



# City of Sugar Land

## Music Advisory Board Agenda

Sugar Land City Hall  
2700 Town Center  
Boulevard North  
Sugar Land, TX 77479

**Monday, May 12, 2025**  
**Music Advisory Board Meeting**  
**Cane Room 161**  
**6:00 PM**

### **I. Attention**

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://youtube.com/live/Kl-h6oFo4S0?feature=share>.

### **II. Public Comment**

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

### **III. Minutes**

- A. Consideration and action on the minutes of the April 21, 2025 meeting.  
**Linda Mendenhall, City Clerk**

### **IV. Workshop**

- A. Review of and discussion on the Make Music Day event.  
**Sharee Davis, Civic Arts Manager**
- B. Review of and discussion on proposed Civic Arts programming.  
**Sharee Davis, Civic Arts Manager**
- C. Review of and discussion on future meeting dates and times.  
**Sharee Davis, Civic Arts Manager**

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the city secretary, (281) 275-2730. Requests for special services must be received 48 hours prior to the meeting time. Reasonable accommodations will be made to assist your needs.

The agenda and supporting documentation is located on the [City Website](#)



## **Music Advisory Board Agenda Request** **May 12, 2025**

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**Agenda Request No:** III.A.

**Agenda of:** Music Advisory Board Meeting

**Initiated by:** Ashley Newsome, Deputy City Clerk

**Presented by:** Linda Mendenhall, City Clerk

**Responsible Department:** Admin

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**Agenda Caption:**

Consideration and action on the minutes of the April 21, 2025 meeting.

**Recommended Action:**

Consider the minutes of the April 21, 2025 meeting.

**Executive Summary:**

Consider the minutes of the April 21, 2025 meeting.

### **Budget**

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**Expenditure Required:**

**Current Budget:**

**Additional Funding:**

**Funding Source:**

**Account Number (ORG-OBJ-Project):**

**Attachments**

1. 4.21.25 Music Advisory Board Minutes



**CITY OF SUGAR LAND**

**MONDAY, APRIL 21, 2025**

**POSTED PUBLIC MEETING MINUTES**

**6:00 PM**

**Music Advisory Board - Public Works: Training Room**

**QUORUM PRESENT**

The Music Advisory Board meeting was called to order by Linda Mendenhall, City Clerk at 6:13 p.m. The City Clerk accepted nominations for Chair Pro Tem, in absence of the Chair. Eric Estrada was nominated by Ebony McFarland and seconded by Sam Asthana. The vote passes unanimously.

All members were present accepted for Mark Winter and Jalen Baker.

**I. ATTENTION**

*A. Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through videoconferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view, and are recorded as per the Texas Open Meetings Act.*

*The meeting will live stream at <https://youtube.com/live/hf9EDId5VBI?feature=share>.*

**II. PUBLIC COMMENT**

**A.** Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to three (3) minutes, speakers requiring a translator will have six (6) minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

*For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.*

No members of the public addressed the Board.

### **III. ANNUAL ORIENTATION**

- A. Review of and discussion on purpose, roles, responsibilities, and functions of the Music Advisory Board.

*Sha Davis, Civic Arts Manager*

Sha Davis, Civic Arts Manager, gave a presentation, made comments and answered questions from the Board.

### **IV. ELECTION OF OFFICERS**

- A. Consideration of and action on election of a Vice Chair for a term ending August 19, 2026.

*Sha Davis, Civic Arts Manager*

Sha Davis, Civic Arts Manager, gave a presentation, made comments and answered questions from the Board.

The Music Advisory Board elected Eric Estrada as Vice Chair of the Music Advisory Board. Ebony McFarland made the motion, and Sam Asthana seconded the motion. The vote passed unanimously.

Ayes: Sam Asthana, Eric Estrada, Ebony McFarland

Absent: Jalen Baker, Mark Winter

### **V. ANNUAL ETHICS TRAINING**

- A. Receive training related to the Sugar Land Code of Ethical Conduct and state laws regulating ethics and reporting responsibilities of City officials.

*Meredith Riede, City Attorney / Executive Director*

Meredith Riede, City Attorney / Executive Director, gave a presentation, made comments and answered questions from the Board.

## **VI. WORKSHOP**

- A. Review of and discussion on 2025 - 2026 priorities and proposed musical events and programs.

*Sha Davis, Civic Arts Manager*

Sha Davis, Civic Arts Manager, gave a presentation, made comments and answered questions from the Board.

## **VII. ADJOURNMENT**

- A motion to **Approve**, Adjournment at 7:14 p.m., was made by Eric Estrada and seconded by Ebony McFarland , the motion **Passed**.

