



Missouri City Parks Board

Jason Mangum, Director
Randy Troxell, Assistant Director
Kevin Browne, Recreation Superintendent
Barry Hamilton, Parks Superintendent
J.R. Atkins, Board Member
Claudia Iveth Garcia, Board Member
Diane Giltner, Board Member
Raj Joseph, Board Member
Llarance Turner, Chairman

Don Johnson, Board Member
Thomasine Johnson, Board Member
Leslie Mack, Jr., Board Member
Mary Ross, Board Member
Sharman McGilbert, Board Member
Brian Merchant, Board Member
Victoria Porter, Board Member
Buddy Snyder, Vice-Chair

PARKS BOARD MEETING AGENDA THURSDAY, MARCH 5, 2020

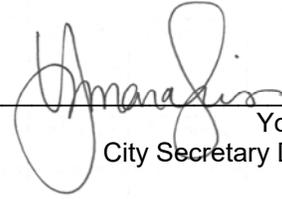
Notice is hereby given of a **Parks Board Meeting** to be held on Thursday, March 5th, 2020, at **7:00 p.m.** at: **City Hall Council Chamber, 2nd floor**, 1522 Texas Parkway, Missouri City, Texas 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The Parks Board 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. **CONSIDER APPROVAL OF THE FEBRUARY 6, 2020 PARKS BOARD MEETING MINUTES**
3. **PUBLIC COMMENTS**
4. **UPDATE ON THE VETERANS MEMORIAL PROJECT**
5. **UPDATE ON THE PARKS FOUNDATION**
6. **UPDATE ON THE OUTDOOR ART POLICY**
7. **CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION RENEWALS**
 - a. *STAMO Pony Baseball*
 - b. *Missouri City Little League Baseball*
 - c. *Fun Fair Positive Soccer*
 - d. *RISE Soccer Club*
8. **OVERVIEW OF PARKLAND DEDICATION PURPOSE AND PROCEDURES**
Planning Manager: Jennifer Gomez
9. **STAFF REPORTS**
 - a. *Parks Projects: Assistant Parks & Recreation Director Randy Troxell*
 - b. *Parks Operations: Parks Superintendent Barry Hamilton*
 - c. *Recreation: Recreation Superintendent Kevin Browne*
10. **DIRECTORS REPORT**
Parks and Recreation Director: Jason Mangum
11. **BOARD REPORTS**
12. **ITEMS FOR NEXT AGENDA**
13. **ADJOURN**

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

CERTIFICATION

I certify that a copy of the March 5, 2020 agenda of items to be considered by the Missouri City Parks Board was posted on the City Hall bulletin board on March 2, 2020, at 4:00 p.m.



Yomara Frias
City Secretary Department

I certify that the attached notice was removed by me from the City Hall bulletin board on the ____ day of _____, 2020.

Signed: _____ Title: _____



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PARKS BOARD MEETING MINUTES THURSDAY, FEBRUARY 6, 2020

Notice is hereby given of a **Parks Board Meeting** to be held on Thursday, February 6th, 2019, at **7:00 p.m.** at: **City Hall Council Chamber, 2nd floor**, 1522 Texas Parkway, Missouri City, Texas 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The Parks Board 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.

Attendees:

Board members in attendance: Diane Giltner, Don Johnson, Vice-Chair Buddy Snyder, Brian Merchant, Chairman Llarance Turner, Sharman McGilbert, Claudia Yvette Garcia, Leslie Mack Jr., Victoria Porter, Thomasine Johnson, Raj Joseph and Mary Ross.

Absent were: J.R. Atkins

Staff in Attendance: Parks Superintendent Barry Hamilton, Assistant Director Randy Troxell, Recreation Superintendent Kevin Browne, Assistant City Attorney James Santangelo, Administrative Assistant Sydney Andrews, Recreation Manager Julia Thompson, Recreation Specialist Allison Vickery and Recreation Specialist Adam Lofters.

Others in Attendance: Margo Webb and Billy Hill 3rd

1. CALL TO ORDER

Chairman Turner called the meeting to order at 7:04 p.m.

2. WELCOME NEW BOARD MEMBERS AND STAFF

Board Member Raj Joseph introduced himself, a resident of Missouri City for 7.5 years and stated he is excited to be a part of Parks Board. Board Member Mary Ross introduced herself, a resident of Missouri City for 13 years and stated she can't wait to get to work. Recreation Specialist Allison Vickery of Senior Programs and Special Events was also introduced to the Parks Board.

3. PRESENT MARGO WEBB WITH THE PARKS AND RECREATION EBONY GHEE VOLUNTEER OF THE YEAR AWARD

Chairman Turner presented Margo Webb with the Parks and Recreation Ebony Ghee Volunteer of the Year Award. Board Member Giltner gave a few words on behalf of Ms. Webb stating that Margo has been a great President for Missouri City Green. She has participated in Annual Recycling Events, Don't Mess with Texas Shred Offs, Water Conservations events and many more opportunities that enhance the quality life in Missouri City. Ms. Webb gratefully accepted the award.

4. CONSIDER APPROVAL OF THE NOVEMBER 7, 2019 PARKS BOARD MEETING MINUTES

Board Member Merchant made a motion to approve the November 7, 2019 minutes. Board Member Giltner seconded the motion. The vote was unanimous. **The motion passed.**

5. PUBLIC COMMENTS

Billy Hill 3rd of 2038 Green Crest Dr., President of Missouri City Little League, stated he was looking for an update on his organizations RSA to see if was being presented and approved. This item was moved to next month's agenda.

