

ROBIN J. ELACKATT
Mayor

VASHAUNDRA EDWARDS
Councilmember at Large Position No. 1

LYNN CLOUSER
Councilmember at Large Position No. 2



CHERYL STERLING
Councilmember District A

JEFFREY L. BONEY
Councilmember District B

ANTHONY G. MAROULIS
Mayor Pro Tem
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, October 4, 2021, at 6:30 p.m.** at: **Missouri City Community Center**, 1522 Texas Parkway, Missouri City, Texas 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

1. CALL TO ORDER

2. DISCUSSION/POSSIBLE ACTION

- (a) Discuss a proposed ordinance establishing a process for the placement of items on the agenda for city council consideration and requiring an agenda item for the use of city resources for council events. *(Proposed presenter: Interim City Manager Bill Atkinson)*

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.

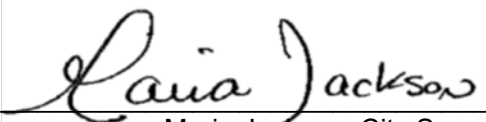
4. RECONVENE into Special Session and consider action, if any, on items discussed in Executive Session.

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 Michael Tubbs, Facilities and Fleet Manager, at 281.403.8500.

CERTIFICATION

I certify that a copy of the October 4 2021, agenda of items to be considered by City Council was posted on the City Hall bulletin board, in a place convenient to the public, in compliance with Chapter 551 of the Texas Government Code on September 30, 2021, at 4:00 p.m.



Maria Jackson, City Secretary

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 _____, 2021.

Signed: _____

Title: _____



**CITY COUNCIL
SPECIAL COUNCIL
AGENDA ITEM COVER**

October 4, 2021

To: Mayor and City Council
Agenda Item: 2(a) Process for the placement of agenda items and requirement to place items on agenda for use of city resources for council events
Submitted by: Bill Atkinson, Interim City Manager

SYNOPSIS

The Council High Performance Sub-Committee met and discussed the creation of an ordinance to provide a prescribed process for placing an item on the Council agendas. Additionally, this ordinance also requires the placement of items on the agenda for use of city resources for council events.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Create a great place to live
- Maintain a financially sound City
- Develop a high performing City team

BACKGROUND

The Council High Performance Sub-Committee met and discussed the creation of an ordinance to provide a prescribed orderly process for placing an item on the Council agendas and for how an event may be held by a councilmember.

The city manager shall place an item on an agenda, provided that:

- (1) "...the mayor or a councilmember, by motion and authorization of a majority of the council, places the item on a future agenda;
- (2) two or more councilmembers separately request placement of the item on an agenda in writing pursuant to the process described above;
- (3) the item relates to a councilmember requested event or city expenditure that has not been scheduled and included on the city's event calendar adopted with the budget or specifically budgeted in the then-existing council-adopted budget; or
- (4) the city manager determines that an item requires council consideration."

Except as provided herein, such request must be submitted to the city secretary by 5:00 p.m. on the seventh day preceding the meeting at which such subject may be considered. In the event a meeting is scheduled on a Saturday or on a Sunday, such request must be submitted to the city secretary by 5:00 p.m. on the ninth day preceding the meeting at which such subject may be considered. A copy of such written request shall be included in the agenda packet when the item is considered.

Additionally, this ordinance prescribes how an event may be held by a councilmember utilizing, funds, personnel, equipment, contractors or similar resources. The ordinance provides for the following:

- (1) ".....an event or city expenditure that is requested by a city councilmember that is not a programmed town hall meeting and that has not been scheduled in the city event calendar adopted with the budget or specifically budgeted for in the budget adopted by the city council, for which city funds, personnel,

equipment, contractors or similar resources are requested, shall be placed on an agenda for city council consideration at least 45 days before the date of the proposed event or expenditure.

- (2) A councilmember requesting an event or city expenditure described by this subsection shall submit such request to the city manager in writing and must identify all city resources, including, but not limited to, personnel being requested.
- (3) The city manager shall review such request before submission to the city council and must provide a recommendation to the city council that includes information on the impact of the request on available resources, revenue, city services, personnel, and previously planned city events, programs, rentals, and schedules.”

