



Missouri City Parks Board

Jason Mangum, Director
Randy Troxell, Assistant Director
Kevin Browne, Recreation Superintendent
Barry Hamilton, Parks Superintendent
Pamela Andrews, Board Member
J.R. Atkins, Board Member
Claudia Iveth Garcia, Board Member
Diane Giltner, Board Member

Don Johnson, Board Member
Thomasine Johnson, Board Member
Leslie Mack, Jr., Board Member
Adrian Matteucci, Board Member
Sharman McGilbert, Vice-Chair
Brian Merchant, Board Member
Victoria Porter, Board Member
Buddy Snyder, Board Member
Larance Turner, Chairman

PARKS BOARD MEETING AGENDA THURSDAY, SEPTEMBER 5, 2019

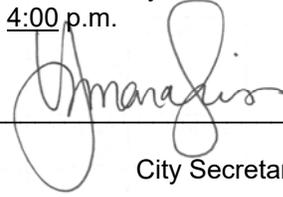
Notice is hereby given of a **Parks Board Meeting** to be held on Thursday, September 5, 2019, at **7:00 p.m.** at: **City Hall Council Chamber, 2nd floor**, 1522 Texas Parkway, Missouri City, Texas 77489, for the purpose of considering the following agenda items. All agenda items are subject to action. 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.

1. **CALL TO ORDER**
2. **CONSIDER APPROVAL OF THE AUGUST 1, 2019 PARKS BOARD MEETING MINUTES**
3. **PUBLIC COMMENTS**
4. **CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION RENEWALS**
Facilities Operations Manager Kyle Frye
 - a. *Fun Fair Positive Soccer*
 - b. *Missouri City Little League*
 - c. *Missouri City Raiders*
 - d. *Rise Soccer*
 - e. *Sta-Mo Pony Baseball*
5. **OVERVIEW OF COST RECOVERY IN RECREATION PROGRAMMING**
6. **OVERVIEW OF RECREATION PROGRAM PLAN**
7. **OVERVIEW OF NATURAL RESOURCE MANAGEMENT PLAN**
8. **STAFF REPORTS**
 - a. *Parks Projects: Assistant Parks & Recreation Director Randy Troxell*
 - b. *Parks Operations: Parks Superintendent Barry Hamilton*
 - c. *Recreation: Recreation Superintendent Kevin Browne*
9. **DIRECTOR'S UPDATE**
Jason Mangum, Parks & Recreation Director
10. **BOARD REPORTS**
11. **ITEMS FOR NEXT AGENDA**
12. **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 September 5, 2019 agenda of items to be considered by the Missouri City Parks Board was posted on the City Hall bulletin board on August 30, 2019, 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 _____, 2019.

Signed: _____ Title: _____

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PARKS BOARD MEETING MINUTES THURSDAY, AUGUST 1, 2019

Attendees:

Board members in attendance: Diane Giltner, Don Johnson, Adrian Matteucci, Victoria Porter, Buddy Snyder, Brian Merchant and Chairman Llarance Turner, Leslie Mack Jr, Thomasine Johnson

Absent were: Pamela Andrews, and J.R. Atkins., Vice-Chair Sharman McGilbert, Claudia Yvette Garcia

Staff in Attendance: Director of Parks & Recreation Jason Mangum, Assistant Director of Parks & Recreation Randy Troxell, Parks Superintendent Barry Hamilton, Recreation Specialist Trey Samuel, Recreation Manager Julia Thompson, Planning Manager Jennifer Gomez Thomas and Assistant City Attorney Jamilah Way.

Others in Attendance: Jana McMullen

1. CALL TO ORDER

Chairman Turner called the meeting to order at 7:06 p.m.

2. WELCOME NEW BOARD MEMBERS AND STAFF UPDATE

Board member Mack Jr. introduced himself, resident of Hunters Glen Park and excited to be a part of Parks Board.

3. CONSIDER APPROVAL OF THE JUNE 6, 2019 PARKS BOARD MEETING MINUTES

Board member Snyder made a motion to approve. Board member Matteucci seconded the motion. The vote was unanimous. **The motion passed.**

3. PUBLIC COMMENTS

No comments

4. OVERVIEW OF PARKLAND DEDICATION PURPOSE AND PROCEDURES

Planning Manager Jennifer Gomez Thomas explained the process of parkland proposals and how they come to be reviewed by the Parks Board. Following review, Parks Board concludes with a recommendation that gets passed to the planning and zoning commission, which ultimately moves to consideration of City Council. Planning Manager Gomez Thomas defined neighborhood parks, park zones, and types of land dedications including alternative money donations. Chairman Turner asked for explanation of encumbered land and unencumbered land calculations, clarified 1/3 the value.

Board Member Matteucci asked for when City staff are able to see parkland requirements. Planning Manager Gomez Thomas stated parkland requirements are submitted prior to approval of plot. Chairman Llarance added that in lieu of fees are collected prior to dedication and that the City wants at least 5 acres of land as a minimum due to maintenance required to provide upkeep. Board Member T. Johnson asked what happens when a developer leaves. Chairman Llarance stated that HOAs will take over responsibility.

Board member D. Johnson asked at what stage suitability of land is determined. Planning Manager Gomez Thomas stated that developers and builders submit the areas in initial plans. Board member Matteucci clarified that park zone money is collected as the development is completed, not all at once.

5. OVERVIEW OF PARK ZONE FUNDS

Director Mangum presented an overview of Park Zone Funds and explained the 10 year timeline to spend allocated funds with exceptions to funds that developers do not ask to be returned.

7. STAFF REPORTS

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

Assistant Parks & Recreation Director referred to updates included in the Agenda Packet. Board Member Snyder inquired about shade options for MacNaughton Park. Director Mangum stated that the height of the play structure prevents most shade structures. Stated they are currently exploring one option of adding a structure to cover the slide area, and looking for additional options to present to the Quail Valley Fund for potential funding.

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*

Superintendent Browne was not in attendance. Report is included in the agenda packet. Board Member Snyder inquired about the revenue decrease in the month of June. Director Mangum responded with a majority of the discrepancy being due to Summer Day Camp numbers needing to be limited due to scaling back to a smaller facility to prevent excessive facility use expense. Board Member T. Johnson offered a spot at the Farmers Market to provide fitness programs for free if interested.

