



Missouri City Parks Board

Jason Mangum, Director
Randy Troxell, Assistant Director
Kevin Browne, Recreation Superintendent
Barry Hamilton, Parks Superintendent
J.R. Atkins, Board Member
Claudia Iveth Garcia, Board Member
Diane Giltner, Board Member
Raj Joseph, Board Member
Llarance Turner, Chairman

Don Johnson, Board Member
Thomasine Johnson, Board Member
Leslie Mack, Jr., Board Member
Mary Ross, Board Member
Sharman McGilbert, Board Member
Brian Merchant, Board Member
Victoria Porter, Board Member
Buddy Snyder, Vice-Chair

PARKS BOARD MEETING AGENDA THURSDAY, MAY 7, 2020

Notice is hereby given of a **Parks Board Meeting** to be held on Thursday, May 7, 2020, 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.

NOTICE REGARDING PUBLIC PARTICIPATION

Due to the COVID 19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting.

The meeting will be available to members of the public and allow for two-way communications for those desiring to participate. Any person interested in speaking on any item on the agenda must notify the City by one of the following methods **before 4:00 p.m. on the day of the Parks Board meeting**:

1. Email or call the Parks and Recreation Department at sydney.andrews@missouricitytx.gov or 281-403-8638; or,
2. Submit a "Public Comment Form" to the Parks and Recreation Department from the following webpage: <https://bit.ly/39pw73Q>.

The request must include the speaker's name, address, email address, phone number and the agenda item number.

To livestream the meeting, the public may access the following link:
<https://www.missouricitytx.gov/780/MCTV>.

To access the meeting agenda packet in PDF format, the public may access the following link:
<https://www.missouricitytx.gov/812/Parks-Board>.

1. **CALL TO ORDER**
2. **CONSIDER APPROVAL OF THE MARCH 5, 2020 PARKS BOARD MEETING MINUTES**
3. **PUBLIC COMMENTS**
4. **REVIEW POLICY PARD-P-002, RELATING TO SERVICE ANIMALS**

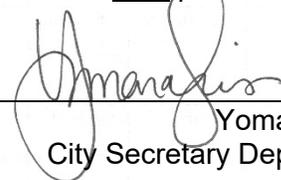
5. REVIEW THE PARKS AND RECREATION SAFETY MANUAL
6. CONSIDER A RECOMMENDATION FOR THE VRINDAVAN RESORT PARKLAND DEDICATION
7. CONSIDER A RECOMMENDATION FOR THE PARKWAY CROSSING PARKLAND DEDICATION
8. STAFF REPORTS
 - a. *Parks Projects: Assistant Parks & Recreation Director Randy Troxell*
 - b. *Parks Operations: Parks Superintendent Barry Hamilton*
 - c. *Recreation: Recreation Superintendent Kevin Browne*
9. DIRECTORS REPORT

Parks and Recreation Director: Jason Mangum
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 May 7, 2020 agenda of items to be considered by the Missouri City Parks Board was posted on the City Hall bulletin board on May 4, 2020, 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 _____, 2020.

Signed: _____ Title: _____



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Brian Merchant, Board Member
Victoria Porter, Board Member
Buddy Snyder, Vice-Chair

PARKS BOARD MEETING MINUTES THURSDAY, MARCH 5, 2020

Notice is hereby given of a **Parks Board Meeting** to be held on Thursday, March 5th, 2020, 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.

Attendees:

Board members in attendance: Diane Giltner, Don Johnson, Vice-Chair Buddy Snyder, Leslie Mack Jr., Victoria Porter, Thomasine Johnson, Raj Joseph, Mary Ross, and Chairman Llarance Turner.

Absent were: Claudia Yvette Garcia (Excused), Brian Merchant (Excused), Sharman McGilbert (Excused), and J.R. Atkins.

Staff in Attendance: Parks and Recreation Director Jason Mangum, Parks Superintendent Barry Hamilton, Recreation Superintendent Kevin Browne, Administrative Assistant Sydney Andrews, Planning Manager Jennifer Gomez, Assistant City Attorney Jamilah Way, and Assistant City Attorney James Santangelo.

Others in Attendance:

1. CALL TO ORDER

Chairman Turner called the meeting to order at 7:07 p.m.

2. CONSIDER APPROVAL OF THE FEBRUARY 6, 2020 PARKS BOARD MEETING MINUTES

Vice-Chair Snyder made a motion to approve the February 6, 2020 minutes. Board Member Giltner seconded the motion. The vote was unanimous. **The motion passed.**

3. PUBLIC COMMENTS

There were no public comments.

4. UPDATE ON THE VETERANS MEMORIAL PROJECT

Director Mangum gave an update on the Veterans Memorial Project. The project is currently in the design and engineering phase. The department is expecting a complete plan to be submitted in the next two week. After the plans are summited, the department will submit a final plan review with the City. The project will be bided with multiple alternates to cut down on cost. The Paver Project is ongoing. If anyone would like to purchase a paver they may contact Administrative Assistant Sydney Andrews. Chairman Turner asked when construction will start on the Veterans Memorial. Director Magnum responded with the goal being in May or June. Vice-Chair Snyder asked is there enough money to fund the total project. Director Mangum answered no but, there is enough money to build a Veterans Memorial. The bricks cost \$300 for a 4x4 paver and \$550 for an 8x8 paver. Board Member T. Johnson asked had the department thought about lowering the prices of the pavers. Director Mangum stated that this is a Park Foundation Project and they decided on the pricing of the bricks.

