

ALLEN OWEN  
Chair  
FLOYD EMERY  
Vice-Chair  
JERRY WYATT  
Director  
CHRIS PRESTON  
Director  
YOLANDA FORD  
Director



DON SMITH  
Director  
ANTHONY MAROULIS  
Director  
ANTHONY SNIPES  
Chief Administrative Officer  
EDENA ATMORE  
Treasurer  
E. JOYCE IYAMU  
Secretary

## MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION MEETING AGENDA

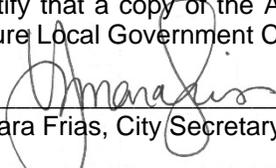
Notice is hereby given of a meeting of the Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation to be held on **Monday, August 15, 2016, at 5:30 p.m.** at: **City Hall, Council Conference Room, 2<sup>nd</sup> Floor, behind the Council Chamber**, 1522 Texas Parkway, Missouri City, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. The Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

- 1. ROLL CALL**
2. Consider approving the minutes of the meeting of July 18, 2016.
3. Discuss and review the year-end financial report.
4. Consider a resolution authorizing the general manager or his designee to perform administrative matters relating to the employment and discharge of personnel.
- 5. CLOSED EXECUTIVE SESSION**  
*The Board of Directors may go into Executive Session regarding any item posted on the Agenda as authorized by Chapter 551 of the Texas Government Code.*
6. **RECONVENE** into Regular Session and consider action, if any, on items discussed in Executive Session.
- 7. ADJOURN**

**In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending Missouri City Recreation and Leisure Local Government Corporation 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 August 15, 2016, agenda of items to be considered by the Missouri City Recreation and Leisure Local Government Corporation was posted on the City Hall bulletin board on August 12, 2016, at 4:00 p.m.

  
\_\_\_\_\_  
Yomara Frias, City Secretary Department

I certify that the attached notice and agenda of items for consideration by the Missouri City Recreation and Leisure Local Government Corporation was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Title:\_\_\_\_\_

ALLEN OWEN  
Chair  
FLOYD EMERY  
Vice-Chair  
JERRY WYATT  
Director  
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Secretary

**MISSOURI CITY RECREATION AND LEISURE  
LOCAL GOVERNMENT CORPORATION  
JULY 18, 2016 MEETING MINUTES**

The Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation held a meeting on **Monday, July 18, 2016**, at **5:30 p.m.** at City Hall, Council Conference Room, 2<sup>nd</sup> Floor, behind Council Chambers, 1522 Texas Parkway, Missouri City, Texas, to consider the following:

**1. ROLL CALL**

Chair Owen called the meeting to order at 5:39 p.m.

Those also present: Vice-Chair Emery, Directors Wyatt, Preston, Ford, Smith and Maroulis; Chief Administrative Officer Snipes; Secretary Iyamu; Golf Course Manager Stittleburg; Assistant City Manager Atkinson; Assistant City Manager Elmer; City Secretary Jackson; Director of Communications Walker and Media Relations Specialist Stottlemyer. Also present: Amelia Burst. Director Ford arrived at 5:42 p.m.

**2. Consider approving the minutes of the meeting of June 20, 2016.**

Vice-Chair Emery moved to approve the minutes of the June 20, 2016 meeting. Director Wyatt seconded. **MOTION PASSED UNANIMOUSLY.**

**3. Consider a resolution regarding the schedule of fees pertaining to the use of the golf course and related facilities.**

Vice-Chair Emery moved to adopt the resolution regarding the schedule of fees pertaining to the use of the golf course and related facilities. Director Maroulis seconded. **MOTION PASSED UNANIMOUSLY.**

**4. ADJOURN**

Chair Owen moved to adjourn the meeting at 5:50 p.m. Vice-Chair Emery seconded. **MOTION PASSED UNANIMOUSLY.**

BY: \_\_\_\_\_  
Allen Owen, Chair

ATTEST: \_\_\_\_\_  
E. Joyce Iyamu, Secretary



**CITY COUNCIL  
AGENDA ITEM COVER MEMO**

**August 15, 2016**

**To:** LGC Board of Directors  
**Agenda Item:** 3 – Review FY2016 Financial Reports  
**Submitted by:** Tyson Stittleburg, General Manager

**SYNOPSIS**

In accordance with its charter the LGC files financial reports which are made public and presented to the board of directors.

