being the southwest corner of said parcel and also the southeast corner of a 3.5 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39400 and FBCAD parcel account number 0086-00-000-4705-907; THENCE, in a westerly direction for a distance of approximately 609 feet along the southern boundary of said parcel account number 0086-00-000-4705-907 to a point, said point being the southwest corner of said parcel; THENCE, in a northerly direction for a distance of approximately 340 feet along the western boundary of said parcel account number 0086-00-000-4702-907 to a point for corner, said point being the northwest corner of said parcel; THENCE, in a northerly direction for a distance of approximately 400 feet along the northern boundary of said parcel account number 0086-00-000-4702-907 to a point for corner, said point being the northwest corner of said parcel; THENCE, in a westerly direction for a distance of approximately 131 feet along the northern boundary of said parcel account number 0086-00-000-4775-907 to a point, said point being the northwest corner of said parcel, said point also being the northeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39469 and FBCAD parcel account number 0086-00-000-4776-907; THENCE, continuing in a westerly direction for a distance of approximately 135 feet along the northern boundary of said parcel account number 0086-00-000-4776-907 to a point, said point being the northwest corner of said parcel, said point also being the northeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39470 and FBCAD parcel account number 0086-00-000-4777-907; THENCE, continuing in a westerly direction for a distance of approximately 140 feet along the northern boundary of said parcel account number 0086-00-000-4777-907 to a point, said point being the northwest corner of said parcel, said point also being the northeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39471 and FBCAD parcel account number 0086-00-000-4778-907; THENCE, continuing in a westerly direction for a distance of approximately 142 feet along the northern boundary of said parcel account number 0086-00-000-4778-907 to a point, said point being the northwest corner of said parcel, said point also being the northeast corner of a 1.0 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39472 and FBCAD parcel account number 0086-00-000-4779-907; THENCE, continuing in a westerly direction for a distance of approximately 40 feet along the northern boundary of said parcel account number 0086-00-000-4779-907 to a point for corner, said point being in the northern boundary of said parcel, said point also being in the southern right-of-way boundary of Trammel-Fresno Road and also being directly south of the southwest corner of a 2.474 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39468 and FBCAD parcel account number 0086-00-000-4790-907; THENCE, directly north for a distance of approximately 70 feet crossing the Trammel-Fresno Road right-of-way to a point, said point being in the northern boundary line of the Trammel-Fresno Road right-of-way and also being the southwest corner of said parcel account number 0077-00-000-0400-907; THENCE, in a northerly direction for a distance of approximately 308 feet along the western boundary of said parcel account number 0077-00-000-0400-907 to a point for corner, said point being the northwest corner of said parcel account number 0077-00-000-0400-907, said point also being in the southern right-of-way boundary of State Highway 6, and also being in the south boundary line of a 25.76 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R143911 and FBCAD parcel account number 0077-00-000-0001-907, said parcel number 0077-00-000-0001-907 being right-of-way of State Highway 6; THENCE, in a southerly direction for a distance of approximately 135 feet crossing a portion of the State Highway 6 right-of-way to a point for corner, said point being within the State Highway 6 right-of-way, said point also being the southwest corner of a 1.815 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R165491 and FBCAD parcel account number 0077-00-000-0393-907, said parcel account number 0077-00-000-0393-907 being right-of-way of State Highway 6; THENCE, in a northeasterly direction for a distance of approximately 170 feet crossing the State Highway 6 right-of-way to a point, said point being in the northern boundary line of the State Highway 6 right-of-way and also being the northwest corner of said parcel account number 0077-00-000-0393-907 and also being the westernmost corner of a former 27.338 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R135429 and FBCAD parcel account number 0077-00-000-0332-907 for Tax Year 2000, said parcel having been split into a portion of the subdivision named Venetian Village Section 1, said subdivision having FBCAD subdivision number 8495-01, said point also being the southernmost southwest corner of a 14.439 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38002 and FBCAD parcel account number 0077-00-000-0305-907, said parcel number 0077-00-000-0305-907 being a drainage easement owned by Fort Bend MUD No. 47 and 48; THENCE, in a west northerly direction for a distance of approximately 300 feet to a point for corner, said point being the westernmost northwest corner of said parcel number 0077-00-000-0305-907; THENCE, in a northerly direction for a distance of approximately 1,342 feet to a point for corner, said point being the point of intersection of the boundary lines of three certain parcels, the first being said parcel number 0077-00-000-0305-907, the second being a 6.1794 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R160571 and FBCAD parcel account number 0077-00-000-0369-907 and the third being a 211.7247 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R37998 and FBCAD parcel account number 0077-00-000-0300-907, said point of intersection also lying in the boundary line of the City of Missouri City limits; THENCE, in a northeasterly direction for a distance of approximately 260.24 feet along the western boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a north-northeasterly direction for a distance of approximately 497.00 feet along the western boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a north-northeasterly direction for a distance of approximately 635.62 feet along the western boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a northwesterly direction for a distance of approximately 494.84 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a more north-northeasterly direction for a distance of approximately 783.89 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a west-northeasterly direction for a distance of approximately 583.65 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a north-northeasterly direction for a distance of approximately 578.18 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a north-northeasterly direction for a distance of approximately 416.76 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a more north-northeasterly direction for a distance of approximately 716.18 feet along the southwestern boundary of said parcel number 0077-00-000-0300-907 to a point for corner, said point being the westernmost point of said parcel; THENCE, in a north and slightly northeasterly direction for a distance of approximately 117.45 feet along the western boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a northeasterly direction for a distance of approximately 227.43 feet along the northern boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a northerly, then northeasterly direction for a distance of approximately 1,212.08 feet along the northern boundary of said parcel number 0077-00-000-0300-907 to a point for corner, said point being the northernmost northeast corner of said parcel; THENCE, in an easterly direction for a distance of approximately 990.81 feet along the northern boundary of said parcel number 0077-00-000-0300-907 to a point for corner, said point being the northernmost-northeast corner of a 211.7247 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R37998 and FBCAD parcel account number 0077-00-000-0300-907; THENCE, in a southerly, then southeasterly direction for a distance of approximately 1,480 feet along the northeast boundary of said parcel number 0077-00-000-0300-907, said point also being the southwest boundary of a 10.36 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R122281 and FBCAD parcel account number 0077-00-000-0318-907, to a point for corner, said point being the southernmost corner of said parcel number 0077-00-000-0318-907; THENCE, in a northeasterly direction for a distance of approximately 342.43 feet along the southeast boundary of said parcel number 0077-00-000-0318-907, also being a portion of the northeast boundary of said parcel number 0077-00-000-0300-907; THENCE, in a southeasterly direction for a distance of approximately 70 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a southwesterly direction for a distance of approximately 270 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a southeasterly direction for a distance of approximately 340.00 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a southerly direction for a distance of approximately 103.36 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a southerly direction for a distance of approximately 172.26 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point for corner; THENCE, in a southeasterly direction for a distance of approximately 95.97 feet along a portion of the northeast boundary of said parcel number 0077-00-000-0300-907 to a point, said point also being the westernmost northwest corner of Vicksburg Village of Cumberland subdivision, and also being the northeast corner of a 6.184 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R126051 and FBCAD parcel account number 0077-00-000-0324-907; THENCE, in a south-southeasterly, then southerly direction for a distance of approximately 1,610 feet along the eastern boundary of said parcel number 0077-00-000-0324-907, also being the western boundary of Vicksburg Village of Cumberland subdivision, to a point, said point being the southeast corner of said parcel number 0077-00-000-0324-907, said corner also being the northeast corner of a 1.596 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R1436 and FBCAD parcel account number 0077-00-000-0342-907; THENCE, in a southerly direction for a distance of approximately 670 feet along the eastern boundary of said parcel number 0077-00-000-0342-907, also being the western boundary of Vicksburg Village of Cumberland subdivision, to a point for corner, said point being the southeast corner of said parcel number 0077-00-000-0342-907, said point also being the northeast corner of the aforementioned parcel number 0077-00-000-0305-907, said parcel number 0077-00-000-0305-907 being a drainage easement owned by Fort Bend MUD No. 47; THENCE, in a southerly direction for a distance of approximately 175 feet along the eastern boundary line of said parcel number 0077-00-000-0305-907 to a point, said point being the southeast corner of said parcel number 0077-00-000-0305-907 and also being the northwest corner of a 1.074 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R165899 and FBCAD parcel account number 0077-00-000-9003-907, said parcel number 0077-00-000-9003-907 being a drainage easement owned by Fort Bend MUD No. 48; THENCE, in a southerly direction for a distance of approximately 110 feet along the western boundary line of said parcel number 0077-00-000-9003-907 to a point for corner, said point being the southwest corner of said parcel number 0077-00-000-0331-907; THENCE, in an easterly direction approximately 370 feet along the northern boundary of said parcel number 0077-00-000-0331-907 to a point, said point being the northeast corner of said parcel number 0077-00-000-0331-907, said point also being the northwest corner of a former 4.715 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R135432 and FBCAD parcel account number 0077-00-000-0332-907 for Tax Year 2000, said parcel having been split into a portion of the subdivision named Venetian Village Section 1, said subdivision having FBCAD subdivision number 8495-01; THENCE, in an easterly direction for a distance of approximately 400 feet along the northern boundary of said parcel number 0077-00-000-0332-907 to a point for corner, said point being the northeast corner of said parcel number 0077-00-000-0332-907, said point also being in the western right-of-way boundary of Vicksburg Boulevard (formerly Hillcroft Avenue); THENCE, in a south, southwesterly direction for a distance of approximately 570 feet along the eastern boundary of said former parcel number 0077-00-000-0332-907, and along the western right-of-way boundary of Vicksburg Boulevard (formerly Hillcroft Avenue) to a point for corner, said point being the southeast corner of said former parcel number 0077-00-000-0332-907, said point also being the northwest intersection of the western right-of-way boundary of Vicksburg Boulevard (formerly Hillcroft Avenue) with the northern right-of-way boundary of Lake Shore Harbour Boulevard (formerly Vicksburg Drive); THENCE, in an easterly direction for a distance of approximately 100 feet, crossing the Vicksburg Boulevard (formerly Hillcroft Avenue) right-of-way, to a point, said point being the southwest corner of a 10.06 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R135431 and FBCAD parcel account number 0077-00-000-0336-907; THENCE, in a southeasterly direction for a distance of approximately 690 feet along the southern boundary of said parcel number 0077-00-000-0336-907, also being the northern right-of-way boundary of the future extension of Lake Shore Harbour Boulevard (formerly Vicksburg Drive) to a point for corner, said point being the southeast corner of said parcel number 0077-00-000-0336-907, said point also being the southwest corner of a 63.369 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R141435 and FBCAD parcel account number 0077-00-000-0341-907; THENCE, in a northeasterly then northerly direction for a distance of approximately 938.05 feet along the western boundary of said parcel account number 0077-00-000-0341-907 to a point for corner, said point being the northwest corner of said parcel, said point also being in the southern boundary of a 9.282 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38003 and FBCAD parcel account number 0077-00-000-0306-907; THENCE, in an easterly direction for a distance of approximately 1,240 feet along the northern boundary of said parcel number 0077-00-000-0341-907 to a point for corner, said point being the northeast corner of said parcel and also the northwest corner of a 1.836 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number 0077-00-000-0307-907; THENCE, in an easterly direction for a distance of approximately 200.0 feet along the northern boundary of said parcel account number 0077-00-000-0307-907 to a point for corner, said point being the northeast corner of said parcel and also the southeast corner of a 19.7056 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R141437 and FBCAD parcel account number 0077-00-000-0391-907 and containing a portion of the 190 and 150 foot wide drainage easement owned by Fort Bend MUD No. 48 which borders the south and east sides of Vicksburg Village of Shiloh subdivision, said point also being in the western boundary line of a 90.7294 acre parcel said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38016 and FBCAD parcel account number 0077-00-000-0390-907; THENCE, in a southerly direction for a distance of approximately 1,200 feet along the western boundary of said parcel number 0077-00-000-0390-907 to a point for corner, said point being the southwest corner of said parcel number 0077-00-000-0390-907, and also being in the north right-of-way boundary of Trammel-Fresno Road; THENCE, in an easterly direction for a distance of approximately 1,715 feet along the north right-of-way boundary of Trammel-Fresno Road, north-right-of-way line also being the southern boundary line of said parcel number 0077-00-000-0395-907; THENCE, in an easterly direction for a distance of approximately 1,175 feet along the north right-of-way boundary of Trammel-Fresno Road, said point also being the southwest corner of a 80.43 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R38017 and FBCAD parcel account number 0077-00-000-0395-907; THENCE, in an easterly direction along the north right-of-way boundary of Trammel-Fresno Road and south line of said parcel account number 0077-00-000-0395-907 for a distance of approximately 129.70 feet to a point, said point being the southwest corner of said parcel; THENCE, in an easterly direction along the north right-of-way boundary of Trammel-Fresno Road and south line of said parcel account number 0077-00-000-0395-907 for a distance of approximately 80 feet to a point, said point being the southeast corner said parcel account number 0077-00-000-0200-907, said point also being in the southern boundary of the aforementioned parcel account number 0077-00-000-0395-907; THENCE, in an easterly direction along the north right-of-way boundary of Trammel-Fresno Road and south line of said parcel account number 0077-00-000-0395-907 for a distance of approximately 175 feet to a point for corner, said point being directly north of the intersection of the south right-of-way boundary of Trammel-Fresno Road with the west right-of-way line of Hurricane Lane (formerly Summer Breeze Drive); THENCE, directly south for a distance of approximately 70 feet across Trammel-Fresno Road to a point in said western right-of-way boundary of Hurricane Lane (formerly Summer Breeze Drive), said point also being in the southern right-of-way boundary of Trammel-Fresno Road; THENCE, in a southerly direction for a distance of approximately 1950 feet along the west right-of-way line of Hurricane Lane, said west right-of-way line also being the southeast boundary of a 69.646 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R39306 and FBCAD parcel account number 0086-00-000-2130-907, to a point for corner, said point being directly opposite Hurricane Lane from the northwest corner of a 1.755 acre parcel, said parcel having Fort Bend Central Appraisal District (FBCAD) unique parcel identification number R212016 and FBCAD parcel account number 0086-00-000-1002-907; THENCE, perpendicularly across Hurricane Lane to the northwest corner of said parcel account number 0086-00-000-1002-907 to

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PATRICE FOGARTY, TRMC**

**CITY OF MISSOURI CITY
1522 TEXAS PARKWAY MISSOURI CITY, TEXAS 77489-2170
Office: 281.403.8500 Fax: 281.403-0683
Email: pfogarty@cl.mocdy.tx.us**

**THE STATE OF TEXAS
COUNTY OF FORT BEND**

§
§
§

CERTIFICATE TO COPY OF PUBLIC RECORD

I hereby certify in the performance of the functions of my office that the attached instrument is a true and correct copy of Resolution No. 05-22, adopted by the City Council of the City of Missouri City, Texas, on August 1, 2005, as the same appears of record in my office and that said document is an official record from the office of the City Secretary, City of Missouri City, Fort Bend County, State of Texas, and is kept in said office.

I further certify that I, Patrice Fogarty, am the City Secretary of the City of Missouri City, that I have legal custody of said record, and that I am a lawful possessor and keeper of the records in said office.

In witness whereof I have hereunto set my hand and affixed the official seal of said office this 2nd day of August, 2007.



Patrice Fogarty
Patrice Fogarty, City Secretary
City of Missouri City, Texas

RESOLUTION NO. R-05-22

A RESOLUTION OF THE CITY OF MISSOURI CITY AUTHORIZING THE ESTABLISHMENT OF PUBLIC IMPROVEMENT DISTRICT NUMBER FOUR IN THE CITY OF MISSOURI CITY, TEXAS; AUTHORIZING PUBLICATION OF THIS RESOLUTION, PROVIDING FOR THE PREPARATION OF A SERVICE AND ASSESSMENT PLAN; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

* * * * *

WHEREAS, the City of Missouri City Council is authorized to create a public improvement district pursuant to Chapter 372 of the Texas Local Government Code (the "Code") for the purpose described therein, and the City has received petitions from certain landowners within the City requesting the creation of a public improvement district; and

WHEREAS, the City Council held a public hearing on August 1, 2005, notice of which was published and mailed to property owners of the proposed district pursuant to Section 372.009 of the Code; and

WHEREAS, the City Council has made findings by resolution as to the advisability of the proposed improvement project, the nature of the improvements, the boundaries of the proposed public improvement district, the estimated cost, the method of assessment and the apportionment of cost between the improvement district and the City as a whole, as required by Chapter 372 of the Code; and

WHEREAS, the City Council has determined that it should proceed with the creation of Public Improvement District Number Four and the provision of public improvements proposed to be provided thereby; NOW, THEREFORE,

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

Section 1. The facts recited in the preamble hereto are hereby found to be true and correct.

Section 2. Public Improvement District Number Four (the "District") is authorized to be and is hereby established as a public improvement district under the provisions of Chapter 372 of the Code over the land currently included within the boundaries of the City of Missouri City, Texas, as shown in Exhibit A attached hereto, all in accordance with the findings made by the City Council in Section 1 of Resolution No. 05-21 passed and approved on August 1, 2005.

Section 3. The City Secretary is hereby directed to give notice of the authorization for establishment of the District by publishing the resolution once in at least one local newspaper of general circulation in the City. The authorization and establishment of the District shall be deemed to be effective upon the publication of the notice directed by this section.

Section 4. The City Council hereby directs the City Staff to prepare a service and assessment plan for review and approval of the City Council in accordance with Chapter 372 of the Code.

- (a) The improvements include engineering and construction of street paving, water, wastewater, storm sewer facilities, detention facilities, landscaping, public entryway, public trail and recreational facilities, parks, amenities, contingency provisions, administrative and legal services, and interest.
- (4) The estimated costs of the public improvements over the twenty-five years are a total of \$18,750,000.00.
- (5) The boundaries of the District are shown in Exhibit A.
- (6) The proposed method of assessment is as follows:
 - (a) The assessment for the Public Improvements is proposed to be by value, per lot, or according to the square footage of property without regard to improvements on the property.
- (7) The proposed method of apportionment of the cost of the improvements between the District and the City as a whole is as follows:
 - (a) The District will bear 100 percent of the costs of the Public Improvements.

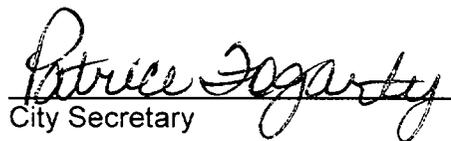
Section 2. This Resolution shall be passed finally on the date of its introduction and shall take effect immediately upon its passage and approval.

PASSED, APPROVED AND ADOPTED this the 1st day of August, 2005.



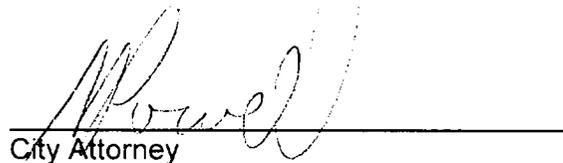
Mayor

ATTEST:



City Secretary

APPROVED AS TO FORM:



City Attorney

EXHIBIT A

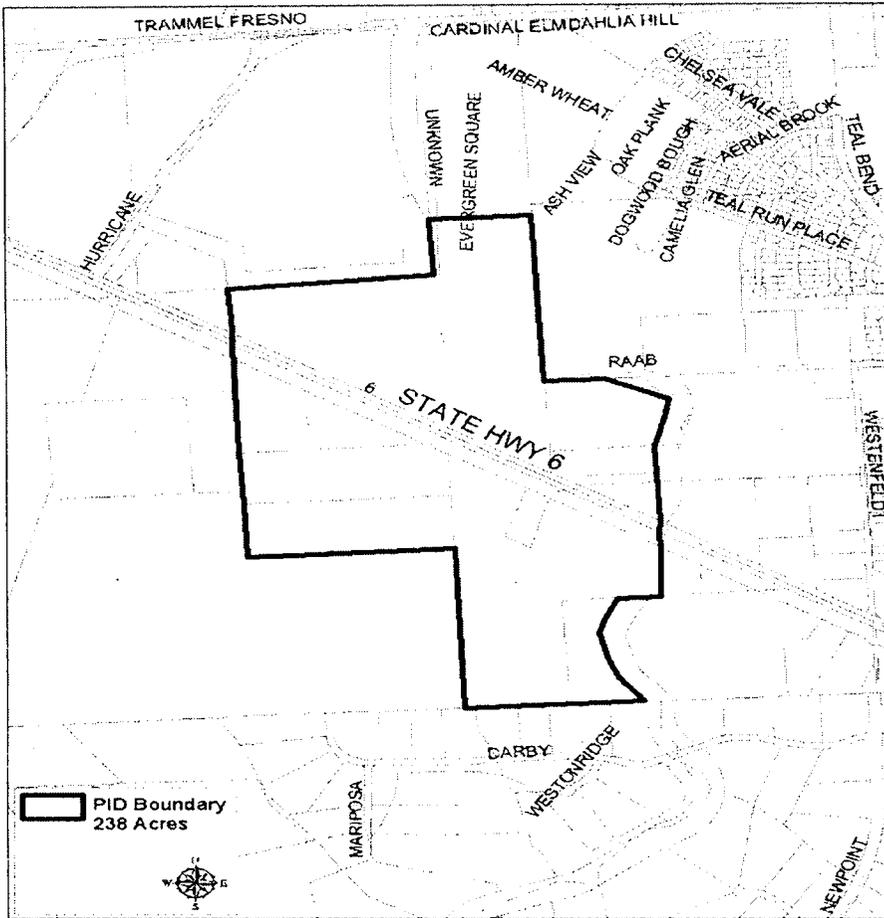
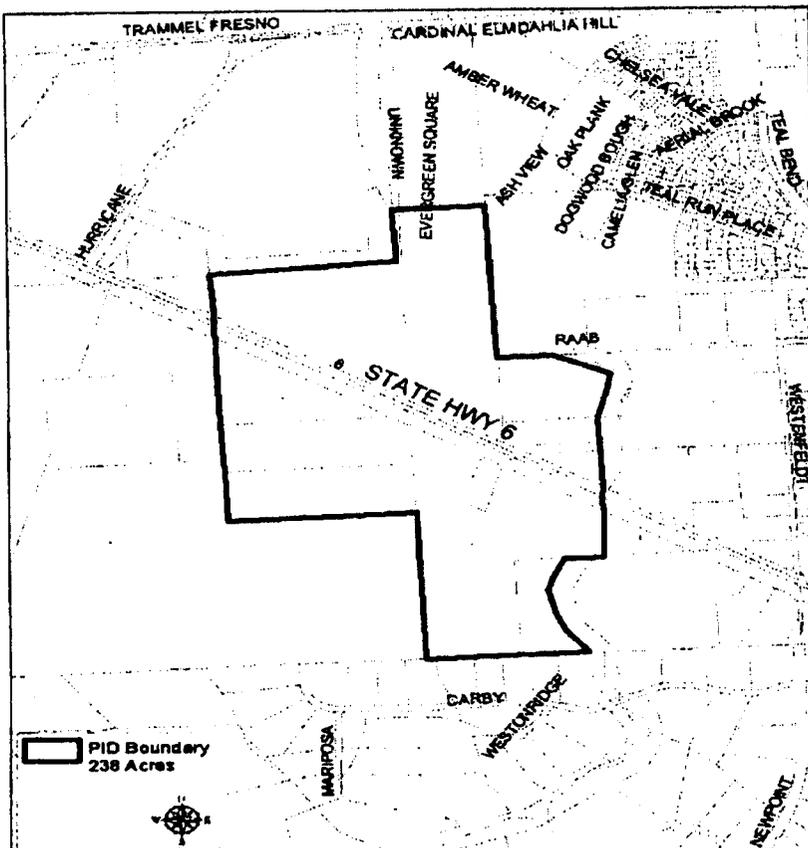


EXHIBIT A



FILED AND RECORDED

OFFICIAL PUBLIC RECORDS

Dr. Dianne Wilson

2007 Aug 06 01:24 PM

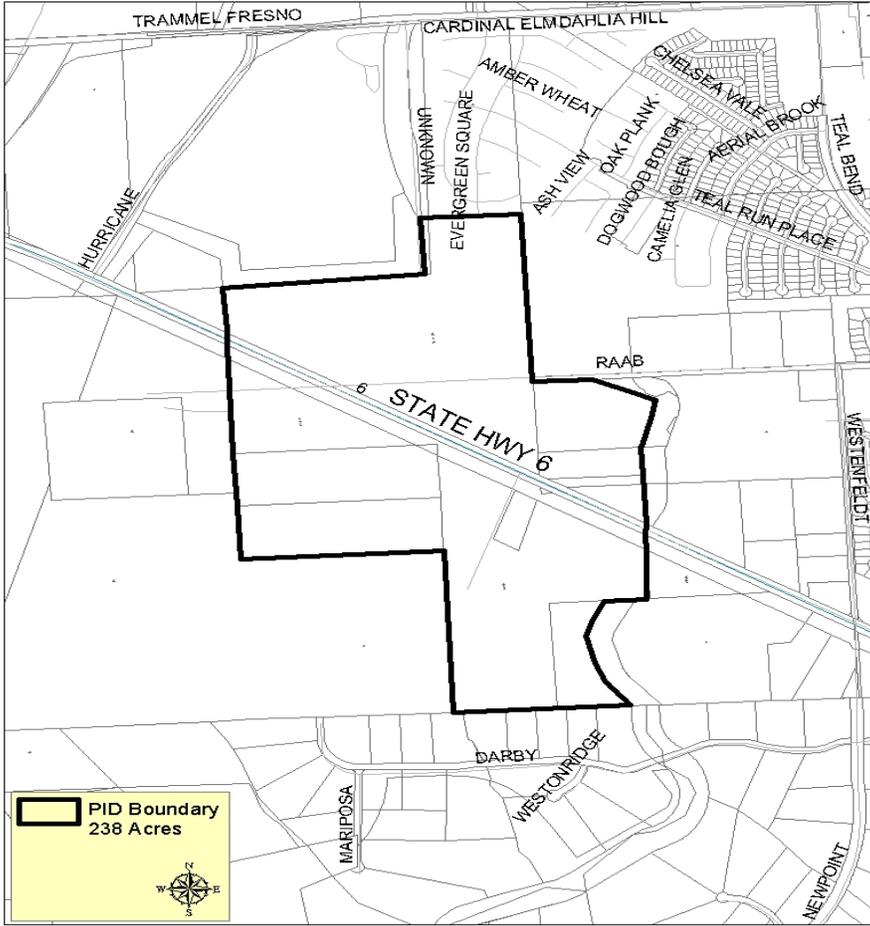
2007097567

MHC \$25.00

Dianne Wilson, Ph.D. COUNTY CLERK

FT BEND COUNTY TEXAS

EXHIBIT A



07/15

City of Missouri City
PUBLISHER'S AFFIDAVIT Public Meeting

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

Before me, the undersigned authority, on this day personally appeared Clyde C. King, Jr. who being by me duly sworn, deposes and says that he is the Publisher of *The Herald-Coaster* and that said newspaper meets the requirements of Section 2051.044 of the Texas Government Code, to wit:

- 1. it devotes not less than twenty-five percent (25%) of its total column lineage to general interest items;
- 2. it is published at least once each week;
- 3. it is entered as second-class postal matter in the county where it is published; and
- 4. it has been published regularly and continuously since 1892.
- 5. it is generally circulated within Fort Bend County.