8. DIRECTOR'S UPDATE

Jason Mangum, Parks & Recreation Director

Director Mangum shared development plans for American Legion Park including adding pavilions. Community Park, Hunters Glenn, and American Legion Park are to receive replacement park signage. Shared the Parks and Recreation department is in the process of submitting an application for CAPRA Accreditation. Board Member Snyder inquired about recreation programs moving to cost neutral status. Chairman Turner requested adding this topic to next month's agenda.

Board Member T. Johnson shared opportunity for information sharing for senior programs at the Farmer's Market at the Seasoned Seniors booth. Board Member Porter asked about the Play it Forward Campaign and the process for interested parties. Director Mangum responded that interested parties can reach out to him regarding donations and fund matching opportunities.

9. BOARD REPORTS

Chairman Turner shared praise for the 4th of July Celebration. Event was well attended and shared kudos for staff.

Board Member Diane Giltner shared Missouri City Green's partnership with Access Health Back to School event taking place on Saturday, August 10.

10. ITEMS FOR NEXT AGENDA

Chairman Turner requested adding cost recovery regarding Recreation programs to be added to next month's agenda.

11. ADJOURN

With no further items to discuss, Chairman Turner adjourned the meeting at 8:10 p.m.

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City of Missouri City
Parks and Recreation Department

Recreation Programming Plan
2019

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Introduction

The Missouri City Parks and Recreation Department provides a wide variety of quality programs, services and facilities for the public's use and enjoyment. The department is supported by the general fund in the annual budget, which is primarily composed of a combination of property tax, sales tax and other revenue generating proceeds authorized in the city charter and under state law.

Community Overview

Located approximately 21 miles south-west of downtown Houston, the City of Missouri City is one of the 60+ municipalities that together constitute the Houston-The Woodlands-Sugar Land metropolitan statistical area, the fifth largest in the U.S. The city borders Houston, Stafford, Sugar Land, Arcola, Fresno and extraterritorial jurisdictions within Fort Bend County, and is located primarily in Fort Bend County, with a small portion within Harris County.

Missouri City is approximately 29.8 square miles in size, and as of 2010, the population of was estimated to be 67,358 by the U.S Census Bureau and is projected to grow to approximately 83,000 by the year 2030.

The Parks and Recreation Department was formally created and established in 1977 via city ordinance and charged with managing the parks and administering the recreational programs of the city. The Missouri City Parks and Recreation Department today is a Texas Gold Medal Award-winning department that maintains and operates a wide variety of park and natural areas, trails, athletic complexes and other facilities.

The Parks Department currently maintains 20 developed parks totaling 393 acres (159 ha). Park amenities include multiple lighted sports fields, lakes, playgrounds, splash pad, and walking trails, as well as boating and fishing sites.

The Missouri City Recreation and Tennis Center is the heart of the recreation division and houses the majority of the city's recreation and fitness classes. Completed in 2012, the center features 13 tennis courts, 4 batting cages, a cardio/weight room, multi-purpose rooms, locker rooms and a full-size gymnasium. The recreation division also manages the City's Community Center, with a large auditorium complex, classrooms, and a small gymnasium and fitness room. The recreation division is responsible for the administration and management of all facility rentals in the Recreation and Community Centers as well as for the park pavilions and athletic fields.

The Parks and Recreation Department offers daytime, weekend and evening recreational programs and provides numerous special events throughout the year.

Organization Vision, Mission and Values

Mission

It is the mission of the Parks and Recreation Department to provide exceptional parks, programs, and facilities that engage residents and enhance the quality of life in Missouri City.

Vision

Our vision is to be known and recognized as a superior municipal Parks and Recreation Department.

Value Statement

We will strive to be a leader in the Parks and Recreation profession. By utilizing a qualified, professional and dedicated staff, we will provide quality parks and multi-dimensional, innovative recreation opportunities in a safe, nurturing environment while preserving traditional recreation values.

Common Purpose

Make life better

Values

- **Professionalism**
Uphold and be accountable for principles that foster integrity, dignity, mutual respect, and teamwork.
- **Creativity**
Establish an environment that promotes imagination and encourages freedom of expression.
- **Dedication**
Be loyal to the implementation of the department's vision
- **Integrity**
Conduct ourselves so our professional dedication and ethics will be an example to the community.
- **Communication**
Advocate open lines of communication, interaction and responsiveness among all levels of the organization and those we serve.
- **Personal Values**
Recognize and respect the diversity and individual values of our organization's team and the community.

Foundations of Service

Three primary elements are integral to the development and delivery of programs and services.

Parks

- Provide a connection to the natural world.
- Create a sense of place for residents.
- Provide accessible space for people to gather and form relationships.
- Preserve our forests and green spaces, clean our air, and provide a habitat for local wildlife.
- Offer formal and informal spaces to play, exercise, socialize or connect with nature.
- Increase property values and attract businesses.
- Stimulate economic development in the neighborhoods that surround them.

Facilities

- Provide an engaging place for citizens to meet and participate in the activities they love.
- Promote health and wellbeing through gym memberships and group fitness classes.
- Host countless classes and programs, birthday parties, business meetings, wedding receptions and celebrations.
- Offer a reliable and safe place for children, youth and adults to play and express themselves through sports, fitness, music, dance and art.

Programs

- Introduce thousands of children to sports and the concepts of teamwork, discipline, dedication and character.
- Allow adults to deepen relationships and personal health through sports teams and classes.
- Provide childcare in a supportive, educational and fun environment.
- Teach the importance of physical fitness, nutrition and environmental stewardship.

Leisure Education

The department's many education and activity programs promote the positive use of leisure time and contribute to the physical, mental and social well-being of our customers based on age, interest, accessibility and convenience. Written program objectives ensure a quality experience through program design intended to expose customers to various activities that focus on skills development, health, safety and satisfaction. For the purpose of this plan, programs are categorized according to the level of support provided by the program unit.