**STRATEGIC PLAN 2019 GOALS ADDRESSED**

- Maintain a financially sound City

**BACKGROUND**

The budget for FY2016 was developed by considering historical data, expected trends and proposed operations adjustments. The budget for FY2016 was to end with a net budget surplus of \$805. At the end of FY2016, the actual budget surplus was \$13,952. Revenues increased 10% from FY2015 despite the Golf Courses being closed for a period in June due to Brazos River Flooding.

**BUDGET ANALYSIS**

FY2016 revenues exceeded budget by 4.2%. Expenses exceeded budget by 3.8%. FY2016 actual net exceeded budget by \$13,147.

**SUPPORTING MATERIALS**

1. FY2016 Financial Review Packet

**STAFF'S RECOMMENDATION**

There is not recommendation as this is just an informational presentation.

**Director Approval:** Tyson Stittleburg

**Assistant City Manager/  
City Manager Approval:** Bill Atkinson



**CITY COUNCIL  
AGENDA ITEM COVER MEMO**

**August 15, 2016**

**To:** LGC Board of Directors  
**Agenda Item:** 4 – Resolution of transfer of duties to LGC General Manager  
**Submitted by:** Tyson Stittleburg, General Manager

**SYNOPSIS**

This resolution clarifies statements made in the bylaws of the LGC to more closely adhere to written directives and current and future needs and practices.

**STRATEGIC PLAN 2019 GOALS ADDRESSED**

- Develop a high performing City team

**BACKGROUND**

The bylaws of the LGC state that the Board of Directors shall have authority over employment, policies and compensation of LGC employees. The bylaws also state that the LGC have the ability to manage in a way necessary to operate a golf course in accordance with standard business practices. This resolution will grant the General Manager of the LGC, or his designee, the ability to carry out administrative duties with respect to employment, policies and compensation of LGC employees. Additional changes to these bylaws may be forthcoming in order to meet stated goals.

**BUDGET ANALYSIS**

There is no impact on the budget with this item.

**SUPPORTING MATERIALS**

1. Resolution

**STAFF'S RECOMMENDATION**

Staff recommends adopting this resolution to clearly define the responsibilities of each party within the LGC.

**Director Approval:** Tyson Stittleburg

**Assistant City Manager/  
City Manager Approval:** Bill Atkinson

**MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION**

**RESOLUTION NO. R-16-\_\_ LGC**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION AUTHORIZING THE GENERAL MANAGER OR HIS DESIGNEE TO PERFORM ADMINISTRATIVE MATTERS RELATING TO THE EMPLOYMENT AND DISCHARGE OF PERSONNEL ON BEHALF OF THE MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION.**

\* \* \* \* \*

WHEREAS, on or about July 6, 2009, the City Council of the City of Missouri City and the Missouri City Recreation and Leisure Local Government Corporation (the "LGC") entered into an agreement for the operation and management of a golf course owned by the City of Missouri City (the "Management Agreement"); and

WHEREAS, Section 3.5 of the Bylaws of the LGC provides that the Board of Directors of the LGC shall appoint and remove, employ and discharge, and, except as otherwise provided in the bylaws, prescribe the duties and fix the compensation of all officers, agents, and employees; and

WHEREAS, Section 3.f of the Management Agreement provides that the LGC shall hire and be responsible for golf course staff; and

WHEREAS, Section 3.p of the Management Agreement provides that the LGC shall have the authority to perform any act that is necessary to operate and manage the golf course and the golf course property in accordance with the terms of the Management Agreement; and

WHEREAS, for clarity and efficiency, the Board of Directors of the LGC desires to authorize the General Manager of the LGC or his designee to perform administrative matters, including, but not limited to, the adoption of policies and procedures, relating to the employment and discharge of personnel on behalf of the LGC; now therefore,

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF MISSOURI CITY RECREATION AND LEISURE LOCAL GOVERNMENT CORPORATION:**

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

Section 2. That the Board of Directors of the Missouri City Recreation and Leisure Local Government Corporation hereby authorize the General Manager of the Missouri City Recreation and Leisure Local Government Corporation or his designee to perform administrative matters, including, but not limited to, the adoption of policies and procedures, relating to the employment and discharge of personnel on behalf of the Missouri City Recreation and Leisure Local Government Corporation.

PASSED, APPROVED and RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Allen Owen, Chair

ATTEST:

\_\_\_\_\_  
E. Joyce Iyamu, Secretary