(CLIPPING) (S)
ON Back

Publisher further deposes and says that the attached notice was published in said newspaper on the following date(s) to wit:

July 15
_____, A.D. 2005

Clyde C. King, Jr.
Clyde C. King, Jr.
Editor and Publisher

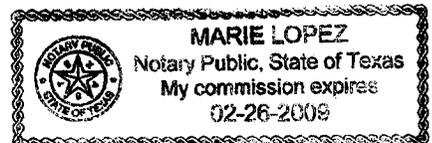
SUBSCRIBED AND SWORN BEFORE ME by _____
Clyde C. King, Jr., who

- a) is personally known to me, or
- b) provided the following evidence to establish his/her identity, _____

RECEIVED
AUG - 4 2005

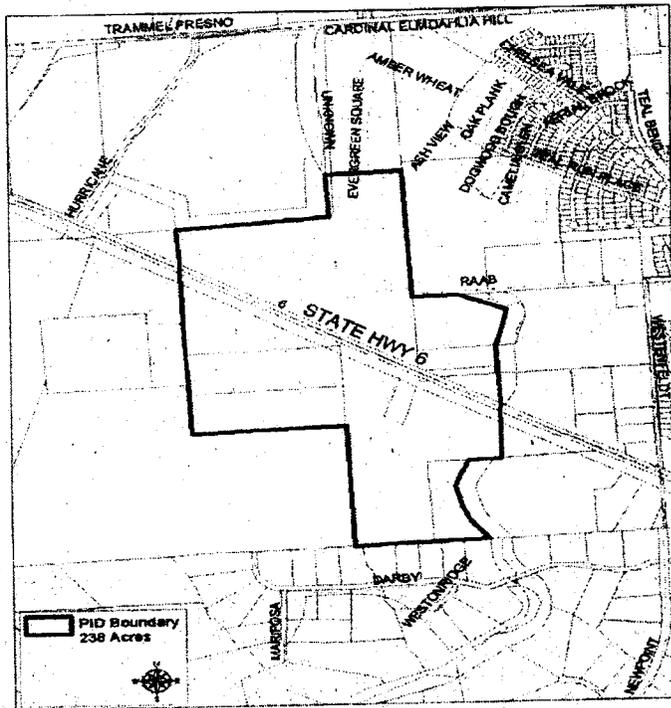
on this the 15 day of July, A.D. 2005,
to certify which witness my hand and seal of office.

Marie Lopez
Notary Public, State of Texas



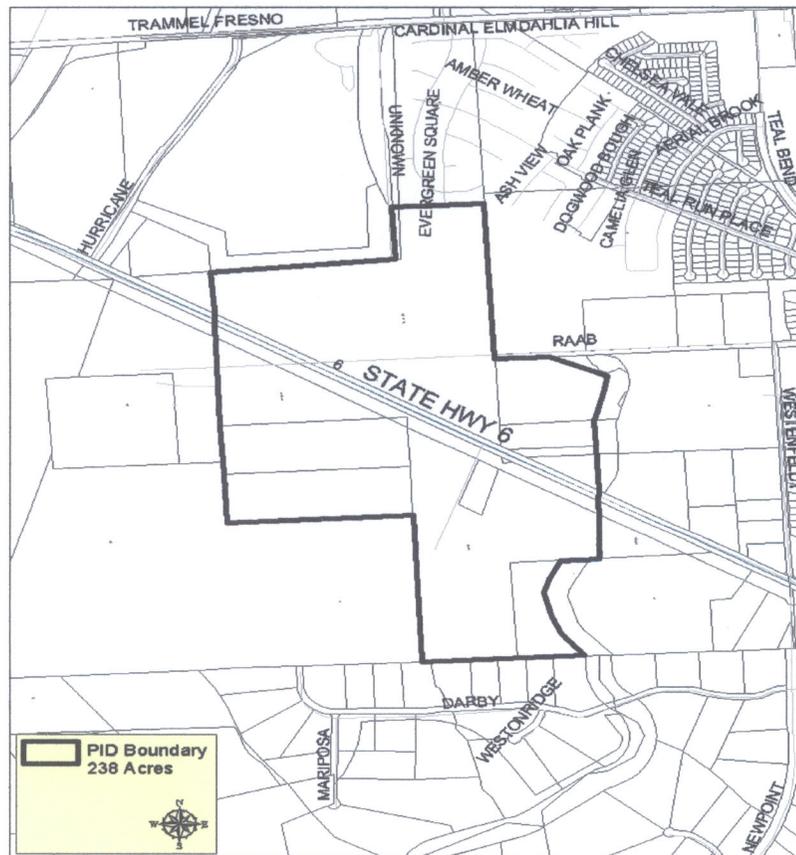
CITY OF MISSOURI CITY, TEXAS
NOTICE OF PUBLIC HEARING REGARDING THE CREATION
OF A PUBLIC IMPROVEMENT DISTRICT WITHIN
THE CITY OF MISSOURI CITY, TEXAS

Notice is hereby given that the City Council of Missouri City, Texas, will hold a public hearing in connection with the creation of a Public Improvement District within the City of Missouri City, Texas. The proposed public improvements include the construction of street paving, water, wastewater and drainage facilities, storm water detention facilities, landscaping and streetscaping, public entryway, public trail and recreational facilities, parks, including lakes and amenities, contingency provisions, engineering services, and administrative and legal services for the proposed Public Improvement District. The estimated cost of the proposed public improvements is \$18,750,000.00. The proposed method of assessment shall be based upon (i) an equal apportionment per lot or per square foot of property benefiting from the public improvements, as determined by the City Council, (ii) the *ad valorem* taxable value of the property benefiting from the improvements, or (iii) any combination thereof. One Hundred Percent of the cost of the proposed improvements shall be paid by assessment of the property owners within the PID. A metes and bounds description of the proposed PID is available for inspection in the Office of the City Secretary of the City. A map of the proposed boundaries is shown below. The hearing will be held at 7 P.M., on August 1, 2005, in the City Hall - Council Chamber, Second Floor, 1522 Texas Parkway, Missouri City, Texas 77459.



CITY OF MISSOURI CITY, TEXAS
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Public Works Department

Infrastructure Update
December 16, 2019



Focus of Tonight's Presentation

Infrastructure Update

- Sidewalk Rehabilitation Program
- Pavement Maintenance and Management Program (PMMP)
- Fort Bend County Mobility Projects
- Corridor Enhancement Project



Sidewalk Rehabilitation Program

- Annual Sidewalk Repair Budget approx. \$450,000
- In 2017, Council authorized additional one-time expenditure of \$2 million to reduce backlog
- Repairs were prioritized based on established policy
- Council approved the allocation and work order list

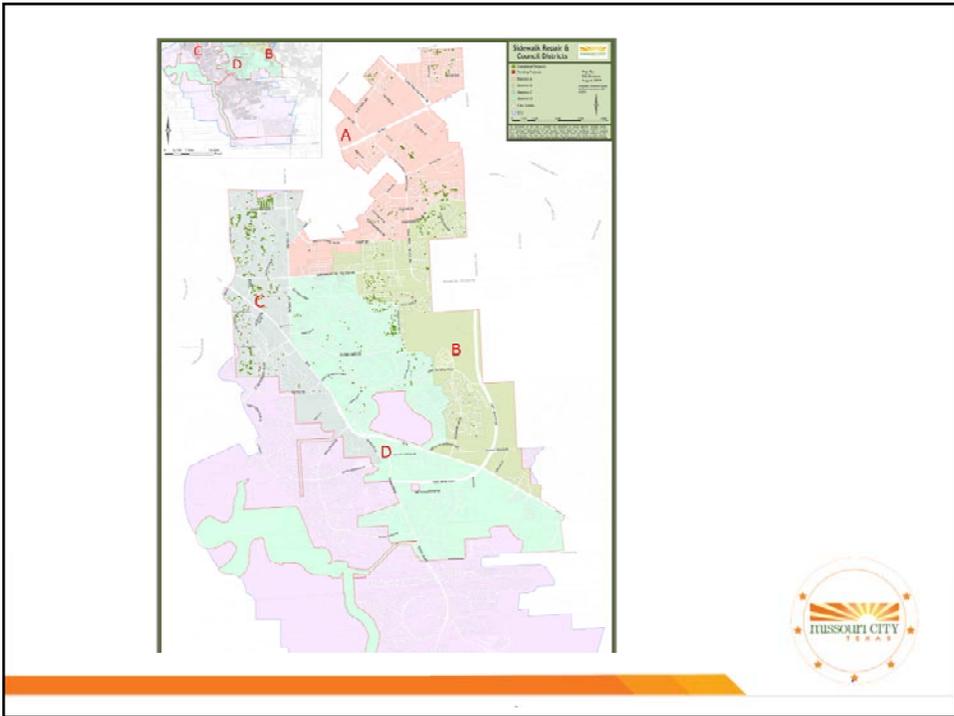


Sidewalk Rehabilitation Policy

- Severity of horizontal or vertical separation (pose a trip hazard)
- Ponding of water on sidewalk
- Located in areas that provide access to schools
- Serve residents with handicap accessibility needs



Sidewalk Update - Council Authorized list			
	One time Allocation (\$)	Actual Work Completed (\$)	Total Locations
District A	\$ 250,000	\$ 437,396	259
District B	\$ 250,000	\$ 379,058	258
District C	\$ 1,250,000	\$ 1,062,009	837
District D	\$ 250,000	\$ 282,590	176
Total	\$ 2,000,000	\$ 2,161,054	1,530



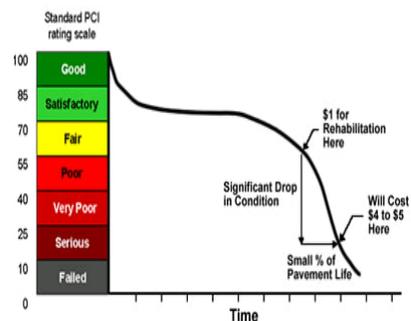
Sidewalk Rehabilitation Program Moving Forward

- Completed Council authorized work order list in FY 19
- City-wide sidewalk assessment currently underway
- Currently addressing priority areas based on allocated funding (approx. \$450,000)
- Will return to Council with recommendations
- Staff continues to receive positive feedback on the program



Pavement Maintenance and Management Program (PMMP)

- ❖ Extends the life of paved streets and stretches taxpayers' dollars
- ❖ For every \$1 spent on street maintenance, it would save \$4 - \$5 in cost to rebuild
- ❖ Basis for prioritizing street reconstruction (CIP) and PMMP
- ❖ Last PCI scores City-wide were determined in 2013



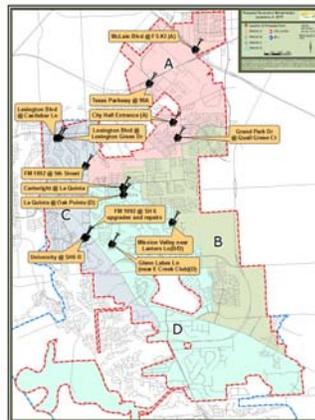
PMMP

- ❖ City-wide pavement assessment underway
- ❖ Will help identify pavements in need of rehabilitation and repair
- ❖ PCI scores City-wide for all public streets
- ❖ Scheduled for completion in June 2020
- ❖ Will aid in policy making and funding the program

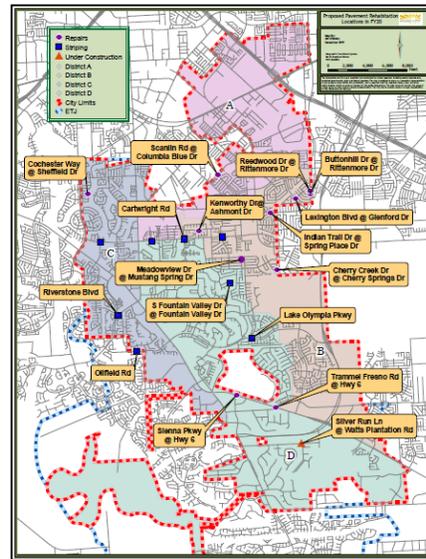


PMMP completed in FY 2019

Location/Description	Estimated \$
FM 1092 @ SH 6 upgrades and repairs	\$50,000
Pavement markings	\$100,000
Cartwright @ La Quinta	
FM 1092 @ 5 th Street	
Texas Parkway @ 90A and Cravens @ 90A	
Curb Inlet Repairs (City wide)	\$70,000
Pavement Repairs (PMMP)	
Mission Valley near Lantern Ln.	\$60,000
La Quinta @ Oak Pointe	\$35,000
McLain Blvd @ FS #2	\$50,000
University @ SH6	\$10,000
City Hall Entrance	\$20,000
Glenn Lakes Ln. near E. Creek Club	\$40,000
Lexington Blvd locations at Castlebar Ln and Lexington Green Dr.	\$85,000
Grand Park Dr @ Quail Green Ct	\$7,000
PMMP - Pavement Condition Index Assessment/Contingency	\$150,000
Total	\$697,000



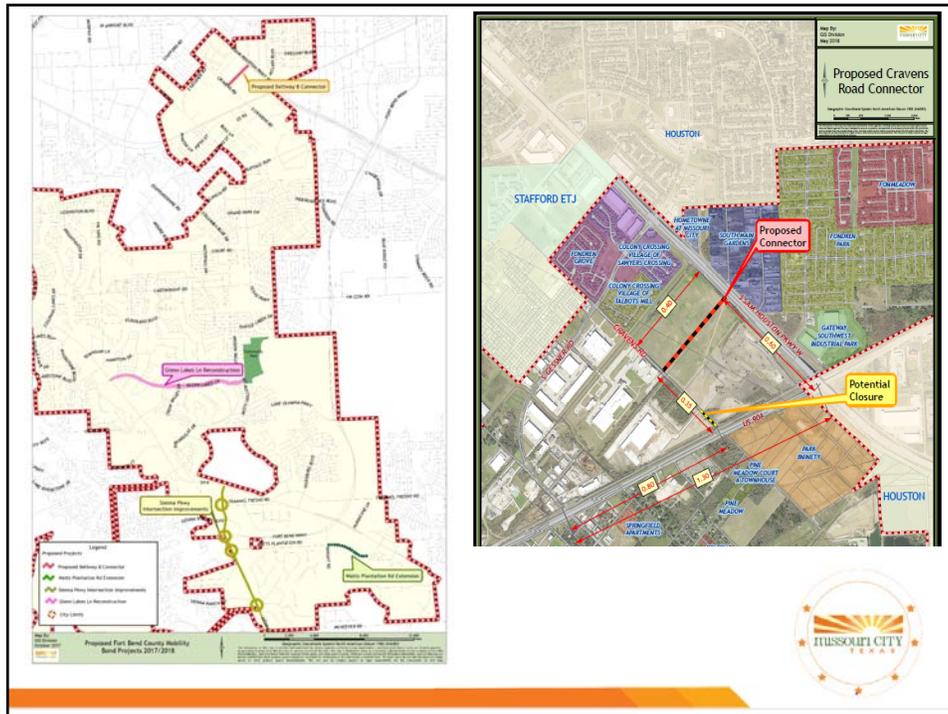
PMMP planned in FY 2020



Fort Bend County Mobility Bond Projects

Project Name	Description	City's Cost	County's Cost	Total Project Cost
Sienna Parkway Intersections	Intersection improvements at Trammel Fresno Rd., Sienna Springs Blvd., Watts Plantation Rd. & Sienna Ranch Rd.	\$ 3,222,400	\$ 2,020,000	\$ 5,242,400
Watts Plantation Road	2-lane half boulevard, concrete curb and gutter with open ditches from Knight Rd. to 1,300 ft south of SH6	\$ 3,426,400	\$ 1,100,000	\$ 4,526,400
Beltway 8 Connector	3-lane road, concrete curb and gutter with storm sewer from Beltway 8 to Cravens Rd.	\$ 2,341,900	\$ 970,000	\$ 3,311,900
Glenn Lakes Ln.	Reconstruct existing concrete roadway with storm sewer from SH6 to Community Park	\$ 4,974,200	\$ 3,510,000	\$ 8,484,200





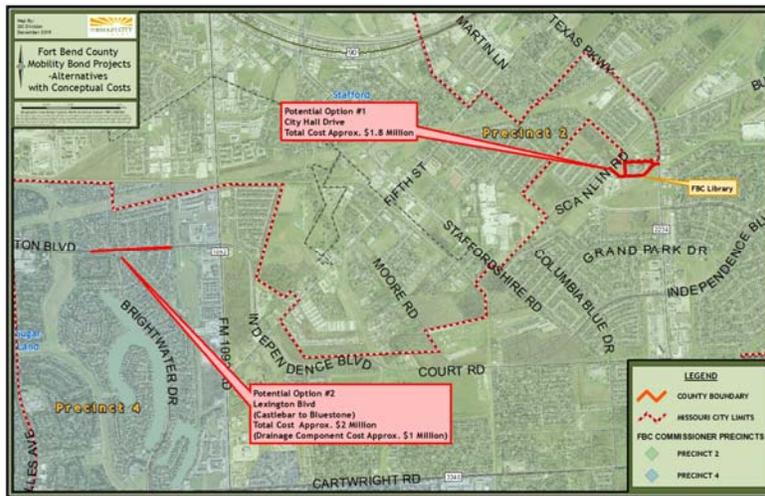
FBC Mobility Bond Projects

- Two (2) of the four (4) authorized mobility projects are moving forward by leveraging other funding sources
- Beltway 8 connector project is under construction (City Park developer participation)
- Will help address safety concern at Cravens Rd. and UPRR crossing
- Sienna Intersection Improvements is currently under design with partnership from Sienna Mgmt. District
- Construction planned in 2020



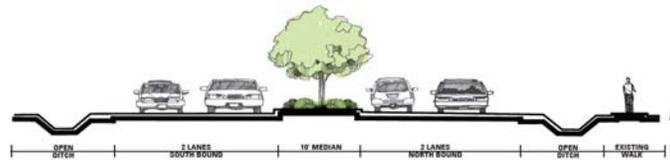
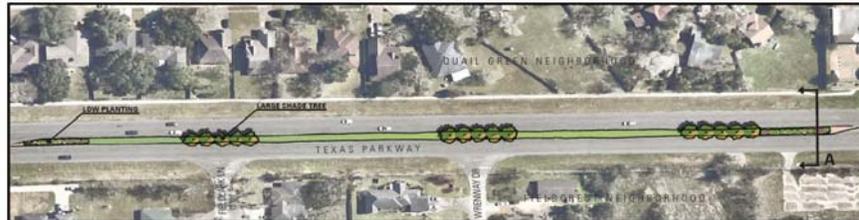
FBC Mobility Bond Projects

- Out of transportation bond funding to fund remaining two (2) mobility projects
- In discussions with FBC to “re-program” these two projects to avail FBC committed funding
- Potential projects being evaluated:
 - Brightwater entrance at Lexington (Paving\Drainage) within Precinct 4
 - City Hall Drive within Precinct 2



Corridor Enhancements

- ❖ Being built in 3 phases starting Jan. 2020 and extending over the next 2-years
 - ❖ Landscaping Enhancements along the medians
 - ❖ Texas Pkwy.
 - ❖ Cartwright Rd.
 - ❖ Installation of Reader/Monument Signs at key locations
 - ❖ City Hall “Red Carpet” Entry at Texas Pkwy.
- ❖ Project Budget \$2.5 M

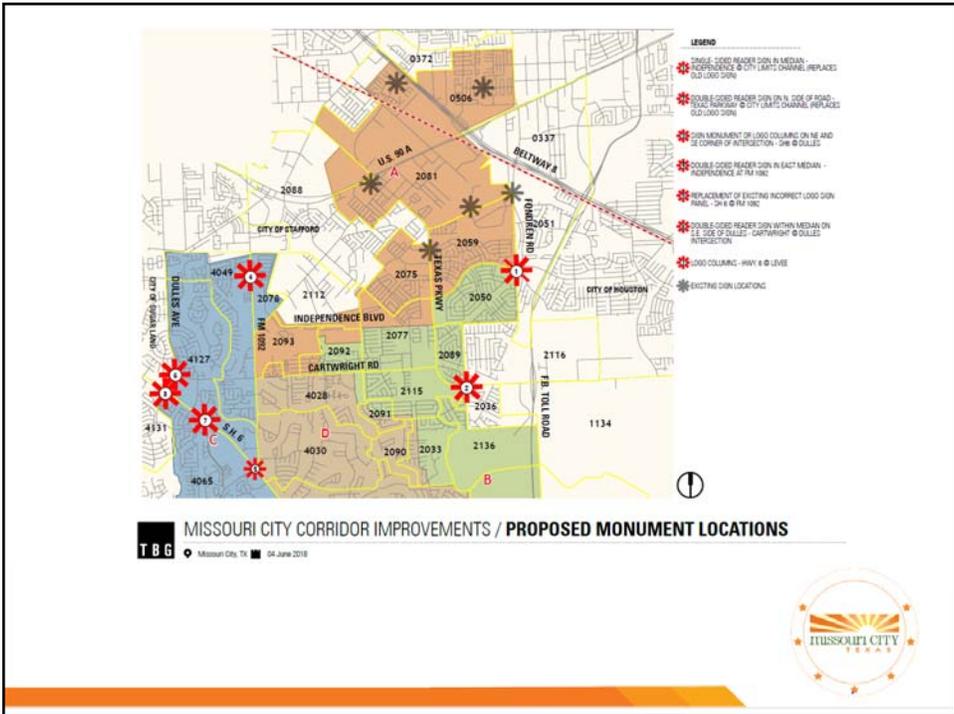
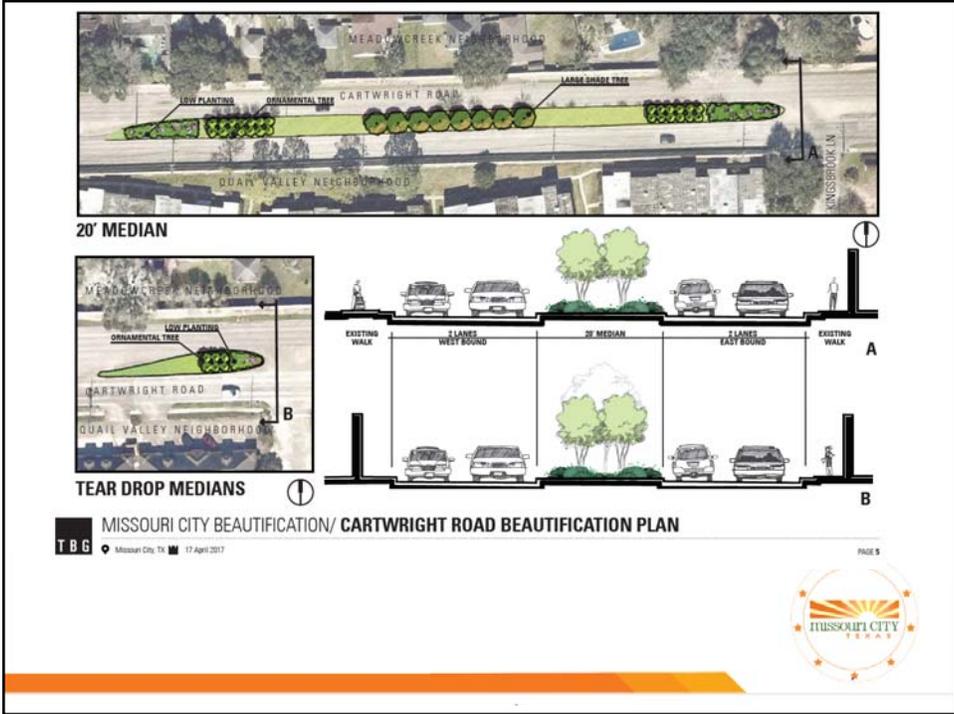