- **Self-directed programs and services** provide for recreation opportunities with only general supervision. Example include open play activities in recreation centers, private rentals, use of playgrounds, outdoor tennis courts, basketball and volleyball courts, sport team practice areas, golfing, fishing, etc.
- **Leader-directed programs and services** require paid staff or volunteers to provide supervision or instruction through classes, sports leagues or youth camps.

- **Facilitated programs and services** present opportunities for the Parks and Recreation Department and community groups to partner for various causes. The Community Garden at Buffalo Run Park and Missouri City Green are two examples of many.

Program Service Determinants

Programs and services are designed to fully meet customer and organization expectations. In addition to the five core determinants outlined in the CAPRA requirements, additional factors are considered as part of the program review process.

- Conceptual foundations of play, recreation, and leisure
- Constituent interests and needs
- Community opportunities
- Agency philosophy and goals
- Experiences desirable for clientele.
- Program trends
- Customer participation rates
- Customer feedback
- Cost recovery
- Service reliability and quality
- Instructor quality
- Quality of facilities, equipment and amenities
- Customer registration process
- Access to online or print materials
- Opportunities (outsourcing, venues, etc.)

Each program has specific objectives relative to customer and organization outcomes such as skill development, social interaction, personal health and fitness, and cost recovery potential. The vast majority of programs are market driven and based on the foundations of play, recreation, and leisure.

The Parks and Recreation Department has an experienced team of recreation professionals who are academically trained and field tested in the fundamentals of program development, implementation and assessment. Staff continually increases their knowledge and contributions to improve customer experience.

Division and facility managers have developed and maintain various policy and operations manuals for all employees to follow when considering program options or accommodating the public for a private rental.

Determination of Customer Interests and Needs

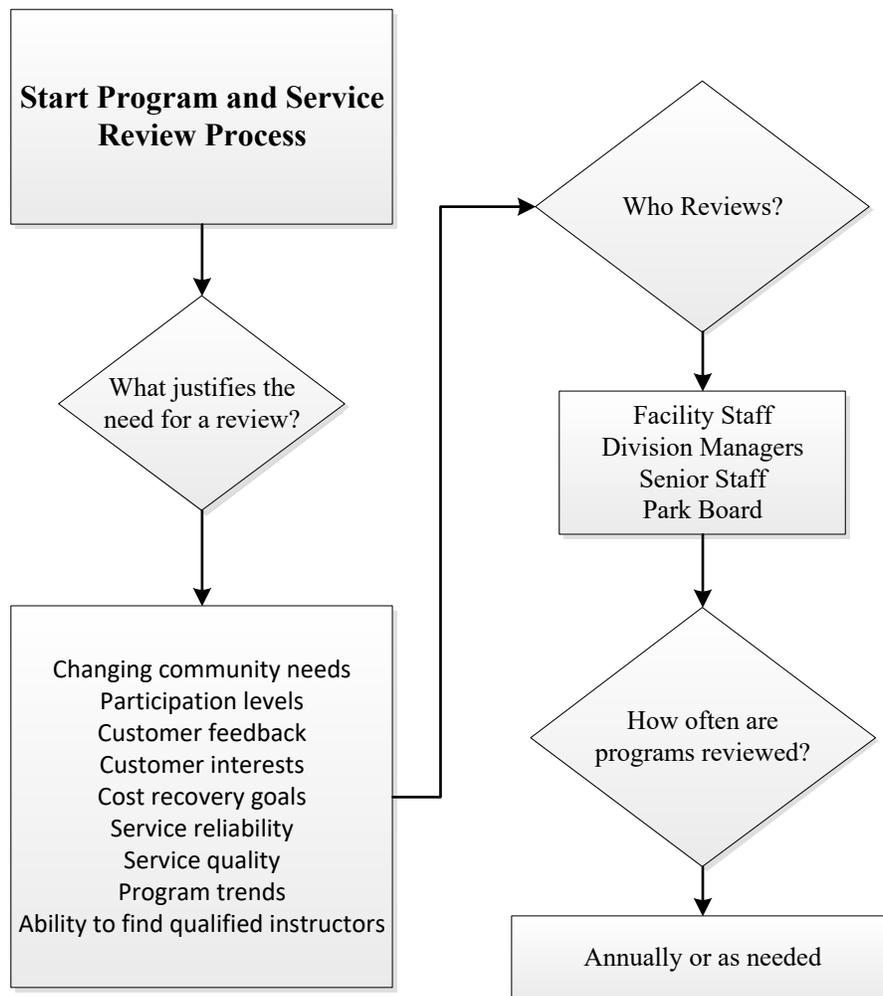
Customer needs are assessed through a variety of methods including personal interaction, observation, electronic and paper surveys, needs assessments, program participation/registration numbers and trends, community meeting reports, website and social media comments, local

media, staff meetings/consultation and through feedback and recommendations from the Parks and Recreation Advisory Board.

Program opportunities and public response vary based on community demographics, built infrastructure, program locations, program costs and affordability, customer willingness to pay, availability of teaching/coaching resources and convenience.

Program Evaluation

All programs and services and related fees and charges are reviewed annually or more frequently to better serve our customers and remain market competitive. Program and services will respond as participants needs, wants and preferences change. Program evaluations will be both formative-ongoing throughout the planning and implementation process, and summative – after the program or event has ended to analyze outcomes.



Programming Goals

Short and long term goals are documented in City's annual business plan, divisional business plans and as part of employee performance reviews. Guidance is provided by the Parks, Recreation and Open Space Master Plan relative to park and facility renovation, acquisition and development.

Staff has identified the following goals relative to program development and increased customer participation.

Short Term Goals: 1-3 years

1. Create, implement and evaluate a cost-recovery plan for recreation programs
2. Increase student (youth) participation relative to various no cost and fee-based programs.
3. Expand the program base for outdoor recreation and educational opportunities
4. Expand the program base for senior adults and youth sport programs.
5. Improve customer experience through customer service training.
6. Develop a revised training program for seasonal camp counselors
7. Maintain a high level of visibility and transparency with the community through the use of social media, quality facilities and excellent customer service.
8. Expand the scope and diversity of community special events.
9. Analyze and respond to customer feedback through a variety of platforms including paper and electronic surveys, website comments, in-person and through social media.
10. Continue the establishment of public and private partnerships and sponsorships.
11. Improve the review and analysis process for customer feedback.
12. Implement recommendations of the Master Plan
13. Update the part-time pay structure.
14. Increase facility rental opportunities.
15. Improve the cycle time for part time and seasonal new hire recruitment and placement.
16. Increase the local travel program for senior adults.