6. DISCUSSION OF A KITE FESTIVAL

Chairman Turner presented the Kite Festival item and turned it over to Vice-Chair Snyder to better explain his proposal of a Kite Festival. Vice-Chair Snyder referred to his proposal that was in agenda packet. Board Member Garcia made a suggestion to include Access Health, Texas Children's Health Plan, and Boys and Girls Club as sponsors for this event. Superintendent Browne commented MCTX Family Fest has similar events like flying and building kites. He stated that the department can incorporate Vice-Chair Snyder's ideas into MCTX Family Fest. MCTX Family Fest is scheduled for May 2nd, 2020 at Community Park from 4:00pm-7:00pm. The proposed park Vice-Chair Snyder mention (Independence Park) lacks the infrastructure needed to put on an event like this. Chairman Turner asked could the kite aspect of the event be highlighted more. Superintendent Browne answered yes it definitely can. Vice-Chair Snyder asked about being able to use the new boats at Community Park. Superintendent Browne stated they could be used at Community Park but, staff will not be certified until the end of May which will be after the event. Chairman Turner asked would the implementation of adding the kite aspect be able to be in this year MCTX Family Fest. Superintendent Browne answered yes. Board Member Garcia, Board Member Mack and Vice-Chair Snyder will be in charge of helping the department with enhancing the kite aspect of MCTX Family Fest. They will be contacting Recreation Specialist Daniele Stewart to talk more about the event. Board Member Porter commented on having a kite exhibit at this event. Board Member McGilbert mentioned having an advance kite flight demo class for people who attend the event.

7. STAFF REPORTS

a. Parks Projects: Assistant Parks & Recreation Director Randy Troxell

Assistant Director Troxell stated his report was in the agenda packet. There were no further questions. He gave updates on the signage project (referred to the packet for pictures), Roane Park's new addition to the playground, Mosley Park's added new sidewalk connection, the construction at American Legion Park, and The Freedom Tree Park Committee meeting with an architect to start planning designs for the park. Board Member T. Johnson, who is also a part of that committee commented on the committee trying to get Freedom Tree Park to connect to Community Park using a walking trail that will have historical significance going towards Freedom Tree Park.

b. Parks Operations: Parks Superintendent Barry Hamilton

Parks Superintendent stated his report was in the agenda packet. There were no further questions.

c. Recreation: Recreation Superintendent Kevin Browne

Recreation Superintendent Browne stated his report was in the agenda packet. There were no further questions. He did highlight upcoming events like Family Fun Night that is tomorrow on February 7th, the first Family Camp Out at Community Park on February 22nd, there will be a Park Clean-up also on February 22nd and that the department will be starting a new Chair Yoga Program on February 10th. Board Member D. Johnson asked will the gym be getting new equipment. Recreation Specialist Lofters answered yes the Recreation Center will be replacing and adding new equipment to the gym.

8. BOARD REPORTS

Board Member T. Johnson wanted to thank Parks Superintendent Hamilton for helping to decorate the float for the Snow Fest Parade. Board Member Giltner thanked Board Member T. Johnson for having the vision for the float. Board Member T. Johnson also wanted to

thank Recreation Manager Thompson for having presence at the Farmers Market. She also is trying to set up an art show and bike meet for future Farmers Markets. Chairman Turner had the opportunity to go to Black History Month Event and praised the Parks and Recreation Department on a job well done and thanked the department for the hard work they do. Board Member Giltner commented on how great Snow Fest was and to keep up the good work.

9. ITEMS FOR NEXT AGENDA

The next agenda will include an update on the Veterans Memorial Project, update on The Outdoor Art Policy, RSA approvals, a presentation of the process of a Parkland Dedication, Considering the Vrindavan Resort Parkland Dedication and an update on the Parks Foundation.

10. ADJOURN

With no further items to discuss, Chairman Turner adjourned the meeting at 7:55pm.

FUNDRAISING ACTION PLAN

2018-2020



MISSOURI CITY
PARKS FOUNDATION

SEPTEMBER 25, 2018

PREPARED BY ANGIE WIERZBICKI CONSULTING INC.

Property of Missouri City Parks Foundation



Mission: To facilitate public and private partnerships and investments to enhance community connectivity, open spaces, and park development to make Missouri City an even greater place to live, work and play.

Top Priorities and Goals

The goals and strategies outlined in this plan are based upon best-practice in the field of fundraising and committee and board work from the Missouri City Parks Foundation (MCPF). As with any plan, learning will happen along the way. Revisiting these goals and strategies at regular intervals and making necessary adjustments will be an important way to build this into a longer-term plan and make it relevant and useful.

Overall Goal

Build sustainable fundraising programs based both on *building donor commitment* and *diversifying the donor base*. This must be *achievable by a small but engaged board of directors, and possibly staff members*, leading to *growth in donor revenue one year over the next*.

Priorities

- Prioritize fundraising but be careful to adopt goals and strategies that can be accomplished given the limited board member and staff capacity.
- Increase the human resources dedicated to fundraising: ensure appropriate contractors or other staff are hired that can provide leadership and support for fundraising.
- Identify relevant foundations to apply for grant funds.
- Identify and cultivate donors, working to develop relationships with them, engaging them in the mission (can be done via special events or individual gifts or both).
- Ensure communications and marketing, specifically messaging and branding, are functioning and reflective of the Foundation.

Donor Revenue Goals

By establishing this plan focused on relationship-based donations, board engagement, and targeted fundraising, there is every reason to believe that MCPF can significantly increase its donor revenue. Goals are offered below. How fast growth happens is not only directly correlated with the amount of time the board and staff dedicate to the goals' specific activities, but also with the amount of time the board and staff dedicate to activities that are not within the established goals. For example, the more time taken away from high impact goals such as grantwriting or one major fundraising event, and given to smaller community engagement opportunities not directly related to cultivating donors, the less successful this organization will be in achieving the goals set forth.