5. UPDATE ON THE PARKS FOUNDATION

Director Mangum gave an update on the Missouri City Parks Foundation. The Parks Foundation's Fundraising Action Plan was included in the packet. He stated that the Foundation has hired a grant contractor to help with grants and administrative items. They will be having a Strategic Planning Retreat on April 1st, 2020 to help them develop a strategic plan. Board Member D. Johnson questioned if the Foundation had any potential project they would be working on. Director Mangum answered yes, The Foundation has master plans, the parks assessment, and ideas from the community.

6. UPDATE ON THE OUTDOOR ART POLICY

Director Mangum gave an update on the Arts in Public Places Program. The draft of the policy was provided in the packet. Director Mangum welcomed the Board to provide any comments or concerns about the policy. Chairman Turner asked will this be presented to The Planning Commission. Director Mangum stated that could be planned for the commission to view as well. Vice-Chair Snyder asked what would be the target date to present the Art Program to Council. Director Mangum stated the date will depend on the feedback that is given from the public about the policy. Director Mangum also mentioned that the ordinance has to pass by Council twice before being approved.

7. CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION RENEWALS

a. STAMO 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 Mack 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 Baseball

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 Vice-Chair Snyder to accept RSA renewal. The vote was unanimous. **The motion passed.**

c. 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 D. Johnson motioned to approve. Seconded by Board Member Porter to accept RSA renewal. The vote was unanimous. **The motion passed.**

d. RISE Soccer Club

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

8. OVERVIEW OF PARKLAND DEDICATION PURPOSE AND PROCEDURES (27:20)

Planning Manager: Jennifer Gomez

Planning Manager Jennifer Gomez 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 defined neighborhood parks, park zones, and types of land dedications including alternative money donations. Board Member T. Johnson asked about approving with conditions. Planning Manager Gomez explained that the conditions would be located in the Parks Board Minutes that will be given to the Planning and Zoning Commission.

9. STAFF REPORTS

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

Assistant Director Troxell was not present. Director Mangum gave the updated on park projects. Assistant Director Troxell's report was included in the agenda packet. The second phase of Roane Park is complete and was 100% funded by Parkland Dedication funds. American Legion Park is under construction. It will be receiving a paved parking lot, new landscaping, a pavilion and restrooms. 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 report was in the agenda packet. He went on to highlight the new Chair Yoga Program, First Family Camp Out, and Park Clean Up. He stated that March will be just as eventful as February with Family Fun Night tomorrow night, Friday Night Hoops on March 13th, Friday Night Flicks on March 20th, March Madness on March 27th, and the return of Award Winning Mother Son Challenge on March 28th. There were no further questions.

10. DIRECTORS REPORT

Parks and Recreation Director: Jason Mangum

Director Mangum reported that staff had the opportunity to attend the 2020 TRAPS Institute in Galveston, TX. He commented on how dedicated the staff is to being the best they can be. He mentioned when he joined the department in 2014 he joined Parks Superintendent Hamilton as the two only employees who were Certified Parks and Recreation Professionals. Director Mangum then went on to receive his Certified Parks and Recreation Executive Certification which only a few people in the state of Texas have. He highlighted staff and their achievements like Recreation Superintendent Browne being a Certified Recreational Professional, Recreation Specialist Allison Vickery who is a Certified Therapeutic Recreation Specialist, Facility Operations Manager Fry and Recreation Manager Thompson also have gotten there Certification as a Recreational Professionals and Recreation Specialist Adam Lofters who received his certification in Youth Sport Administration. Director Mangum also recognized Recreation Superintendent Browne for being honored at TRAPS as the Texas Young Professional of the Year for the entire state of Texas. Director Mangum then went on to update the Board on the precautions taken for the Coronavirus. The department is preparing, stocking, and planning for if the virus escalates. He updated the Board on the department's pursuit of their CAPRA accreditation. They plan on being an accredited agency by 2021. Director Mangum plans to have all standards met by middle of this year. Board Member Joseph asked who issues this accreditation. Director Mangum stated the Commission for Accreditation of Parks and Recreation Agencies. Board Member D. Johnson commented on the great job the trainers Damion, James, and Edward are doing. Director Mangum stated he will be sure to pass the message along to those employees.

11. BOARD REPORTS

Board Member Giltner stated that the Don't Mess with Texas Trash Off event is on April 4th. Board Member T. Johnson mentioned that AARP will be in attendance at the Farmers Market having a tent called "Seasoned Seniors" where they will be giving out free advice. Vice-Chair Snyder shared a document with the board about Kite Flying Festivals and the best time for those festivals being in March and April. He wanted to recommend that the department look into having a kite festival in windy months like March or April.

12. ITEMS FOR NEXT AGENDA

There were no items stated for next agenda.

13. ADJOURN

With no further items to discuss, Chairman Turner adjourned the meeting at 8:23pm.