Long Term Goals

1. The Missouri City Parks and Recreation Department will provide a wide range of recreational programs and classes.
2. The Missouri City Parks and Recreation Department will connect by hike and bike trails cultural, recreational and commercial areas.
3. The Missouri City Parks and Recreation Department will provide a variety of special events which offer family oriented activities close to home.
4. The Missouri City Parks and Recreation Department will provide park and leisure facilities for a wide range of passive and active recreation opportunities within each park zone.

Budget

The city's fiscal year runs from October 1 through September 30. Facility and program operations are assigned to the General Fund, with some projects eligible for Capital Improvement Funds, TIRZ funds and occasionally CDBG funding.

Facility Inventory

The department manages a broad variety of facilities and amenities for the public's use and enjoyment. Efforts are ongoing to offer diverse and creative programs while broadening the customer base and brand throughout the community.

▫ Parks	20	▫ Skate parks	1
▫ Youth Sports Fields	32	▫ Senior Adult Centers	0
▫ Trails (mileage)	30.2	▫ Recreation Centers	1
▫ Playgrounds	14	▫ Boat Ramps/Launches	2
▫ Tennis Courts*	15	▫ Community Centers	1
▫ Adult Softball Fields	4	▫ Fishing Lakes	4
▫ Splash Pad	1	▫ Park Pavilions	22
▫ Disc Golf Courses	1	▫ Sand Volleyball Courts	3
▫ Amphitheatre	1	▫ Outdoor basketball courts	7
▫ Gazebo	1	▫ Outdoor performance pavilion	1
▫ Community Gardens	1	▫ Observation Tower	1

*In various parks

Programming Units

Decision making relative to program stability and opportunities to expand or contract programming is typically handled at the division (unit) level. Program units include:

- Athletics
- Youth and Family Programs
- Fitness
- Tennis
- Senior Services
- Special Events
- Outdoor Recreation

Program Support Units

- Communications/Marketing
- Park Operations
- Fire/PD/EMS
- Finance/Purchasing

While all the program units have interconnectivity, their charges and program bases are somewhat distinct by nature and design. All program units promote the positive use of leisure time and contribute to the physical, mental and social well-being of Missouri City residents by offering recreational and leisure time activities and classes to citizens at reasonable costs. Classes are offered over a wide spectrum of ages and interests. These programs offer exposure and initial experience in a variety of areas so that participants can enjoy the scope and variety of recreational experiences to promote lifelong enjoyment of those recreational pursuits. The programs are designed to introduce and open the door to new experiences by teaching basic skills and fundamentals of various activities and offer opportunities for creative participation.

Athletics

The athletics unit manages a variety of sport leagues, clinics, camps and operations throughout the year for children, youth and adults. The scope of these programs include both in-house programs as well as working with third-party organizations that utilize City facilities and fields for league practices and games. Activities include youth and adult athletic leagues, liaising with recognized sports-associations and sport specific skills and drills clinics.

- To provide youth athletic programs that provide participants from all skill levels the opportunity to advance their knowledge and abilities with an emphasis on skill development, sportsmanship and fun.
 - Beginner level programs will emphasize safety, skill development, and sportsmanship in a recreational setting.
 - Intermediate level programs will emphasize safety, skill development, knowledge and teamwork in a recreational setting.
 - Advanced level programs will emphasize safety, skill development, and introduction of advanced gameplay strategy, concepts and theory in a competitive setting.

Youth and Family Programs

The youth and family programs unit oversees programs and events focused on leisure and educational activities for young children and families. Arts and crafts, STEM, tot sports, spring break and summer day camp as well as family fun nights are some examples of the programs this unit is responsible for. This unit also has responsibility for the oversight of the Mayor's Youth Commission.

- To provide programs and events for youth and families that promote quality time, education, leisure enjoyment, socialization and development.
 - Toddler programs will focus on socialization, education and fun.
 - Youth programs will focus on skill development, socialization and sense of place within the community.
 - Family programs and events will focus on quality leisure time for families, education, socialization and enjoyment.
- To continue to provide students with the opportunity to further their personal and professional development through involvement with the Mayor's Youth Commission.

- To foster a strong sense of community and compassion, instill leadership qualities and provide students with opportunities for involvement and ownership in the community.

Fitness

Fitness is primarily responsible for the administration of the fitness center, weight room, personal training, group exercise classes and community health and wellness initiatives. This unit oversees the Recreation and Tennis Center's weight room, personal training staff, City employee wellness initiatives, as well as all group exercise and fitness programs offered.

- To provide fitness programs for all ages and skill levels that provide the opportunity for participants to engage in healthy and active classes, clinics and events that emphasize safety, wellness and enjoyment.

Tennis

The tennis program features lessons, clinics, leagues, adaptive programs, mixers and tournaments. Programs are geared specifically towards children, teens and adults at all levels of play, from beginners to elite players. Programs are taught and supervised by USPTA certified tennis professionals and offer a structured, progressive system for all levels of play. The Recreation and Tennis Center is not only a destination for local residents, but is also a venue in which regional, national and international tennis players compete.

- To provide beginner and intermediate level programs, clinics and tournaments for youth and adult tennis players.
 - Beginner or introductory tennis programs will serve as an introduction to the sport, focusing on skill development, rule knowledge, and court etiquette.
 - Intermediate tennis programs will focus on advanced skill development, game strategy and competitive play.
- To provide adaptive tennis programs that allow participants of all ability levels to learn about, participate in and enjoy the sport of tennis.
- To provide opportunities and support for local and regional leagues, tournaments and community outreach.

Senior Services

The senior services unit offers educational, leisure and travel opportunities for local senior citizens. Programs include local and destination travel, lunch meetings, dances, bingo and leisure games, educational seminars and an annual banquet.