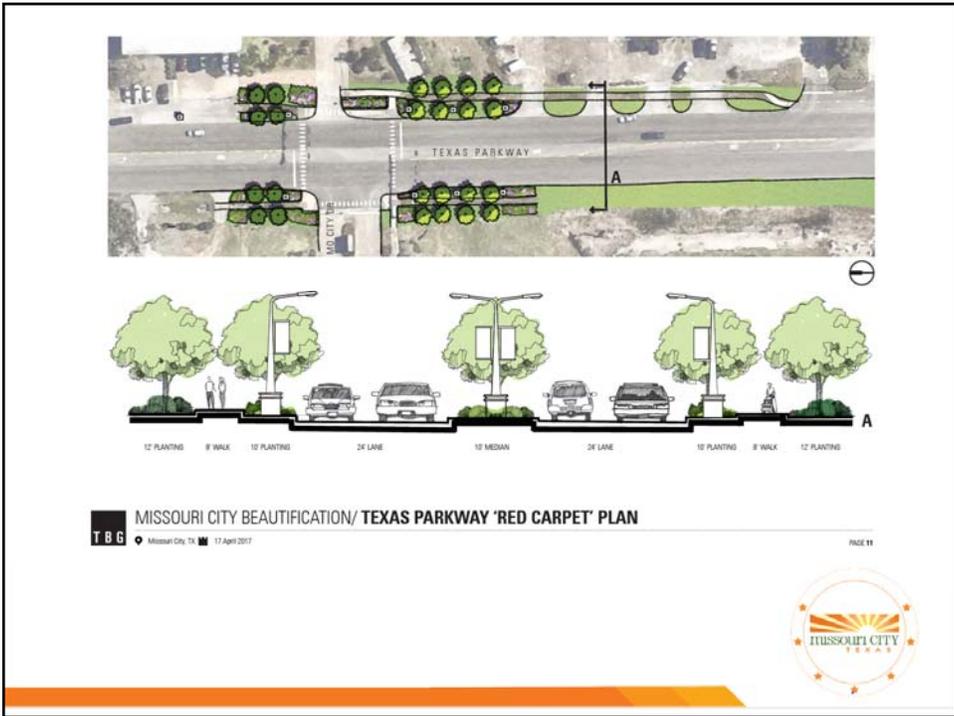
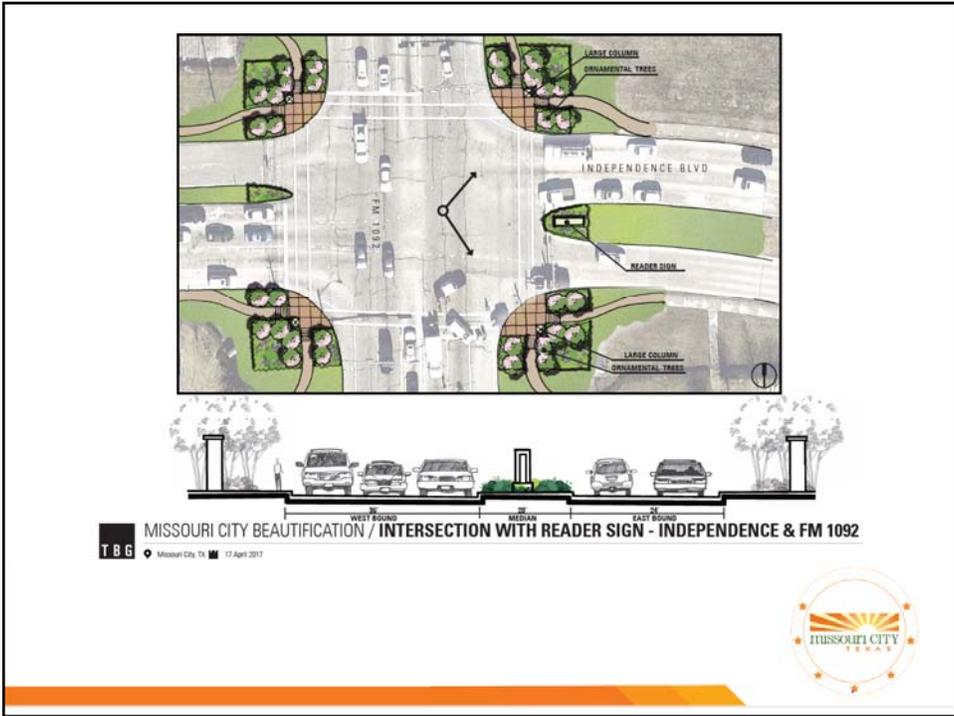
T B G MISSOURI CITY BEAUTIFICATION/ TEXAS PARKWAY BEAUTIFICATION PLAN

Missouri City, TX | 17 April 2017

PAGE 7







Corridor Enhancements - Status

- ❖ Phase 1 – Median Landscaping
 - ❖ TxDOT managing this phase
 - ❖ Anticipated construction start in Jan. 2020
- ❖ Phase 2 – Reader/Monument Signs
 - ❖ Design nearing completion and pending TxDOT review
 - ❖ Start of Construction in 2020
- ❖ Phase 3 – Red Carpet Entry
 - ❖ Initial Design Phase
 - ❖ Will require extensive coordination with TxDOT



Corridor Enhancements Cost Breakdown

Corridor Enhancement Project - Original Cost Breakdown	
Description/Phase	Estimated Cost (\$)
Phase 1 - Median Landscaping	\$ 654,000
Phase 2 - Reader and Monument Signs	\$ 600,000
Phase 3 - Red Carpet Run	\$ 924,000
A/E Fees	\$ 322,000
Total	\$ 2,500,000
Corridor Enhancement Project - Updated Cost Breakdown	
Description/Phase	Estimated Cost (\$)
Phase 1 - Median Landscaping	\$ -
Phase 2 - Reader and Monument Signs	\$ 528,000
Phase 3 - Red Carpet Run	\$ 1,422,000
A/E Fees	\$ 370,000
Total	\$ 2,320,000
Contingencies (balance)	\$ 180,000



Questions?





**CITY COUNCIL
AGENDA ITEM COVER MEMO**

December 16, 2019

To: Mayor and City Council
Agenda Item: 2(c) Consider a resolution granting general authority to the City Manager and his designees to execute certain agreements and approve certain change orders for City of Missouri City purchases.
Submitted by: Allena J. Portis, Director of Financial Services

SYNOPSIS

Local Government Code promulgates rules for local government procurement. Although the code includes thresholds for requiring competitive solicitations, the level of approval by a governing body is determined at the local level. Currently the City Manager is authorized to approve purchases below \$50,000. In 2014, the policy requiring City Council authorization was changed, as recommended by A.O. Phillips and Associates, from \$25,000 to \$50,000 commensurate with the 2011 change in Texas Local Government Code Section 252.048. At a special council meeting on November 26, 2019, an agenda item was discussed regarding the appointed officials spending limits and notification of purchases within the City Manager’s spending authorization. This agenda item is in response to that discussion.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Maintain a financially sound City
- Develop a high performing City team

BACKGROUND

The City Manager is responsible for authorizing purchases between \$25,000 and \$50,000, which includes all departments and funds. After reviewing purchase orders within the City Manager’s limit of authority, it was determined that the primary department with purchases within this level of authorization is Public Works including Utilities, with Innovation & Technology following. Public Works and Innovation & Technology Departments account for 31% and 25% of FY2019 value respectively.

Departmental Overview	Amount	Percentage
Public Works/Utilities	\$593,744	31%
Police	\$27,563	1%
Parks & Recreation	\$182,890	10%
Non-Departmental	\$28,854	2%
Information Technology	\$470,834	25%
General Government	\$305,750	16%
Fire	\$91,361	5%
Financial Services	\$68,535	4%
Development Services	\$57,048	3%
Capital Projects	\$75,061	4%
	<u>\$1,901,641</u>	<u>100%</u>

In FY 2019, there were 54 purchase orders between \$25,000 and \$50,000. The total value of these purchases was \$1,901,641. For FY 2018, there were 52 purchase orders totaling \$1,903,247.

Benchmark Cities

A survey was conducted of 26 benchmark cities to determine the threshold that requires City Council approval. The result of the survey is presented in the below table.

City Council Authorization Required	# of Cities	City
\$500	1	City of Stafford
\$10,000	1	City of West University Place
\$15,000	1	City of Galveston
\$50,000	22	All Others
\$100,000	1	City of College Station

Of the cities surveyed, 85% have a \$50,000 threshold for City Council approval. The City's that deviate from the norm have characteristics that differ significantly from the City of Missouri City. For example, the City with the largest threshold for Council approval, City of College Station, has a budget of approximately \$394 million, while the City with the lowest threshold, City of Stafford has a budget of approximately \$38 million with a strong mayor form of government. For comparison, the City of Missouri City's budget for FY2020, including all funds, is approximately \$155 million.

SUPPORTING MATERIALS

1. Resolution
2. R-14-22 Cover memo
3. RES 2014-22
4. FY 2018 Purchase Orders - \$25,000 - \$49,999
5. FY 2019 Purchase Orders - \$25,000 - \$49,999

STAFF'S RECOMMENDATION

Staff recommends against adopting this resolution to ensure efficiency.

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, GRANTING GENERAL AUTHORITY TO THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE CERTAIN AGREEMENTS AND APPROVE CERTAIN CHANGE ORDERS FOR CITY PURCHASES; AND PROVIDING FOR REPEAL.

* * * * *

WHEREAS, Chapter 252 of the Texas Local Government Code provides rules and regulations relating to competitive bidding and competitive sealed proposals for certain purchases; and

WHEREAS, Section 252.048 of the Texas Local Government Code (“Section 252.048”) provides that the governing body of a municipality may approve change orders if changes in plans or specifications are necessary after performance of a contract has begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished; and

WHEREAS, such changes may not increase the total contract price unless additional money is appropriated for that purpose from available funds or is provided for by the authorization of the issuance of time warrants; and

WHEREAS, pursuant to Section 252.048, the governing body of a municipality may grant general authority to an administrative official of the municipality to approve change orders involving a decrease or an increase of \$50,000 or less, provided that such change orders do not increase the original contract price by more than 25 percent nor decrease the original contract price by more than 25 percent without the consent of the contractor; and

WHEREAS, pursuant to Resolution No. R-14-22, adopted on July 7, 2014, the City Council of the City of Missouri City, Texas (“City Council”), granted such general authority to the City Manager or his designee to approve change orders pursuant to Chapter 252 of the Texas Local Government Code; and

WHEREAS, the City Council desires to repeal such general authority granted to the City Manager or his designee; and

WHEREAS, the City Council desires to grant general authority to the City Manager or his designee to execute agreements that require an expenditure by the City of Missouri City (“City”) of \$25,000 or less, and to grant general authority to the City Manager or his designee to execute agreements that require an expenditure by the City of more than \$25,000 and less than \$50,000 upon written notice to the City Council; and

WHEREAS, the City Council desires to grant general authority to the City Manager or his designee to approve certain change orders involving an increase or

decrease of less than \$25,000, and to grant general authority to the City Manager or his designee to approve certain change orders involving an increase or decrease of more than \$25,000 and not exceeding \$50,000 upon written notice to the City Council; now therefore,

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

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

Section 2. That, to the extent authorized by law, the City Council of the City of Missouri City, Texas ("City Council"), hereby grants general authority to the City Manager or his designee to execute agreements that require an expenditure of \$25,000 or less from one or more municipal funds.

Section 3. That, to the extent authorized by law, the City Council hereby grants general authority to the City Manager or his designee to execute agreements that require an expenditure of more than \$25,000 and less than \$50,000 from one or more municipal funds after providing written notice to the City Council.

Section 4. That, to the extent authorized by law, the City Council hereby grants general authority to the City Manager or his designee to approve a change order to a contract awarded pursuant to Chapter 252 of the Texas Local Government Code resulting in a decrease or an increase of \$25,000 or less, provided that (1) additional money for increased costs is appropriated from available funds or is provided for by the authorization of the issuance of time warrants and (2) the original contract price is not increased by more than 25 percent or the original contract price is not decreased by more than 25 percent without the consent of the contractor.

Section 5. That, to the extent authorized by law, the City Council hereby grants general authority to the City Manager or his designee to approve a change order to a contract awarded pursuant to Chapter 252 of the Texas Local Government Code resulting in a decrease or an increase of more than \$25,000 and not exceeding \$50,000, provided that (1) additional money for increased costs is appropriated from available funds or is provided for by the authorization of the issuance of time warrants; (2) the original contract price is not increased by more than 25 percent or the original contract price is not decreased by more than 25 percent without the consent of the contractor; and (3) written notice is provided to the City Council before such change order is approved.

Section 6. That Resolution No. R-14-22 adopted on July 7, 2014, and any other resolution or part thereof in conflict herewith, is hereby repealed.

PASSED, APPROVED and RESOLVED this 16th day of December, 2019.

Yolanda Ford, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney



Council Agenda Item Cover Memo
July 7, 2014

To: Mayor and City Council
Agenda Item: 11(c) Consider a resolution granting general authority to the city manager or his designee to approve change orders to certain city purchases.

Prepared & Submitted by: Bill Atkinson, Assistant City Manager
Wes Vela, Finance Director

SYNOPSIS

This resolution amends the current policy of requiring City Council authorization for change orders under \$25,000 to a recommended \$50,000 commensurate with the change in Texas Local Government Code Section 252.048 in 2011.

BACKGROUND

This resolution comes as a result of the Missouri City Small Business Review Report presented by A.O. Phillips and Associates recommendation that states, "As part of the updating and integration of the Small Business Program into the City's Purchasing Manual, adjust the purchasing threshold for Council approval to \$50,000 and above, in keeping with State statutes".

Adoption of this resolution will grant general authority to the City Manager or his designee to approve change orders to contracts awarded pursuant to Chapter 252 of the Texas Local Government Code resulting in a decrease or an increase of \$50,000 or less, provided that (1) additional money for increased costs is appropriated from available funds or is provided for by the authorization of the issuance of time warrants and (2) the original contract price is not increased by more than 25 percent or the original contract price is not decreased by more than 25 percent without the consent of the contractor.

FISCAL ANALYSIS

There is no fiscal impact.

STAFF'S RECOMMENDATION

Staff recommends adoption of the resolution granting general authority to the City Manager or his designee to approve change orders to certain city purchases.

RESOLUTION NO. R-14-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MISSOURI CITY, TEXAS, GRANTING GENERAL AUTHORITY TO THE CITY MANAGER OR HIS DESIGNEE TO APPROVE CHANGE ORDERS TO CERTAIN CITY PURCHASES.

* * * * *

WHEREAS, Chapter 252 of the Texas Local Government Code provides rules and regulations relating to competitive bidding and competitive sealed proposals for certain purchases; and

WHEREAS, Section 252.048 of the Texas Local Government Code provides that the governing body of a municipality may approve change orders if changes in plans or specifications are necessary after performance of a contract has begun or if it is necessary to decrease or increase the quantity of work to be performed or of materials, equipment, or supplies to be furnished; and

WHEREAS, such changes may not increase the total contract price unless additional money is appropriated for that purpose from available funds or is provided for by the authorization of the issuance of time warrants; and

WHEREAS, pursuant to Section 252.048, the governing body of a municipality may grant general authority to an administrative official of the municipality to approve change orders involving a decrease or an increase of \$50,000 or less, provided that such change orders do not increase the original contract price by more than 25 percent nor decrease the original contract price by more than 25 percent without the consent of the contractor; and

WHEREAS, the City Council of the City of Missouri City, Texas, desires to grant general authority to the City Manager or his designee to approve change orders pursuant to Chapter 252 of the Texas Local Government Code; now therefore,

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

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

Section 2. That the City Council of the City of Missouri City, Texas, hereby grants general authority to the City Manager or his designee to approve change orders to contracts awarded pursuant to Chapter 252 of the Texas Local Government Code resulting in a decrease or an increase of \$50,000 or less, provided that (1) additional money for increased costs is appropriated from available funds or is provided for by the authorization of the issuance of time warrants and (2) the original contract price is not increased by more than 25 percent or the original contract price is not decreased by more than 25 percent without the consent of the contractor.

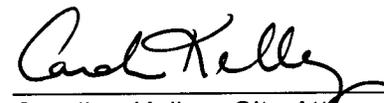
PASSED, APPROVED and RESOLVED this 7th day of July, 2014.


Allen Owen, Mayor

ATTEST:


Maria Gonzalez, City Secretary

APPROVED AS TO FORM:


Caroline Kelley, City Attorney

2018 Purchase Orders

PO #	R/1T	Total Ordered	Vendor Name	Department	Dept. Total	%
180023	R	\$32,200.00	BRINKS	FINANCIAL SERVICES		
180034	R	\$30,500.00	VALLEY VIEW CONSULTI	FINANCIAL SERVICES		
					\$62,700	3.29%
180041	R	\$27,000.00	JOE ANZALDUA JR MD	FIRE		
180092	R	\$25,100.00	SMG FIRE CENTER	FIRE		
180431	1 T	\$32,384.50	MPACT STRATEGIC CONS	FIRE		
180458	R	\$27,750.00	MUNICIPAL EMERGENCY	FIRE		
180596	R	\$34,300.00	MUNICIPAL EMERGENCY	FIRE		
					\$146,535	7.70%
180143	1 T	\$35,387.20	OLSON & OLSON	GEN GOV - Legal		
180336	R	\$45,624.55	CME PRINTING INC.	GEN GOV - Communications		
180462	1 T	\$38,825.60	IMAGI-MOTIVE, LLC	GEN GOV - Communications		
					\$119,837	6.30%
180046	R	\$38,723.00	VOICE PRODUCTS LLC	INNOVATION & TECHNOLOGY		
180049	R	\$41,167.03	RELIABLE IT, LLC	INNOVATION & TECHNOLOGY		
180183	R	\$34,415.97	IMAGENET CONSULTING,	INNOVATION & TECHNOLOGY		
180190	R	\$29,216.25	TYLER TECHNOLOGIES,	INNOVATION & TECHNOLOGY		
180260	R	\$35,365.44	VERTIV CORPORATION	INNOVATION & TECHNOLOGY		
180371	R	\$39,578.79	NETWORK CABLING SERV	INNOVATION & TECHNOLOGY		
180483	R	\$37,025.10	CARTEGRAPH SYSTEMS,	INNOVATION & TECHNOLOGY		
180588	R	\$40,085.00	TYLER TECHNOLOGIES,	INNOVATION & TECHNOLOGY		
180594	1 T	\$32,725.00	VISTA COMPUTER GROUP	INNOVATION & TECHNOLOGY		
180598	1 T	\$31,050.00	VISTA COMPUTER GROUP	INNOVATION & TECHNOLOGY		
					\$359,352	18.88%
180528	1 T	\$49,000.00	WILLDAN FINANCIAL	NON DEPARTMENTAL		
180541	1 T	\$33,084.84	PFM GROUP CONSULTING	NON DEPARTMENTAL		
					\$82,085	4.31%
180114	R	\$40,970.72	CLASSIC IRRIGATION &	PARKS & RECREATION		
180139	1 T	\$40,094.27	M2L ASSOCIATES, INC	PARKS & RECREATION		
180383	1T	\$28,826.41	FUN ABOUND	PARKS & RECREATION		
180574	R	\$30,267.50	TEAM MARATHON FITNES	PARKS & RECREATION		
					\$140,159	7.36%
180061	1 T	\$29,125.05	AXON ENTERPRISE, IN	POLICE		
180406	1 T	\$49,550.00	TEXAS SURVEILLANCE &	POLICE		
180507	1 T	\$41,847.18	CONSTRUCTION MASTERS	POLICE		
180590	1 T	\$27,486.32	GTS TECHNOLOGY SOL	POLICE		
					\$148,009	7.78%
180016	R	\$45,000.00	BEASLEY TIRE SERVICE	PUBLIC WORKS		
180024	1 T	\$48,081.07	CONSTRUCTION MASTERS	PUBLIC WORKS		
180033	R	\$30,758.00	MPH INDUSTRIES	PUBLIC WORKS		
180076	R	\$40,000.00	PB & J PAVEMENT MARK	PUBLIC WORKS		
180099	1 T	\$46,821.50	ALIEF ELECTRO-MECHAN	PUBLIC WORKS		
180100	R	\$31,893.00	LANGE MECHANICAL SER	PUBLIC WORKS		
180161	1 T	\$36,410.00	PARADIGM TRAFFIC SYS	PUBLIC WORKS		
180225	1 T	\$36,700.00	PARADIGM TRAFFIC SYS	PUBLIC WORKS		
180236	1 T	\$31,415.00	INCEPTION MARKETING,	PUBLIC WORKS		
180392	1 T	\$42,800.58	TANDUS CENTIVA US LL	PUBLIC WORKS		
180442	R	\$35,292.78	WALTER P MOORE AND A	PUBLIC WORKS		
180559	1 T	\$37,913.84	TANDUS CENTIVA US LL	PUBLIC WORKS		
180584	1 T	\$40,500.00	GEOGRAPHIC TECHNOLOG	PUBLIC WORKS		
180593	1 T	\$32,000.00	KIMLEY HORN AND ASSO	PUBLIC WORKS		
					\$535,586	28.14%
180199	R	\$49,907.71	BRENNTAG SOUTHWEST	SURFACE WATER UTILITY		
180301	R	\$39,770.00	FORT BEND SERVICES	SURFACE WATER UTILITY		
180448	R	\$27,906.00	PALL CORPORATION	SURFACE WATER UTILITY		
180605	1 T	\$27,300.00	ABSOLUTE TESTING	SURFACE WATER UTILITY		
					\$144,884	7.61%
PO #	R/1T	Total Ordered	Vendor Name	Department		
180317	T	\$39,785.68	TEXAS COMM ON ENVIRO	WATER/WASTEWATER UTILITIES		
180446	1 T	\$28,781.33	LJA ENGINEERING	WATER/WASTEWATER UTILITIES		

180537	1 T	\$48,000.00	JONES & CARTER INC	WATER/WASTEWATER UTILITIES		
180587	R	\$47,535.00	EVERGREEN SOUTHWEST	WATER/WASTEWATER UTILITIES		
					\$164,102	8.62%

2018 Amount Ordered: \$1,903,247
Total #: 52

\$1,903,247 100.00%

Departmental Overview	Amount	Percentage
Public Works/Utilities	\$844,571	44%
Police	\$148,009	8%
Parks & Recreation	\$140,159	7%
Non-Departmental	\$82,085	4%
Information Technology	\$359,352	19%
General Government	\$119,837	6%
Fire	\$146,535	8%
Financial Services	\$62,700	3%
	\$1,903,247	100%