This is not because smaller community engagement opportunities are not worthwhile in their own rights, but because the cost-benefit analysis does not usually favor newer organizations with limited resources and MCPF has limited organizational capacity now. Community engagement opportunities are simply an example, but they are a realistic example based on market research. You will never increase your revenues significantly with a shotgun approach. DO NOT TAKE YOUR EYES OFF THE GOALS.

Goals for Missouri City Parks Foundation to work on over the next 18 months (primarily) are the following:

1 – Implement one major fundraising event by end of 2019

2 – Develop grantwriting capacity

**note: although there are internal goals as to the projects and the funds needed, goals for income are not listed here as the organization is still in its infancy stage where funding goals often fluctuate*

3 – Cultivate individual donors

**note: after the first year of working on individual donors, the organization can add additional goals such as retain 90% of individual donors, or increase individual donations by 10%*

4 – Increase communication and marketing efforts

5 – Increase organizational capacity

All of these goals have activities and strategies that will be happening in the 4th quarter of 2018. So, there is much work to do and many balls to balance!

Fundraising Staffing

Two important elements of any achievable and ambitious fundraising plan are capacity and clarity. Capacity refers to the degree to which an organization has enough people committed to accomplishing the set of activities outlined in the plan. Clarity is about clearly specifying who is responsible for doing what on the team.

Capacity: Increased Human Resource

Exactly when it makes sense to bring on staffing to help with fundraising is based upon several factors: available resources to cover the costs associated with staffing, the capacity for the Board to supervise staff, and a clear and realistic plan for what staff will do and accomplish. Please note – every staff member or contract employee will need time to “settle in” and get in a rhythm. Board engagement will be critical during the first three months of their tenure. Setting realistic expectations about “return on investment” is important. Because the best fundraising is relationship-based and building relationships with donors takes time, it’s not uncommon for it to take a year or longer before the investment of human resources pays off in terms of significantly more resources raised.

The current MCPF staffing situation is non-existent, but about to grow, first with a contract bookkeeper, and then possibly other staff set out in Goal #5 below. The Board of Directors for MCPF has always been active with fundraising, but it is not uncommon for employees, once hired, to end up doing the majority of “asks,” stewardship and administrative duties that are essential to recruiting and retaining donors. The Board must

maintain its important role in not only bringing potential donors to the table, but also maintaining good relationships with them when it comes to the organization's needs.

It is recommended that MCPF plan to expand its staff and an action plan on doing so is included in the organizational capacity goal below.

Clarity: Roles and Responsibilities

Fundraising is a team sport. Even with dedicated fundraising staff, every single person in the organization plays a role in some way, big or small. This fundraising plan assumes everyone contributes in some way, but does outline some specific team members, as well as general "Board" duties in the goals below.

Goals and Strategies

Goal One: Implement One Major Fundraising Event by end of 2019

Goal	Target Audience	Timeline	Basic Tasks	Gross Income	Price Points	Costs	Board/Volunteer Roles	Team Members	Net Income
Spring 2019 Golf Tournament	-Corporations -Small Businesses -Individuals	Propose at 09/18 Board Meeting Prep starts October 2018 Event in mid-late Spring	-Securing Sponsorships -Individual Ticket Sales -Event Planning -Value Add-ons: Auction, Raffle, Ball Drop, etc.	\$80,000	Sponsorships – average \$1,500 Individuals - \$100 per person	\$30,000	-Securing Sponsorships -Encouraging Individual Ticket Sales -Facilitating Volunteer Committee -Securing other value add-ons - Making follow up Thank You calls	Committee TBD by Board	\$50,000 (63%)

Goal Two: Develop Grantwriting Capacity

Goal	Timeline	Basic Tasks	Board/Volunteer Roles	Team Members
1. Develop list of potential foundations that are a “good fit”	ONGOING	-Develop three-tiered system of potential foundations (MOST LIKELY, SOMEWHAT LIKELY, NOT LIKELY) to prioritize grantwriting	-Ensure volunteers/paid grantwriters have all the tools at their disposal (grant proposal template, 501c3 paperwork, budget, financial reports, changes in plans for organization, etc.)	Jim Browne E. Joyce Iyamu
2. Strategize The George Foundation “ask”	08-31-18	- Prepare and submit grant application	-Reach out to The George Foundation to ask questions and give a heads up on future proposal	Lisa Glenn Allen Owen Krystal Toups
3. Hire grantwriter	4 th Qr 2018	See Organizational Capacity in Goal 5		Jim Browne Lisa Glenn

4. Create grantwriting schedule according to foundations' due dates	Initial schedule drafted by 11-01-2018 Ongoing	- Research potential foundations and set up a spreadsheet to track their application due dates	- Ensure grants are being written on a timely basis	Jim Browne Lisa Glenn E. Joyce Iyamu
5. Identify Board-to-Board relationships	By 2-1-19	- Research and list board members' names of potential foundations and send to MCPF board to identify potential relationships	-If relationships found, contact foundation board member to let them know MCPF is submitting a grant application	BOARD

Goal Three: Cultivate Individual Donors

Goal	Target Audience	Timeline	Basic Tasks	Gross Income	Costs	Board/Volunteer Roles	Team Members	Net Income
1. Every board member makes annual donation	-Board Members	By December 31	-Ensure every board member understands duties -Allow for system to track	No min/max – significant contributions to each board member	0	-Make donation	Marvin Marcell Bill Odle	Unknown
2. Introductory Coffee/Happy Hour	-Potential supporters	Spring 2019 Possibly Fall 2019	-Small Event Planning (decide on date, secure location, send invitations, etc)	\$1000	In-Kind	-Plan Event -Invite Guests -Make Asks -Say Thank You & Follow Up	Patti Kaminski Tom Wilcox	\$1000