- To provide quality programs, trips, presentations, and events for senior citizens in the Missouri City and surrounding areas, with an emphasis on socialization, education and enjoyment.
 - Senior trips will seek to engage participants in educational, leisure and social opportunities throughout the region on a monthly basis.

- Senior programs and events will provide opportunities for informational and educational sessions and presentations, entertainment and fine arts, and socialization opportunities to engage the senior participants.

Special Events

Special events are opportunities for cities to showcase the unique historical and cultural aspects that set them apart from neighboring communities. The special events unit oversees a wide variety of educational, cultural, historical and family friendly events such as 4th of July, Snowfest, MCTX Family Fest, Mom & Son Challenge, Dad & Daughter Dance, Tricks & Treats in the Park, Oktoberfest and more. These events are opportunities to bring in visitors from outside of the City who generate economic impacts in the community by spending money in local businesses.

- To provide events in the community that promote social engagement, awareness, recreation, education, wellness and history.
- Events will serve to strengthen community image and sense of place, support economics development, increase cultural unity and foster social equity.

Outdoor Recreation

Missouri City is uniquely positioned to take advantage of an exciting opportunity for growth into a new programming sector that is currently underutilized in our region- outdoor recreation. Missouri City is collaborating with Texas Parks and Wildlife to create and implement outdoor educational and leisure programs and events, taking advantage of the variety of lakes, trails and undeveloped parkland within the City and the need for these types of programs in the Southwest Houston area. Due to urban sprawl, people across the Houston-The Woodlands-Sugar Land metropolitan statistical area are having to drive farther distances from their homes to find opportunities for outdoor recreation, enjoy natural settings and engage in nature. Missouri City hopes to offer unique opportunities to engage in outdoor activities such as mountain biking, fishing, archery as well as educational opportunities to educate the public on the importance on nature, caring for our natural resources and connecting people with nature who would otherwise not have those opportunities.

- To provide unique outdoor recreational activities, programs, camps and events that will seek to connect the community with the knowledge, skills and desire to act as environmental stewards and enhance their understanding and appreciation of natural resources.

Community Relations

Staff members seek to openly communicate with the public in a proactive, progressive and purposeful manner. This communication takes place in multiple forms and across numerous platforms with the goal of:

- Creating awareness of upcoming programs, projects and events
- Engaging the community in dialogue about services, direction, and about topics that

relate to the department's mission, vision and values.

- Listening to feedback from citizens and customers about our parks, programs, services and events.
- Measuring the effectiveness of departmental outreach efforts and evolving to continually improve communication.

Cost Recovery

Cost Recovery is the degree to which operational and maintenance costs of service provisions are supported by user fees and/or other designated funding mechanisms such as grants, partnerships, donations, sponsorships, or alternative funding sources. In contrast, subsidy includes general funding sources such as sales taxes, property taxes, or other taxing mechanisms that financially support operations and maintenance of services. Subsidy dollars provide for service costs that are not recovered by either user fees or other forms of alternative funding. At the end of the day, subsidy reflects the overall community's investment in parks and recreation. The Department recognizes the importance of the responsible use of available resources, current economic instability, and a shift to performance fund budgeting goals with static and even declining general fund allocations. All of these factors directly influence current cost recovery and subsidy levels and the establishment of future cost recovery and subsidy goals.

Fees and Charges

Program fees are established by the Department based on a philosophy of program cost recovery. Fees are established to cover all direct and indirect costs of mostly individual and highly individual programs, all direct costs and some indirect cost of programs with some community benefit and no costs for programs with community-wide benefit.

Partner Agencies and Organizations

- Community Garden at Buffalo Run Park
- Fort Bend 4H
- Quail Valley Garden Club
- Access Health
- Texas Parks and Wildlife
- United States Tennis Association
- Recognized Sports Associations
 - RISE, Fun Fair Positive Soccer, Missouri City Little League, Sta-Mo Pony Baseball, Missouri City Raiders
- Stafford Municipal School District
- Houston Community College
- Fort Bend County Ag Extension
- Fort Bend EMS
- City of Stafford
- Texas Department of Transportation
- METRO
- Texas Recreation and Park Society

- National Recreation and Park Association
- Rotary Club
- Exchange Club
- Missouri City Parks Foundation
- Missouri City Green
- Fort Bend Independent School District
- The ARC of Fort Bend County
- Fort Bend Master Gardeners
- Fort Bend County Transportation

The Recreation program plan will be updated annually in March.



Historical and Natural Resource Management Plan

August 19, 2019
Effective September 1, 2019

Barry Hamilton, Parks Superintendent

Jason Mangum
Parks and Recreation Director

Purpose of the Natural Resource Management Plan

The purpose of this plan is to serve as a reference source for the City of Missouri City Parks and Recreation Department staff and to establish a foundation that will aid in the performance of natural resource management techniques.

Natural Resource Management Plan

Natural Resource Elements

Value of Natural Resources

Quality of life (and actually life itself) is linked to natural resources. At the global level, they provide the air, water, food and shelter necessary for human survival. At the local level, they also provide aesthetic, economic, recreational and educational benefits that significantly contribute to the City of Missouri City's livability. Natural resources exist in complex, interrelated systems that need to be managed comprehensively in order to maintain the viability of each. Actions that affect one feature of a natural resource system will affect other systems as well, because they are interdependent. In light of that fact, natural resources should be managed comprehensively, with an awareness of all of the impacts of each action. Careful management of the City of Missouri City's natural resources will maximize the environmental, economic, and social benefits they provide to the community and will decrease risk of harm to life and property.

Land Management Practices and Procedures

Various City departments manage natural resources in the City of Missouri City every day through routine practices such as maintaining public storm water facilities and trimming hazardous vegetation in the rights-of way, and through programs, such as curbside recycling and coordinating volunteer tree plantings. In its role as proprietor, the City is responsible for providing and maintaining public services and facilities. In Addition, the City is uniquely positioned to model sound stewardship practices in the City of Missouri City's parks and other City-owned properties. The management of lands owned by the City of Missouri City Parks and Recreation Department is focused on managing the available resources of the parks to promote the optimal amount of diversity if native species as possible in each area. The remaining land is managed in such a way as to supplement and enhance the diversity of the area. In conjunction with the resource management goals of the City, passive recreational and outdoor educational opportunities are also an important part of the City's goals.