2019 Purchase Orders

PO #	R/1T	PO Total	Vendor Name	Department	Dept. Total	%
190149	1 T	\$25,290.76	SANBORN MAP COMPANY	CAPITAL PROJECTS		
190171	1 T	\$49,770.64	WALLIS CONCRETE INC	CAPITAL PROJECTS		
					\$75,061	3.95%
190224	R	\$26,502.50	HALFF ASSOCIATES	DEVELOPMENT SERVICES		
190307	1 T	\$30,545.00	OLSON & OLSON	DEVELOPMENT SERVICES		
					\$57,048	3.00%
190053	1 T	\$28,000.00	STRATEGIC GOVERNMENT	FINANCIAL SERVICES		
190187	R	\$40,534.98	VALLEY VIEW CONSULTI	FINANCIAL SERVICES		
					\$68,535	3.60%
190023	R	\$26,000.00	MILLER UNIFORMS & EM	FIRE		
190167	R	\$37,575.00	LIFESCAN - WELLNESS	FIRE		
190203	R	\$27,786.16	MUNICIPAL EMERGENCY	FIRE		
					\$91,361	4.80%
190040	R	\$37,500.00	IPS ADVISORS	GEN GOV - Human Resources		
190165	1 T	\$49,500.00	BRANDERA INC	GEN GOV - HOT Tax		
190186	1 T	\$26,000.00	NGF CONSULTING, INC	GEN GOV - City Management		
190222	1 T	\$46,322.03	STRATEGIC GOVERNMENT	GEN GOV - Human Resources		
190233	R	\$43,184.00	FORT BEND COUNTY ELE	GEN GOV- City Secretary		
190335	R	\$47,000.00	KAZOO, INC.	GEN GOV-Performance Mgmt		
190336	R	\$26,244.02	CME PRINTING INC.	GEN GOV - Communications		
190355	1 T	\$30,000.00	ROBERT CHARLES LESSE	GEN GOV- Economic Development		
					\$305,750	16.08%
190032	R	\$42,789.87	VERTIV CORPORATION	INNOVATION & TECHNOLOGY		
190055	R	\$38,170.00	SUPERION, LLC	INNOVATION & TECHNOLOGY		
190064	R	\$36,669.00	SOLARWINDS, INC	INNOVATION & TECHNOLOGY		
190121	R	\$43,476.62	INTELEPEER CLOUD COM	INNOVATION & TECHNOLOGY		
190146	R	\$36,940.00	FRONTIER COMMUNICATI	INNOVATION & TECHNOLOGY		
190150	R	\$25,447.17	GTS TECHNOLOGY SOL	INNOVATION & TECHNOLOGY		
190207	1 T	\$30,000.00	ROBERT HALF INTERNAT	INNOVATION & TECHNOLOGY		
190236	R	\$39,800.22	CARTEGRAPH SYSTEMS,	INNOVATION & TECHNOLOGY		
190254	R	\$36,874.31	QSI 2011, INC	INNOVATION & TECHNOLOGY		
190282	R	\$29,975.98	ESRI, INC.	INNOVATION & TECHNOLOGY		
190334	R	\$43,788.00	VOICE PRODUCTS LLC	INNOVATION & TECHNOLOGY		
190350	1 T	\$40,232.09	NETWORK CABLING SERV	INNOVATION & TECHNOLOGY		
190351	R	\$26,670.85	NETWORK CABLING SERV	INNOVATION & TECHNOLOGY		
					\$470,834	24.76%
190270	1 T	\$28,854.34	MANAGEMENT PARTNERS	NON-DEPARTMENTAL		
					\$28,854	1.52%
190082	R	\$43,400.00	CLASSIC IRRIGATION &	PARKS & RECREATION		
190219	1 T	\$26,751.56	MITY-LITE INC	PARKS & RECREATION		
190231	1 T	\$41,100.00	KIMLEY HORN AND ASSO	PARKS & RECREATION		
190232	1 T	\$28,518.00	JEC ENERGY SOLUTIONS	PARKS & RECREATION		
190329	1 T	\$43,120.70	DOWNTOWN DECORATIONS	PARKS & RECREATION		
					\$182,890	9.62%
190212	R	\$27,563.00	RADICAL FIREARMS	POLICE		
					\$27,563	1.45%
190035	1 T	\$45,000.00	WATER RESOURCE MANAG	PUBLIC WORKS		
190057	1 T	\$26,044.89	CONSTRUCTION MASTERS	PUBLIC WORKS		
190088	R	\$48,140.00	CYPRESS CREEK PEST C	PUBLIC WORKS		
190106	1 T	\$33,300.00	PARADIGM TRAFFIC SYS	PUBLIC WORKS		
190172	R	\$30,000.00	MARITHON COMMUNICATI	PUBLIC WORKS		
190173	1 T	\$35,958.00	PARADIGM TRAFFIC SYS	PUBLIC WORKS		
190174	R/ 5 yr	\$29,680.00	PARADIGM TRAFFIC SYS	PUBLIC WORKS		
190237	R	\$25,886.00	RABA KISTNER CONSULT	PUBLIC WORKS		
190275	1 T	\$31,435.00	HALFF ASSOCIATES	PUBLIC WORKS		
					\$305,444	16.06%
PO #	R/1T	PO Total	Vendor Name	Department	Dept. Total	%
190092	1 T	\$47,250.00	ENPROTEC HIBBS & TOD	SURFACE WATER UTILITY		
190154	R	\$28,170.52	PALL CORPORATION	SURFACE WATER UTILITY		

190200	R	\$34,212.23	PALL CORPORATION	SURFACE WATER UTILITY		
190293	R	\$29,557.20	BRENNTAG SOUTHWEST	SURFACE WATER UTILITY		
					\$139,190	7.32%
190179	R	\$37,450.00	PALMER PLANTATION MU	WATER/WASTEWATER UTILITIES		
190185	1 T	\$30,000.00	LJA ENGINEERING	WATER/WASTEWATER UTILITIES		
190190	1 T	\$49,920.00	MCCONNELL & JONES LL	WATER/WASTEWATER UTILITIES		
190226	1 T	\$31,740.00	NELISA HEDDIN CONSUL	WATER/WASTEWATER UTILITIES		
					\$149,110	7.84%

\$1,901,641 100.00%

2019 Amount Ordered: \$1,901,641
Total #: 54

Departmental Overview	Amount	Percentage
Public Works/Utilities	\$593,744	31%
Police	\$27,563	1%
Parks & Recreation	\$182,890	10%
Non-Departmental	\$28,854	2%
Information Technology	\$470,834	25%
General Government	\$305,750	16%
Fire	\$91,361	5%
Financial Services	\$68,535	4%
Development Services	\$57,048	3%
Capital Projects	\$75,061	4%
	\$1,901,641	100%



**CITY COUNCIL
AGENDA ITEM COVER MEMO**

December 16, 2019

To: Mayor and City Council
Agenda Item: 2(d) Discuss & consider appointed officials time off policy.
Submitted by: Martin Russell, Director of Human Resources

SYNOPSIS

This report provides requested information from the November 26th City Council meeting.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Develop a high performing City team.

BACKGROUND

During the November 26, 2019 City Council meeting, a discussion was presented to consider appointed officials time off policy. This presentation provides the findings from the survey of cities who currently use the Munis Employee Self-Serve (ESS) software.

BUDGET/FISCAL ANALYSIS

Purchasing Review: N/A
Financial/Budget Review: N/A

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

SUPPORTING MATERIALS

1. Powerpoint Presentation
2. Survey of other cities processes

STAFF'S RECOMMENDATION

Staff recommends – Option 1 – Status Quo. Maintain the newly established process where Appointed Officials approve each other's time in the ESS system.

Director Approval: Martin Russell, Director of Human Resources
City Manager Approval: Anthony J. Snipes, City Manager

Executive Summary

Appointed Officials Time Off Requests

Martin Russell, Director of Human Resources and
Organizational Development



Survey Methodology

The survey results represent data from the following cities. Key information includes the following:

- A total of 18 cities identified by the Service Provider who currently use the Munis Software.
- Of the 18 cities contacted, 15 (83%) responded to the survey.

Participating Organizations

Organizations	Organizations
City of Allen	City of Odessa
City of College Station	City of Round Rock
City of Colleyville	City of Rowlett
City of Coppell	City of San Marcos
City of Duncanville	City of Texas City
City of Irving	City of Waco
City of League City	City of Weatherford
City of Mesquite	City of Wichita Falls
City of Midland	Town of Addison



A Review of the Findings



Question 1. What is the initial process by which Appointed Officials request time off?

- 93% of respondents (14 out of 15), stated that Time off requests were submitted via email to Elected Officials as a form of notification and for approval
- 7% (1) of respondents stated the Mayor received the request from the Appointed Official through the Employee Self Serve (ESS)



Question 2. If applicable, who approves the time off request? Elected Official or Designee?

- 80% of respondents (12 out of 15) stated if no objections from the Elected Officials, time off request was approved.
- 13% of respondents (2 out of 15) stated the Mayor approves time off through an email or direct communication.
- 93% (14 out of 15) stated that a staff person enters Appointed Officials time in the Employee Self Serve (ESS).
- 7% of respondents (1) stated the Mayor approves time in the Employee Self Serve (ESS)



Question 3. Once Time off requests are approved (if applicable), who is designated to approve timesheets?

- 66% of respondents (10 out of 15) stated the Administrative Assistant approved the time off request in ESS.
- 13% of respondents (2 out of 15) stated the HR Director approved time off in ESS or Executime.
- 7% of respondents (1 out of 15) stated the City Auditor approved time off in Executime.
- 7% of respondents (1 out of 15) stated the Mayor approved time off in ESS.
- 7% of respondents (1) stated the Assistant City Manager approved time off in ESS.



Administrative Responses to Council Inquiries



Is there a process in the Munis Software where multiple people are able to approve Time off requests? yes

- A new business rule will need to be set up, and applied only to Appointed Officials, meaning those in this category must be moved into their own personal location.
- A new Employee Accrual record will need to be built in the Workflow business rules.
- An email would be generated and sent from ESS to all Elected Officials requesting time off.
- Elected Officials will need to log into ESS to approved leave request.



Options to Consider



Options to approve time off requests through Employee Self Serve (ESS)

- Option 1 – Status Quo. Maintain the newly established process where Appointed Officials approve each other’s time in the ESS system.
- Option 2 – All Elected Officials will need to approve the time off in ESS. If one official disapproves of the request, the whole request is denied in the system and would need to require official action by Council.
- Option 3 – Designate one Elected Official to approve time off in the ESS system.
- Option 4 – The first Elected Official to log into ESS and approve the time off request, then the request will be approved, without approval of the other Elected Officials.
- Option 5 – HR Director will facilitate time off requests to Elected Officials, affirming it is entered and processed in the ESS software correctly.



Staff Recommendation

Option 1



Questions?



Appointed Officials Requests for Time off Approvals

City	What is the initial process by which Appointed Officials request time off	If applicable, who approves time off requests? Mayor, Full Council, or Designee?	Once time off requests are approved (If applicable), who is designated to approve the Appointed Official's timesheet? Mayor?, Full City Council?, Designee?, and/or another appointed official?	Contacted Employee	
City of Allen	The Appointed Official advises the Mayor and Council through a email notification requesting time off & the City Secretary receives it as a record	If there is no response from the Mayor and/or the full City Council, requested time off is approved	HR Director	Yes	
City of College Station	The Mayor receives request from Appointed Official through Employee Self Serve (ESS)	The Mayor goes into Employee Self Serve (ESS) and approves timesheet	Mayor	Yes	
City of Colleyville	The Appointed Official sends the Mayor and Council a email notification requesting time off	If there are no objections, a leave of absence form is generated and signed off by the Mayor or his Designee	Administrative Assistant	Yes	
City of Coppell	The Appointed Official sends notification to Mayor & City Council through a email.	If there is no response from the Mayor and/or the full City Council, time off is approved	HR Director records time off into Executime	Yes	
City of Duncanville	No response				
City of Irving	No response				
City of League City	The Appointed Official sends notification of time off through a email or direct communication with the City Council & Mayor	If there are no objections, requested time is approved	City Auditor records time off into Executime	Yes	
City of Mesquite	The Appointed Official sends a email or calls the Mayor by phone requesting time off.	The Mayor approves time off through email or by phone call verification	Administrative Assistant	Yes	
City of Midland	The Appointed Official sends a email, or direct communication to the Mayor & City Council requesting time off	If there are no objections, requested time is approved	Administrative Assistant	Yes	
City of Odessa	The Appointed Official sends a email or in person communication requesting time off from Mayor	The Mayor approves time off through email or direct communication	Administrative Assistant	Yes	
City of Round Rock	The Appointed Official sends a email, or direct communication is sent to the Mayor & City Council requesting time off	If there are no objections, requested time is approved	Administrative Assistant	Yes	
City of Rowlett	The Appointed Official sends a email to the Mayor & City Council requesting time off	If there is no response from the Mayor and/or the full City Council, requested time off is approved	Administrative Assistant	Yes	
City of San Marcos	The Appointed Official sends a email to the Mayor & City Council requesting time off	If there is no response from the Mayor and/or the full City Council, requested time off is approved	Administrative Assistant	Yes	
City of Texas City	The Appointed Official sends a email to the Mayor requesting time off	If there are no objections, requested time is approved	Administrative Assistant	Yes	
City of Waco	No response				
City of Weatherford	The Appointed Official sends a email to the Mayor & City Council requesting time off	If there is no response from the Mayor and/or the full City Council, requested time off is approved	Assistant City Manager	Yes	
City of Wichita Falls	The Appointed Official sends a email, or direct communication request to the Mayor & City Council requesting time off	If there is no response from the Mayor and/or the full City Council, requested time off is approved	Administrative Assistant	Yes	
Town of Addison	The Appointed Official sends a email to the Mayor & City Council requesting time off	If there is no response from the Mayor and/or the full City Council, requested time off is approved	Administrative Assistant	Yes	

18 Cities were contacted who have the same Munis software in the State of Texas - 15 responded (83%)

93% of respondents, initial requested time off from Appointed Official was sent through a email to the Mayor &/or City Council for approval.

80% of respondents (12 out of 15) stated if no objections from the Full Council or Mayor, time off request is approved.

66% of respondents stated (10 out of 15)the Administrative Assistant approved the time off in ESS

Appointed Officials Requests for Time off Approvals

1) A new business rule will need to apply to only appointed officials, meaning those in this category must be moved into their own personal location

2) A new Employee Accrual record will need to be built in Workflow Business Rules.

3) Appointed Official will generate leave off request through ESS

4) A email will be sent from ESS to all Elected Officials requesting time off.

5) Elected official's will need to log into ESS to approve leave request.

Two options to approve time off requests through ESS. Option #1 - All City Council Members & Mayor will need to approve time off, if one member of Council disapproves the request, the whole request is denied, or Option #2 whomever would first approve the request, then the request will be approved



CITY COUNCIL AGENDA ITEM COVER MEMO

December 16, 2019

To: Mayor and City Council
Agenda Item: 2(e) Discuss the City agenda process.
Submitted by: Anthony J. Snipes, City Manager
Maria Jackson, City Secretary

SYNOPSIS

Discuss the City agenda process.

BACKGROUND

During the November 26, 2019, special City Council meeting, Mayor Ford stated the City of Sugar Land received their preliminary agenda three months ahead of time and requested that City Staff consider providing City Council with the preliminary version of the agenda two weeks out. City Manager Snipes stated he would reach out to the City of Sugar Land to determine how their agenda was populated. City Staff members were asked to bring forth recommendations for City Council consideration.

On November 27, 2019, the City Manager and City Secretary contacted the City of Sugar Land City Manager and provided City Council with an update.

The City Secretary also reached out to neighboring cities to determine their processes. The following questions were asked:

1. When are your City Council meetings?
2. Do you prepare and distribute preliminary agenda packets for the Mayor & City Council?
 - a. If so, when are they distributed?
3. When do you post the final version of agenda packets?

Please see the responses from the seventeen entities below regarding the distribution of preliminary agendas and packets:

- **64.71%** do not provide a preliminary agenda or packet to City Council (*Cities of Baytown, Hillshire Village, Humble, La Porte, Meadows Place, Seabrook, Spring Valley Village, Stafford, Tomball, West University Place, and Wharton*)
- **5.88%** provide the preliminary version of the agenda and packet to City Council 11 days prior to a scheduled meeting (*City of Friendswood*)
- **11.76%** provide the preliminary version of the agenda and packet to City Council 10 days prior to a scheduled meeting (*Cities of Missouri City and Pearland*)
- **5.88%** provide the preliminary version of the agenda and packet to City Council 7 days prior to a scheduled meeting (*City of Rosenberg*)
- **5.88%** provide the preliminary version of the agenda and packet to City Council 6 days prior to a scheduled meeting (*Fort Bend County*)
- **5.88%** provide the preliminary version of the agenda and packet to City Council 5 days prior to a scheduled meeting (*City of Sugar Land*)

Please see the responses from the seventeen entities below regarding the posting of the final version of agendas and packets:

- **70.59%** post the final version of the agenda and packet 4 days prior to a scheduled meeting
- **11.76%** post the final version of the agenda and packet 5 days prior to a scheduled meeting
- **17.65%** post the final version of the agenda and packet 6 days prior to a scheduled meeting

SUPPORTING MATERIALS

1. Survey Results - Distribution and Posting of Preliminary & Final Agenda Packets

STAFF'S RECOMMENDATION

City Staff members are recommending that the current City of Missouri City processes for distributing the preliminary agenda and packet remain as is, ten (10) days prior to a scheduled meeting. And, that the release of the City's 30-60-90 agenda item planning calendar be provided to City Council on a quarterly basis.

Distribution and Posting of Preliminary & Final Agenda Packets

City	When are your City Council Meetings	Do you prepare and distribute preliminary agenda packets for the Mayor & City Council? If so, when are they distributed?	When do you post the final version of agenda packets?
Baytown	Second and Fourth Thursday of the month, with the exception of November with the second meeting being on the day of the election canvass and only one in December (the second Thursday)	No	We post all agendas on the Friday preceding the week of the meeting.
Fort Bend County	Regular meetings of Commissioners Court have been set for the first, second, and fourth Tuesday of each month at 1:00 p.m.	<p>We use an electronic agenda software system that allows access to elected officials, department directors, and staff as designated by the various county offices. Agenda entry requires specific reviews (county attorney, budget office, auditor, etc.) to complete the process, with a deadline of 2:00 p.m. the Wednesday before the meeting. Agenda packets per se are not prepared; county designees have access to review materials by logging in to the link to view meetings before the agenda is published, and entire packets can be created on an individual basis through the software as desired by the offices.</p> <p>Draft agendas in pdf format are distributed by email at the end of business on Wednesdays; corrections and changes are received and staff review of the materials is conducted on Thursday afternoons.</p>	The final agenda is published on Fridays with back-up attached to each request for action; our county clerk has requested no later than 4:00 p.m. to accommodate the legal notice process.
Friendswood	First Monday of the month unless it falls on a holiday.	Yes. 1.5 weeks before the meeting (Two Thursdays prior to Monday meeting) (11 days)	Thursday prior to Monday meeting
Hilshire Village	Third Tuesday of every month 6:30 PM	No	The Friday before, 4 calendar days before the meeting

Humble	1st and 3rd Thursday of each month	No.	We prepare the agenda on Friday (after noon) before the meeting. We email to council, our distribution email list, and place on our website. Sometimes we wait until Monday and still have a 72 hour window. We distribute the paper agenda packet on Monday before the meeting and place a binder in their mailbox.
La Porte	Second and Fourth Mondays	No, not preliminary, they get them via their iPads the same day they are posted to the website.	Tuesday before the Monday meeting (basically six days prior).
Meadows Place	Fourth Tuesday of each month	No	Usually the Friday before the meeting
Missouri City	First and third Monday of each month	Yes. 10 days before a regular City Council meeting.	Thursday before a Monday meeting by 4:00 p.m.
Pearland	Regular Council Meetings are every 2nd and forth Monday of the month with the exception of holidays.	There is a Thursday packet that goes to Council 10 days prior to the meeting which includes upcoming items. Emailed on Thursday afternoon 10 days before the meeting.	Agenda packets are posted on Thursday between 4:00p.m. and 5:30 p.m.
Rosenberg	Regular Meetings are first and third Tuesdays. Workshop Meetings are the fourth Tuesday.	Yes. The Tuesday before a meeting. Deadline for Council to make changes to the agenda are on Wednesdays by 3:00 p.m.	Friday's before Council meeting the following week.
Seabrook	1st and 3rd Tuesdays of every month at 7:00pm	No preliminary packets	Final version is emailed to Council on Friday by 5pm before the Tuesday Council meeting.
Spring Valley Village	Normally 4th Tuesday of the month	No, the draft agenda are sent to the Mayor and City Attorney at least a week before the meeting to review.	Normally, the Thursday before the meeting.
Stafford	Every first and third Wednesday of the month		Agenda packets are printed, emailed and distributed (placed in Mayor & Council boxes in our department) to Mayor & Council on the Friday before the Wednesday Council meeting. The agenda is posted on the Friday before the Wednesday Council meeting.

Sugar Land	Every 1st, 3rd, and 4th Tuesday of the month.	Wednesday before a Tuesday meeting, the Mayor receives the preliminary agenda. Thursday before a Tuesday meeting, Council receives the preliminary agenda.	Every Friday evening before the scheduled meeting.
Tomball	1st and 3rd Mondays	No	Usually the Thursday before, hopefully before noon.
West University Place	Second and Fourth Mondays	No	Thursday or Friday before the Monday meeting
Wharton	2nd and 4th Mondays of every month.	No, it is produced in the City Manager's office with his assistant.	Normally Thursday afternoon, at the very latest Friday by 5 p.m.



City Administration

1522 Texas Parkway
Missouri City, Texas 77489

Phone: 281.403.8500
www.missouricitytx.gov

December 16, 2019

Dear _____,

On September 10, 2019, the City's 9-1-1 system began receiving reports from residents of Missouri City of a "rotten egg" odor which resulted from well owner/operator Viceroy Petroleum well located southeast of the intersection of McHard Road and Fort Bend Parkway Toll Road. This odor resulted from well operators venting a high-pressure mix of liquid and gaseous products directly into an open-roof drilling mud collection tank. The owner/operator was cited by the RRC several days after the initial release, and this practice has since been discontinued.

We do appreciate the intervening steps, as demonstrated by the attached documentation, which have been taken to mitigate this issue. Additionally, the continued work that has been done with the Missouri City Fire Department and the TCEQ staff of Air Section Manager, Joe Doby, and his staff provided open communication, collaboration with our staff on the ground.

On November 7, 2019, Missouri City Fire and Rescue Staff and the Texas Railroad Commission met to discuss the September odor incident. The goal of this meeting was to improve the lines of communication and coordination between the two agencies. The meeting also allowed us to get a better understanding of the roles and responsibilities of Texas Railroad Commission's Oil and Gas Division, who we learned does not have regulatory authority over odors and air contaminants, that falls under Texas Commission on Environmental Quality (TCEQ). During the meeting we were also trained on how to use their website to track drilling sites and active production permits.

However, what we feel was and continues to be lacking was the initial communication flowing from the state regulatory agencies to the local area governments and most importantly the citizens in the affected area at the time the issue was occurring. Although the affected area was not in our city limits, the lack of communication from TCEQ and/or the Railroad Commission created a high level of concern for area residents affected by the smell left us unable to provide accurate and timely information to our constituents.

We would like a response for our citizens on the lessons learned and how this lack of communication is going to be addressed by your agencies in the future. We want to insure the appropriate staff, elected officials and most importantly our residents receive the most accurate and timely information to incidents affecting them.

Please advise, in a timely manner, as to what communication measures will be put in place in the event an occurrence such as this occurs, so our citizens may receive the most timely and accurate information regarding their safety.

Sincerely,

Mayor Yolanda Ford

Mayor Pro-Tem Chris Preston

Councilmember At-Large Vashaundra Edwards

Councilmember Floyd Emery

Councilmember Anthony Maroulis

Councilmember Jeffery Boney

Councilmember Cheryl Sterling



Swagit Productions, LLC
12801 N. Central Expressway, Suite 900
Dallas, TX 75243

January 14, 2019

ATTN: Clifford McBean
Sr. Producer/Manager
Missouri City Television
Ph. 281-403-8535
cmcbean@missouricitytx.gov

Mr. McBean,

Swagit Productions, LLC would like to thank you for your time and the opportunity to earn Missouri City's business. In an overpriced, complicated and hands-on video industry, Swagit has created an affordable, simple and **hands-free** solution that offers the most current advancements in video streaming technology.

Swagit proposes to provide hardware and monthly services for your meeting video streaming and archiving needs, using our proprietary Extensible Automated Streaming Engine (EASE™) solution. EASE™ is a hands-free tool that eliminates the need for your staff members to index, edit, or time-stamp your video content. Each EASE™ package includes On-Demand Archiving, a 24/7 LIVE Stream, streaming to mobile devices, and up to 120 hours of additional specialty content each year.

The unique advantages of Swagit's sole-source **EASE™** solution include:

- Completely **hands-free** recording, uploading, and archiving
- **Hands-free** indexing, time-stamping and cross-linking
- An open API, which allows for seamless integration with any agenda management software
- Agenda integration with video player
- Latest software upgrades, no upgrade fees
- High Definition (HD)
- 99.99% uptime
- No training needed
- Unlimited storage
- On-demand video search by metadata text and Sound Search™
- Captioning options for live and on-demand
- 24/7 support and customer service

Some of the distinctive advantages of Swagit's sole-source **Avior™** HD solution are:

- Fully automated
- 3+ HD camera solution
- Hands-free broadcast system
- Video graphics/titles overlay
- Real-time captioning support
- Free software updates
- Free 24/7 support and customer service
- Integrates and works with existing A/V equipment
- Small footprint — equipment is self-contained on its own rack

Sincerely,

David Alex Owusu
Director of Streaming Media
Swagit Productions, LLC
(P) 214.432.5905
david@swagit.com
www.swagit.com

EXECUTIVE SUMMARY

Company History and Information

Swagit Productions, LLC, founded in 2003, is a privately held company headquartered in Dallas, Texas. Swagit is a progressive company that is pioneering the broadband multimedia communication service industry by providing clients a **hands-free** approach to always being connected to end-users' information needs. In combining Swagit's EASE™ and Avior™ HD solutions, clients are offered the most comprehensive **hands-free** experience possible.

Swagit specializes in providing streaming media solutions to cities, counties, states, school districts, and health providers. In addition, Swagit is a complete video production entity, providing services such as post-production, studio and recording booth sessions.

Swagit began with a mission to supply clients an affordable solution to stream their own content in an overpriced, complicated, hands-on video industry. From its beginnings as a company specializing in turnaround streams for cities, counties, states and school districts, Swagit has grown significantly and provides an open API which allows for integrations with all major Agenda/Document Management and Voting Solutions. This lets our clients choose the best Agenda/Voting Solution for their unique needs.