Ayes: Sam Asthana, Eric Estrada, Ebony McFarland

Absent: Jalen Baker, Mark Winter

**IF YOU PLAN TO ATTEND THIS PUBLIC MEETING AND YOU HAVE A DISABILITY THAT REQUIRES SPECIAL ARRANGEMENTS AT THE MEETING, PLEASE CONTACT THE CITY SECRETARY, (281) 275-2730. REQUESTS FOR SPECIAL SERVICES MUST BE RECEIVED FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING TIME. REASONABLE ACCOMMODATIONS WILL BE MADE TO ASSIST YOUR NEEDS.**

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Linda Mendenhall, City Clerk





## **Music Advisory Board Agenda Request**

### **May 12, 2025**

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**Agenda Request No:** IV.A.

**Agenda of:** Music Advisory Board Meeting

**Initiated by:** Sharee Davis, Civic Arts Manager

**Presented by:** Sharee Davis, Civic Arts Manager

**Responsible Department:** Public Works

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**Agenda Caption:**

Review of and discussion on the Make Music Day event.

**Recommended Action:**

Review of and discussion on the Make Music Day event.

**Executive Summary:**

The Sugar Land Music Advisory Board will review and discuss planning for the City's upcoming Make Music Day celebration, scheduled for Friday, June 21, 2025, in Sugar Land Town Square. This free, all-day event is part of a global initiative that encourages communities to come together through the power of live music. Board members will evaluate artist submissions and promotional materials to ensure a lineup that reflects the city's cultural diversity, musical excellence, and community values. The discussion will include logistical planning, performance scheduling, and outreach strategies to maximize participation and public engagement. This planning session is critical to advancing the City's goal of supporting accessible, high-quality music experiences while further establishing Sugar Land's identity as a Music Friendly Texas Community.

## **Budget**

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**Expenditure Required:** N/A

**Current Budget:** N/A

**Additional Funding:** N/A

**Funding Source:** N/A

**Account Number (ORG-OBJ-Project):** N/A

## **Attachments**

None



## Music Advisory Board Agenda Request May 12, 2025

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**Agenda Request No:** IV.B.

**Agenda of:** Music Advisory Board Meeting

**Initiated by:** Sharee Davis, Civic Arts Manager

**Presented by:** Sharee Davis, Civic Arts Manager

**Responsible Department:** Public Works

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**Agenda Caption:**

Review of and discussion on proposed Civic Arts programming.

**Recommended Action:**

Review of and discussion on proposed Civic Arts programming for engaging the music community with the Music Advisory Board and members of the community.

**Executive Summary:**

The Sugar Land Music Advisory Board will meet to explore the development of Civic Arts programming events designed to engage the city's music community in direct dialogue with the board and members of the community. These events would provide a platform for local musicians, industry professionals, educators, and residents to voice their needs, share ideas, and help shape the future of music programming in Sugar Land. Board members will discuss potential dates, venues, and outreach strategies for these gatherings, with the goal of creating inclusive and accessible opportunities for participation. A key focus will be on establishing methods to promote the events widely and gather meaningful data—through surveys, facilitated discussions, and feedback tools—that can inform the board's future recommendations to City Council. These efforts aim to strengthen the connection between the City and its creative community, ensuring that policy and programming decisions reflect local voices and support the growth of a vibrant music ecosystem in Sugar Land.

### Budget

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**Expenditure Required:** N/A

**Current Budget:** N/A

**Additional Funding:** N/A

**Funding Source:** N/A

**Account Number (ORG-OBJ-Project):** N/A

**Attachments**

None



## **Music Advisory Board Agenda Request** **May 12, 2025**

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**Agenda Request No:** IV.C.

**Agenda of:** Music Advisory Board Meeting

**Initiated by:** Sharee Davis, Civic Arts Manager

**Presented by:** Sharee Davis, Civic Arts Manager

**Responsible Department:** Public Works

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**Agenda Caption:**

Review of and discussion on future meeting dates and times.

**Recommended Action:**

Review of and discussion on future meeting dates and times.

**Executive Summary:**

The Sugar Land Music Advisory Board will determine its meeting schedule for the remainder of the second quarter of 2025, identifying key dates and planning milestones to support ongoing initiatives. This includes selecting a final planning session specifically dedicated to Make Music Day, taking place on June 21, 2025, at Sugar Land Town Square. The purpose of setting these dates is to ensure timely coordination on event logistics, artist communication, promotional efforts, and community engagement strategies. By establishing a clear and proactive meeting calendar, the board aims to stay aligned with the City's objectives for fostering a vibrant music culture and successfully executing high-impact events that serve the public.

### **Budget**

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**Expenditure Required:** N/A

**Current Budget:** N/A

**Additional Funding:** N/A

**Funding Source:** N/A

**Account Number (ORG-OBJ-Project):** N/A

**Attachments**

None