Recycling

The City of Missouri City PARD is to promote recycling at its facilities. Recycling bins for plastic bottles, paper and aluminum cans have been placed in the Community Center, offices and the Recreation and Tennis Center. Recycling education to students and the general public through several environmental education workshops throughout the year. These include: Backyard Composting, Water Conservation, Native Landscaping, Electronics Recycling collections, Paper Recycling collections, and Green business recognitions.

Conservation Area vs. Preserve

Conservation areas are where the sustainable use and management of natural resources including wildlife, water, air and earth deposits is policy. Preserves, in contrast to conservation areas are places where attempts are made to maintain in their present condition, areas of the Earth that are, so, far, untouched by humans. Preserves save rare and unique land features and their dependent flora and fauna. Conservation areas modify sites to sustain rare and natural features, but may include land

management modifications, including agricultural use for education and study such as a community garden. Missouri City PARD does not have any “true” preserves at this time but we do have parkland that is given much higher levels of conservation.

Native vs. Non-Native

Native plant and animal species are considered native to a region if their presence pre-dated Euro-American settlement of the region, generally considered being prior to the 1700’s. Non-native species are organisms introduced into habitats where they are not native. European settlers brought with them plants and animals from their homelands. In addition, through broadening trade internationally, many plants and animals have been introduced to this region. Such species are considered to be non-native and must be carefully studied to determine their impacts to the natural environment. Some non-native species can be considered invasive species and can destroy habitats by out-competing the native species. For these reasons, only non-native species that are proven to be less likely to become overgrown or aggressive are planted in the parks in Missouri City.

Landscape Plantings

Landscaping is an important part of any City of Missouri City facility, park, right-of-way or developed zone. It should be attractive to visitors, as well as certain wildlife. When possible, native plantings should be utilized in landscape plans. Native landscape materials should provide an aesthetic quality to the facility, in addition to the wildlife or ecological value. Landscaping may also be used, when practical, to screen mechanical systems, offer shade, delineate a circulation pattern or provide a formal setting for a flagpole or memorial area. In addition, some short-lived perennials and annuals may be added to enhance existing plantings. However, all plant materials, whether native or non-native, must be carefully selected so that they are not invasive and will not create problems in natural areas in the future.

Hazard Tree Removals

Trees which are dead or dying are an important habitat for wildlife and the environment. Many “decomposers” depend upon dead or dying trees to recycle them back into the environment. They also provide visitors with educational opportunities on how wildlife might use trees for nesting. Generally, along roadways, parking lots, picnic areas or near structures, dead or dying trees may be removed to reduce the hazard. Along less used foot trails and within resource protection zones, trees will be removed only if they are leaning across trails or have branches which are broken and offer a risk of falling on visitors. The decision to remove a dead or dying tree rests with the PARD Park Superintendent and Forester.

Brush and Dead Tree Recycling

Tree trimmings, branches, limbs and other parts of shrubs and trees are chipped whenever possible. This debris is used in the city parks for tree and landscape mulching.

Trail and Area Closures

Upon an evaluation by the Park Superintendent or his designee, marked trail, unmarked trail or other park areas may be closed for repairs or to prevent continuous surface erosion and allow the area to have time to “heal”. They will contact the Communications Department to notify the public.

Encroachment Policy

Encroachment is defined as entry to another's property without right or permission. Synonyms are trespass, violation and intrusion. In the case of City of Missouri City parkland, it generally refers to activity which occurs over time, but may be an isolated incident. It is best prevented by conducting annual checks of boundaries to preserve public property. City of Missouri City park boundaries are generally documented by land surveys. Each time a parcel of property is acquired, a survey should be ordered. Some examples of encroachment include:

- Dumping of grass clippings, leaves, branches or yard waste on park land from adjacent property owners.
- Mowing of park land adjacent to property owner
- Placement of permanent structures on park land. Driveway, trail, bridge, boardwalk or access across park land.
- Removal or moving signs or fences.
- Litter blowing into an area from surface winds from adjacent shopping centers or streets.
- Litter being carried and trapped or deposited after floodwaters subside.
- Installation of utilities on park land without a legal easement or permission.
- Enforcement of encroachment is a challenge.

Lack of knowledge in the community about the damage from encroachment is a key factor. Individual homeowners who are park neighbors often believe their actions are benign or even beneficial. When one case is considered in isolation, action may seem too aggressive. However, if one citizen successfully resists enforcement, their neighbors often begin encroaching as well. It is common to have encroachment hot spots where virtually all of the adjacent neighbors are encroaching.

Securing New Land Acquisitions

The most effective way to ensure that natural resource systems are managed consistent with PARD's intent is for PARD to acquire the land they occupy and implement best management practices. Park land is acquired through the parkland dedication process, fee simple purchase and gift donation. This process is governed by the City of Missouri City Master Plan and the Parks Master Plan with oversight by the Parks and Recreation Department. Each site is carefully chosen based upon the location, intended use and physical characteristics.

Water Management Practices and Procedures

Detention Ponds and Lakes

The City's overall goal is to maintain the integrity of detention ponds and lakes in order to preserve the beneficial functions of streams, lakes, wetlands and aquifers. Beneficial functions include fish and wildlife habitats, flood reduction, aesthetics, food production, recreation and drinking water.

Protect and Restore Hydrologic Regime

Water Components, such as streams, wetlands, shorelines, lakes, storm water and groundwater are all connected in a continuous hydrologic cycle. Changes in one component impact the others. Responsible management of water system components include understanding their interrelatedness and striving to maintain and, where feasible, restore the continuity and functions of natural drainage systems.

Pollution Prevention

The City has a street sweeping program to reduce the amount of sediment and associated pollutants discharging into the storm water system from the roadways. Additional sweeping services are provided as needed for accidents, citizen requests or special events. The City also has a vehicle maintenance program to conduct routine maintenance on all City vehicles. Vehicles are inspected for fluid leaks and repairs are done immediately for vehicles with fluid leaks. The City uses pesticide products and application methods regulated by local, state and federal regulations. Pesticide applications are made under the direction of certified chemical applicators licensed under the Texas Department of Agriculture or Structural Pest Control Board. The chemical applicators attend required annual training and maintain records of chemical applications. City of Missouri City parks employees attend various training throughout the year including: monthly safety training, CEU classes to maintain certifications and licenses as well as other City provided seminars.

