



**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  
Llarance Turner, Chairman

**PARKS BOARD MEETING MINUTES  
THURSDAY, SEPTEMBER 5, 2019**

**Attendees:**

**Board members in attendance:** Diane Giltner, Don Johnson, Adrian Matteucci, Buddy Snyder, Brian Merchant, Chairman Llarance Turner, Thomasine Johnson, Vice-Chair Sharman McGilbert and J.R. Atkins.

**Absent were:** Pamela Andrews (resigned) Claudia Yvette Garcia, Victoria Porter (excused), and Leslie Mack Jr (excused)

**Staff in Attendance:** Director of Parks & Recreation Jason Mangum, Assistant Director of Parks & Recreation Randy Troxell, Parks Superintendent Barry Hamilton, Recreation Manager Julia Thompson, Assistant City Attorney James Santangelo, Superintendent Kevin Browne, Recreation Specialist Adam Lofters and Facilities Operations Manager Kyle Frye.

**Others in Attendance:** Jana McMullen

**1. CALL TO ORDER**

Vice-Chair McGilbert presided as Chair and called the meeting to order at 7:04 p.m.

**2. CONSIDER APPROVAL OF THE AUGUST 1, 2019 PARKS BOARD MEETING MINUTES**

Board member D. Johnson made a motion to approve. Board member Atkins seconded the motion. The vote was unanimous. **The motion passed.**

**3. PUBLIC COMMENTS**

There were no public comments.

**4. CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION RENEWALS**

**Facilities Operations Manager Kyle Frye**

**a. Fun Fair Positive Soccer**

Request to utilize soccer fields at Roane Park. Currently in good standing with the City and have the required paperwork. Board Member Atkins motioned to approve. Seconded by Board Member D. Johnson to accept RSA renewal. The vote was unanimous. **The motion passed.**

**b. Missouri City Little League**

Request to utilize baseball fields at Community Park. Currently in good standing with the City and have the required paperwork. Board Member D. Johnson motioned to approve. Seconded by Board Member Matteucci to accept RSA renewal. The vote was unanimous. **The motion passed.**

**c. Missouri City Raiders**

Request to utilize field at Roane Park. Currently in good standing with the City and have the required paperwork. Board Member Atkins motioned to approve. Seconded by Board Member Matteucci to accept RSA renewal. The vote was unanimous. **The motion passed.**

**d. Rise Soccer**

Request to utilize soccer fields at Community Park. Currently in good standing with the City and have the required paperwork. Board Member Atkins motioned to approve. Seconded by

Board Member Matteucci to accept RSA renewal. The vote was unanimous. **The motion passed.**

**e. Sta-Mo Pony Baseball**

Request to utilize baseball fields at Sta-Mo Park. Currently in good standing with the City and have the required paperwork. Board Member Atkins motioned to approve. Seconded by Board Member Matteucci to accept RSA renewal. The vote was unanimous. **The motion passed.**

**5. OVERVIEW OF COST RECOVERY IN RECREATION PROGRAMMING**

Recreation Superintendent Browne gave a brief overview of cost recovery explaining what cost recovery is and its importance. Things to consider when discussing about cost recovery or financial management would be direct cost, indirect cost, and total cost. In addition, to any decision or recommendation concerning cost recovery a competitive pricing strategy and public input would need to be taken in account. He also explained the steps needed in order to go through this process. First determining current cost recovery, second determine the benefit being provided to the community, fixed, or individual, and lastly implement ongoing evaluation. The two current methods that other parks and recreational agencies use are the pyramid method and linear method. Board Member D. Johnson asked what percentage does the parks and recreation department get back cost recovery wise. Recreation Superintendent Browne responded nationwide agencies typically recover 34%-40% and our department recovers around 30%.

Vice Chair McGilbert asked about the trend analysis for the year. Superintendent Browne responded that trend analysis is ongoing throughout the year. Board Member Snyder asked if underperforming programs are evaluated. Recreation Superintendent Browne stated all programs are evaluated by staff and most programs are offered twice before making a decision to discontinue.