Goal Four: Increase Communications and Marketing Efforts

Goal	Timeline	Basic Tasks	Costs	Board/Volunteer Roles	Team Members
1. Hire website developer	10-31-18	-Quotes for website update and maintenance	\$2,500 annually	-Create priorities for website -Procure quotes	Jim Browne Patti Kaminski Anthony Snipes Krystal Toups
2. Create PR/Story and push to newspapers and magazines	11-30-18	-Create list of potential publications to work with -Develop "story" items - To go hand-in-hand with updated website content	In-kind	-Communicate appropriately and timely with publishers - Share with community members and friends	Lisa Glenn Patti Kaminski Anthony Snipes
3. Activate MCPF website	11-30-18	-Update website to be reflective of organization (also as a separate entity from the City) - Ensure donations can be collected on the website (may mean setting up a paypal or other account)	Included in cost above	- Communicate appropriately and timely with website developer - Ensure only one board member is the contact with developer (even if multiple board members create content and come up with ideas)	Jim Browne Patti Kaminski Anthony Snipes Krystal Toups
4. Create social media presence	1 st Qr 2019	- Create public profiles that are separate from City-sponsored profiles and reflect the organization	In-kind	-Once set up, "like", "follow" and participate in social media forums involving MCPF	Jim Browne Anthony Snipes
5. Maintain social media presence	ONGOING after setup	- Use best practices	In-kind	-See above -Although several people may maintain and update social media networks, assign a primary lead to each channel (Facebook, Twitter, Instagram)	Jim Browne Anthony Snipes Krystal Toups

Goal Five: Increase Organizational Capacity

Goal	Timeline	Basic Tasks	Costs	Board/Volunteer Roles	Team Members
1. Hire Contractor Bookkeeper/CPA	NOW	-Ensure Roles/Responsibilities clearly defined	\$3,000 for 2018-2019	-Welcome and initiate contractor to organization	Marvin Marcell Bill Odle
2. Hire Grantwriter	4 th Qr 2018	- Ensure Roles/Responsibilities clearly defined	\$5,000 for 2018-2019	-Welcome and initiate contractor to organization	Jim Browne Lisa Glenn
3. Board Organizational Development	1 st Qr 2019	- Decide on goals for possible retreat or other way to provide organizational development education/interaction - Research local “experts” to provide service	In-Kind	- See “basic tasks” - Attend and engage in organizational development opportunity - Put on board agenda 4 th Qr 2018	Bill Odle
4. Conduct Organizational Strategic Planning	4 th Qr 2019-2020	- Decide on goals for planning efforts and research companies	\$50,000	-See “basic tasks” - Needs to be incorporated into budget (process)	TBD/Board
5. Establish Advisory Council	1 st Qr 2020	- Develop guidelines and goals for Advisory Council - Develop list of potential members	\$0	-See “basic tasks”	TBD/Board
6. Hire Executive Director	2020	-Research and develop appropriate job description -Decide on hiring process -Human Resources (contractor vs W2, part-time vs full-tim)	TBD	-Lead and engage in the process	TBD/Board

Now that you have reviewed all five goals and their strategies and tasks, please remember capacity and clarity as you set about them. And always put your mission first. This plan can and should be revised and updated as necessary.

ARTS IN PUBLIC PLACES PROGRAM

ARTICLE I. - IN GENERAL

Section 17-1. Purpose

The ordinances in this chapter, including all sections now or hereafter amended, added or altered, shall constitute and be designated as the "Arts in Public Places Program," and may be so cited. The purpose of the Arts in Public Places Program is to create an enhanced visual environment for city residents, to commemorate the city's rich cultural diversity, integrate the work of artists into the development of the city's capital infrastructure improvements, and to promote tourism and economic vitality in the city through the artistic design of public spaces.

Section 17-2. Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. Any office referred to in this chapter by title shall include the person employed or appointed to that position and his duly authorized deputy or representative. Terms, phrases or words not expressly defined in this section are to be construed in accordance with the customary usage of such terms, phrases, or words. When necessary for a reasonable construction of this chapter, words in the singular shall include the plural, words in the plural shall include the singular, and words used or defined in one tense or form shall include other tenses or derivative forms.

- (a) *Administrator* means the administrator of the Arts in Public Places Program.
- (b) *Approving authority* means the city council when the expenditures for a project exceed \$50,000 and shall mean the city manager when the expenditures for a project are \$50,000 or less.
- (c) *Arts in public places* means any artistically designed feature that is a display, performance, or demonstration in a city park, right-of-way, or in the interior or on the exterior of any city facility. Arts in public places shall include a feature that enhances the aesthetics of a city structure, bridge, streetscape or park.
- (d) *Artist* means a practitioner in the visual and or performing arts, recognized by critics and peers as a professional with the ability to produce fine art.
- (e) *Artist registry* means the collection of artists and artworks used as a resource for the arts, the arts activities, and for the Arts in Public Places Program selection process.
- (f) *Arts on loan* means artwork provided to the city to display for a predetermined period, which must be returned to the lender or owner after the loan period has expired.
- (g) *Artwork or fine art* means, in the opinion of the city manager, all forms of original creations of visual art, which may be portable as well as permanent. Artwork or fine art includes, but is not limited to:
 - (1) Paintings of all media, including frescoes and murals;
 - (2) Sculpture of any form and in any material or combination of materials, including statues, monuments, fountains, arches, or other structures intended for ornamentation or commemoration;

(3) Inscriptions, stained glass, fiber works, carvings, mosaics, photographs, drawings, collages, textile works, and prints; and

(4) Artist-designed landscapes and earthworks, including the artistic placement of natural materials or other functional art objects.