PARKS & RECREATION DEPARTMENT POLICIES AND PROCEDURES

Subject	Service Animals for Participants	Reference Number PAR-D-P-002
Section	Programming and Events	Effective Date xx/xx/2020
Applicability	All Administrative and Full-Time Parks & Recreation Personnel	Supersedes Policy Dated n/a
Director Approval		Signature Date

Purpose: To establish and implement a facility policy for service animal compliance according to the Texas Human Resources Code and the Americans with Disabilities Act (ADA).

Authority: Missouri City Parks and Recreation Director has the authority from the City Manager for the administration of the Parks and Recreation Department.

Department Policy:

In accordance with state and national regulations, the City of Missouri City Recreation and Tennis Center will allow the entrance of a service animal belonging to an individual with a disability of various natures.

A qualified service animal is defined as:

- Under Texas's Human Resources Code, a service animal or an assistance animal is a dog that is specially trained to assist someone with a disability and is actually used by a person with a disability.
- Under the ADA, a service animal is a dog (or, in some cases a miniature horse) that is individually trained to perform tasks or do work for the benefit of a person with a disability. The tasks or work the animal does must be directly related to the person's disability.

Effective Date	Supersedes Reg. Dated N/A	Reference Number PRCS-P-002	Page 1 of 2
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There is no law established that requires public accommodations to allow the entrance of an “emotional support animal”, as they have not been trained for specific tasks, but are designed to provide emotional support and companionship.

Department Procedures:

Under Texas law, no public accommodation may make demands or ask questions about your service animal’s certification or qualifications, except to determine what type of assistance the animal provides. If your disability is not apparent, the establishment may ask whether your animal is a service animal and what work it is trained to do for you. Thus, the only allowable questions to be asked by staff members are as follows:

1. Is the dog a service animal required because of a disability?
2. What work has the dog been trained to perform?

Additionally, there are two definite situations, as outlined by the Department of Justice (DOJ), in which the facility staff has the authority to refuse access to a service animal or enforce that the animal is removed from the premises:

1. When the service animal is out of control (i.e. barking without being provoked, acting violent or aggressive toward others, etc.)
2. When the service animal has not been toilet trained

For reference on Frequently Asked Questions about Service Animals and the ADA:

https://www.ada.gov/regqs2010/service_animal_qa.html

Effective Date	Supersedes Reg. Dated N/A	Reference Number PRCS-P-002	Page 2 of 2
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CITY OF MISSOURI CITY

PARKS AND RECREATION DEPARTMENT



SAFETY AND RISK MANAGEMENT MANUAL



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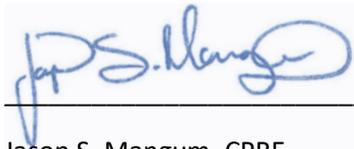
SAFETY AND RISK MANAGEMENT POLICY STATEMENT

The Missouri City Parks & Recreation Department is committed to provide safe working conditions for our employees and a safe leisure environment for the public using our facilities, parks and programs.

Personnel throughout the organization are directed to make safety a matter of continuing concern. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, risk assessments are conducted, hazards are mitigated and accidents are investigated.

The Parks and Recreation Safety manual is designed to give employees a thorough overview of the safety policies and standards to be maintained by the Missouri City Parks & Recreation Department. These safety standards are in addition to City-wide policies and procedures pertaining to safety.

Most accidents can be prevented through proper training, planning, and common sense. The cooperation and support of each employee is critical to the success of this program.



Jason S. Mangum, CPRE
Director

INTRODUCTION

Although an agency cannot guarantee 100% security in all areas, planning and sound operational practices help to minimize loss and maximize safety for our patrons and staff.

This plan provides general security and emergency management procedures. Procedures may be further detailed in facility Operations Manuals and/or included in the Recreation & Parks Department Administrative Manual or the City of Missouri City Administrative Policy Manual. Where applicable, those documents are referenced in this plan.

This Safety and Risk Management Manual will be reviewed annually and updated annual or as necessary due to legislative changes.

DEFINITIONS

MCPARD – Missouri City Parks and Recreation Department

MCPD – Missouri City Police Department

LOSS CONTROL PROGRAM

The purpose of the Missouri City Parks and Recreation Department (MCPARD) Safety Program is to establish a framework to be used in performing security and safety procedures and document a plan of actions to protect facilities, equipment and personal property from damage and loss and to provide a safe environment for employees and the public who use our programs, facilities, and parks. With the guidance and assistance of the MCPARD Safety Committee, the Parks and Recreation Department intends to accomplish this by instituting the following practices.

- Establish a strong safety attitude in all employees
- Provide Training sessions to all employees to educate them on job duties and responsibilities
- Conduct safety inspections of parks and facilities
- Regularly review accidents and injuries and make recommendations as necessary
- Establish safety rules and regulations for MCPARD operations
- Perform risk assessments/analysis for all recreation programs and events
- Respond to employees and public concerns regarding safety

SAFETY COMMITTEE

The Missouri City Parks and Recreation Safety Committee will be an ongoing committee to initiate and execute the safety program for the Parks and Recreation Department. The City's Parks Superintendent will act as the Department Safety Coordinator and chair the Safety Committee meeting. Safety committee members will include the Director, Assistant Director, Parks Superintendent, Recreation Superintendent, and representation from parks maintenance (2), Forestry (1), and Recreation (1). The term as a member of the safety committee will be three years beginning in October and ending in September. At the end of the term, new representatives will be selected to fill the vacancy. The Director of Parks and Recreation will appoint the employees to the committee.