With Swagit's EASE™ streaming video solution, clients are able to stream their public content live and on-demand through the jurisdiction's website. HTML5 compatibility makes getting to the content even easier and more convenient as viewers are able to access all of the video content via their computers, smart phones or tablets. Archived meetings are indexed and broken up into clips by agenda item for a superior end-user experience.

Avior™ HD is Swagit's hands-free broadcast solution: a complete package of 3+ HD cameras, professional video switching equipment, and associated components that allows either Swagit's video department to remotely control the cameras or on-site camera control by government staff. When bundled with Swagit's hands-free EASE™ video streaming system, Avior™ HD can offer a full end-to-end hands-free broadcast solution that requires no client staff involvement for operation of cameras and streaming of an event or meeting.

The Swagit network stretches across North America, ensuring fast connect times from the closest point-of-presence (POP) to an end-user's location. Swagit's network is fully redundant, giving clients peace of mind and keeping with the Swagit motto, "Always Connected."

Points of Difference

- Swagit's EASE™ solution is completely **hands-free** and requires no staff time or resources
- Sound Search™ allows residents to search for the spoken word in a meeting which is synced to video
- Swagit's open API allows integrations with agenda management solutions
- Swagit is the only government streaming provider that has developed its own content delivery network, ensuring quick and reliable connections for your constituents
- Unlimited storage for Specialty Content and Meetings
- Swagit's unique **hands-free** solutions typically qualify as a sole-source purchase, allowing for quick deployments
-

DESCRIPTIONS OF AVAILABLE SOLUTIONS

EASE™ Hands-Free Streaming

Swagit's **Extensible Automated Streaming Engine (EASE™)** solution meets all current and future needs for government without creating additional work for staff. EASE™ is a hands-free tool that eliminates the need for client staff members to index, edit, or time-stamp their video content. Each EASE™ package includes on-demand archiving, a 24/7 live stream via internet and PEG, streaming to mobile devices, and up to 120 hours of additional generic specialty content each year. If live streaming is not applicable, clients can upload media via FTP.

Avior™ HD Broadcast System

Swagit's **Avior™ HD Broadcast System** is a complete package of high-definition PTZ (Pan, Tilt, and Zoom) cameras, professional video-switching equipment, and associated components, that enables any client to fully outsource the operation and production of a multi-camera broadcast for public meetings. Avior™ also offers video graphics/titles overlay and Real Time Captioning support.

EASE™ HD/SDI Premium Captioning Encoder with SDI CC Encoding Unit

Swagit's **EASE™ HD/SDI Premium Captioning Encoder** is a high definition and/or standard definition (HD-SDI) encoding unit for video plus captioning. The package includes:

- Web-based multi-encoder management and closed captioning support
- Web Based caption GUI
- EASE™ HD-SDI Remote Video Indexing Kit (includes Scheduler)
- HD/SD Encoding/Transcoding Software - server or cloud deployable encoding/transcoding software
- HD/SD Baseband or IP Encode/Transcode single-channel license (enables encoding/transcoding of 1 HD/SD channel)
- SDI CC Encoding Unit (to provide audio captions over IP, for real-time captioning service)

Closed Captioning

Live Automated Transcribing is intelligent assisted real-time speech-to-text automation for captioning. Swagit's **Caption Sync** service works in conjunction with Live Automated Captioning; Swagit cleans up existing transcripts and synchronizes them with meeting video for on-demand viewing.

Social Media eXstream

Social Media eXstream connects meetings and events with live social platforms such as Facebook Live and YouTube Live. Jurisdictions can instantly live-stream local events to followers and engage with viewers in real time with Swagit's Social Media eXstream Package.

Sound Search™

Sound Search™ is an innovative product which improves the search for specific content in archived videos. A positive search hit for a spoken word or phrase will take the viewer to the exact location that it was spoken within a meeting video.

Note: Some features listed in this document may be system options or may require equipment not included in the provided pricing proposal.

SERVICE DESCRIPTIONS

EASE™ Streaming Appliance

Video Capture, Encoding, and Streaming

The Extensible Automated Streaming Engine (EASE™) is a software framework consisting of foundation and extension modules that work together to automate many otherwise manually intensive tasks. This completely hands-off solution meets the current and future needs of your entity without creating any additional work for your clerks or webmasters.

▪ **Video Capture and Encoding**

EASE™ Streaming Appliance records content according to your broadcast schedule and transfers the recorded audio/video to the Swagit Content Network via a secure Virtual Private Network (VPN) connection, making it available for live and/or on-demand streaming.

▪ **Indexing and Cross Linking**

Using your published meeting agendas as a guide, Swagit's Managed Service Division (SMSD) indexes the meetings without any work from the city. SMSD will annotate your content by adding jump-to points with specific item headings, giving users the greatest flexibility to find the specific content they need. With these jump-to points, users can step through video by searching for or clicking specific items.

▪ **Agenda Management Integration**

If meeting packets or other related information is available online, SMSD will link them directly to the video player for easy access.

Swagit's EASE™ solution integrates with all major Document/Agenda Management solutions.

▪ **Archiving**

Client audio/video can be stored securely on the Swagit Content Network indefinitely. Fault tolerance and high availability is assured through replication of audio/video content to multiple, geographically redundant, Storage Area Networks (SAN). Our packages offer unlimited storage.

▪ **Presentation**

By navigating through the video library, users can view a list of meetings chronologically and once in a selected meeting you can unleash the power of the jump-to markers to search for specific points within individual audio/video clips.

▪ **Delivery**

In order to deliver on-demand content to end users in a format that is compatible with their computer's operating system, Swagit can deliver content in all major streaming video formats: Flash, Windows Media, QuickTime, Real, and HTML5. Swagit is proud to support Flash as its default format, which has proven itself as the format of choice from such vendors as YouTube, Google Video, ABC and NBC/Universal. With HTML5 streaming, Swagit provides content to mobile devices including iPhones, iPads and Android devices.

■ **Monitoring**

Swagit is monitoring all aspects of the Swagit Content Network to ensure its health and availability. This monitoring extends to cover remote Swagit EASE™ streaming appliances that are deployed on client premises. In the rare event of trouble our engineers are promptly notified so that they may dispatch a swift response in accordance with our support procedures.

■ **Statistics**

Swagit collates log files from our streaming servers monthly and processes them with the industry recognized Google Analytics. Google Analytics generates reports ranging from high-level, executive overviews to in depth quality of service statistics. These reports help to highlight growth trends and identify popular content.

■ **Support**

Beyond our proactive monitoring and response, Swagit offers ongoing, 24/7 technical support for any issues our clients may encounter. While our choice of quality hardware vendors and a thorough pre-installation testing phase go a long way toward ensuring trouble-free operation of our EASE™ streaming appliances, we do recognize that occasionally unforeseen issues arise. In the event that our engineers detect a fault, they will work to diagnose the issue. If necessary, next business day replacement of parts will be completed. Swagit offers continual software updates and feature enhancements to our services and products for the life of your managed services contract.



Avior™ Hands-Free Broadcast System

HD Video Capture, Encoding, Broadcast, and Streaming System

Built on years of industry experience and developed to address the growing transparency needs of government, Swagit's Avior™ HD Broadcast System is a complete package of HD PTZ (Pan, Tilt, and Zoom) cameras, professional video-switching equipment, and associated components, that enable any client to fully outsource the operation and production of a multi-camera broadcast for public meetings.

Avior™ HD cameras are installed by Swagit personnel in one or multiple positions within a meeting room. As a meeting is being recorded, Swagit's video department controls the Avior™ system from their Dallas, Texas headquarters — switching between cameras (for views of the podium, presentation slides, and dais), while also directing and controlling those cameras through selective panning, close-ups, and wide shots. The Avior™ HD broadcast-quality robotic cameras are able to tilt and pan through wide angles of motion and can zoom through large ranges.



Avior™ enables detailed direct camera positioning (pan, tilt, zoom, focus, and more), preset-positions, and video settings (white balance, backlight, brightness) for the robotic cameras. Additionally, Avior™ communicates with the switcher to allow direct operation of the 'wipe' function from the camera control GUI. With this powerful package you or Swagit can control all your cameras individually and switch video sources on a video switcher locally or remotely. Avior™ is an invaluable integration of camera-control with switcher operations for use with live production setups like city chambers, churches, meeting rooms, and more.

Avior™ includes 3+ robotic (computer-controllable pan/tilt/zoom) cameras. These popular robotic cameras have excellent video quality and performance, with the ability for panning through wide angles of motion, tilting through large ranges with superb optical zoom, and dual video output of Y/C and composite. They also support both RS232 and RS422 (long distance over 1000 meters) control signals. In addition, the cameras can be mounted either "up" or "hanging upside down" for your convenience (they have built-in reversal of the picture and left/right/up/down motion controls).

Avior™ HD is a remotely operated one-of-a-kind hands-free transparency suite that will save your jurisdiction time and money. When bundled with Swagit's hands-free EASE™ video streaming system, Avior™ can offer a full end-to-end hands-free broadcast solution that requires no client staff involvement for operation of cameras and/or streaming of an event or meeting.

- Fully automated
- 3+ HD camera solution
- Hands-free broadcast system
- Video graphics/titles overlay
- Free software updates
- Can be used locally when/if applicable
- Typically Integrates with existing A/V equipment
- Small footprint — equipment is self-contained on its own rack

Avior™ Broadcast System Diagram



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0803

Captioning for Compliance

Streaming Video Enhancement



Captioning for streaming media is the method of displaying a text version overlay for the spoken words within a video. It helps viewers who may be deaf or who have reduced hearing.

Federal agencies, contractors and employers should be acutely aware that their live streaming and broadcast events must now be captioned for accessibility, as mandated by recent updates to Section 508 of the Rehabilitation Act, plus changes to state laws that now require accessibility for federally-funded organizations such as colleges, universities, and research facilities. Even when Section 508 doesn't apply, many non-federal websites and their video content must still be accessible under other laws such as Section 504 of the Rehabilitation Act of 1973.

Swagit can help meet your accessibility obligations with captioning for live streaming and broadcast events. Whether for your one-off events or longer-term fixed placements, Swagit can provide hands-free support with compliant turnkey live video services.

FEATURES

- ▶ Meets FCC mandated ADA requirements for closed captioning
- ▶ Hands-free captioning service
- ▶ Live and/or on-demand
- ▶ Multiple captioning options
- ▶ Visible on mobile devices
- ▶ Captioning for TV broadcast
- ▶ Captioning of archival video
- ▶ Dedicated staff to exceed expectations



Captioning Services

Streaming Video Enhancement



Real-Time (Live) Captioning

Swagit can provide real-time captioning for live programming, as well as sync those captions for on-demand usage after the event has come to its completion. Captioning through Swagit can be distributed to both TV and the Web simultaneously, if needed.

- **CaptionLive**

Human Assisted Real-time Transcription (HART); captions are created as an event takes place, utilizing a live transcriber. (Specific captioning appliance required for this service.)

Post-Event (On Demand) Captioning

- **CaptionPM**

Human assisted post-meeting captioning for video on demand, completed and aligned with event video within 4 business days of broadcast.

Additional Captioning Services

- **Speech-to-Text Document**

A basic text file created from spoken words in a meeting audio; does not include non-audio information such as speaker identification or graphic presentations. It is not a word-for-word legal transcript.

- **SwagitSync**

Swagit synchronizes your 3rd-party live captioning transcript with event video for on-demand viewing; completed within 4 business days of broadcast.

Captioning rates are calculated in full hours only, and are based on total length of meeting or event, which includes breaks, closed sessions, and other non-captioned events during that length of time.

Swagit meets FCC mandated ADA requirements for closed captioning.

Specific captioning appliance may be required for these packages and services.

Sound Search™

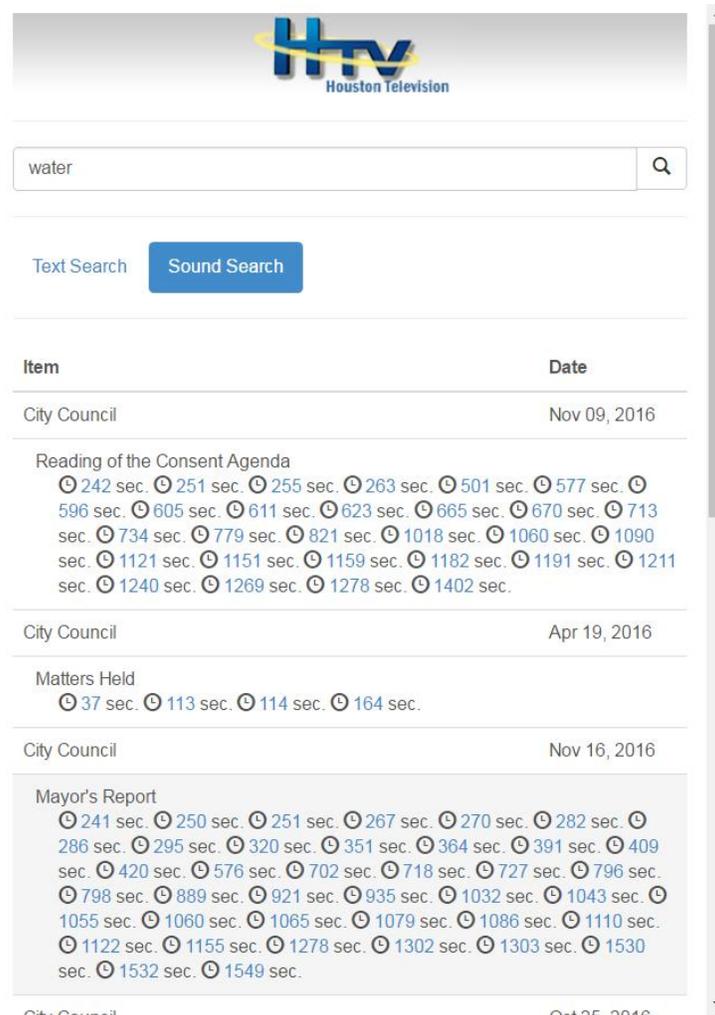
On-Demand Streaming Video Search Enhancement

Swagit’s innovative Sound Search™ dramatically improves the search for specific content in archived videos. A positive search hit for a specific spoken word will take the viewer to the exact location within any meeting that the word or phrase was spoken.

Sound Search™ results are displayed by the date and second mark, and provide a direct “jump-to” link for each instance a searched word or phrase was spoken during meetings. When a search result is selected, the audio/video clip will begin playing several seconds prior to the search result, giving greater context to the result.

Swagit’s focus is on emerging technology and pioneering features like Sound Search™ that enable increased resident engagement.

- ▶ Search results are date- and second-marked
- ▶ Direct “jump-to” link by spoken word
- ▶ Increased resident engagement



Social Media eXstream

Social Live Video Streaming

Instantly stream live your jurisdiction's local events to followers and engage with viewers in real time with Swagit's Social Media eXstream Package. Live streaming is the future growth of social media and has become a part of culture that government can easily use to reach more residents online. Users can watch live broadcasts, whether on a PC or mobile device, in a matter of seconds. Social Media eXstream connects your meetings and events with live social platforms such as Facebook Live and YouTube Live.

- ▶ Live multi-destination streaming
- ▶ Multi-bitrates
- ▶ Affordable and simple
- ▶ Additional resident accessibility to meetings and events
- ▶ Expanded reach and audience growth
- ▶ Increased distribution channels

Streaming to social media live platforms can immediately expand your audience and increase distribution channels. For example, Facebook engages your viewers by sending a notification alert to your followers before the stream begins. Residents can then easily connect, interact and follow your event in real time.

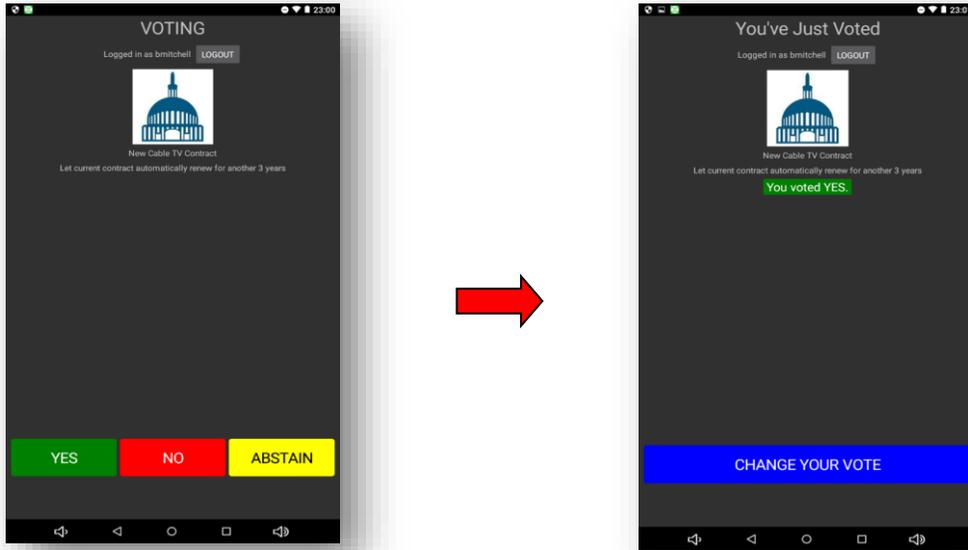


PSA Example: Veterans Day



Digital roll call voting made easy

Using an app – whether using iOS or Android devices or Windows 10 clients – members simply touch a voting button:



When everyone has voted, all the results are tallied on the legislative scoreboard:

Voting Results for New Cable TV Contract
Let current contract automatically renew for another 3 years

Your Logo → *Pass/Fail Outcome* → **Passed By Majority Vote**

Vote Tally → **YES: 5 NO: 0 ABSTAIN: 0 ABSENT: 2**

Barbara Mitchell			YES
Dorothy Moore			ABSENT
Jane Plummer			YES
Kate Mulac			ABSENT
Tim Barton	Motion		YES
Victor Kluck	Second		YES
Virginia Babbs			YES

The pass/fail outcome is generated automatically based on your voting criteria. And you can brand every screen with your group’s logo or seal.



Detailed Capabilities & Specs

RollCall Pro is a 6th generation legislative voting application tailor-made for boards, councils, and committees of all kinds. Through a WYSIWYN (what you see is what you need) interface in our app, members have what they need at the right time. If we're discussing an agenda item, they have motion & second buttons as well as request to speak options. If we're voting, they see voting buttons. And the Meeting Manager – the program the group's clerk or secretary operates – makes things easy with color-coded navigation (Green means "Go") buttons and micro help on all options. There's even a built-in spellchecker.

The Meeting Manager runs on a standard Windows 7, 8, or 10 PC, and voting members interact with the system using Android or iOS devices or Windows 10 clients. Everyone is connected over a wired or wireless network, though the Internet is not required. If you don't have a network in your meeting facility, all that's needed is a wireless router.

RollCall Pro automates everything:

- Conducting roll call
- Capturing motions and seconds
- Managing the speaker queue
- Simultaneous voting
- Vote tallies and outcomes
- Results documentation

With an annual license for 1 PC...

You can support:

- An unlimited # of legislative groups
- Of up to 72 members each

You get:

- Live, online, one-on-one training
- Support & ongoing enhancements

RollCall Pro is the most versatile and affordable roll call voting and request to speak system available today. Its extensive capabilities enable it to adapt to your needs rather than forcing changes to your pre- and post-meeting processes. How did it become so powerful? Thanks to suggestions from our clients (and to our having the good sense to listen to them), RollCall Pro has been continuously enhanced since its inception in 2003. Join us, and help us make RollCall Pro even better.

Digital roll call voting is all we do – it's not a sidelight.

Implementation & Training

Once Swagit receives two signed original agreements, you'll hear from Swagit's team of deployment experts. We'll also send you a welcome packet, requesting basic information we'll need to complete your installation (such as your meeting schedule, contact info, IP information, and graphics for your video library/video player).

Phase 1 - Hardware Provisioning/Development

- ▶ Hardware ordered (out of stock items may impact delivery)
- ▶ Hardware assembled by Swagit engineers
- ▶ Operating system installed and configured per installation
- ▶ Swagit EASE™ streaming appliance software installed
- ▶ System burn-in testing conducted under fail-test load
- ▶ Hardware sign-off by Swagit
- ▶ Welcome packet information (meeting schedule, IP info, etc.) returned to Swagit

Phase 2 – Web Element Design

- ▶ Video library and player designed by Swagit in consultation with Client
- ▶ Linking instructions provided to Client Webmaster/IT
- ▶ Design sign-off by Client

Phase 3 – Deployment/Implementation

- ▶ Assembled hardware shipped
- ▶ Remote configuration and testing of audio/video feed quality by Swagit
- ▶ Confirmation of correct video library linking and integration with Client's website
- ▶ Installation sign-off by Swagit

Phase 4 - Acceptance Testing

- ▶ Dry run of meeting capture, indexing and encoding process using next available meeting rebroadcast, alternate content or live meeting
- ▶ Final signoff by Client and fulfillment of purchase order

Deliverables

- ▶ Installation checklist
- ▶ Configuration, testing and installation of Swagit EASE™ streaming appliance
- ▶ Secure FTP account for pre-edited digital content
- ▶ Customized video library
- ▶ Customized video player
- ▶ Monthly usage statistics

If your service package includes client-controlled indexing, Swagit will provide remote training to teach your staff how to index meeting videos as well as how to include links to attachments. No additional training is necessary; Swagit's traditional services are hands-free.

COST SUMMARY

Hardware Costs and Deployment

Hardware, Licenses, & Setup		
<i>Item & Description</i>	<i>Quantity</i>	<i>Up-Front Cost</i>
Avior™ HD Broadcast System w/CG (3 HD PTZ cams)	1	\$ 32,860.00
Caption Prime HD Encoding Appliance	1	\$ 12,890.00
Advanced SDI-CC Encoding/Decoding Unit	1	\$ 10,290.00
QuickCast Playout and Scheduler	1	\$ 13,290.00
RollCall Pro Version 4 Electronic Voting Software & License	1	\$ 4,800.00
On Site Installation, Configuration, Deployment & Testing	1	\$ 3,500.00
Remote Network Setup and Configuration (Approx. 3 hours)	1	\$ 360.00
One Time Cost:		\$ 77,990.00

Managed Service Packages			
<i>Item & Description</i>	<i>Rate</i>	<i>Quantity</i>	<i>Yearly Cost</i>
EASE™ Hands-Free Service – 50 <ul style="list-style-type: none"> Up to 50 indexed meetings per year Up to 120 hours of specialty video content per year 24/7 LIVE Stream 	\$ 750.00	12 mos	\$ 9,000.00
AVIOR™ Hands-Free Service – 50 <ul style="list-style-type: none"> Up to 25 remotely switched meetings per year 	\$ 500.00	12 mos	\$ 6,000.00
CaptionLIVE™ – 50 <ul style="list-style-type: none"> Up to 50 transcribed meetings per year (Based on 2-hour event average) 	\$ 1,025.00	12 mos	\$ 12,300.00
Sound Search™ (Included with HD Upgrade)	Special Rate	12 mos	\$ 0.00
Social Media eXstream <ul style="list-style-type: none"> Facebook and/or You Tube Live Streaming Support 	\$ 100.00	12 mos	\$ 1,200.00
RollCall Pro Service and Maintenance <ul style="list-style-type: none"> Software updates & remote support 	\$ 200.00	12 mos	\$ 2,400.00
Total Annual Service:			\$ 30,900.00

Package Overages and Add Ons	
<i>Item & Description</i>	<i>Cost</i>
Additional EASE™ Hands-Free Indexed Meetings	\$ 150.00 / meeting
Additional AVIOR™ Hands-Free Remote Switched Meetings	\$ 175.00 / meeting
PEG PSAs (Includes up to 120 Custom PSAs per year with voice-overs)	\$ 295.00 / month
HD PEG Portal	\$ 350.00 / month
Transcription Service for LIVE Closed Captions	\$ 125.00 / hour

AgendaQuick

Agenda Management Solution (OPTIONAL)

AgendaQuick is designed to simplify the agenda management process from start to finish. Built from the ground up with the professional agenda managers' most-requested features and tools, AgendaQuick has something for everyone.

▪ **For Staff:**

- ▶ Simple, intuitive system makes creating agenda items fast and easy.

▪ **For Clerks and Agenda Managers:**

- ▶ Create, finalize, and publish your agenda to your website all in one affordable, easy to understand application that everyone will want to use.

▪ **For Council members, Board members and Commissioners:**

- ▶ Quickly & easily navigate the system to view agendas and supporting documentation – anywhere, anytime, with any device.

AgendaQuick was designed by clerks and professional agenda managers – literally from the ground up. The result is a powerful, easy to use agenda software application that makes creating agendas enjoyable.