SUPPORTING MATERIALS

1. Proposed Ordinance
2. Events Calendar for FY 2022
3. Presentation

STAFF'S RECOMMENDATION

Staff is recommending approval of the ordinance creating a formal process for placing items on the agenda and council members utilizing city resources to hold events.

Interim City Manager Approval: **Bill Atkinson**

ORDINANCE NO. O-21-__

AN ORDINANCE OF THE CITY OF MISSOURI CITY, TEXAS; AMENDING CHAPTER 2, ADMINISTRATION, OF THE MISSOURI CITY CODE; PROVIDING A PROCESS FOR THE PLACEMENT OF AGENDA ITEMS ON COUNCIL AGENDAS; REQUIRING THE PLACEMENT OF CERTAIN ITEMS ON AN AGENDA; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

* * * * *

WHEREAS, in accordance with the City Council of the City of Missouri City's Strategic Plan Goal No. 4 of developing a high performing City team, the High Performing Organization Committee of the City Council of the City of Missouri City, Texas (the "City Council") desires to establish a prescribed procedure for the placement of items on an agenda for City Council consideration; and

WHEREAS, the City Council of the City of Missouri City now deems it appropriate to consider this Ordinance and to amend the Missouri City Code as set forth herein; now therefore,

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

Section 1. The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The Missouri City Code is hereby amended by adding new subsection (e) to Section 2-77 of Division 3 of Article II of Chapter 2 thereof to provide as follows:

"CHAPTER 2 – ADMINISTRATION

ARTICLE II. – CITY COUNCIL

.

DIVISION 3. - MEETINGS

.

Sec. 2-77. – Agenda; order of business.

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(e) *Procedure for submitting agenda items.* The city secretary is responsible for assembling the agenda packet for each meeting. The city manager is responsible for placing items on each agenda for each meeting. A request for the placement of a subject on an agenda, other than a request that is made by a councilmember by motion and authorized by a majority of the council or a request that is submitted by ordinance and offered in accordance with the city Charter, shall be in writing and shall contain a short statement concerning the subject matter and the particular action sought. Except as provided herein, such request must be submitted to the city secretary by 5:00 p.m. on the seventh day preceding the meeting at which such subject may be considered. In the event a meeting is scheduled on a Saturday or on a Sunday, such request must be submitted to the city secretary by 5:00 p.m. on the ninth day preceding the meeting at which such subject may be considered. A copy of such written request shall be included in the agenda packet when the item is considered. The city manager may place subjects requested by two or more councilmembers on the agenda in groups of routine or similar items, which will be considered as a group, unless two or more councilmembers request separate consideration for an item. The city manager shall place an item on an agenda, provided that:

- (1) the mayor or a councilmember, by motion and authorization of a majority of the council, places the item on a future agenda;
- (2) two or more councilmembers separately request placement of the item on an agenda in writing pursuant to the process described above;
- (3) the item relates to a councilmember requested event or city expenditure that has not been scheduled and included on the city’s event calendar adopted with the budget or specifically budgeted in the then-existing council-adopted budget; or
- (4) the city manager determines that an item requires council consideration.”

Section 3. The Missouri City Code is hereby amended by adding new Section 2-84 of Division 3 of Article II of Chapter 2 thereof to provide as follows:

“CHAPTER 2 – ADMINISTRATION

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ARTICLE II. – CITY COUNCIL

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DIVISION 3. - MEETINGS

. . . .

Sec. 2-84. – Consideration of Council events.