Safety Committee Responsibilities

- Regularly review all Department injuries, accidents, and incidents and make recommendations for prevention.
- Bring proposals for new safety policies and/or procedures to the Safety Committee meetings for discussion and review.
- Solicit feedback and input from co-workers regarding safety topics.
- Discuss proposed safety policies and make recommendation of their adoption, removal, or modification.
- Review existing safety policies every third year and make recommendations for their modification or removal.
- Participate in an annual inspection of all City parks, and facilities (as outlined in Risk Management Plan). The inspection schedule will be developed at the first regular meeting each fiscal year.
- Develop recommendations and timelines for loss control improvements.
- Influence others in the Department to work safely and to develop a culture of safety within the Department.

The Safety Committee will meet monthly. The meeting agenda will include:

1. Call to Order and Roll Call
2. Introduction of Guests
3. Review of Previous Minutes
4. Review of Accidents and Statistics
5. Old Business
6. New Business
7. Facility Inspections
8. Adjournment

Minutes of each meeting will be kept and saved on the City's shared drive.

In addition to the standard agenda, the Safety Committee will adopt annual goals and objectives, no later than September for the following Fiscal Year. These goals and objectives should assist in improving the overall loss control program of the Department.

Employee Responsibilities

Each employee shall be directly responsible and accountable for the safety rules and procedures as stated in this manual and as taught in the in-service training programs. The responsibilities listed are minimum and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to reduce losses.

All employees are expected to:

- Maintain a working knowledge and follow all general and department/division safety rules
- Immediately document and report all accidents and unsafe conditions to the supervisor
- Cooperate and assist in the investigation of accidents
- Attend all safety program and in-service education meetings
- Treat public complaints with the utmost attention, showing courtesy in all cases
- Wear appropriate Personal Protective Equipment in all potentially hazardous situations
- Conduct Risk Assessments for areas of responsibility including all recreation programs

Superintendent of Park Operation Responsibilities

- Serve as the Safety Coordinator and Chair of the Safety Committee
- Establishes and administers the safety and loss control programs
- Participates in Safety Committee functions
- Maintains a working knowledge of city-wide and department-specific safety rules
- Instills in each employee a clear understanding of their duties and responsibilities in the area of risk management and safety
- Reviews all serious employee and public accidents to ensure that established accident investigation policies and procedures are followed

Division Head Responsibilities

- Works with the Safety Committee to organize Loss Control program aspects that are particular to individual departments
- Maintains a working knowledge and follows all general and department-specific safety rules
- Enforces safety rules and improves employee and public knowledge of the same
- Reviews Risk Assessments from their division
- Administers inspections for their division and coordinates corrective actions as necessary
- Provides proper orientation, job instruction training, and in-service training to staff
- Reports and investigates accidents
- Prepares and submits proper Accident/Incident forms to the Safety Coordinator (and Risk Manager if necessary) within 24 hours of the event
- Makes sure necessary safety equipment and personal protective equipment for each job or program are available, used and properly maintained
- Conducts risk assessments for all programs and implements risk reduction program enhancements as necessary
- Cooperates with the Safety Committee on documentation requirements such as memos, training records safety data sheets, inspections and investigation records
- Treats public complaints and concerns with the utmost attention. Is courteous in all cases
- Attends all safety program and in-service education meetings

RISK ASSESSMENT PROCEDURES

Risk Management is the ongoing process of measuring, or assessing risk and then developing strategies to reduce the probability of a risk occurring, the impact of a risk or both. It is vital for parks and recreation professionals to understand the risk assessment process and to take the necessary steps to mitigate or avoid risks when necessary to ensure the safety of all those involved with an activity or event. The following procedures will be utilized by Missouri City Parks and Recreation staff during both the formative planning process for events and programs (from initial planning through implementation) as well as during the summative process (post-event analysis/evaluation).

Programs staff shall analyze the programs/services offered and the facilities managed for personal injury and financial loss potential and identify and implement actions to eliminate or mitigate such injury or loss. This is done as part of the Recreation Program Plan (appendix)

1. Identify potential risks - staff should identify as many possible operational and financial risks that might be associated with the provision of the service/program/event.
2. Measure frequency and severity – staff must assess the likelihood of a risk occurring, and if it does- what frequency is anticipated (low, medium, high) and the severity for injury impact (low, minor, major, severe, and fatal) as well as financial impact (minimal, moderate, critical, catastrophic). Risks should be assessed as High, Medium or Low for each category*

Injury Impact Categories:

- Low – Little to no first aid
- Minor – Injuries require first aid, no permanent injury, short term discomfort
- Major – Substantial injury-non life threatening. Temporary disability or loss of bodily function, hospitalization may be required
- Severe – Injuries to one or more persons, life threatening; permanent disability, loss of bodily function, extensive hospitalization
- Fatal – One or more deaths are possible