(h) *City manager* means the city manager of the City of Missouri City, Texas.

(i) *Deaccessioning* means the removal, relocation, selling, auctioning, or trading of artworks owned by the city.

(j) *Donation* means arts or monies donated to the city from a private individual, institution, or other outside source.

(k) *Permanent arts in public places* means any permanent visual artwork displayed in a city park, rights-of-way, or the interior or exterior of any city facility.

(l) *Project or Art in public places project* means the processes of commissioning, acquiring, selecting or deaccessioning works of art on city property.

(m) *Project manager* means the city manager.

(n) *Public arts collection* means all city owned or controlled fine art.

Section 17-3. Applicability

(a) This chapter applies to all artwork constructed by, commissioned by, acquired by, loaned to, or donated to the city that is intended to be displayed, performed or demonstrated in a city park, right-of-way, or in the interior or on the exterior of any city facility for the purpose of public exhibition or use.

(b) This chapter does not apply to:

(1) Artworks mass produced or created primarily for media, merchandising, advertising, or commercial purposes;

(2) Artworks that are made by public or private school students as part of school curriculum or an approved extracurricular activity;

(3) Performances held during the city's annual events; or

(4) Artworks that are otherwise recognized by the city council in an ordinance as being outside the scope of this chapter.

Section 17-4. Arts in Public Places Administrator.

The city manager shall designate an administrator of the Arts in Public Places Program to perform the functions described in this chapter. The administrator is responsible for maintaining an inventory of the city's public art collection and serving as a liaison of the city to the Arts Commission.

Section 17-5. Arts Commission

(a) *Creation.* The Arts Commission is hereby created. The Arts Commission shall be composed of nine (9) individuals appointed by the city council. Each individual shall be assigned

a position and shall be designated, Commissioner Number 1 through Commissioner Number 9, as applicable. The Arts Commission shall be composed of four (4) community representatives and five (5) art professionals. The five (5) art professionals shall consist of at least one (1) curator and two (2) design professionals. Each commissioner serves a term of two-years and, upon the termination of such term, shall become a holdover commissioner, unless reappointed by the city council. The members of the commission shall serve at the pleasure of the city council and shall be subject to removal or replacement by the city council at any time with or without cause. A vacancy on said commission shall be filled by the city council for the unexpired term of such position. The members of said commission shall serve without compensation. Arts Commission commissioners shall have no term limits. The terms of the odd-numbered positions shall expire on June 30 of every odd-numbered year. The terms of the even-numbered positions shall expire on June 30 of every even-numbered year.

(b) *Powers and duties.* The Arts Commission shall advise and make recommendations to the appropriate approving authority, regarding arts in public places. At the first meeting of the Arts Commission, the members shall select a chair and vice chair and shall adopt rules to govern their meetings. A chair and a vice chair shall be selected by the Arts Commission by August 1 every year thereafter.

(c) *Arts in Public Places Subcommittee.* The Arts Commission may appoint a subcommittee that may include members of the community and other professionals of the arts community for projects, subject to the advice of the administrator and the consent of the appropriate approving authority for the project. An Arts in Public Places Subcommittee may develop the concept and budget for each project and implement the Arts in Public Places Program in a manner consistent with this chapter.

(d) *Arts in Public Places Master Plan.* The Arts Commission may approve a ten-year master plan of sites for arts in public places. The master plan shall identify current sites and future sites for arts in public places. The master plan shall include a list of pre-approved sites for the placement of artwork. These sites shall take into consideration the availability of water, electricity, security, and any additional infrastructure that may be necessary to support a specific piece of art.

(e) *Guidelines.* The Arts Commission, in consultation with the administrator, shall develop guidelines for the implementation of this chapter. The guidelines shall include methods to:

- (1) determine whether a project is appropriate for the display of art;
- (2) integrate art into a capital improvement project;
- (3) identify suitable artwork for a project;
- (4) competitively select artwork for display, performance or demonstration;
- (5) select and commission artists;
- (6) encourage the preservation of cultural artwork;
- (7) facilitate the preservation of artwork and artifacts that may be displaced by a project; and

(8) administer this chapter.

ARTICLE II. - FUNDING.

Section 17-6. Funding.

A Public Art Fund may be established and may be achieved through, but is not limited to, any of the following means:

(a) The city council may appropriate funds to select, acquire, and display art for the purposes set forth in this chapter.

(b) The city council may specify by ordinance that a percentage not to exceed one percent of the cost of a city capital infrastructure improvement project shall be used for fine arts projects at or near the site of the capital infrastructure improvement project, as established in V.T.C.A., Texas Government Code, § 444.029 of, as amended.

(1) Appropriations for fine art shall be a separate item in the capital improvement project's budget.

(2) This subsection (b) does not apply to a construction project with a construction budget that is less than \$250,000. If the city council determines that a capital improvement project is inappropriate for a display of art, the council shall transfer the appropriated funds to the Public Art Fund.

(c) The city council may accept artwork and monetary donations and gifts for the Public Art Fund, as established in Section 17-7 of this chapter.

(d) Contributions, commissions, appropriations, and donations shall be deposited into Public Art Fund and allocated for use at appropriate public sites. This does not authorize the transfer of funds from one project to another if a legal restriction on the source of such funds prohibits the transfer.

Section 17-7. Donations and Art on Loan.

