

## MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding (MOU) between the CITY OF SUGAR LAND, TEXAS ("CITY"), and the CULLINAN PARK CONSERVANCY ("SPONSOR") (collectively "Parties").

WHEREAS, in October 2021, a subaward agreement ("Grant Agreement") was entered into between the TEXAS PARKS and WILDLIFE DEPARTMENT ("Department") and the Sponsor for the construction of RT-18003 White Lake Loop Trail at Cullinan Park; and

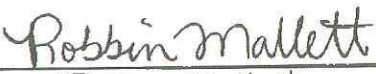
WHEREAS, on behalf of the Sponsor, the City has been managing the design and bidding of the work associated with the Grant Agreement; and

WHEREAS, the Parties have determined that a transfer of the Grant Agreement from Sponsor to City would simplify the reimbursement process; and

NOW THEREFORE, in consideration of the benefits to the Parties and the patrons of Cullinan Park, the City and the Sponsor agree to the following:

1. The Sponsor agrees to the transfer of the Grant Agreement from the Sponsor to the City.
2. The City agrees to enter into the Grant Agreement and accept the responsibilities of the Sponsor under the agreement.
3. The City will comply with the terms listed in the Grant Agreement and receive all benefits and rights of the Sponsor under the agreement.
4. The City will utilize the grant funds for improvements to 1.2 miles of trails in Cullinan Park and will document all expenditures through the Department's online grant portal.

### Cullinan Park Conservancy

  
Name: Robbin Mallett  
Title: President  
Date: 7-7-2022

### City of Sugar Land, Texas

  
Michael W. Goodrum, City Manager  
Date: August 2, 2022



## City Council Agenda Request

AUGUST 2, 2022

---

**AGENDA REQUEST NO:** III.G.

**AGENDA OF:** City Council Meeting

**INITIATED BY:** *Fenglin Du, Parks Development Manager, Parks and Recreation*

**PRESENTED BY:** *Joe Chesser, Director of Parks and Recreation*

**RESPONSIBLE DEPARTMENT:** Parks and Recreation

---

**PURPOSE OF WORKSHOP:**

Consideration of Specific Proposal/Recommendation (Precedes a Near Future Council Action) Must attach proposed document.

**AGENDA CAPTION:**

Consideration of and action on authorization of a Memorandum of Understanding between the City of Sugar Land, Texas, and Cullinan Park Conservancy for the transfer of a Grant Agreement from Texas Parks and Wildlife Department for trail improvements at Cullinan Park.

**RECOMMENDED ACTION:**

Approve the Memorandum of Understanding between the City of Sugar Land and the Cullinan Park Conservancy regarding the Texas Parks and Wildlife Recreation Grant Transfer.

**EXECUTIVE SUMMARY:**

Cullinan Park Conservancy (CPC) applied for and received a trails grant from Texas Parks and Wildlife Department (TPWD). In October 2021, CPC and TPWD signed the Recreation Grant Agreement for CPC to receive reimbursement of up to a \$200,000.00 grant for the construction of 1.2 miles of trails in the Cullinan Park Phase II project. In June 2022, TPWD recommended a grant transfer from CPC to the City of Sugar Land (COSL) so that all reimbursement processes follow the normal established procedures since COSL has been managing the design, bidding, and future construction of the work associated with the grant agreement.

The City Attorney, Finance, and Parks & Recreation Departments reviewed the process and concluded the recommendation is reasonable and feasible for the success of the Cullinan Park Phase II project. The City Attorney drafted a Memorandum of Understanding (MOU) to document the grant transfer action. CPC agrees to the grant transfer and has signed the attached MOU.

If the City Council approves the MOU, COSL Staff will take the responsibility to comply with the terms listed in the grant agreement while managing this project. The goal is to utilize the grant funds to improve 1.2 miles of trails in Cullinan Park. The Finance and Parks & Recreation Departments will document all expenditures through the TPWD online grant portal.

Once the MOU is signed by both CPC and COSL, TPWD will prepare the grant agreement between COSL and TPWD for both parties to sign.

Staff recommends the approval of the Memorandum of Understanding Between COSL and CPC regarding the grant transfer.

---

**BUDGET**

**EXPENDITURE REQUIRED:** N/A

CURRENT BUDGET: N/A

ADDITIONAL FUNDING: N/A

FUNDING SOURCE:N/A

---

ATTACHMENTS:

Description		Type
□	Grant Transfer MOU	Contracts

REVIEWERS:

Department	Reviewer
Parks and Recreation	Chesser, Joe
City Secretary	Serrano, Natalie
City Secretary	Harris III, Thomas
Budget and Strategy	Brown, Jennifer
Purchasing	Poscovsky, Jason
Legal	Riede, Meredith
Agenda Coordinator	Perez, Justin
Assistant City Manager	Steubing, Chris
City Manager	Steubing, Chris