Frequency	High	L	M	H	H	H
	Medium	L	L	M	M	H
	Low	L	L	M	M	M
		Low	Minor	Major	Severe	Fatal
Severity						

Financial Impact Categories:

- Minimal – Losses can be absorbed within current operating funds, no program service reductions
- Moderate – Temporary service reductions, minor fee increase; financial reallocation; potential for liability claim to be filed
- Critical – Losses require major service cutbacks, reorganization, facility closing, major program cancellation, or a liability claim has been filed and is unresolved
- Catastrophic – Losses require major tax and fee increase

Frequency	High	L	M	H	H
	Medium	L	L	M	H
	Low	L	L	M	M
		Low	Moderate	Critical	Catastrophic
		Severity			

3. Examine alternative solutions – depending on the categorization of risks based on the previous step, risks can be accepted, avoided, controlled or transferred.
 - a. Accepting the risk means deciding that the particular risk is inherent to provide the service/program/event and that the benefit from said service/program/event outweighs the potential risk.
 - b. Avoiding the risk means deciding to not offer the service.
 - c. Risk control involves prevention (reducing the likelihood that the risk will occur) or mitigation (reducing the impact it will have if it does occur).
 - d. Risk transfer involves giving the responsibility for any negative outcomes to another party (i.e. having a third party provide the service/program,/event)
4. Implement solution – once all reasonable potential solutions have been analyzed, pick the one most likely to achieve desired outcomes. Low assessed risks should be accepted, but closely monitored to ensure that risk remains low throughout. Medium assessed risks should undergo additional assessment to determine what, if any steps can be taken to prevent or mitigate the risk before the service is offered. Risks assessed as High should be avoided when possible.
5. Monitor results - risk management is a process that must be constantly revisited to determine effectiveness and whether changes or updates are required.

TRAINING AND EVALUATION

All MCPARD staff are trained in various areas and topics based on job description and duties. In-service training is provided initially during an employee's orientation and pertinent documents, policies and procedures are reviewed at this time. MCPARD Safety Training will be conducted on an on-going basis and will involve staff from every division. Each division head is responsible for providing the proper safety related training for their staff and all new employees in their division.

The following is a list of training programs. Employees are required to attend any safety training program that are considered by MCPARD to be necessary in safely performing their work assignments.

Department Wide Training

- Personnel Policy Review
- Safety Policy Review
- General Security / Emergency Response Plan Review
- Blood Borne Pathogens
- Statement of Admission

Department Wide Full-Time

- CPR/First Aid/AED
- Fire Extinguisher Training
- Slips, Trips, and Falls

Job Specific Training

- CPR/First Aid/AED
- Hazardous Materials Handling & Storage
- Pesticide Applicator Training
- Respirator Use
- Confined Space
- Defensive Driving
- Lock Out/Tag Out
- Certified Playground Safety Inspector
- Playground Inspector Training
- Chainsaw Operations
- Chipper Operations
- Small Equipment
- Large Equipment
- Fueling Procedures
- Ladder Safety
- Lift Operations
- Mower Operations
- PPE
- Tractor Operations
- Trailer Operations
- Tree Trimming Operations
- Back Safety
- Boater Safety Certification
- Paddle Sports Certification
- Wilderness First Aid
- Cash Handling Procedures
- Camp Training
- Office Ergonomics
- Point of Sale Operations
- Other

IMPORTANT TELEPHONE NUMBERS

- Emergency Services (Fire, Police, and Medical) – Dial 911 (must dial 9-911 when calling from desk phones). When dialing 911, it is important to be able to:
 1. Identify the specific nature of the emergency
 2. Identify the location of the emergency
- Non-Emergency - Police Department Dispatch (281) 403-8700
- Risk Manager – 281-403-8626
- Human Resources – 281-403-8680
- Fleet Supervisor – 281-403-8583
- Building Maintenance Superintendent – 281-403-8641
- Parks & Recreation Director – 281-403-8647

AUTHORITY

MCPARD staff has no law enforcement authority. Staff is authorized to notify the jurisdictional police department (generally the MCPD) whenever security or public safety is threatened or compromised (e.g. witnessing a crime, discovering a facility break-in, public disturbances, etc.).

MCPARD has liaisons to the MCPD. The Recreation Manager, Facility Operations Manager, or Recreation Manager on duty serves in this capacity, depending on facility. The liaison's responsibilities include, but are not limited to:

- a. Coordinates training of MCPARD staff by the Police Department.
- b. Secures law enforcement resources requested by MCPARD staff.
- c. Communicates with the Police Department on issues of mutual interest.
- d. Conducts updates and revisions of the General Security and Emergency Management Plan in coordination with the Police Department.

INJURY AND INCIDENT PROCEDURES

Reporting of incidents is very crucial to the effectiveness of risk management and loss control. Recognizing the causes that led up to the incident/injury, and reducing or eliminating these causes, will help to prevent a recurrence.

- Incidents/injuries must be reported within 24 hours of any incident or injury.
- Statement of Admission: Do not admit fault – even if it perceived to be yours or the Departments. The incident/injury is bigger than the employee and is a representative of the City as a whole.
- It is the responsibility of the employee witnessing the incident/injury or taking the report of the incident/injury to fill out the injury or incident report in detail.
- All reports should be forwarded to the Superintendent of Park Operations within 24 hours of occurrence.