**6. OVERVIEW OF RECREATION PROGRAM PLAN**

Recreation Superintendent Browne explained the purpose of the plan is to determine how to deliver services, develop program offerings and, ensure programs are meeting program objectives. The Recreation Program Plan also includes community overview, location, size, population, and background of the department. Categorizing leisure education helps determine cost recovery programs. Self-Directed programs and services are when participants can do an activity without staff having to be involved. Lead-Directed programs require some type of leadership or volunteer for instruction. Facilitated programs are opportunities for the community and the department to partner together. Recreation Superintendent Browne spoke on how to determine program service and program evaluations. The plan briefly touches on community relations, cost recovery, marketing, and associations. Board Member M. Johnson asked where income from programs is allocated to. Recreation Superintendent Browne responded that program income is allocated to the general fund with exception of grants, or specific donations.

**7. OVERVIEW OF NATURAL RESOURCE MANAGEMENT PLAN**

Parks Superintendent Hamilton explained the purpose of the natural resource management plan is to serve as a reference source staff to establish a foundation that will aid in the performance of natural management techniques. Vice Chair McGilbert asked about tree recycling. Parks Superintendent Hamilton stated they chop up the tree limbs and utilize it as mulch in the parks.

**8. STAFF REPORTS**

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

Assistant Director Troxell speaks about the recent updates with the signage of the parks. American Legion Park is in the process of developing plans. Waiting on October to start on the addition to Roane Park. Additional work has been completed at Sta-Mo Park with baseball season approaching. There were no further questions.

**b. *Parks Operations: Parks Superintendent Barry Hamilton***

Parks Superintendent Hamilton stated his report was in the agenda packet. There were no further questions.

**c. *Recreation: Recreation Superintendent Kevin Browne***

Recreation Superintendent Browne stated his presentation is in the packet. Some events coming up are Archery fall classes starting Monday September 9<sup>th</sup>, USTA Tournament coming to town September 13<sup>th</sup> and 14<sup>th</sup> anticipating 400-600 players, Senior Breakfast Bingo on September 19<sup>th</sup>, Big Dill Pickle Ball Tournament September 20<sup>th</sup>, Oktoberfest on September 21<sup>st</sup>, and Family Fun Night on September 27<sup>th</sup>. Also, multiple lacrosse and softball clinics taking place in the month of September.

**9. DIRECTOR'S UPDATE**

***Jason Mangum, Parks & Recreation Director***

Director Mangum spoke about spending the month working on accreditation process. The department's CAPRA application was approved and plans to be accredited by 2021. The department is currently developing policies and procedures needed for the standards. The department recently created new procedures regarding accidents and incidents. The department is starting a safety committee starting in October. Upon approval of budget, the department is looking forward to adding teen and outdoor programming. Funds have been set aside for increasing maintenance at the parks. Budget will be approved end of September. Board Member Snyder asked about the skate park and its utilization. Director Mangum responded with the skate park being highly utilized and the department is currently working on installing lights at the park. Chairman Turner added that the lights would provide a means of safety and security. Board Member Giltner asked about a second phase to the skate park. Director Mangum explained he has a phase two planned out just has not been budgeted. Board Member Snyder asked about decline in memberships for the month. Director Mangum responded with membership numbers in the summer are always higher due to kids being out of school and decrease when kids go back to school.

**10. BOARD REPORTS**

Board Member Johnson wanted to personally thank Jason and Kevin for helping with the farmers market. She also mentioned with it getting cooler to have more activities for the community. Chairman Turner announced Board Member Pamela Andrews has resigned from the board.

**11. ITEMS FOR NEXT AGENDA**

There were no items reported for the next agenda.

**12. ADJOURN**

With no further items to discuss, Chairman Turner adjourned the meeting at 8:07pm.