- (a) *Council event advertising.* Except as provided herein, city events and programs shall not identify specific city councilmembers as sponsors or hosts. Materials advertising the “State of the City” event may identify the mayor. Materials advertising a programmed town hall meeting may identify the specific city councilmember who represents the area for which the meeting will be held.
- (b) *Programmed town hall meetings.* Each fiscal year, the mayor and at-large councilmembers may jointly request two shared programmed town hall meetings and each district councilmember may request two programmed town hall meetings, for a combined total of ten programmed town hall meetings.
- (c) *Council consideration required.* Except as provided herein, an event or city expenditure that that is requested by a city councilmember that is not a programmed town hall meeting and that has not been scheduled in the city event calendar adopted with the budget or specifically budgeted for in the budget adopted by the city council, for which city funds, personnel, equipment, contractors or similar resources are requested, shall be placed on an agenda for city council consideration at least 45 days before the date of the proposed event or expenditure. A councilmember requesting an event or city expenditure described by this subsection shall submit such request to the city manager in writing and must identify all city resources, including, but not limited to, personnel being requested. The city manager shall review such request before submission to the city council and must provide a recommendation to the city council that includes information on the impact of the request on available resources, revenue, city services, personnel, and previously planned city events, programs, rentals, and schedules. Upon council authorization, the city manager shall direct city resources to provide the requested event. An event for which budgeted city funds designated for city council projects will be used will not require placement on an agenda, provided that, the event is a programmed town hall meeting as described above or, the following conditions are met:
 - (1) City personnel will not be utilized;
 - (2) The funds budgeted for such event will pay for the total cost of the event;
 - (3) The procurement of goods and services related to the event does not require council authorization; and
 - (4) The event serves the following public purpose of the city:
 - a. Public health or safety.
- (d) *Event cutoff period.* Notwithstanding any other policy or provision herein, between the time period before the 30th day before the first day of early voting for an election at which a member of the city council may be elected and the last day on which a vote may be cast for such election, city resources,

including, but not limited to, property, services, and personnel, shall not be used at the direction of the city manager or a member of the city council for a city event that is open to the public and that has not been initiated by a city staff member in accordance with the city's budget and the city event calendar adopted with the budget. For the purposes of this subsection, a "city event" includes any meeting, town hall, event, or activity, but does not include such a meeting, town hall, event, or activity wholly funded by private funds."

Section 4. Repeal. All ordinances or parts of ordinances in conflict herewith, if any, shall be and are hereby repealed only to the extent of such conflict.

Section 5. Severability. In the event any clause, phrase, provision, sentence or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof, other than the part declared to be invalid or unconstitutional; and the City Council of the City of Missouri City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED and APPROVED on first reading this ____ day of _____, 2021.

PASSED, APPROVED and ADOPTED on second and final reading this ____ day of _____, 2021.

Robin J. Elackatt, Mayor

ATTEST:

APPROVED AS TO FORM:

Maria Jackson, City Secretary

E. Joyce Iyamu, City Attorney

FY22 Parks & Recreation Events

Dates	Event	Location	Time	Description
Various	Tennis Tournament	Recreation & Tennis Center (2701 Cypress Point Dr)	Various	A variety of single and mixed tennis tournament are hosted each year including the Valentine's Day Mixer, Wimbledon Mixer, Toy Drive Mixed, and Shrimp Boil
Various	Pickleball Tournament	Recreation & Tennis Center (2701 Cypress Point Dr)	Various	Annual Pickleball tournament are offered to players of all skill levels. Reoccurring tournaments include the Halloween Mixed, Pickleball Mixer, and Big Dill.
Bi-Monthly	Family Fun Night	Community Center (1522 Texas Pkwy)	6:00 – 9:00 pm	These family friendly events offer the chance to play, create, compete, or relax in an atmosphere that encourages family bonding. Each event features a different theme and activities for all to enjoy.
Bi-Monthly	Park Cleanup	Various	8:00 – 10:00 am	Park cleanups offer a chance for volunteers to make a difference in their community while helping to keep our parks clean and welcoming for all.
Oct 22	Tricks & Treats in the Park	Buffalo Run Park (1122 Buffalo Run)	4:00- 6:00 pm	<p>Tricks and Treats in the Park provides a variety of fall activities, pumpkin patch photo station, and food for purchase. Guests are in for spooky surprises along the haunted trail.</p> <p>Partner booths offer an opportunity for local businesses and organizations to share about their programs and services while providing candy and activities for little ones.</p>
Nov 13	Outdoor Expo	Community Park (1700 Glen Lakes Ln)	1:00 – 5:00 pm	<p>This event will allow families the opportunity to explore all the exciting activities available in Missouri City's parks. Activities include archery, fishing, bowfishing, conservation, wildlife education, outdoor cooking, camping and more.</p> <p>Partner booths offer local businesses and community organizations the chance to share their knowledge of outdoor products and educational materials.</p>
Dec 4	Snowfest Parade & Festival	Recreation & Tennis Center/Cartwright Rd	8:00 am/ 9:00 am	<p>Snowfest is one of Missouri City's most beloved holiday traditions. Start the holiday celebration with the annual Snowfest Parade. Businesses and community organizations are invited to be a part of the parade and decorate festive holiday floats. Crowds line Cartwright road to take in the sites and performances along the parade route.</p> <p>Continue the fun at the Snowfest Festival and enjoy the lighting of the City Christmas tree and fireworks. The festival offers a variety of free activities including a variety of family friendly activities, 3-lane snow hill, and of course a visit with Santa!</p>
Jan	Fit Expo	Recreation & Tennis Center (2701	TBD	Get ready for a fitness filled day! Guests will sweat, stretch and learn what it takes to live a happier and healthier life.