- Accidents or Injuries involving employees must follow the steps our processes as outlined in the Personnel Policy Manual including the completion of the Report of First Injury Form.
- Any employee involved in an accident/incident that results in damage to a vehicle or property must immediately notify his or her supervisor when the incident occurs. Supervisors shall notify their division superintendent/director.
- Reports should not be shared with anyone outside the City. Requests for reports should be directed to the City Secretary's office.
- Any requests from the media regarding any accidents or incidents should be referred to the Director of Communications.
- When completing the report, use only facts, not opinions. Do not make any medical diagnosis.
- All incident/injury reports will be reviewed monthly by the safety committee.
- Employee Injuries must be reported on DWC Form-001 (Employer's First Report of Injury or Illness) for Workers Compensation purposes. (Appendix) Employees must coordinate injury reporting with the Human Resources Department as outlined in Section 9-10 of the Personnel Policy Manual.

Incidents involving employees, patrons, vehicles and city property must be written up on the required form, investigated, filled out completely, signed and sent to Risk Management. Near incidents should also be reported to Risk Management to be proactive in preventing serious incidents from happening causing injury or damage.

It is imperative that employees complete and submit the appropriate paperwork following any type of accident.

CRIME PREVENTION AND RESPONSE

Security and crime prevention are recognized as important considerations during the initial planning and design process for new facilities. It is the goal of the MCPARD to provide indoor and outdoor areas that are safe and provide the user a high degree of security. This is accomplished through the design, maintenance and monitoring of the facilities as well as operational procedures to ensure staff and patron safety.

Design

Through the design process, MCPARD will utilize all available resources and techniques to provide a safe and secure environment. Adequate security lighting must be included as part of the design of parking lots, restrooms, pavilions and park areas. Consideration should be given to safe access and visibility of all areas especially trail locations, restrooms, pavilions and playgrounds. Specific fixtures, coatings, surfaces should be utilized to deter vandalism.

Maintenance and Monitoring

An important aspect of facility and park security and safety is an ongoing evaluation of conditions, a defined maintenance program in conjunction with an inspection process. MCPARD has adopted park maintenance standards that are designed to ensure a consistent maintenance program through preventative and routine maintenance practices. Routine maintenance is completed by the parks maintenance team assigned to the facility or park.

The staff inspection process is necessary to identify problems as soon as possible and initiate a process for correcting the situation. The inspection process includes front line staff that conduct facility walkthroughs daily and create facility work orders for areas in need of routine maintenance and management staff that inspects parks on a weekly basis.

The Parks Department conducts monthly inspections of playground structures in City parks that have playground equipment. Staff uses a checklist to document any discrepancies. Items inspected include loose bolts, rust, sharp edges, broken equipment, and wear and tear. When discrepancies are found it is reported to supervision and instructions are given on sight. If the item can't be fixed on the spot then staff caution tapes the structure. If the item can be fixed in house staff reviews the playground documents, orders any necessary parts and repairs. If the item is structural staff then contracts with a certified playground vendor to repair the playground feature.

Police patrols and staff provide a visual presence of authority at department facilities. Video surveillance provides staff and patrons an additional level of security through the recording of activity in the interior and exterior areas. Video surveillance systems are used at most facilities.

Recreation and Parks Ordinances and Rules

Many of the security and safety concerns associated with patron participation/use or activities are addressed in the Missouri City ordinances. It is not the intent of this plan to repeat the ordinances but rather highlight content as necessary so as to facilitate compliance. **However, MCPARD defers enforcement to the Missouri City Police Department.** MCPARD employees are to call Dispatch when they observe a violation of park ordinances if verbal request to stop the violation does not rectify behavior. Patrons are informed of ordinances and rules through park signage, rental contracts, and program handbooks.

Alcohol in Parks and Facilities

Alcohol in facilities and parks is addressed in Section 74-2 of the [Code of Ordinances](#) which states that it is unlawful to consume or possess any alcoholic beverage, sell or offer for sale

any merchandise, services, food, non-alcoholic beverages or alcoholic beverages in athletic fields, parks, or the Recreation & Tennis Center.

Permits may be granted with the approval of the Director for sale and consumption of alcohol. Events sponsored or co-sponsored by the city are exempt from the limitation of the sale or offer for sale of merchandise, services, food or non-alcoholic beverages.

If MCPARD staff witnesses alcohol in a facility or park, they should first check on the existence of a permit. If no permit exists, then MCPARD staff would advise the patron of the ordinance and request compliance. If the patrons fails to comply or leave the facility or park, MCPD should be called.

Response Procedures

Criminal Behavior

Safety of MCPARD staff and patron is the primary concern in situations where a crime is occurring. If witnessing a crime in progress, MCPARD employees should:

1. Try to remain calm.
2. If possible, without harm to themselves or patrons, remove themselves and others from the scene.
3. Call 911 immediately and report the crime.
4. Follow 911 dispatch instructions.
5. Remain safe and do not disturb the crime area until MCPD has arrived and secured the area.
6. If possible, keep all witnesses on location until MCPD clears them. Always follow MCPD or Dispatch's instructions.
7. Complete an Incident Report.