(a) The city will consider donations of artwork and gifts of money for deposit into the Public Art Fund based on the circumstances and criteria outlined in this section. The city will consider accepting a donation or gift of money for deposit into the Public Art Fund provided that the donation or gift of money is not from a foreign source.

(b) All donations and gifts, whether financial or artistic, that are accepted by the city will be used or displayed, as recommended by the Arts Commission and approved by the city council.

(c) The Arts Commission shall provide the city council with a status update and recommendation on accepted artwork if such artwork is not utilized because of a failure to allocate funds, publicly display or install the artwork within one year of acceptance..

(d) The city shall control the location and arrangement of all temporary exhibitions, and reserves the right to reject any part of an exhibition or to change the manner of display of any exhibition.

Section 17-8. Budget Estimates.

A city department head who prepares a budget, authorization request, or appropriation request for a project may:

- (a) consult with the administrator; and
- (b) must indicate the funding source as provided in Section 17-6 .

ARTICLE III. - PROJECTS.

Section 17-21. Public Arts Project Development Criteria

Artwork displayed, demonstrated or performed shall meet the following criteria:

- (a) Artwork shall be of the highest aesthetic and enduring value created by an artist who has the necessary experience in working with arts committees and projects related to arts in public places and talent, as determined by peers in the field, to execute the accepted design;
- (b) The relationship of artworks and sites shall be considered in terms of integration of arts and architecture with landscape, social dynamics, local character and surrounding suburban context. Sites selected for art in public places shall be sufficiently accessible to the viewing public; and
- (c) Artwork shall be designed with consideration of minimum maintenance and requirements and maximum resistance to vandalism.

Section 17-22. Project Review and Art Recommendation.

- (a) Subject to the limitation of Subsection (b), the administrator shall review a project and make recommendations to the Arts Commission regarding appropriations for art and placement of the art. The Arts Commission may appoint an Arts in Public Places Committee to develop a full concept and budget for the project.
- (b) The administrator shall not recommend proposed art that requires extraordinary operation or maintenance expenses without the prior approval of the director of the department responsible for the art after installation and the city manager.
- (c) The Arts Commission shall review the final recommendation of the Arts in Public Places Committee and make a recommendation to the appropriate approving authority.

Section 17-23. Project Implementation and Documentation

- (a) Upon approval of the Arts Commission's recommendation, the appropriate approving authority shall contract with the artist(s) for services or for the purchase and installation of a specific artwork in a manner that is consistent with the city's purchasing policy. Art in public places project contracts shall require the artist(s) to produce, deliver, and install a work of art for a guaranteed maximum cost and by a predetermined time. Depending on the nature of the project, performance by the artist may be contractually ensured through phased payment for work completed or professional liability coverage. The administrator shall work with the artist to determine the appropriate budget for each project to ensure that all necessary costs are met, and the Arts Commission must approve the budget. In addition, the artist may be asked to make a presentation where the work is to be sited.

(b) Prior to the construction of artwork, the artist must obtain approval of the final design by both the administrator and the Arts Commission. In the case of an artist who has contracted with the City of Missouri City to produce specific artwork, approval of the design prior to the signing of that contract shall be considered sufficient. If, however, the design changes substantially from that which was initially approved, the artist must return to the Arts Commission for subsequent review. The administrator shall have full authority to determine what constitutes a substantial change in the design. In the case of a design team approach, it shall be the primary responsibility of the artist and the project manager to collaborate on the design of the artwork and its relationship with the site. The stage at which final approval of the design occurs will vary from project to project, and shall be specifically set out in the artist's contractual agreement with the City of Missouri City.

(c) All project consultants expressing interest in an eligible construction or renovation project shall be advised of the Arts in Public Places Program requirements and guidelines. The consultant selected and appropriate city representatives shall work closely with the administrator in the development of the artwork project and with the committee in the selection of the artist and artwork. The consultant shall incorporate the requirements of the artwork, if desired by the city, into the construction documents, including time of delivery and installation.

(d) On site activity in connection with the installation of artwork shall be handled by the artist, the administrator, and the appropriate city representatives within the departments having jurisdiction over the site.

(e) The administrator shall function as a liaison between the artist and the various city departments involved in the completion of each artwork project. In instances where construction matters cannot be resolved between the artist and the department, the project manager shall have final authority.

(f) The administrator shall establish and maintain appropriate records on each project, which shall include the contract with the artist, records of the Art Commission's actions, and, if applicable, any subcommittee's actions, interdepartmental agreements, all billings made in connection with the project, and all correspondence related to the project. In addition, the administrator shall maintain records particular to the project to ensure adequate standards of documentation, registration, care, and installation of the artwork.

ARTICLE IV. - COMPLETED ARTWORK.

Section 17-31. Placement of Artwork.

(a) Artwork donated to or purchased by the city may be located within the interior or the exterior of public spaces.

(b) If approved, the city's Public Arts Master Plan shall be utilized to identify pre-approved places for the placement of public artwork; however, the master plan shall not be a limiting factor in selecting locations not identified within the master plan. The master plan shall include a list of pre-approved sites for the placement of artwork. These sites shall take into consideration availability of water, electricity, security, and any additional infrastructure that may be necessary to support a specific piece of art.

(c) A donor of artwork may suggest to the city locations for the placement of such artwork. The Arts Commission will consider these suggestions, but is not required to recommend

placement in a location recommended by a donor. The city is not required to locate art in a location recommended by the donor of such artwork.

Section 17-32. Identification of Artwork

(a) Signage must include relevant information such as the name or theme of the artwork, the name of the artist(s), who the artwork is presented from, and the date the artwork was created and dedicated. Signage may also include a brief description of the art and who it was presented to (ie. City of Missouri). The signage should not distract from the artwork.