- ▶ **Customizable templates:** Allow you to replicate your current paper forms or design new ones
- ▶ **Flexible workflow routing:** Gives the user and the administrator the ability to move documents easily throughout the organization for approval and review
- ▶ **Unlimited meeting types:** Use AgendaQuick for any type of meeting you conduct in your organization, there is no limit to the number of meeting types or additional expense
- ▶ **Electronic attachments:** Quickly add supporting documents, maps, photos, digital audio & digital video
- ▶ **Auto-renumbering:** Easily add or update agenda items and have your agenda automatically renumber
- ▶ **Copy function:** Move or copy agenda items from one meeting to the next
- ▶ **Easy packet creation:** Produce your entire packet, completely bookmarked with a single click
- ▶ **Simple website interface:** Easily post agendas and minutes to your website with a single click
- ▶ **Built-in Minutes module:** Take roll call, tally the votes and add your minutes quickly and easily – even during the meeting!
- ▶ **Video Integration:** We have several video options for integrating your agenda with streaming video

And while AgendaQuick is very affordable, don't think you have to sacrifice performance. AgendaQuick is extremely versatile and able to handle the most demanding needs, regardless of size. Some of the country's largest counties and smallest cities use AgendaQuick daily to manage their agendas and minutes.



AgendaQuick System Design

AgendaQuick™ is a Web-based agenda software application designed to simplify the agenda management process from start to finish. You might call it an electronic agenda or e-agenda, but no matter what you call it, AgendaQuick™ will make creating and distributing agendas quick and easy.

Quick Overview

- ▶ AgendaQuick is our easy-to-use web-based Agenda Management product and it is offered as either a Client Installed or a Hosted solution.
- ▶ It is easy to set up, simple to use, yet powerful enough to handle all of your meeting types. Several of our city clients have over 30 different meeting types in the system.
- ▶ It was designed for and inspired by city & county clerks. It's loaded with the kind of time-saving features that are important to those who prepare agendas and minutes.
- ▶ AgendaQuick is easy to maintain. You control virtually every aspect of the look and feel of the program as well as the ability to make changes whenever you want – without the need for additional programming costs.
- ▶ Our training is thorough but done in an easygoing, slow-paced manner that makes it enjoyable to learn the system. Most admin training is completed within 4 to 5 weeks by conducting very manageable 60 to 90 minutes sessions once or twice a week – all centered on your schedule.
- ▶ You'll never feel neglected or left to figure out things on your own. We encourage our clients to contact us with any questions or concerns. Our customer support is designed to immediately deal with any issue presented and we are often able to resolve all concerns in that first call.
- ▶ And, when coupled with our own video service or integrated with other video providers, AgendaQuick becomes your single source for accessing all of your agendas, minutes and video recordings.

We are exceptionally proud of what our AgendaQuick clients have to say:

“The City of Billings has been using AgendaQuick since late in 2009. Of course before that time agendas were prepared manually and was a very cumbersome process. AgendaQuick has saved the clerk’s office many hours through automation and aided in keeping information and form consistent. It is very user-friendly and the customer service from Destiny Software is unparalleled! They can walk us through anything and do so happily. We have been so pleased with our experience that we are looking forward to adding the Public Records Requests tracking feature soon.”

– The City of Billings, MT

"[Destiny Software] will work inordinately hard to make sure you’re happy with your end product. Their support doesn’t end when you’re up and running. They work with a lot of agencies, but it seems like you’re their only customer due to the patience, care, and attention they give you."

– City of Flagstaff, AZ

“AgendaQuick has saved our office so much time in both agenda and minutes preparation. What once took days to accomplish now takes a few hours. The customer service provided by Destiny Software is second to none. We highly recommend the program.”

– Town of Greenburgh, NY

We love our Agenda Quick system and Destiny Software provides the best support that I have ever experienced! The software did everything they promised and seamlessly integrates with our website and video hosting program. We now use the software for all of our Boards and Committees.

– Fort Pierce, FL

“The program is very easy to use and staff acceptance and utilization has been terrific. What used to take 2 people several very long days to complete one agenda now takes a few hours... It's been a huge time saver made creating agendas much easier on everyone.”

– Collin County, TX

“Gila County has been using the AgendaQuick system from Destiny Software Inc. for the past six years. The wonderful features of the system can be viewed on Destiny’s website, but I want everyone to know that it is the excellent customer provided by the owners and employees of this company that shines above all other companies. There has never been a time when I couldn’t immediately reach someone on the phone to answer a question or solve a problem, and I always feel like I am their most important customer!”

-Gila County, AZ

Creating Templates

To begin, AgendaQuick™ is a web-based and very customizable application. You create the look and feel of each template to match your needs. It is designed so that you can minimize training and transition time by replicating your current paper form.



AgendaQuick

AgendaQuick ♦ You are logged in as destiny

Agenda Item Templates

Agenda Item Template:	Longview Agenda Item	Print	Preview	Copy	Update	Delete
Template Name:	Longview Agenda Item	TemplateID: 27				
Routing Map:	Agenda Item w/Financial Impact	Choose the specific routing you wish this Agenda Item to take.				

Text/Input Boxes
Template Options
Display Options
User Defined
User Def. Values

Text/Input Boxes

Label Format: Size: Medium Bold Underline Text box text size is controlled by the Agenda Template

	Label	Display	Copy	Display on Agenda?	Reqrd?	Contx Sensvtv?	Admin Only?	To Mins?	Clear
Box 1:	DESCRIPTION HELP DEFAULT	on Agenda Item? <input checked="" type="checkbox"/> on Inbox Email? <input type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 2:	RECOMMENDED ACTION HELP DEFAULT	on Agenda Item? <input checked="" type="checkbox"/> on Inbox Email? <input type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 3:	SOURCE OF FUNDS HELP DEFAULT	on Agenda Item? <input checked="" type="checkbox"/> on Inbox Email? <input type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 4:	STAFF CONTACT HELP DEFAULT	on Agenda Item? <input checked="" type="checkbox"/> on Inbox Email? <input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 5:	ADMIN ONLY HELP DEFAULT	on Agenda Item? <input type="checkbox"/> on Inbox Email? <input type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input checked="" type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 6:		on Agenda Item? <input type="checkbox"/> on Inbox Email? <input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>
Box 7:		on Agenda Item? <input type="checkbox"/> on Inbox Email? <input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Box? <input type="checkbox"/> Label? <input type="checkbox"/>	<input type="checkbox"/>

Agenda Item Fiscal Impact Setup

Fiscal Impact Format: Sort By: Print on Agenda? Fiscal Impact Required?

Horizontal
 Columnar
 Table Left
 Table Right
 Stacked
 Detailed 1 (Collin)
 Detailed 2
 Detailed 3 (HCDE)
 Detailed 4 (Yolo)
 Detailed 5 (Yolo Revised)
 Detailed 6 (Medford)

	Label	Required?	Context Sensitive?	Size	Clear
Text Box:	Fiscal Impact HELP	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Input 1:	Fiscal Year HELP	<input type="checkbox"/>	<input type="checkbox"/>	10 <small>default is 10</small>	<input type="checkbox"/>
Input 2:	Budgeted Y/N HELP	<input type="checkbox"/>	<input type="checkbox"/>	10 <small>default is 10</small>	<input type="checkbox"/>
Input 3:	Amount Requested HELP	<input type="checkbox"/>	<input type="checkbox"/>	10 <small>default is 10</small>	<input type="checkbox"/>
Input 4:	Source of Funds HELP	<input type="checkbox"/>	<input type="checkbox"/>	10 <small>default is 10</small>	<input type="checkbox"/>
Input 5:		<input type="checkbox"/>	<input type="checkbox"/>	<small>default is 10</small>	<input type="checkbox"/>
Input 6:		<input type="checkbox"/>	<input type="checkbox"/>	<small>default is 10</small>	<input type="checkbox"/>

Use the clear button to erase your changes on the screen by line. You will still need to press the 'Add' or 'Update' button for the Agenda Item line to be affected.

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2018 Q2 180517

Creating Agenda Items

Once your agenda item templates are created, users simply log onto the system and begin entering information into the template for a particular meeting date. You can even create mandatory fields that require information before the form can be routed!



AgendaQuick

AgendaQuick ♦ You are logged in as destiny

Create New Agenda Item

Print, No Save	Print	Word	PDF	Agenda Item: 393	Search	Status	History
*Meeting Date: 07/26/2018 - Longview City Council Agenda ▼				Meeting Type: Longview City City Council Delete			

Cut Off Date: 07/19/2018 05:00 PM

STAFF CONTACT:	Destiny Software, Administration Services
Department:	Administration Services ▼
Title:	FY 18-19 Annual Consolidated Action Plan
Agenda Category:	Consent ▼

CONSIDER A RESOLUTION APPROVING THE ~~FY18-19~~ ANNUAL CONSOLIDATED ACTION PLAN DOCUMENTS, INCLUDING THE ~~CDBG~~ AND HOME BUDGETS AND SUPPORTING POLICY DOCUMENTS

body div

Submit
Save
Phrases
Return

Agenda Item Contains: Attachment Information

Information
Attachments
Fiscal Impact
Int. Comments
Routing

Information

Click on the LABEL or the TEXT to get to the Editor Box to edit the contents.

Show Click on the SHOW button to VIEW the full contents.

Open All Click on the OPEN ALL button to open all of the Editor Boxes at once.

DESCRIPTION
 Resolution to approve the FY18-19 One-Year Consolidated Action Plan and the accompanying budgets and supporting policy documents. The City of Longview administers its grant programs according to HUD approved plan documents. The FY18-19 Action Plan and accompanying Community Development Block Grant (

RECOMMENDED ACTION
 Passage of resolution.

SOURCE OF FUNDS
 Funding is through the following Federal Grants: Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME).

STAFF CONTACT
 Agenda Item Template: Longview Agenda Item

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2018 Q2 180517

Attaching Documents

Supporting documents in a variety of formats can easily be attached to the agenda item for any meeting type with the 'Attachment' feature. The system allows you to define the type permitted; such as .doc, .xls, .jpg, .pdf and others.

You can add any number of attachments and order them in the sequence you'd like to have them presented on the agenda by using the 'Sort Sequence' feature.

There is also a 'Confidentiality' feature that can be used to limit access to certain documents. You determine the labels to be used as well as who has access.

You can track expiration dates of contracts and other time sensitive documents within the Attachment feature.



Real East Texas
CITY OF LONGVIEW

AgendaQuick

AgendaQuick • You are logged in as destiny

Create New Agenda Item

Agenda Item: 393

***Meeting Date:** 07/26/2018 - Longview City Council Agenda

Meeting Type: Longview City City Council

Cut Off Date: 07/19/2018 05:00 PM

STAFF CONTACT: Destiny Software, Administration Services
Department: Administration Services
Title: FY 18-19 Annual Consolidated Action Plan
Agenda Category: Consent

CONSIDER A RESOLUTION APPROVING THE FY18-19 ANNUAL CONSOLIDATED ACTION PLAN DOCUMENTS, INCLUDING THE CDBG AND HOME BUDGETS AND SUPPORTING POLICY DOCUMENTS

Agenda Item Contains: Attachment Information

Attachments

Use the button below to select a document to be attached to this form, then press the ADD button to add it to the list of documents. Once a document is selected to be attached, it is uploaded to the server when this form is Saved or Submitted.

Select file(s) to be attached: No file selected.

***Link Name:** Short
 name for hyperlink to file

Confidentiality:

Sort Sequence:

Document Type:

Expiration Date:

Click on an Attachment Sort Sequence Number to update the Link Name, Confidentiality Group or Sort Sequence. Click on the Attachment Link Name to view the attachment. If you do not have access to the associated Confidentiality Group, these links will not be available.

To update a document which has already been automatically converted to PDF format, click on the Original Document Name in the Original Document column. Make changes to the document, then remove the existing attachment line and reattach the document.

Sort	Link Name	PDF Attachment	Confidentiality	Original Document	Remove
0	Resolution - Consolidated Action Plan	Resolution 2.pdf Date: 07/10/2018 By: destiny			<input type="checkbox"/>

Adding Fiscal Information

Additionally, we have an optional separate area for presenting fiscal information – called the ‘Fiscal Impact’ tab. Like the other areas of the application, this is also something that can be customized to reflect your needs.

Below is an example:

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Create New Agenda Item

Print, No Save | Print | Word | PDF | Agenda Item: 393 | Search | Status | History

*Meeting Date: 07/26/2018 - Longview City Council Agenda | Meeting Type: Longview City Council | Delete

Cut Off Date: 07/19/2018 05:00 PM

STAFF CONTACT: Destiny Software, Administration Services

Department: Administration Services | Title: FY 18-19 Annual Consolidated Action Plan | Agenda Category: Consent

CONSIDER A RESOLUTION APPROVING THE FY18-19 ANNUAL CONSOLIDATED ACTION PLAN DOCUMENTS, INCLUDING THE CDBG AND HOME BUDGETS AND SUPPORTING POLICY DOCUMENTS

body div

Submit | Save | Phrases | Return

Agenda Item Contains: Attachment, Fiscal Impact Information

Information | Attachments | **Fiscal Impact** | Int. Comments | Routing

Fiscal Impact

Fiscal Year: | Budgeted Y/N: | Amount Requested: | Source of Funds:

Labels and layout are determined by you.

Fiscal Impact:

Source | B | I | U | S | X₂ | X² | Font | Size

Funding is through the following Federal Grants: Community Development Block Grant (CDBG) and Home Investment Partnerships Program (HOME).

body

Update

Edit	Fiscal Year	Budgeted Y/N	Amount Requested	Source of Funds	Fiscal Impact	Remove
i					Funding is through...	<input type="checkbox"/>

Within this ‘Fiscal Impact’ area you can have a variety of layouts, from radio buttons to text fields – all with custom labels. Again, the idea is to provide the user with a very intuitive, easy to use layout that doesn’t require a lot of training.

Routing and Approval

Once the information has been entered, it's time to send it to those that need to see it. **The routing of an agenda item can follow a predetermined route as well as allow the User to determine the routing.**

Subsequently, any person in the approval process can modify the routing sequence by adding additional stops or send it back to the Originator.



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CITY OF LONGVIEW

AgendaQuick

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Create New Agenda Item

Agenda Item: 393

*** Meeting Date:** 07/26/2018 - Longview City Council Agenda

Meeting Type: Longview City City Council

Cut Off Date: 07/19/2018 05:00 PM

STAFF CONTACT: Destiny Software, Administration Services

Department: Administration Services

Title: FY 18-19 Annual Consolidated Action Plan

Agenda Category: Consent

CONSIDER A RESOLUTION APPROVING THE FY18-19 ANNUAL CONSOLIDATED ACTION PLAN DOCUMENTS, INCLUDING THE CDBG AND HOME BUDGETS AND SUPPORTING POLICY DOCUMENTS

Agenda Item Contains: Attachment, Fiscal Impact Information

Preliminary Routing Status

STATUS	INBOX	ARRIVAL DATE	BY
FIRST STOP	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px; background-color: yellow;">Director of Public Works</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">City Manager</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Finance Director</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Attorney</div>		

Variable routing

Fixed routing

Routing

*** Please remember to click the save button before leaving this page ***

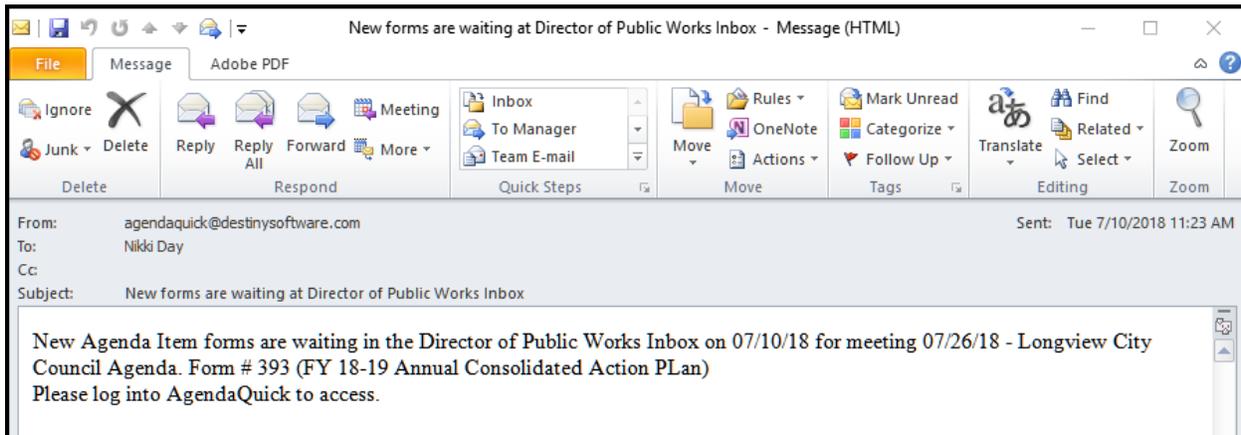
Enter a number in the box(s) to indicate the sort order for routing.

Currently Selected Inboxes.

Director of Public Works 1	
----------------------------	--

Attorney	City Manager
Clerk	Finance Director
Fire Chief	Human Resources Director
Information Technology Director	Jim Perkins
Linda Whalen	Police Chief

When a form is in routing, the individuals in the routing process receive an email through your regular email system, indicating that a form is in their “Forms Inbox” for review



There is a hyperlink in the text of the email that directs them to the login screen of the application. After logging in, they simply click on the form they want to review, and the system brings it up. Depending on authorization levels and your procedures, the form can be edited or made to be read only.

▪ **Inbox Features**

After reviewing, the form is then ‘Approved’ and sent to the next approval stop, or ‘Returned’ to the sender for further clarification or changes.



You can also add additional route stops to the routing and approval process when you open forms from within your Inbox.

Inboxes can be shared by several people or access can be granted to others by the Inbox owner. This allows agenda items to be reviewed and approved by others in the event the primary Inbox owner is ill, on vacation or simply not available.

In the event of a problem, Inboxes can be accessed through an administrative login.

Monitoring the Status of Items

The system provides a 'Status' feature that tracks the approval process and indicates where the item is at any point in time. It's not only good information, but it can help speed up that process by showing exactly where the items are held up and then giving the administrator of the program the information they need so they can contact those individuals to complete the routing process.

Real East Texas
CITY OF LONGVIEW **AgendaQuick**

AgendaQuick ♦ You are logged in as destiny

Inbox Director of Public Works - Create New Agenda Item

Print, No Save | Print | Word | PDF | Agenda Item: 393 | **Status** | History

*Meeting Date: 07/26/2018 - Longview City Council Agenda | Meeting Type: Longview City City Council

Cut Off Date: 07/19/2018 05:00 PM

ST

Routing Status - Mozilla Firefox

192.168.111.11:8888/demo/fas/fas_status.cfm?seq=393&form=AG_MEMO&rev_num=0

Agenda Item Routing Status, Form: 393
07/26/2018 Longview City Council Agenda (LONGVIEW)

STATUS	INBOX	ARRIVAL DATE	SUBMIT/APPROVAL DATE & TIME	DAYS IN INBOX
CREATED			07/10/2018 11:00 AM	
NEW	Director of Public Works-ID: 12 SEQ: 1 City Manager-ID: 3 SEQ: 2 Finance Director-ID: 4 SEQ: 3 Attorney-ID: 8 SEQ: 4	07/10/2018 11:23 AM		<1

SUPPORTING POLICY DOCUMENTS

Creating the Agenda

As **agenda items are created**, they flow automatically to the agenda template for that meeting date. The agenda items are placed on the agenda based on template settings. **Red** text tells you that the form is in routing; **blue** that the item is approved.

1.	<input type="checkbox"/>		Call to Order				Task	<input type="checkbox"/>
2.	<input type="checkbox"/>		Invocation				Task	<input type="checkbox"/>
3.	<input type="checkbox"/>		Pledge of Allegiance				Task	<input type="checkbox"/>
4.	<input type="checkbox"/>		Employee Recognition				Task	<input type="checkbox"/>
5.	<input type="checkbox"/>		Community Recognition				Task	<input type="checkbox"/>
6.	<input type="checkbox"/>		Citizen Comment				Task	<input type="checkbox"/>
7.	<input type="checkbox"/>	Public Safety U	Public Safety Update				Task	<input type="checkbox"/>
7. A.	<input type="checkbox"/>		Police				Task	<input type="checkbox"/>
7. B.	<input type="checkbox"/>		Fire				Task	<input type="checkbox"/>
8.	<input type="checkbox"/>	Consent	Consent Agenda				Task	<input type="checkbox"/>
8. A.	<input type="checkbox"/>	Consent	Consider a Resolution of the City Council of the City of Longview, Texas, approving the FY18-19 Annual Consolidated Action Plan, which includes the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) grant funds... Submitted By: Destiny Software, Administration Services	AI-386	<input type="checkbox"/>		Att * Task	<input type="checkbox"/>
8. B.	<input type="checkbox"/>		Consider a Resolution authorizing the Longview Community Development Division to apply for and accept a grant from the U.S. Department of Housing and Urban Development for Lead-Based Paint Hazard Reduction Program Grant, authorizing and directing... Submitted By: Destiny Software, Administration Services	AI-387	<input type="checkbox"/>		Att * Task	<input type="checkbox"/>
8. C.	<input type="checkbox"/>		Consider a Resolution awarding a contract to and authorizing and directing the City Manager or the City Manager's designee to execute any necessary documents with Office Pride for janitorial services for the Public Library - Jennifer... Submitted By: Destiny Software, Administration Services	AI-388	<input type="checkbox"/>		Att Task	<input type="checkbox"/>
			Consider a Resolution to authorize the execution of an Advance Funding Agreement (AFA) with the Texas Department of Transportation (TxDOT) for a					

Agenda Items are automatically placed in the proper sections of your agenda template. For instance, Consent items would flow to the 'Consent' section of the agenda where they can be re-numbered and re-ordered. Same thing applies with 'Zoning' or any other fixed agenda topic. When a user initiates an agenda item, the agenda item template will provide these agenda sub-areas in drop down tables for them to select. You can even make these mandatory fields to complete!

View Meetings Feature

AgendaQuick has several features that give individuals **access** to the agendas as they are being created and after they are finalized. 'View All Agendas' allows anyone with the appropriate security level access the ability to get a 'Heads Up' on upcoming agendas.

View All Agendas

Meeting:

PRELIMINARY AGENDA
Agenda has not been finalized



City Council Meeting Agenda
5:30 p.m.
July 12, 2018
300 West Cotton Street
Jo Ann Metcalf Municipal Building
City Hall Council Chamber

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Employee Recognition**
5. **Community Recognition**
6. **Citizen Comment**
7. **Public Safety Update**
 - A. Police
 - B. Fire
8. **Consent Agenda**
 - A. Consider a Resolution of the City Council of the City of Longview, Texas, approving the FY18-19 Annual Consolidated Action Plan, which includes the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) grant funds – Parker Harrison, Community Development Administrator.
 - B. Consider a Resolution authorizing the Longview Community Development Division to apply for and accept a grant from the U.S. Department of Housing and Urban Development for Lead-Based Paint Hazard Reduction Program Grant, authorizing and directing the City Manager or his designee to execute any necessary documents incident to applying for and securing and expending said grant - Parker Harrison, Community Development Administrator

Updating Finalized Agendas

The 'Update Agenda' feature allows for those last minute changes to the agenda that always come up - to be made quickly and without the need for routing. **These changes are immediately made to your website as well** – so you don't have to keep worrying about having the latest copy on the web.

Update Finalized Agendas

Meeting: 07/12/2018 - Longview City Council Agenda	<input type="button" value="Status"/> <input type="button" value="Print"/>
Agenda Template: Longview City Council Agenda	<input type="button" value="Word"/> <input type="button" value="PDF"/>
Meeting Name: Longview City Council Agenda	
Default Document Directory: 2018/LONGVIEW/20180712_1149/	Agenda Form 1144

Agenda Items

Agenda Level L 1: <input type="text"/> L 2: <input type="text"/> L 3: <input type="text"/> L 4: <input type="text"/> Size: <input type="text" value="Medium"/> <input checked="" type="checkbox"/> Bold <input checked="" type="checkbox"/> Display Level <input type="checkbox"/> Color Ln?	<input type="checkbox"/> Header Ln? <input type="checkbox"/> Footer Ln? <input type="checkbox"/> Left Justify?	Agenda Category and Sub-category Category: <input type="text"/> Sub-category: <input type="text"/>
Phrases <input type="text"/> Video Link: <input type="text"/>		
Available Templates: <input type="text" value="Longview Agenda Item"/> <input type="button" value="New"/> Create New Agenda Item		
Description: <input type="text"/>		<input type="button" value="Save Agenda Item"/>

Last minute items can be easily and quickly added.

Levels	PgBr	Category/Sub-cat	Agenda	AI- #	Copy	Att	Tasks	Delete?
---- Header Area (header level indicators will not display on the printed agenda) ----								
1.	<input type="checkbox"/>		<image here>				<input type="button" value="Task"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>		City Council Meeting Agenda 5:30 p.m. July 12, 2018 300 West Cotton Street Jo Ann Metcalf Municipal Building City Hall Council Chamber				<input type="button" value="Task"/>	<input type="checkbox"/>
---- End Header ----								
1.	<input type="checkbox"/>		Call to Order				<input type="button" value="Task"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>		Invocation				<input type="button" value="Task"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>		Pledge of Allegiance				<input type="button" value="Task"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>		Employee Recognition				<input type="button" value="Task"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>		Community Recognition				<input type="button" value="Task"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>		Citizen Comment				<input type="button" value="Task"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	Public Safety U	Public Safety Update				<input type="button" value="Task"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	A.	Police				<input type="button" value="Task"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	B.	Fire				<input type="button" value="Task"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>		Consent				<input type="button" value="Task"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	A.	Consent				<input type="button" value="Task"/>	<input type="checkbox"/>
			Consider a Resolution of the City Council of the City of Longview, Texas, approving the FY18-19 Annual Consolidated Action Plan, which includes the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) grant funds... Submitted By: Destiny Software, Administration Services	AI-386	<input type="checkbox"/>	<input type="button" value="Att"/>	<input type="button" value="Task"/>	<input type="checkbox"/>
			Consider a Resolution authorizing the Longview Community Development Division to apply for and accept a grant from the U.S. Department of Housing and Urban Development for Lead-Based Paint Hazard Reduction Program Grant, authorizing and directing... Submitted By: Destiny Software, Administration Services	AI-387	<input type="checkbox"/>	<input type="button" value="Att"/>	<input type="button" value="Task"/>	<input type="checkbox"/>

With the 'Publish Agenda' button, **you** control when agendas get posted to your website.