Historical Resources Elements

Value of Historical Resources

Much like the quality of life is linked to natural resources, so too is it linked to historical resources. The history and culture of a community contributes to its character and provides links to the roots of the community and its people. For these reasons, it is important to work to preserve these resources.

Education

Communications

A vital ingredient of a successful natural resource management program is increasing citizen understanding of the value of their natural heritage, as well as support for the fiscal resources needed to protect and manage their natural resources. The City is able to inform the public about the importance of natural resources in several ways: classes offered in conjunction with Missouri City Green, the City's Communication Department issues update through their social media channels and conversing with the public in the parks.

Parks Inventory of Natural Resources and Environmentally Sensitive Areas

Buffalo Run Park

Community Park Wetlands

Hageron Road property

Herrin tract

Northeast Oyster Creek Watershed

Recommendations for Site-Specific Natural Resource Management Plans

Buffalo Run Park

- Value of Natural Resources: Careful management of the City of Missouri City's natural resources will maximize the environmental, economic and social benefits they provide to the community and will decrease risk of harm to life and property.

Land Management Practices

- Conservation Area vs Preserve: Efforts are to be made that will preserve as much of the natural landscape as possible. Land management modifications, i.e. trails, fencing, parking lots and pavilions have been conducted while still conserving as much of the natural landscape as possible.
- Hazard Tree Removal: Dead or dying trees shall be removed where they present a hazard to the public. Fallen trees that do not present a hazard to the public will remain in place as wildlife habitat.
- Brush and Dead Tree Recycling: Removed brush and dead trees shall be chipped as mulch for other plantings whenever possible.
- Trail and Area Closures: Trails or areas may be closed to make necessary repairs. Signage and fencing will be installed to notify the public and keep them from entering areas of repair.
- Encroachment Policy: Property boundaries are to be fenced to prevent illegal dumping of trash or the entry of vehicles prohibited in fenced off areas.

Water Management Practices and Procedures

- Protect and Restore Hydrologic Regime: Water components, such as shoreline, lakes, storm water and ground water are to be protected and restored as necessary to maintain the integrity of the hydrologic regime.
- Construction Site Storm Water Runoff Control: While a project is under construction Best Management Practices (BMP) shall be executed, including silt fencing.

Community Park Wetlands and Northeast Oyster Creek Watershed

Water Management Practices and Procedures

- Protect and Restore Hydrologic Regime: Water components, such as shoreline, lakes, storm water and ground water are to be protected and restored as necessary to maintain the integrity of the hydrologic regime.

- Construction Site Storm Water Runoff Control: While a project is under construction Best Management Practices (BMP) shall be executed, including silt fencing.

Hageron road and Herrin Tract properties

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Recommendations for Site-Specific Historical Management Plans

Freedom Tree

- Missouri City's champion tree has significant historical value to the community and is estimated to be in the area of 250 years old. Management of this asset includes routine monitoring for health and structure. Periodic adjustments to the lightning protection system and support cables, annual mulching, bi-annual fertilization, and as needed pruning and pest management are part of this trees management plan.

Partnerships with Other Departments and Agencies

The City of Missouri City partners with several local and state agencies to properly manage the natural environment. These collaborations are extremely important to the management of resources because each group has an area of expertise and specialty that brings a different perspective to the complex management issues at hand. Some of the partnerships include:

- Other cities – an informal network sharing information and techniques to preserve and protect our natural resources.

- Texas Parks and Wildlife Department – Neighborhood Fishing Program including fish stocking.
- Missouri City Green (501C3) – PARD partners with them on several environmental education workshops throughout the year. These include: Backyard Composting, Water Conservation, Native Landscaping, Electronics Recycling collections, Paper Recycling collections, and Green business recognitions.
- Texas A&M Extension Service – provide the CEU training for TDA applicator license recertification and assistance identifying fish, wildlife, insects and plants.

Education

- In-House Educational Events, Resources & Programs: The Parks & Recreation Department hosts several annual events that encourage community participation and environmental stewardship. Events include the Arbor Day/Earth Day Celebration & Edible Earth Fest. Several customized events involving volunteer tree plantings or nature-based projects are conducted with scouting, school, and civic organizations annually. Resources on common tree care questions and concerns are posted on the city website. Tree diagnostic questions and referrals are answered through email and phone consultations. On site resources include interpretative recreation sites such as the Edible Arbor Trail and Right Tree Trail. Programs include the Memorial Tree Program, Tree Challenge, and Three for Trees Programs.
- Partnership Educational Events and Workshops: The Parks & Recreation Department partners with Missouri City Green (501C3) on several environmental education workshops throughout the year. These include: Backyard Composting, Water Conservation, Native Landscaping, Electronics Recycling collections, Paper Recycling collections, and Green business recognitions.

Ongoing Projects

Park Signage

CIP: Bass Construction has been selected to begin constructing new park entrance signs. Locations selected are Community Park, Hunters Glen Park and American Legion Park. [Update: Color samples were received and approved this month. Next month we should have an update on when construction will begin.](#)

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.](#)

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.

Quail Valley North Park

PZ: Remaining part of this project is complete some minor grading, a playground sign and establish grass. Playground drainage repairs are planned to be completed by in-house staff.

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. Kimley-Horn has submitted construction plans which under review by Public Works and Building Codes. [Upon plan approvals the project will be put out for bid. Updates will be provided throughout the construction process.](#)

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.

Roane Park

PZ: Staff is working on Phase II of the playground improvements. [Staff plans to take the construction proposal to City Council for approval in October. Updates will be provided as they develop.](#)

Freedom Tree Park

CIP: [Halff and Associates have been selected to revise the Freedom Tree Master Plan. Progress will be reported as it develops.](#)

StaMo Sports Complex

CIP: [Update on improvements at the Sports Complex.](#) Concrete bleacher pads and additional sidewalk construction work is complete. Installation of a new metal roof on the restroom building was completed the week of May 27. All new bleachers have been assembled and installed.