Section 17-33. Maintenance of Works of Art

(a) The Arts Commission shall make an annual review of the city's art collection for the purposes of a maintenance needs assessment. The Arts Commission, shall communicate those needs and the appropriate actions required to meet those needs to the various user departments.

(b) The artwork acquired through the Arts in Public Places Program become the property of the City of Missouri City and are held in trust by the user department. Therefore, the expenses associated with the routine maintenance and operation of each artwork shall be incurred by the user department and considered to be part of the routine maintenance of the facility. Routine maintenance shall be understood to include such things as the periodic cleaning of artwork and operational costs such as water, in the case of a fountain. Any substantive repair of the work, such as structural repair, shall be considered to be an expense of the related Public Art Fund. No maintenance or repair work shall be performed by the user department without the prior written consent of the administrator. Additionally, unless the artwork becomes a hazard or nuisance in the opinion of the city manager, the user department shall not move any artwork from the site for which it was selected, nor remove it from display, without the prior written consent of the administrator and in conformance with any restrictions regarding the source of funds for that work of art and Section 17-6 of this chapter.

(c) So far as practical, in the event repair of the artwork is required, the city may give the creating artist the opportunity to do that work for a reasonable fee, provided that the cost of the work is \$50,000 or less. Disputes concerning what constitutes a reasonable fee shall be determined by a panel of three visual art professionals, to be appointed by the Arts Commission, with knowledge of curatorial concerns. If the artist declines to perform the needed repairs for such a fee, the City may solicit bids from qualified conservators and award a contract to the conservator in accordance with the city's purchasing policies.

Section 17-34. Deaccession of Artwork

Upon recommendation of the Arts Commission, the city council may consider any of the following courses of action to deaccession of artworks:

(a) Sell or trade the artwork for fair market value in accordance with the city charter, city ordinances, state law, other laws, and applicable agreements;

(b) Remove the artwork from display and store the artwork; or

(c) Remove the artwork from display and dispose of the artwork in accordance with the city charter, city ordinances, state law, other laws, and applicable agreements.

DRAFT

Park Projects Update

February 2020

Ongoing Projects

American Legion Park

PZ: Parking lot Improvements

CIP: Pavilion, restrooms, electrical upgrades, water and sewer utilities. Kimley-Horn and Associates provided a conceptual master plan for the items mentioned. This plan shows placement of a restroom facility, pavilion, utilities and parking lot configuration. Staff and the Contractor (Bass Construction) held a Pre-Construction Meeting December 19th. Bass Construction was given the OK to start construction.

Work began on January 20, 2020. Estimated completion for this project is late spring of this year. **February progress; grading, parking lot forms set and scheduled for pouring on Tuesday March 3rd.**, selection of colors for the pavilion and restroom building will take place the first week of March. Underground sewer lines are being scheduled for early March.

Project Plan



January



February



February



Park Projects Update

Roane Park

PZ: Roane Park Playground addition proposal was approved by City Council in October. Lone Star Recreation of Texas is the selected Company to install the additional play equipment. **The New Playground equipment is complete and is opened to the Public**



Park Projects Update



Complete



Park Projects Update



Park Facilities Assessment

This document will help identify repair/replacement projects in our next CIP request cycle and Master Plan Update. [Staff is continuing to work on Priority 1-3 items at several park locations.](#)

Mosley Park

PZ: Staff is planning to have the parking lot resurfaced and striped. In addition, plans to construct and install a new park sign are in the beginning phase. Updates will be provided as those details are confirmed.



Park Projects Update

Bicentennial Park

PZ 3: Park Assessment Priority 1 items for Bicentennial Park are being planned by Staff. Items for improvement include ADA access, area lighting, repairs to playground border, swing, benches and picnic tables, water meter connections and replacing the perimeter fencing. Surfacing in the playground has been upgraded.

Herrin Tract

PZ: TBG was selected to begin a study of this undeveloped park property. The first phase in this process is Discovery and to develop a concept for development. A Final Plan was received and is under review by Staff. January 14, the plan was presented to City Council.

Freedom Tree Park

CIP: Halff and Associates Landscape Architects presented two design options on January 29th to the Freedom Tree Committee. Halff will take the input from the meeting and modify the Concept plan for further review in the near future.

Monthly Report

February, 2019

Park Maintenance - weekly

Inspected all park properties including; playgrounds, park amenities and trails
Litter collection completed at all park locations
Finish mowed as needed
Dragged the infields at the softball complex in Community Park
Leveled the surfacing at all playgrounds
Striped the lighted field for lacrosse at Hunters Glen Park

Other Items

Conducted our monthly playground inspections
Performed our monthly safety training
Set up the auditorium for the Dad and Daughter Dance
Provided logistical support for the Electronic Recycle Event
Completed installation of 2 new benches on Oyster Creek Trail
Removed fencing at American Legion Park to prepare for new construction
All staff attended a Playground Inspection and Safety webinar
Removed a broken slide and ordered a replacement at Hunters Trail Park
Installed an infield drag on new ball field rake
Installed "flubber pods" on the playground netting at Oak Hill Park to facilitate its use by younger children
Replaced bases on softball field 4 at StaMo Sports Complex
Removed old bleachers from the Little League Complex at Community Park
Delivered/picked up tables and chairs to/from the EOC for firefighter testing
Removed graffiti from pavilion 4 at Community Park
Took down artwork at the Visitor's Center
Set up for and provided logistical support for the Black History Month Kickoff Celebration
Added DG to repair damage on Hunters Glen Trail
Removed Dad and Daughter Dance signs
Treated for ants as needed
Repaired fencing at the softball complex in Community Park
Removed graffiti from the skatepark at Community Park
Moved infield mix into storage bins at the little league complex at Community Park
Replaced missing pickets in the railings of the tower at Buffalo Run Park
Performed maintenance on the softball fields at StaMo Sports Complex
Repaired a commode at Ridgeview Park
Repaired a urinal and drinking fountain in pavilion 4 of Community Park
Repaired the door on the library box at MacNaughton Park
Installed new barrel holders at the pavilion at MacNaughton Park
Repaired a fence at StaMo Sports Complex
Removed old playground debris from Roane Park
Began repairing bleachers and the batting cage at the little league complex at Community Park
Put out signs for Black History Month and Census 2020
Painted the posts on all pavilions at Community Park
Provided logistical support for the park clean up at Buffalo Run Park and the camp out at Community Park