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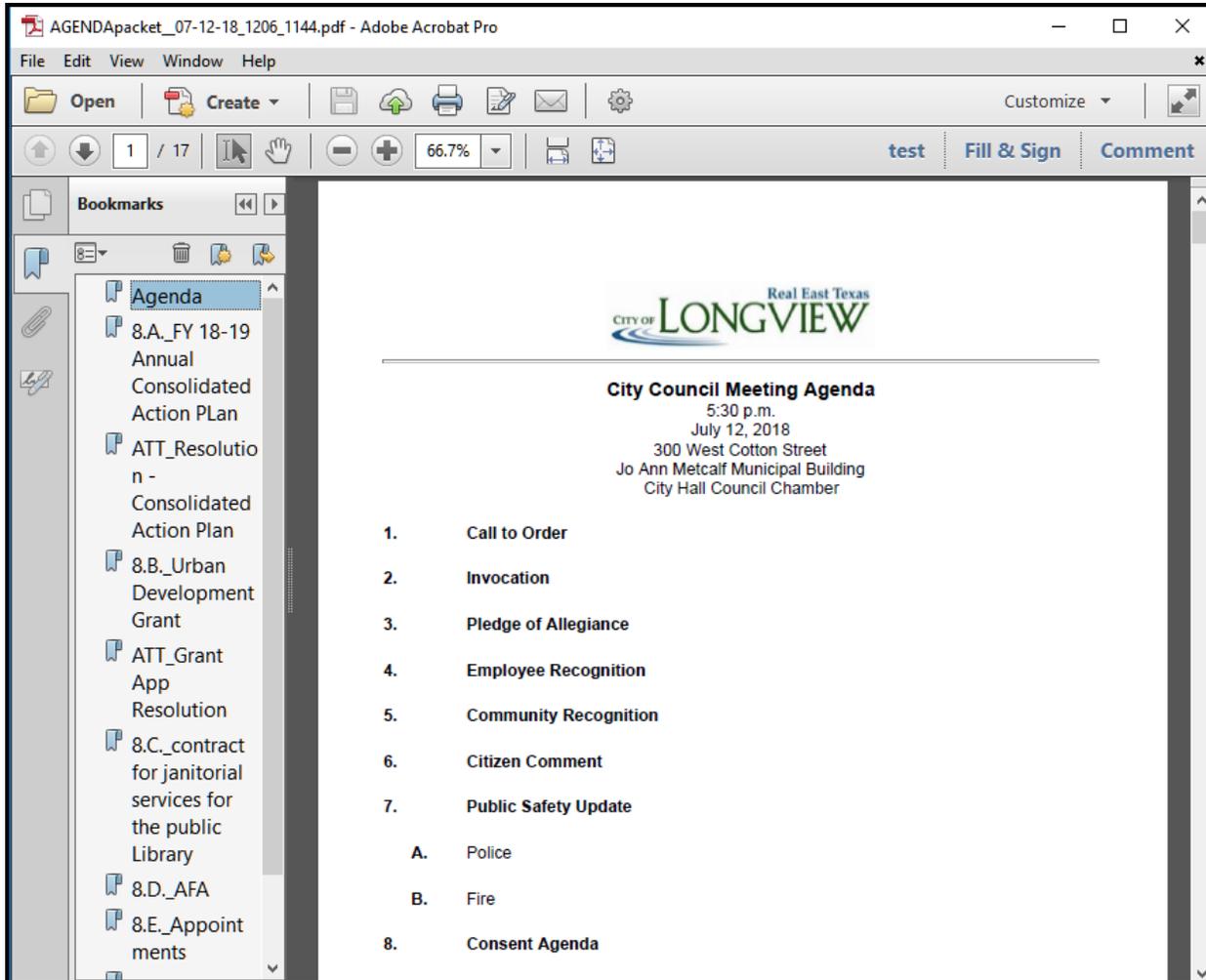
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2018 Q2 180517

Printing Agenda Packets

Once the agenda is completed, you can prepare to print the entire packet with the **Packet Collator** feature. This feature creates a file where the agenda, the individual agenda items and their corresponding documents are collated for you. This file is then converted to a single PDF and completely bookmarked – all with a single click.



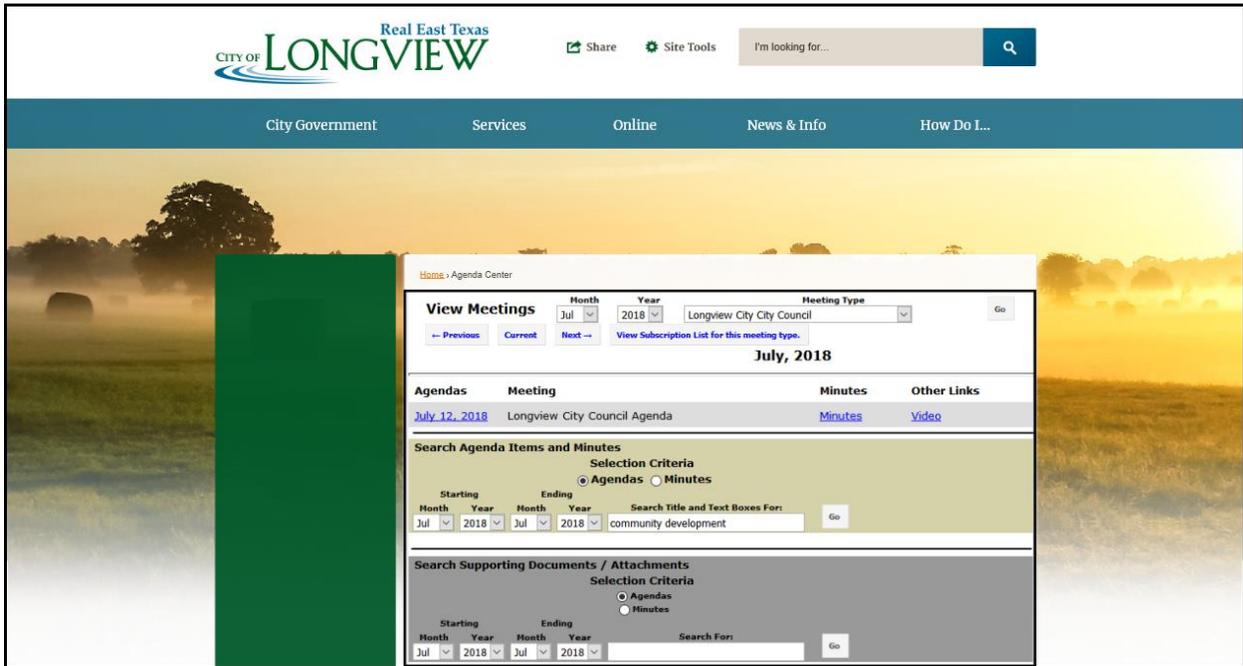
The PDF generated in AgendaQuick works great with iPads and tablets. PDF readers such as iAnnotate and others can easily read the bookmarks and make it easy to navigate through the document.

And when you do have to make more of those last minute changes, the Packet Collator makes it easy to reproduce your PDF packet – as many times as needed.

Publishing to the Web

You control when agendas get published and when they become available to staff. With a simple click, agendas and supporting documentation are available on your website or removed just as easily.

Public access is easy to understand and it quickly allows the person to select the month and meeting date of the meeting they wish to see. They get the choice of viewing the agenda in HTML or downloading a PDF.



AgendaQuick can fit nicely within the framework of your existing website or your webmaster can elect to have users be directed to a new page – you have the choice.

Here are a couple of nice client examples:

- ▶ [Town of Addison, Texas \(https://addisontexas.net/index.php?section=agenda\)](https://addisontexas.net/index.php?section=agenda)
- ▶ [The City of Edmond Oklahoma \(http://edmondok.com/84/Agendas-Minutes\)](http://edmondok.com/84/Agendas-Minutes)

HTML Version of the Agenda

[Download PDF Packet](#) [PDF](#) [Print Agenda](#) [Return](#)

In addition to the html view, you can also download the entire pdf packet.



City Council Meeting Agenda
5:30 p.m.
July 12, 2018
300 West Cotton Street
Jo Ann Metcalf Municipal Building
City Hall Council Chamber

1. **Call to Order**

2. **Invocation**

3. **Pledge of Allegiance**

4. **Employee Recognition**

5. **Community Recognition**

6. **Citizen Comment**

7. **Public Safety Update**
 - A. Police
 - B. Fire

8. **Consent Agenda**
 - A. Consider a Resolution of the City Council of the City of Longview, Texas, approving the FY18-19 Annual Consolidated Action Plan, which includes the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) grant funds – Parker Harrison, Community Development Administrator.

 - B. Consider a Resolution authorizing the Longview Community Development Division to apply for and accept a grant from the U.S. Department of Housing and Urban Development for Lead-Based Paint Hazard Reduction Program Grant, authorizing and directing the City Manager or his designee to execute any necessary documents incident to applying for and securing and expending said grant - Parker Harrison, Community Development Administrator

Video Integration

AgendaQuick is designed to work with a variety of video solutions – Granicus, Swagit and others.

However, working with the Swagit engineers, we’ve developed a software interface that allows the Swagit editors direct access to the AgendaQuick meeting information. We are their only agenda partner with this innovative integration.

The result is a seamless, completely hands-free video streaming service that automatically links to the agenda items created within AgendaQuick. For an example click here:

▶ <http://addisontx.swagit.com/play/01132015-1162/#11>

You can view both an ‘Overview’ of the agenda as well as the completely linked HTML version of the ‘Full Agenda’, which gives you instant access to the agenda item and its supporting attachments.

Full Agenda with HTML hyperlinks to the Agenda Items and attachments



Roll Call & Taking Minutes

AgendaQuick allows you to move seamlessly into the actual meeting and take minutes. The 'Roll Call' feature is accessed through the '**Minutes Module**'. The Roll Call window appears when you click on the 'Roll Call' button.

Name	<input type="text"/>	Title	<input type="text"/>	Sort	<input type="text"/>	Votes?	<input type="checkbox"/>	Add
Roll Call								
Present	Voter	Name	Title	Sort	Del			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Andy Mack	Councilmember	1	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ed Moore	Councilmember	2	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nona Snoddy	Councilmember	3	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wray Wade	Councilmember	4	<input type="checkbox"/>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kristen Ishihara	Councilmember	5	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	David Wright	Councilmember	6	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Steven Pirtle	Councilmember	7	<input type="checkbox"/>			
Update								
Staff Name	<input type="text"/>	Title	<input type="text"/>	Sort	<input type="text"/>	Add		
Staff members present								
Name	Title	Sort	Select All	Delete				
Keith Bonds	City Manager	1	<input type="checkbox"/>	<input type="checkbox"/>				
Angie Shepard	City Secretary	2	<input type="checkbox"/>	<input type="checkbox"/>				
Jim Finley	City Attorney	3	<input type="checkbox"/>	<input type="checkbox"/>				
Michael Shirley	Director of Development Services	4	<input type="checkbox"/>	<input type="checkbox"/>				
Rolin McPhee	Director of Public Works	5	<input type="checkbox"/>	<input type="checkbox"/>				
Update								
Additional Meeting Attendees								
Name	Purpose	Sort						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
Add								

This list of attendees is a table which you maintain by meeting type. A flag on each entry will determine if their name appears in the VOTE window. Notice that you can record unlimited additional meeting attendees at the bottom of the screen. Your attendance is automatically displayed in your meeting minutes.

The 'Roll Call' feature also determines who is available to make motions, second and vote on agenda items. The meeting attendees who were flagged as present are now in the list of persons who may make a motion or a second, as well as vote: Aye, Nay, and Abstains. You can enter the Minutes during the meeting for quick summaries or wait until you have the time to add all of the detail.

Vote Tally Screen

Vote Tally							
Record Time: <input type="checkbox"/> 07/10/2018 12:46 PM	<input type="button" value="Clear"/>		<input type="button" value="Clear"/>				
Name	Motion	Second	AYE	NAY	Other	Explanation	Sort
Councilmember Andy Mack	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		1
Councilmember Ed Moore	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		2
Councilmember Nona Snoddy	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		3
Councilmember Wray Wade	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		4
Councilmember Kristen Ishihara	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	ABSENT	5
Councilmember David Wright	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		6
Councilmember Steven Pirtle	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		7

Motion Information

to approve the Consent Agenda

body

Motion/Second	Time	Status	Description	Delete
Ed Moore, Councilmember/ Nona Snoddy, Councilmember	07/10/2018 12:46 PM	AYE-6, NAY-0	to approve the Consent Agenda	<input type="checkbox"/>

You can create your own custom layouts by choosing from a variety of options:

Vote/Motion

Text Size: Position:

Display Vote? Yes No Print Vote? Yes No

Vote Label:

Display Vote Time Stamps? Yes No Width Percentage for Vote Print on PDF:

Display Motion? Yes No Print Vote Time Stamps? Yes No

Motion By Label: Print Motion? Yes No

Motion By Label Format: Size Bold Underline Second By Label:

Motion Text Follows? Motion Second Neither Motion TextBox Size:

Display Time Stamps? Yes No Print Time Stamps? Yes No

Use: Name Title Both Include Approval Status? Yes No

Motion/Second Format: Horizontal

Motion By: Meeting Official 1, Second By: Meeting Official 2
 Stacked
 Motion By: Meeting Official 1
 Second By: Meeting Official 2

Format

Summary Only

Vote: 3 - 1 Passed

Horizontal

Ayes: County Judge Dan A. Gattis; Commissioner, Precinct 1 Lisa Birkman; Commissioner, Precinct 2 Cynthia Long
 Nays: Commissioner, Precinct 3 Valerie Covey
 Other: Commissioner, Precinct 4 Ron Morrison
 Passed

Once the Minutes of the individual agenda items are complete, clicking the “PDF” button automatically generates a PDF of all your minutes. This document can then be printed and/or archived. You can publish directly to you website by clicking the ‘Publish Minutes’ button.

The screenshot shows the 'Update Finalized Minutes' interface. At the top, there is a meeting selection dropdown set to '07/12/2018 - Longview City Council Agenda'. To the right are buttons for 'Roll Call', 'Status', and 'Print'. Below this is a 'Delete' button and a note: 'Blue indicates that the minutes have been published. Red indicates that the minutes process has begun for that meeting.' To the right of this note are 'PDF' and 'Word' buttons. The 'Document Directory' is set to '2018/LONGVIEW/20180712_1149/' and 'Minutes #: 42 Agenda #: 1144'. A 'Publish' button is highlighted in yellow. A red arrow points from the 'PDF' button to a preview window.

The preview window shows a document titled 'MINUTES OF A REGULAR COUNCIL MEETING July 12, 2018' for the City of Longview. The document content includes:

The City Council of the City of Longview, Texas, met in a Regular Session, July 12, 2018, at 5:30 p.m. in the Council Chambers of the Jo Ann Metcalf Municipal Building. Mayor Andy Mack presided.

Present: Andy Mack, Ed Moore, Nona Snoddy, Wray Wade, David Wright, Steven Pirtle.

Absent: Kristen Ishihara.

Staff members: Keith Bonds, City Manager; Angie Shepard, City Secretary; Jim Finley, City Attorney; Michael Shirley, Director of Development Services; Rolin McPhee, Director of Public Works.

1. Call to Order– Mayor Andy Mack called the meeting to order.

2. Invocation - Ben Andrus, Longview Police Department Chaplain gave the invocation.

Below the preview is a table with agenda items and checkboxes for 'Att' and 'Task':

1.	<input type="checkbox"/>	Invocation	<input type="checkbox"/>	Att	Task	<input type="checkbox"/>
2.	<input type="checkbox"/>	Pledge of Allegiance	<input type="checkbox"/>	Att	Task	<input type="checkbox"/>
3.	<input type="checkbox"/>	Employee Recognition	<input type="checkbox"/>	Att	Task	<input type="checkbox"/>
4.	<input type="checkbox"/>	Community Recognition	<input type="checkbox"/>	Att	Task	<input type="checkbox"/>
5.	<input type="checkbox"/>	Citizen Comment	<input type="checkbox"/>	Att	Task	<input type="checkbox"/>

The Minutes feature can also integrate with other systems if you have a Minutes program currently in use that you would like to keep.

Search Engine

The search engine allows searching through the agenda items and attachments of your agendas. Based on the directory the document is found in, you can quickly determine which meeting agenda item to review. This is a very powerful and quick search tool.

View Meetings

Month: Jul | Year: 2018 | Meeting Type: Longview City City Council | Go

[← Previous](#) | [Current](#) | [Next →](#) | [View Subscription List for this meeting type.](#)

July, 2018

(P) Indicates that this meeting has been published to the public web site.
(R) Indicates that this meeting has been released to the web site prior to publishing.

Agendas	Meeting	Minutes	Other Links
July 12, 2018	Longview City Council Agenda	Minutes	Video

Search Agenda Items and Minutes

Selection Criteria: Agendas Minutes

Starting: Month: Jul | Year: 2018 | Ending: Month: Jul | Year: 2018 | Search Title and Text Boxes For: community development | Go

Search Supporting Documents / Attachments

Selection Criteria: Agendas Minutes

Starting: Month: Jul | Year: 2018 | Ending: Month: Jul | Year: 2018 | Search For: | Go

KEYWORD SEARCH



Search Results

[Return to Search Parameters](#)

Displaying 1 to 2 of 2 Records

Submitted By	Meeting Date/Type	Title	Department	Submitted For
Destiny Software	07/12/2018:LONGVIEW	FY 18-19 Annual Consolidated Action Plan	Administration Services	
Consider a Resolution of the City Council of the City of Longview, Texas, approving the FY18-19 Annual Consolidated Action Plan, which includes the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) grant funds - Parker Harrison, Community Development Administrator.				
Destiny Software	07/12/2018:LONGVIEW	Urban Development Grant	Administration Services	
Consider a Resolution authorizing the Longview Community Development Division to apply for and accept a grant from the U.S. Department of Housing and Urban Development for Lead-Based Paint Hazard Reduction Program Grant, authorizing and directing the City Manager or his designee to execute any necessary documents incident to applying for and securing and expending said grant - Parker Harrison, Community Development Administrator				

***And, it can be used for searching non-agenda documents;
such as resolutions, ordinances and other important documents.***

Security Setup

Security and access levels are created and controlled at the administrative level. Individuals and departments throughout the organization can be given access to all parts of the application – meaning all meeting types, confidential documents, all meeting dates etc. **Or they can be restricted** to various sections of the application depending upon what it is they need to see and do or the specific meeting type they are involved with.

An example of this might be department heads. They could have access to all document and meeting types. Conversely, a particular individual might only need access to 1 or 2 types of meetings and they might be restricted to just seeing documentation from their department. The system allows for a great deal of access flexibility.

User Security

Group Security
User Security
Menu Security

Insert

*Username: Username Password Confirm

*Employee: First Name Last Name Include in Submit For List

Title: Originates for Other Depts?

*Department: Manage Dept/Div Inboxes

Division:

Default Inbox: ? Super User

Email: Can Always View Comments?

Phone: Ext: Can Skip Required Fields?

Editor Toolbar: Has access to Recall Feature?

Meeting Type Permission	Manager	Variable Routing Options				Application Access					
Meeting Type	Mtg Mgr	All	Dept	Div	None	Application	Admin	All	Dept	Div	User
<input type="checkbox"/> AB 939 Local Task Force	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> Agenda	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Airport Land Use Commission	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> Other Forms	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Bicycle & Pedestrian Advisory Comm.	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> Task Tracker	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Board of County Commissioners	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/> Task Tracker	<input type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

User Group

 ADMIN
 USER
 CLERK

Confidentiality

 EXEC

Tracking Tools

Term Tracker

Term Tracker allows you to input background information about all your meeting officials, including when their terms are due to expire. The system can even send you an email reminder shortly before their terms are due to end.

Term Tracker Setup

Active Officials
Inactive Officials
User Defined Values
User Defined Setup
Term Setup

Meeting Officials

***Meeting Type(s):** Longview City Council

District/Position: **Title:** Councilmember

First Name: Nona ***Last Name:** Snoddy

Term Starts: **Term Ends:**

Address 1: **Address 2:**

City: **State/Zip:** AK

Active: Yes No

You can then run a detailed report about your officials:

Term Tracker Report

Meeting Type:

ALL
 Board of Adjustment
 Housing Authority Board
 Longview City Council
 Planning Commission
 Water Advisory Committee

 Active: Yes No All
 Applicants

To select multiple meeting types, press down and hold the *Ctrl* key (PC) or *Cmd* key (Mac) and click on all the meeting types that you want to include in your report.

Date From: **To:**

Column Label	Filters	Include in Report?
First Name:	<input type="text"/>	<input checked="" type="checkbox"/>
Last Name:	<input type="text"/>	<input checked="" type="checkbox"/>
Title:	<input type="text"/>	<input checked="" type="checkbox"/>
Address 1:	<input type="text"/>	<input checked="" type="checkbox"/>
Address 2:	<input type="text"/>	<input checked="" type="checkbox"/>
City:	<input type="text"/>	<input checked="" type="checkbox"/>
State and ZIP:	<div style="display: inline-block; border: 1px solid gray; padding: 2px;"> ALL AK AL AR </div> <input type="text"/>	<input checked="" type="checkbox"/>

Quick List

Meeting Type	Position	Name / Title	Start	End	Active?
LONGVIEW		Andy Mack / Councilmember			Y
LONGVIEW		Ed Moore / Councilmember			Y
LONGVIEW		Nona Snoddy / Councilmember			Y
LONGVIEW		Wray Wade / Councilmember			Y
LONGVIEW		Kristen Ishihara / Councilmember			Y
LONGVIEW		David Wright / Councilmember			Y
LONGVIEW		Steven Pirtle / Councilmember			Y

▪ **Task Tracker**

Often during the course of a meeting or even beforehand a request comes up that requires follow up action on the part the clerk or a staff member. The Task Tracker is designed to provide you with a tool for initiating, tracking and recording the outcome of various tasks. Utilizing the routing feature of AgendaQuick, you can send attachments, add comments and even email requested information. It can be used for items related to specific agenda items or for anything that comes up during the meeting.

Update Finalized Agendas

Meeting: 07/12/2018 - Longview City Council Agenda	<input type="button" value="Status"/> <input type="button" value="Print"/>
Agenda Template: Longview City Council Agenda	<input type="button" value="Word"/> <input type="button" value="PDF"/>
Meeting Name: Longview City Council Agenda	
Default Document Directory: 2018/LONGVIEW/20180712_1149/	Agenda Form 1144

Agenda Items

Agenda Level

L 1: L 2: L 3: L 4:

Size: Medium Bold Display Level Color Ln?

Header Ln? Footer Ln?

Left Justify?

Agenda Category and Sub-category

Category: Sub-category:

Phrases Video Link:

Available Templates: Longview Agenda Item Create New Agenda Item

Description:

Red text indicates that the Agenda Item has not had final approval.
Green highlight indicates that final edits have been done on the Agenda Item.
Plum highlight indicates the item is pending additional work.
Orange background of an Agenda Item number indicates that the item is a copied version.