Disruptive Behavior

1. Anticipate problem situations. Be pro-active and stay one step ahead of a potential problem. Try to defuse the problem immediately if it arises.
2. Whenever possible, provide the patron with an explanation for "why" the rule is necessary and is being enforced.
3. Be familiar with the facility's rules and regulations. More importantly, make sure that you can enforce them in a fair and consistent manner.
4. Assist other employees when they are enforcing a rule. Possibly, you can provide the patron with further information to clarify the situations.
5. Be firm, but courteous when enforcing the rules. Be respectful of the patron's feelings and do not embarrass them.
6. Refer an unsatisfied or persistent patron to the Recreation Specialist for further assistance.

Minor Misconduct

Minor violations can include, but is not limited to any of the following: improper dress, minor profanity, failure to follow personnel's verbal instruction, littering, minor harassment of other patrons or employees, violation of rules and regulations, running in the lobby and hallways, improper use or misuse of equipment
In case of misconduct of a minor nature, stop the action, remind the patron(s) of facility's rules and verbally warn them of the consequences if the offense occurs again.

Should a minor violation occur following a verbal warning, take action that is appropriate for the offense. The discipline sequence for minor violations are: (1) a verbal warning, (2) sitting the patron "out", (3) referring the patron to management, (4) expelling the patron from the facility and (5) suspending the patron from the facility.

Major Misconduct

Major violations can include, but is not limited to any of the following: fighting, excessive and/or abusive profanity, vandalism or abuse to building, property or equipment, theft, use or possession of alcohol or drugs, defiance of personnel, possession of weapons, major harassment of other patrons or employees, being in unauthorized area of facility, suspension violation, excessive arguing, smoking in the building.

In the case of a major misconduct, the patron should be notified that he/she is suspended from the facility. Should the incident be in violation of the law and City ordinance or endanger the safety of other patrons, the police should be notified immediately. At the time of the suspension, it is critical for the Recreation Attendant to complete the necessary reports and inform their Supervisor immediately of the situation. A written report and additional information should be submitted to the Supervisor the following day.

Suspension Actions

Number and Type of Violations	Forms of Disciplinary Action Taken
1-2 minor violations	2 to 4 days suspension
3 or more minor violations	1 to 2 weeks suspension
1 major violation	Minimum of 1 week
2 major violations	Minimum of 1 month
3 or more major violations	Minimum of 6 months

Exact length of suspension will be determined according to the seriousness of the violation with the final approval of the Recreation Superintendent. No violators may enter any Parks and Recreation Department facility or participate in activities during the suspension period without the permission of the Recreation Superintendent. Violating suspension will be counted as a major violation and will automatically cause the suspension period to be lengthened or taken to the next level of punishment.

Uncooperative Patrons and Conflict

Whenever a patron becomes uncooperative and refuses to follow the rules or employee requests, refer him/her immediately to the management staff. If the patron continues with his/her uncooperative behavior, there is a possibility that the situations could escalate into a conflict. If conflict does arise, the following three steps will help defuse the situation.

1. Ask the patron their opinion of what the problem is.
2. Ask the patron how he/she feels about the situation and why.
3. Ask the patron what corrective actions they think need to take place.

Follow these three steps for both parties and then, resolve the conflict with a fair and appropriate decision.

In the situation where a conflict results in violent behavior between patrons, the staff must act to protect the safety of other patrons. If violence erupts, it must be eliminated immediately. Staff members need to address these situations very carefully so that they do not endanger themselves or other individuals. Remember the following guidelines when responding to violent situations:

1. Do not approach the perpetrator(s) alone, have another employee assist you in confronting the individual(s).
2. Assess the situation before becoming directly involved.
3. Clear the area if the safety of other patrons is threatened.
4. Keep your distance from the violent individual.
5. Do not hesitate to call the police for help.

Handling of Evidentiary Items

Parks & Recreation staff shall immediately contact the Police Department to report a crime when they occur. Staff shall also preserve the crime scene by not disturbing it and preventing patrons or bystanders from doing so if possible. Evidentiary items, which are collected by the Police Department during investigation of a crime, can be divided into two types: Physical Evidence (stolen property, drugs, weapons, etc.) and Latent Evidence (fingerprints, footprints, bodily fluids, etc.). The following guidelines, approved by the Police Department, were developed to provide guidance to staff when encountering a crime scene and/or evidentiary items.

1. **Physical Evidence:** In most cases, it is best not to disturb any evidentiary item. Contamination of the crime scene may result, potentially compromising successful investigation and prosecution. Leave the item in place. Ensure that bystanders do not touch the item. If an evidentiary item must be moved due to safety considerations (e.g. drugs or weapons that could be picked up by bystanders), it should be handled in such a manner as to minimize employee contact with the item. Gloves or some other type of barrier should be used to keep from directly contacting the item.
2. **Latent Evidence:** When arriving to work and finding evidence of a break-in at your building or locked workplace, do not enter. Immediately notify a supervisor and

police. In order to preserve any potential fingerprints, do not allow anything in the area to be touched. If a break-in occurred and footprints may be present do not allow the crime scene to be trampled. If blood, sputum or other bodily fluids are present, do not clean them up until cleared to do so by the police.