Monthly Report

Removed and spread playground surfacing spoils at generated by the new playground installation at Roane Park

Repaired lights and commodes in pavilion 1 at Community Park

Repaired the security lights in the softball complex at Community Park

Forestry/Horticulture

Buffalo Run Park forest clearing

Ridgeview Park prune, chip, herbicide treatment

E-Recycle event

Jonathan Arboriculture 101 training

Planted 1 tree at Roane Park

Planted 2 trees at Ridgeview Park

Planted 34 trees at Community Park

Black History Month event prep

Planted 2 trees and mulched all west side trees at Ridgeview Park

Buffalo Run Park forest clearing

HAUFC Tree Planting Event

Jonathan Arboriculture 101- part 2

Forest clearing at Buffalo Run Park & Independence Blvd Art Park

Mulch Community Park east side

Sod around Buffalo Run Park playground

Herbicide spraying at 2 parks

Planted 4 trees at Quail Green West Park



New Plantings & Features

In preparation of the new construction at American Legion Park, two trees were removed and two trees were relocated to the southern end of the park. These trees sat where the new pavilion and walkway will be installed.

14 new trees were planted at Quail Valley North Park. These plantings were designed to add shade and a visual buffer between the park and new housing subdivision being built directly west of the park.



46 new trees were planted at Community Park, along the east side of the park. The planting was designed to add a vegetation screen & enhance wildlife habitat between the park and Mustang Bayou. 10 of these trees were purchased in dedication to the Whitehead family as part of the Memorial Tree Program.

1 dead tree replacement was planted at Roane Park and 2 were planted at Ridgeview Park.

Tree Pruning & Landscape Maintenance

The city once-again collected used Christmas trees at the old Recycling Center. These trees were chipped, mulched and will be re-used in parks.

All trees around City Hall & the Community Center were pruned and mulched. All trees and shrubs along the west & south side of Ridgeview Park were pruned, fertilized, and mulched.

Extensive forest management was conducted at Buffalo Run Park. This work entailed removal of invasive & aggressive species, thinning for better forest regeneration, and structural pruning of remaining trees. Work was focused in locations close to Pavilions #'s 1 & 2 and along the trails. This work will continue throughout the winter months.



Outreach & Education

The City Forester has been working closely with the Public Works Department and TXDOT regarding the upcoming landscape enhancements along Texas parkway & Cartwright Rd. These enhancements will be installed by TXDOT's contractor and maintained by TXDOT for 1 year after construction, then passed along to the city for maintenance. All existing median trees and shrubs will be removed on Cartwright Rd, between Tx Parkway and Murphy Rd.

On 1/16 the City Forester gave an interview and tour of the Edible Arbor Trail to Fox 26 News. The special will be aired as part of their local spotlight programming.

Jonathan attended the first phase of the Arboriculture 101 training in Bryan, Texas. This training is designed to give extensive training on most aspects of arboriculture and prepare attendees to take their arborist certification exam.

The Missouri City Parks Department partnered with Missouri City Green once again to host an Electronics Collection Event at PSHQ on 1/25.

The Nichols Family of Quail Valley have once again extended their generosity to finance the Missouri City Tree Challenge for the 8th planting season in a row. Any trees purchased through the program through the Memorial Tree Program or Tree Challenge shall be matched until the end of the 2021 planting season.



Recreation Superintendent's Report – February 2020

Tennis:

- Junior tennis – 45
- Adaptive tennis - 9
- Mixed Doubles Tournament - 26

Recreation and Athletics:

- Open Play Pickle Ball (M-W-F) - 349
- HIIT (M-W)- 97
- U-Jam (T-TR-S) - 186
- Gentle Yoga (W-F) -106
- Yoga (W-S)- 65
- Senior Strength – 241
- Tai Chi - 5
- Karate – 23

Seniors:

- Acrylic Painting – 14
- Bingo - 79
- Mah-Jongg/Open Play Games day – 49
- Senior trip to Bellville - 49
- Foodies - 20
- Afternoon with an Expert – 19
- Chair Yoga – 34

Youth and Family Programs:

- Tots & Crafts – 29
- Family Fun Night – 94
- MYC Meeting - 34
- Youth Dance classes - 28
- Skateboarding – 6
- Beginner Archery – 10
- Explore Archery – 6
- JOAD - 4

Special Events:

- Family Campout – 62 (16 families attended)
- Park Cleanup @ Buffalo Run - 84

Revenue – February

- February Net Revenue 2019: \$39,949.67 vs. February Net Revenue 2020: \$38,341.64
Difference of: (\$1,608.03)
- October 1, 2019 – February 29, 2020 Net Revenue: \$178,775.53
- Total active memberships at Recreation & Tennis Center: 1,392 (the number was 1,407 in January)