Levels	Pg	Br	Category/Sub-cat	Agenda	AI- #	Copy	Att	Tasks	Delete?
---- Header Area (header level indicators will not display on the printed agenda) ----									
1.				<image here>				<input type="button" value="Task"/>	<input type="checkbox"/>
2.				City Council Meeting Agenda 5:30 p.m. July 12, 2018 300 West Cotton Street Jo Ann Metcalf Municipal Building City Hall Council Chamber				<input type="button" value="Task"/>	<input type="checkbox"/>
---- End Header ----									
1.				Call to Order				<input type="button" value="Task"/>	<input type="checkbox"/>
2.				Invocation				<input type="button" value="Task"/>	<input type="checkbox"/>
3.				Pledge of Allegiance				<input type="button" value="Task"/>	<input type="checkbox"/>
4.				Employee Recognition				<input type="button" value="Task"/>	<input type="checkbox"/>
5.				Community Recognition				<input type="button" value="Task"/>	<input type="checkbox"/>
6.				Citizen Comment				<input type="button" value="Task"/>	<input type="checkbox"/>
7.			Public Safety U	Public Safety Update				<input type="button" value="Task"/>	<input type="checkbox"/>
7.	A.			Police				<input type="button" value="Task"/>	<input type="checkbox"/>
7.	B.			Fire				<input type="button" value="Task"/>	<input type="checkbox"/>
8.			Consent	Consent Agenda				<input type="button" value="Task"/>	<input type="checkbox"/>
8.	A.		Consent	Consider a Resolution of the City Council of the City of Longview, Texas, approving the FY18-19 Annual Consolidated Action Plan, which includes the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) grant funds... Submitted By: Destiny Software, Administration Services	AI-386	<input type="checkbox"/>	<input type="button" value="Att"/>	<input type="button" value="Task"/>	<input type="checkbox"/>
8.	B.			Consider a Resolution authorizing the Longview Community Development Division to apply for and accept a grant from the U.S. Department of Housing and Urban Development for Lead-Based Paint Hazard Reduction Program Grant, authorizing and directing... Submitted By: Destiny Software, Administration Services	AI-387	<input type="checkbox"/>	<input type="button" value="Att"/>	<input type="button" value="Task"/>	<input type="checkbox"/>

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2018 Q2 180517

Task Tracker (New)

Meeting: 07/12/2018 - Longview City Council Agenda

8. A. Resolution to approve the FY18-19 One-Year Consolidated Action Plan and the accompanying budgets and supporting policy documents. The City of Longview administers its grant programs according to HUD approved plan documents. The FY18-19 Action Plan and accompanying Community Development Block Grant (CDBG) and HOME budget documents have been available for review in the Housing and Community Development Office, at City Hall, at the Public Library, and on the City of Longview Website. The FY18-19 budgets were published for review on April 27, 2018.

Form #:	<input type="text"/>	<input type="button" value="Search"/>	
Department:	Administration Services <input type="button" value="v"/>		
Task:	<input type="text"/>		
Start Date:	<input type="text"/>	<input type="button" value="JUL 18"/>	Due Date:
		<input type="button" value="JUL 18"/>	<input type="text"/>
Task Status:	NEW <input type="button" value="v"/>	Reminder Date:	<input type="text"/>
		<input type="button" value="JUL 18"/>	
		Reminder Email:	Marj Smith Eric Hutchins Ken Haynes <input type="button" value="v"/>
Description:	<input type="text"/>		
	body		
Required Action:	<input type="text"/>		

Attachments

File to attach:	<input type="button" value="Browse..."/>	No file selected.
Link Name:	<input type="text"/>	<input type="button" value="Add"/>

COST SUMMARY:

AgendaQuick Hosted Plan

Upfront Cost with Managed Service Package

<i>Item & Description</i>	<i>Rate</i>	<i>Quantity</i>	<i>Yearly Cost</i>
AgendaQuick – Hosted Plan – Installation, Setup, Initial Online Training <ul style="list-style-type: none"> Unlimited Meeting Types (Boards, Committees, Commissions, Council Meetings, etc.); Unlimited Users; Site License; Installation and Setup Costs, Online Initial Admin & User Training 	\$ 4,800.00	1	\$ 4,800.00
AgendaQuick – Hosted Plan <ul style="list-style-type: none"> Unlimited Meeting Types, Unlimited Users, Site License Includes maintenance, support and service 	\$ 575.00	12	\$ 6,900.00
Total Yearly Cost:			\$ 11,700.00



WCAG 2.0 Accessibility Compliance

Swagit's captioning solutions meet Level A and Level AA WCAG 2.0 Accessibility Requirements for video.



Level A Compliance

An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such.

- **Swagit's CaptionPM solution meets the Level A requirements.**

CaptionPM is human assisted post-meeting captioning for video on demand, and provides synchronized closed captions for pre-recorded video content. Captioning is completed and aligned with event video within 4 business days of broadcast.

Level AA Compliance

Captions are provided for all live audio content in synchronized media.

- **Swagit's CaptionLive solution meets the Level AA requirements.**

CaptionLive is Human Assisted Real-time Transcription (HART). Captions are created as an event takes place, utilizing a live transcriber. Swagit can provide real-time captioning for live programming, as well as sync those captions for on-demand usage after the event has come to its completion. Captioning through Swagit can be distributed to both TV and the Web simultaneously, if needed.



CITY COUNCIL AGENDA ITEM COVER MEMO

December 16, 2019

To: Mayor and City Council
Agenda Item: 2(h) Discuss and consider a candidate(s) to serve on the Parks Board.
Submitted by: Maria Jackson, City Secretary

SYNOPSIS

Discuss and consider a candidate(s) to serve on the Parks Board.

BACKGROUND

On December 10, 2019, the City received notification from Mr. Adrian Matteucci that he would be moving outside the boundaries of Missouri City and would step down from the Parks Board effective December 31, 2019.

On December 11, 2019, Mayor Ford requested to appoint a representative to fill the vacated seat, effective January 1, 2020.

PARKS BOARD

Members & Functions The Parks Board serves in an advisory capacity to City Council on parks and recreation policy matters.

- Position 4 – **Resignation from Adrian Matteucci effective December 31, 2019**

PARKS BOARD CANDIDATES

The following Parks Board candidates are interested in serving the board:

1. Kymberly McMorries – *interviewed by City Council on Monday, May 13, 2019*
2. Valore Lott – *interviewed by City Council on Thursday, December 5, 2019*
3. Reggie Abraham – *interviewed by City Council on Thursday, December 5, 2019*
4. Lewis Charles – *interviewed by City Council on Thursday, December 5, 2019*
5. Ashley Holloway – *unable to attend the December 5th interview session*

SUPPORTING MATERIALS

1. Parks Board Roster
2. Chapter 74 - Parks and Recreation, Division 1. - Parks Board
3. Parks Board Applicants

STAFF'S RECOMMENDATION

Discuss and consider a candidate(s) to serve on the Parks Board.

Director Approval: Maria Jackson, City Secretary



(2020-2021) PARKS BOARD

ROSTER

Name	Position	Term Expire	Meeting Date when first appointed	Phone Number(s) and email addresses	District
Victoria Porter	Position 1	6/30/2021	07/17/2017		D
Thomasine Johnson	Position 2	6/30/2020	07/1/2013		B
Raj Joseph	Position 3	6/30/2021	12/5/2019		C
Resignation from Adrian Matteucci effective December 31, 2019	Position 4	6/30/2020	07/06/2015		D
Claudia Iveth Garcia	Position 5	6/30/2021	05/20/2019		B
Sharman McGilbert	Position 6 Co-Chairman	6/30/2020	07/16/2007		A
Diane Giltner	Position 7	6/30/2021	07/18/2011		C
Brian Merchant	Position 8	6/30/2020	07/17/2017		B
Llarance Turner	Position 9 Chairman	6/30/2019	10/1/2001		A
Don Johnson	Position 10	6/30/2020	08/17/2009		D
J.R. Atkins	Position 11	6/30/2021	06/20/2016		C
Buddy Snyder	Position 12	6/30/2020	07/21/2014		B
Leslie Mack Jr.	Position 13	6/30/2021	05/20/2019		B

Chapter 74 - PARKS AND RECREATION

DIVISION 1. - PARKS BOARD

Sec. 74-31. - Establishment, membership, and compensation of members.

There is hereby created and established a parks board in and for the city. The parks board shall consist of an odd number of members that shall be not less than seven members and not more than 13 members as set by the city council. The members of the parks board shall be appointed by the mayor subject to confirmation by the city council. Members of the parks board shall serve without compensation, and each shall be a resident of the city.

(Ord. No. O-17-29, § 2, 9-5-2017)

Sec. 74-32. - Terms of members.

- (a) The terms of the members of the parks board shall be for two years and shall be as follows:
 - (1) The terms of the odd-numbered positions shall be from July 1 of each odd-numbered year until June 30 of the next odd-numbered year.
 - (2) The terms of the even-numbered positions shall be from July 1 of each even-numbered year until June 30 of the next even-numbered year.
- (b) The terms of such members shall continue until their successors have been appointed and confirmed. A vacancy of a position for any reason shall be filled by appointment as provided in section 74-31, and the duration of such appointment shall be for the remainder of the term of the position.

(Ord. No. O-17-29, § 2, 9-5-2017)

Sec. 74-33. - Officers, rules of procedure, and records.

The parks board shall organize by electing from its membership a chair and a vice-chair, each of whom shall hold office for one year or until his successor shall have been elected. Five board members shall constitute a quorum for the transaction of the parks board business. The parks board may adopt its own rules of procedure for the conduct of its business, subject to the approval of such rules by the city council. The parks board shall keep a record of its proceedings and shall file the record with the city secretary.

(Ord. No. O-17-29, § 2, 9-5-2017)

Sec. 74-34. - Duties.

Except as provided in subsection (7) of this section, the parks board shall serve in an advisory capacity to the city council regarding policy matters pertaining to city parks. The parks board shall have the following specific purposes:

- (1) Solicit funds, gifts and bequests for park acquisitions, additions and improvements;
- (2) Review and make advisory recommendations to the city council on proposed park acquisitions, additions and improvements;
- (3) Review and make advisory recommendations on park and recreation matters submitted by the director or the city council;
- (4) Promote and stimulate public interest in parks and recreational programs, and assist the director in solicitation of the cooperation of public and private agencies that may have a direct or indirect involvement in parks and recreation;
- (5) Review and make advisory recommendations on amendments to this chapter to the city council;
- (6) Review and make advisory recommendations on adoption of, changes, modifications and amendments to rules promulgated by the director in accordance with this chapter; and
- (7) Review and approve or deny applications for RSA designation or applications for renewal of RSA designation, and revoke RSA designations in accordance with this chapter.

(Ord. No. O-17-29, § 2, 9-5-2017)

Sec. 74-35. - Board not empowered to obligate city.

Except as provided in section 74-34(7), the parks board shall have no right, power or authority to obligate or bind the city in any manner whatsoever.

(Ord. No. O-17-29, § 2, 9-5-2017)



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Valore Lott _____ D _____
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

QUAIL VALLEY EAST Section : 4
Subdivision

_____ **Phone Number** _____ **Email Address**

Real Estate Broker/RE/MAX Fine Properties
Occupation

B.S. & M.S. TSU
Education

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

Explain why::
1.Avid national, state, & local park visitor
2.Naturalist
3.Active BabyBoomer

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

1.Secretary - Missouri City AARP (Approx 7 yrs)
2.Meals on Wheels Home Delivery volunteer (10yrs) & Volunteer Advisory Board

Hobbies/Personal/Family Interests::

Travel, Fishing, Reading, Road-tripping

References (optional)::

No response

Length of residence in the City::

35 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

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

Submission Date:: March 10, 2019

Signature of Applicant:: Valore Lott



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Reggie Abraham _____ C
Name **District**

_____ Missouri City, Texas 77459
Address **City, State, Zip Code**

HERITAGE COLONY AT FIRST COLONY Section : 1
Subdivision

_____ **Phone Number** _____ **Email Address**

CEO/Managing Partner _____

True Care Surgical Center _____

Occupation

Doctorate, Management & Organizational Leadership _____

Education

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

Zoning Board of Adjustments and Appeals. Position 5, Parks Board, TIRZ #3 _____

Explain why::

I have lived in Missouri City for 33 years. I would like the opportunity to be a voice for the people who live in our community. _____

I am also interested in the position below if TIRR position is already taken. _____

Parks Board, Position 3 _____

TIRZ #3 Board, Position 2 _____

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

I have sat on Fort Bend ISD committee's for zoning and building improvement committees. I am also very passionate about our community and like to be involved in making our city a great place to live.

Hobbies/Personal/Family Interests::

I volunteer for the Houston Livestock Show and Rodeo and been involved for over 7 years.

I enjoy playing golf at Quail Valley Golf Club

I play soccer at our community centers in Missouri City.

I have a family of 6 which includes my wife (Evelyn), 2 sons (Mathew & Andrew), and daughter's (Hannah & my dog Emily)

References (optional)::

None referenced

Length of residence in the City::

33 years

Are you a registered voter?::

Yes

If available, please attach your resume::

Reggie Abraham CV.doc

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

Submission Date:: October 9, 2019

Signature of Applicant:: Reggie Abraham

Reggie Abraham, DM, MHA, MBA

Summary of Qualifications

- Over eighteen years of experience in the field of healthcare in private physician groups, physician organizations, urgent care, on-site clinics, ancillary services, and hospitals.
- Executive level experience with a strong emphasis in operations management, revenue cycle management, human resources management, and fiscal management.
- Extensive experience in Health Information Management, Electronic Health Records, Practice Management Systems.
- Outstanding leadership qualities and excellent management skills, including significant experience in hospitals, physician practices, ancillary services, and telemedicine.
- High degree of initiative with a solid work ethic, sound judgment, excellent decision making skills, and a professional demeanor.
- Exceptional communication skills, problem solving capabilities, excellent analytical skills and organizational skills.
- Experience in establishing and maintaining effective working relationships with superiors, employees, policymaking bodies, third party payers, patients, and the public.

Professional Experience

Axis One Source, LLC, 2018
CEO/Managing Partner
True Care Surgical Center

- True Care Surgical Center Management
- Physician practice management consulting services
- Revenue cycle management
- Credentialing and managed care contracting
- Business development
- IT management including PM, EHR, HIM
- Physician, clerical, administrative, and clinical staffing
- Development of ancillary services
- Occupational health services, new business development and management
- Urgent care start-ups and management
- Space, design, and construction of healthcare facilities
- IT support
- Website design and development
- Development of on-site clinic for employer groups who are self insured for occupational health services

US Pain & Spine Institute, 2016 – 2018
Chief Operating Officer

- Operational oversight of a multi-disciplinary healthcare company consisting of a seven bed hospital, Ambulatory Surgery Center, eight pain management clinics, primary care and wellness clinic, three pharmacies, two labs, and three diagnostic imaging centers.
- New business development with focus on new service lines and market current book of business.
- Developed a Personal Injury platform as a new service line to facilitate cases at the hospital and the out-of-network surgery center.
- Direct over-sight of revenue cycle management through an external billing & collections company maintaining collections rate and days in AR compared to MGMA benchmarks.
- Directly involved in new business development for all service lines, including establishing and maintaining good relationships with external referral sources.
- Directly involved with the seamless conversion and transition of practice management software for revenue cycle management.
- Manage Human Resource functions for the several departments with regards to: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations, and salary planning.
- Budgeting and fiscal oversight of all the different service lines to ensure profitability. Implemented a platform for MACRA and Merit-based Incentive Payment System to not only avoid a penalty, rather to earn a bonus payment by reporting the required measures.
- Instrumental in establishing and successfully implementing a tele-medicine platform.

Westfield Urgent Care, 2014 – 2016
Chief Executive Officer

- Implementation and management of Onsite Health Clinics for employers that are self-insured and have more than 250 employees.
- Focus on finding innovative ways to improve healthcare in the work place, especially given the recent trends of budget cuts and change increases to healthcare policy.
- Collaboratively work with self-insured employer groups to create a customized on-site clinic, based on their needs, goals, and cultures.
- Dedicated to changing the conversation about healthcare in the workplace by providing cost-effective, quality care to employees on-site and thereby creating a thriving work environment.
- Instrumental in starting an Urgent Care center November of 2014.
- Involved in all aspects of management of the center from HR, Financial Management, Compliance, day-to-day operations, Revenue Cycle, Contracting, Marketing, and Facilities Management.
- Develop additional locations for urgent care centers across Houston.
- Business development with focus on occupational health services to local school districts and small to medium size local businesses.

- Established relationships with local businesses to provide occupational health services on a direct contract basis with no insurance billing.

University of Texas Health, Houston, 2010 – 2014

UTHS

Director, Management Operations

- Plan, implement, and control operational, financial, administrative and activities in the areas of clinical practice and education.
- Design and evaluate operational and financial models; prepare and implement business and strategic plans, and develop and maintain administrative infrastructure for efficient and financially sound operations.
- Develop, implement, and monitor budget for multiple funding sources and ensure budget compliance.
- Manage departmental facilities, procurement activities, equipment purchases, and equipment inventory.
- Serve as the designated responsible party for financial reporting for the department.
- Prepare and interpret financial analyses to better support the department's mission.
- Manage contracts for professional services, processing contractual agreements, invoicing and collection activities to ensure a positive margin.
- Manage Human Resource functions for the department with regards to: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations, and salary planning.
- Responsible for the design, execution and effectiveness of a system of internal controls which provides reasonable assurance that operations are effective and efficient, assets are safeguarded; financial information is reliable and compliant with applicable laws, regulations, policies and procedures.

Southside Group of Companies, 2010 – 2010

Vice President, Operations

- Direct oversight of operations of several divisions of Southside Group of Companies including: Southside Healthcare Solutions, Southside Home Health, Durable Medical Equipment, Physician Clinics, Southside Sleep Center, and Southside Infusion
- Operating budget of over \$20 million
- HR responsibility for the organization as the Director of HR.
- Established a Pulmonary and Pain clinic from ground up including a pulmonary rehab facility and sleep center
- Direct oversight of Operations, fiscal management, facilities management, human resources, revenue cycle management, marketing and new business development, and corporate compliance

Methodist Health System, 2006 – 2010

Administrator – Department of Obstetrics & Gynecology

- Develop the annual Departmental budget, including revenue projections and justification of expenditures.

- Collaborated with the Department Chairman and Faculty to develop long-range projections and financial plans, maintain appropriate analyses, and recommend necessary adjustments.
- Assume primary responsibility for the fiscal administration and integrity of the Department including purchasing, capital equipment, inventory management, monthly account management and reports, and grants management.
- Participate in strategic planning for the Department regarding operations and new program development.
- Responsible for the hiring, training, development, and evaluation of the administrative, technical and clerical work force of the Department. Direct, assign, coordinate and review the staff within the Department.
- Handle and coordinate with Human Resources personnel activities including, but not limited to wage and salary administration, development of position descriptions, orientation and training of new staff, and employee relations.
- Responsible for promoting a customer service orientation throughout the Department.
- Work with Department Chairman and Division Chiefs on faculty recruitment, promotion and credentialing and practice plan administration.
- In conjunction with the Department Chairman and Faculty, complete space and resource planning for the Department, working closely with each Division in identifying and prioritizing the Department's administrative, clinical, educational and research resource needs, including addressing space allocation and renovation issues.
- Maintain direct fiscal and management responsibility for all equipment and personnel in clinical sites.
- Ensure Departmental compliance with all state and federal regulatory agencies, CMMS, HIPAA, EEOC, etc.
- Responsible for the effective operation of all billing and collections operations in the Department.
- Ensure charges are effectively captured, accurately coded and appropriately documented.
- Responsible for management of pre- and post-awards research administration, including budget development and review for all grants submitted by the Department.

Pediatric Center, 2001 – 2006

Administrator

- Provide leadership and direction to all the clinical, administrative and financial functions of the organization.
- Manage the administrative infrastructure of the company to achieve the business goals efficiently and profitably.
- Oversee daily operations, fiscal management, human resources, new business development, billing and collections, contract negotiations, payroll, staff evaluation and review process, physician recruiting, practice expansion, marketing, compensation and benefits, financial management and budgeting.
- Supervise directors and managers and oversee the activities of all clinic staff and activities.
- Provide direct oversight for all accounting and financial functions of the organization.

Bellaire Dermatology Associates, 2000 – 2001

Administrator

- Provide leadership to all clinical and administrative staff.
- Negotiated new managed care contracts and re-negotiated reimbursement rates on existing managed care contracts.
- Human resources management, responsible for the overall management of staff and related functions, accounting, staff payroll and benefits.
- Identify new business development opportunities, established and maintained relations with employers, insurers, and patients, marketing, and sales.
- Implemented procedure and policy manuals. Onsite IT support administrator for hardware and medical software.
- Directly involved in the sales and marketing of dermatology and cosmetic products and services.
- Provided employee guidance and counseling as needed. Managed employee morale to meet company goals and objectives.
- Annual budget preparation for various service lines, including product sales and dermatology services
- Oversight for all accounting and financial functions of the organization.
- Directly involved with the transition of the EHR system with included data conversion and transfer of accounting information.

Memorial Hermann Healthnetwork Providers, 1997 – 2000

Manager, Contracting/Provider Relations

- Responsible for management of provider relations and contracting.
- Negotiated new contracts and also contract renewals and re-negotiations.
- Spear headed the education and communication concerning provider relations and contracting to physicians and their office staff.
- Regulated and accessed on a continuous basis pricing and/or reimbursement rates for physician contracts with managed care organizations

Education

DM - Doctorate in Management and Organizational Leadership, University of Phoenix

MHA - Master of Healthcare Administration, University of Houston, Clear Lake (UHCL)

MBA - Master of Business Administration, UHCL

BS - Bachelor of Science in Healthcare Administration with concentration in Finance, UHCL

Computer skills

Microsoft Office: MS Project, Word, Excel, PowerPoint, Outlook

Practice Management Software: eClinical Works, McKesson Practice Partner, Medical Manager (Intergrity), Medisoft, Vantage Med, eClinical, Athena Health, Allscripts.

Health Information Management

IT Administration: Computer software, hardware, networking.

Awards

President – Medical Group Management Association, Gulf Coast Division at University of Houston, Clear Lake

Awarded a certificate of completion in mediation and dispute resolution from University of Houston, Clear Lake



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Charles Lewis Jr. _____ D _____
Name **District**

_____ Missouri City, Texas 77459 _____
Address **City, State, Zip Code**

QUAIL PARK PATIO HOMES Section : 1 _____
Subdivision

_____ **Phone Number** _____ **Email Address** _____

2nd year law student _____
Occupation

Texas Tech-- History, Political Science, Thurgood Marshall School of Law _____
Education

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

Explain why::
The city needs a voice of the future. Also I believe that the Freedom Tree is being deeply neglected by the city. The Freedom Tree is Missouri City's greatest gem, it deserves respect from the park board. _____

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

A resident who has a deep passion and love for Missouri City. Also I am a person who has an uplifting vision for the future of this city, who want to see growth with progressive ideas. _____

Hobbies/Personal/Family Interests::

Visiting museums and viewing street art in Houston, reading and running when not busy with school. Traveling to new cities around the world and in the U.S.

References (optional)::

No response

Length of residence in the City::

20 years

Are you a registered voter?::

Yes

If available, please attach your resume::

resume final.docx

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

Submission Date:: April 1, 2019

Signature of Applicant:: Charles Lewis Jr.

CHARLES LEWIS

EDUCATION

Texas Southern University, Thurgood Marshall School of Law, Houston Texas May 2020
Juris Doctor Candidate, GPA: 3.05, Top 20%

- *Thurgood Marshall Law Review*
- Dean's List
- 1L Property Tutor

Texas Tech University, Lubbock Texas

Double Major, Bachelor of Arts in Political Science and History
Minor in Spanish, GPA: 3.0

- Dean's List, (2014-2016)
- Texas Tech History Club, (2016-2017)
- Texas Tech Center: Seville, Seville, Spain, Study Abroad Program Participant (Fall 2015)

EXPERIENCE

TJ Davis Law Firm, PLLC, Houston, Texas 7/2018-Present
Law Clerk

- Drafted discovery requests, nondisclosure agreements, and court filings.
- Prepared and compiled deposition briefs and evidence for trial for criminal litigation
- Assisted with client intake and managed database of over 150 clients and open case files.

Longshoremen's Association Local 1351, Houston, Texas

Longshoreman Clerk 7/2017 – Present

- Scheduled streamlined the efficiency of the work place
- Developed a diverse work environment among employees
- Oversaw the organization of incoming and outgoing shipment

Texas Tech University Hospitality Services, Lubbock, Texas

Student Manager 1/2016 - 5/2017

Hospitality Assistant 4/2014 - 5/2015

- Coordinated responsibility for setting goals, and distributing tasks among employees

Marco's Pizza, Missouri City

Team Leader/Driver 5/2015 - 8/2015

- Conducted efficient customer service and communication skills

SKILLS AND INTEREST

- Intermediate Spanish
- Long-distances running
- Enjoy history and exploring new cities and cuisines



CITY OF MISSOURI CITY

BOARD/COMMITTEE/COMMISSION APPLICATION

Ashley Holloway
Name

B
District

Address

Missouri City, Texas 77489
City, State, Zip Code

HUNTERS GLEN Section : 5A
Subdivision

Phone Number

Email Address

Registered Nurse
Occupation

No response.
Education

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

Community Development Advisory Committee or Parks Board

Explain why::

I have been a citizen of Missouri City for 34 years. I have seen drastic changes within Missouri City over these past years. Unfortunately, the citizens of Texas Parkway/2234 do not have the same quality of business and beautification as our sister street Highway 6. I would like to be an advocate for the long time citizens of Old Missouri City, such as myself. The library, HCC, and Discount Tire are all very nice, but the old movie theater strip, and Shipley Donut strip should be either renovated or torn down and rebuilt.

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

I am involved with the marriage ministry and children's ministry of Christian Bible Church. I love my city which is why I had my house built in Hunter's Glen 5. I was raised in Hunter's Point Estate.

Hobbies/Personal/Family Interests::

Cooking, Exercising, Jogging, Listening to Music, Writing Plays, Going to Church, Gardening, Playing with My Kids

References (optional)::

Darryl Smith

Length of residence in the City::

34 years

Are you a registered voter?::

Yes

If available, please attach your resume::

No file was uploaded

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

Submission Date:: February 27, 2019

Signature of Applicant:: Ashley Holloway