		Cypress Point Dr)		
Jan 29	Dad & Daughter Dance	Community Center (1522 Texas Pkwy)	6:00 – 8:30 pm	This annual event invites Dads and Daughters to enjoy dinner, dancing, confetti cannons and more to create unforgettable memories.
Feb	Family Campout	TBD	TBD	Spending time outdoors is fun and easier than you think! Families are invited to learn basic camping skills and spend a night under the stars. Additional activities include marshmallow roasting, outdoor cooking, and more.
Feb - March	Friday Night Flick	Recreation & Tennis Center (2701 Cypress Point Dr)	7:00 – 10:00 pm	This spring outdoor movie series invites the community to bring lawn chairs and picnic blankets and enjoy a family friendly movie. Food vendors on site and a playground for the extra-wiggly movie watchers makes the evening fun for everyone.
March	Mother Son Challenge	Roane Park (1440 Turtle Creek Dr)	10:00 am – 1:00 pm	This event offers a chance for moms and their sons to team up to complete a series of challenges including inflatables, Nerf gun battles and much more!
April	Mini-Mudder	Hunters Glen Park	TBD	Hunters Glen Park will be transformed into a muddy and messy obstacle course. Participants can trek their way through and experience a rough mud race right here in Missouri City.
April	MYC Service Project	TBD	TBD	The Mayor's Youth Commission plans and implements a service project benefitting the community each year. The service project activity and beneficiaries are selected by the commission each year.
April	Edible Arbor Festival	Mosley Park (3503 Murphy Rd)	TBD	Guests of all ages are invited to enjoy a morning of nature activities and education.
May	MYC Banquet	Community Center (1522 Texas Pkwy)	6:00 – 9:00 pm	The annual Mayor's Youth Commission Banquet includes dinner and a presentation of awards honoring the year's students.
May 7	MCTX Family Fest	Community Park (1700 Glenn Lakes Ln)	4:00 – 7:00 pm	MCTX Family Fest is Missouri City's newest event. This family friendly event provides a wide variety of free activities, entertainment, and food geared towards kids.
July 4	4 th of July Celebration	TBD	6:00 – 9:00 pm	Missouri City's patriotic tradition offers plenty of fun and excitement for the whole family. Attendees can enjoy a variety of free entertainment and tasty treats from local vendors. Stadium seating is available to enjoy the amazing fireworks show.
Sept 17	Oktoberfest	Quail Valley City Centre (2880 La Quinta Dr)	TBD	Missouri City's Oktoberfest offers a chance for the whole family to experience traditional German culture. The City Centre is transformed into a beer hall complete with Oktoberfest pennants and traditional décor. Guests enjoy authentic German music, games, food, and beverages from local vendors.

Placement of Items on Agenda Ordinance 2021



Sec. 2-77 Agenda; Order of business.

A request for the placement of a subject on an agenda:

- Shall be in writing and shall contain a short statement concerning the subject matter and the particular action sought.
- Requests must be submitted to the city secretary by 5:00 p.m. on the seventh day preceding the meeting at which such subject may be considered.
- In the event a meeting is scheduled on a Saturday or on a Sunday, such request must be submitted to the city secretary by 5:00 p.m. on the ninth day preceding the meeting at which such subject may be considered.
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Sec. 2-84 Consideration of Council events.

- Council event advertising - City events and programs shall not identify specific city councilmembers as sponsors or hosts.
- Programmed town hall meetings - Each fiscal year, the mayor and at-large councilmembers may jointly request two shared programmed town hall meetings and each district councilmember may request two programmed
- Council consideration required. - A councilmember shall submit such request to the city manager in writing. The city manager shall review such request before submission to the city council and must provide a recommendation to the city council
- Event cutoff period.



Questions?