Upcoming Projects

Heritage Colony

PZ: Construct a DG trail around the drainage facility. More planning is needed on this project.

StaMo Sports Complex

CDBG: [Planning started to identify projects to submit for CBDG funding. If approved, Staff is recommending relighting the Bronco Field which suffered storm damage earlier in the year. Updates will be provided in the coming months.](#)



New Plantings & Features

Oak Hill Park was given a facelift in June, which included tree pruning, fertilization, mulching, hedge trimming and the addition of a small flower bed near the park's sign. MacNaughton Park received another memorial bench donation in the memory of Edward Janota.



Tree Pruning & Landscape Maintenance

Two areas of forest were cleared to make way for upcoming parks projects. A section of forest between Mosley Park and the new daycare facility was cleared in anticipation of a sidewalk extension. A section of forest adjacent to Independence Blvd near Lexington Square was cleared to make way for an art exhibit.

All the major medians in Hunters Glen were pruned for suckers and weeds. All trees in the First Colony Trailhead Park and along the First Colony Trail were pruned for general health and pedestrian clearance. All trees at the 90A monument were pruned. Trees at Community Park's north pavilion and soccer fields were pruned, fertilized, and mulched.

Finally, due to an exceptionally wet May & June, most of the park landscape areas were overgrown with weeds and tree suckers. Forestry staff worked diligently to spray all landscape beds and tree mulch rings to control the weeds and grass.



Events & Outreach

The Forestry Division did not host any events during June & July; however, support was given to the 4th of July Event.



**Missouri City Parks and Recreation
Parks Operations Report
August 2019**

Routine Maintenance

- Inspected all park properties including; playgrounds, park amenities and trails
- Litter collection completed at all park locations
- Weekly Softball Field preparation and mowing completed
- Herbicide applications along fence lines, in right-of-ways, park areas and various city facilities
- Cleaned the drain filters at Hunter Glen Park sprayground
- Finish mowed park properties as needed
- Tractor mowed park properties as needed
- Striped the lighted field for lacrosse at Hunters Glen Park

Operations / Logistics

- Moved tables from the Recreation and Tennis Center to the Community Center
- Replaced barrels and stands as needed in all parks
- Removed a fallen tree at Buffalo Run Park
- Installed a new set of bleachers at StaMo Sports Complex
- Removed a fence section at Ridgeview Park
- Removed stumps at Mosley Park
- Repaired a water leak outside the Little League Complex at Community Park
- Repaired the security lights at the Little League Complex at Community Park
- Repaired the security lights at the softball complex at Community Park
- Lowered and raised the flags for the El Paso and Dayton shootings
- Conducted our monthly playground inspections
- Delivered tables and chairs to FS1 for a retirement luncheon
- Set up chairs in the Council Chambers lobby for a meeting
- Took down art in the Visitors Center
- Assisted with fish habitat installation for an Eagle Scout Project
- Replaced barrels and stands as needed in all parks
- Repaired a water leak near pavilion 4 at Community Park
- Retied loose overhead foul ball nets at the little league complex at Community Park
- Box bladed the parking lot at American Legion Park
- Removed fallen trees at Buffalo Run Park and Hunters Glen Trail
- Completed the replacement of the drinking fountain in the softball complex at Community Park
- Began locating and repairing quick connects at the little league complex at Community Park
- Replaced a barrel and holder on Oyster Creek Trail and Community Park
- Repaired a commode in pavilion 4 at Community Park
- Pressure washed the skatepark and pavilions at Community Park
- Delivered barricades and sandbags to the Community Center for the Summer Sendoff event
- Completed installation of new bleachers at StaMo Sports Complex
- Located and began repairs on a leak at the little league complex at Community Park
- Began clearing overgrowth at MacNaughton Park
-

Operations / Logistics (cont.)

- Picked up barricades and sandbags from the Community Center used for the Summer Sendoff event
- Assisted Facilities with AC repairs at StaMo Sports Complex and Community Park Little League concession stands
- Set up the auditorium at the Community Center for a function

Forestry/Horticulture

- Pruning, chipping and mulching at First Colony Trail Head
- Pruning and chipping at Public Safety Headquarters
- Filled water bags at multiple locations
- Lexington Creek School prune
- Oyster Creek Trail north fence line & trail clearing
- Irrigation repairs & monitoring
- Year-end purchasing
- Watered trees at Bicentennial, Buffalo Run and MacNaughton Parks
- Trimmed trees and mulched at Community Park
- Mosley Park clean up
- Oyster Creek Trail prune and chip
- Library landscaping

Recreation Superintendent's Report – September 5, 2019

Recap of past events- August

Tennis:

- Junior tennis summer camp – 27
- Introduction to adult tennis – 13
- Adaptive Tennis – 9
- Junior Tennis pre-season camp – 157
- Junior tennis fall session I - 27

Recreation and Athletics:

- Lacrosse clinics – 7
- Softball clinics - 33
- Open Play Pickle Ball (M-W-F) - 332
- HIIT (M-W)- 56
- U-Jam (T-TR-S) - 63
- Gentle Yoga (W-F) - 98
- Yoga (W-S)- 34
- Open Play Ping Pong – 10
- Senior Strength – 221
- Basketball Skills and Drills – 8
- Tai Chi demo – 40
- Fitness Fridays - 9

Seniors:

- Afternoon with an Expert: Memorial Hermann Colon Cancer - 10
- Dinner Bingo – 127
- How Does It Work: Encompass Rehabilitation Facility - 8
- Senior Foodies: Willie's Ice House & Grill – 22
- Acrylic Painting – 13
- Mah-Jongg – 44
- Book Talk Club - 4

Youth and Family Programs:

- Tots & Crafts – 25
- Summer Send Off Party – 40

Revenue – August

- August Net Revenue 2018: \$38,593.84 vs. August (through August 29) Net Revenue 2019: \$39,501.74
Difference of: \$907.90
- October 1, 2018 – August 29, 2019 Net Revenue: \$436,251.28
- Total memberships at Recreation & Tennis Center: 1,366 (the number was 1,457 in July)