Enforcing Rules and Ordinances

For the safety and comfort of its participants, patrons and staff, the MCPARD has a “zero tolerance” policy with respect to disruptive and/or offensive behavior in its facilities, parks and programs. The MCPARD expects its staff to exercise good judgment and use sensitivity when intervening with participants whose behavior is interfering with other patron’s use or enjoyment. Staff’s primary concern is to make sure people have a positive experience and keep them safe. Staff must use their professional judgment when it comes to enforcing rules. When in doubt, ask these questions:

1. Is there a real safety problem?
2. Will any other participants be inconvenienced?
3. Will this cause any lasting damage to the Department’s image?

Steps to take to ensure compliance or, failing that, securing removal of an individual from a facility:

1. Ask the individual to cease the activity.
2. If the individual refuses, advise them that they must leave the facility.
3. If the individual refuses to leave, call the police and ask them to have the individual leave.
4. If the individual refuses the officers order to leave, the officer will then, in conjunction with the MCPARD representative, issue a trespass warning. If a trespass warning is issued, that individual may not return without the facility supervisor’s permission.
5. If the individual refuses the officer’s order to leave, he may be arrested by the officer. If the individual returns at a later time while still under a trespass warning he is subject to arrest.
6. Staff are to complete an Incident Report following each encounter.

SPECIAL EVENTS

The majority of citywide special events are conducted by MCPARD. For large special events organized by the Recreation & Parks Department, such as July 4th and Snowfest, other departments including Fire, Police and Public Works are involved in the planning process. Security and safety matters such as spectator control, traffic control, emergency management and emergency communications are properly addressed via an Incident Action Plan (IAP).

Control of Vehicles

Section 74-2 “Prohibited conduct in athletic fields, parks, and the recreation center” of the [Code of Ordinances](#) addresses the control of vehicles in parks and facilities. Parks are designed to accommodate normal operational traffic based upon park amenities, expected attendance and activities. Signage is used to communicate amenities within a park, proper parking locations and other pertinent information to patrons. Some activities necessitate that staff take measures to ensure that traffic moves in a safe fashion protecting people and property. Normal traffic signage is installed as part of park planning and construction; however, temporary measures such as cones and barricades are necessary during special events.

It is the intent of MCPARD to provide for the orderly flow of traffic by requiring a plan for special event traffic flow, properly marking obstructions in roadways, and by providing training to personnel for adequate and safe manual traffic direction when circumstances dictate. MCPARD staff may direct traffic on park property; however they are not authorized to direct traffic on public streets, roads or highways. MCPD or local law enforcement agency personnel with jurisdiction must direct traffic at intersections and locations off park property.

MCPARD requires a traffic control plan for all special events that occur in parks. These plans include traffic and parking control and staffing levels of recreation and park staff, volunteers and local law enforcement officers. The traffic control plans designate permanent and temporary overflow parking areas and type of additional directional signage. For recurring events, changes to the plan should be based upon previous event experience.

EMERGENCY/DISASTER MANAGEMENT PREPARATION AND RESPONSE

The City of Missouri City is exposed to hazards that have the potential for disrupting the community, causing damage, and creating casualties. Natural hazards include fire, floods, severe weather, and hurricanes. Threats of terrorism are also a consideration in preparation and response.

The plan is based on the four phases of Emergency Management which are:

- Mitigation - activities that reduce or eliminate the probability of disaster or damage
- Preparedness - activities that government, organizations, and individuals develop to save lives and property
- Response - actions that minimize the loss of life and property and provide emergency assistance

- Recovery - short and long-term activities that restore city operations and help return the community to a normal state

The City of Missouri City participates in the National Incident Management System (NIMS) and all staff members have completed the level of training deemed necessary by city leadership in the NIMS Training Plan.

In the event of an emergency, the City of Missouri City will activate the Emergency Operation Center (EOC), with the appropriate staffing. The activation of Missouri City's EOC can occur at any time day or night. Such activations may necessitate the need to have key personnel respond to the EOC or to their normal work location, in order to provide support to the City's response effort. An effective, coordinated response requires that initial notification of the incident be made as quickly as possible and that accurate up to date information be relayed to senior staff members quickly to allow them to make well informed decisions and take appropriate actions.

The City of Missouri City currently signs on to Fort Bend County's Emergency Operations plan, which is updated on a regular basis.

Bomb Threat Procedures

Call the Police Department at 911, **using a land line** (cell phones and radios emit a signal that might trigger a detonation device designed for radio frequency activation), and give the following information:

- Bomb threat at the xxxxxx Center (address), Missouri City, Texas*
- Bomb threat message OR suspicious package/object*
- Your name and phone number*

1. If there is a suspicious package/object, do not touch it and clear the area around the suspicious package/object.
2. Evacuate the building according to evacuation routes located on evacuation maps posted in the building.
3. Avoid standing in front of windows or other potentially dangerous areas.
4. Do not restrict sidewalk or streets that will be used by emergency vehicles and officials.

Elevator Emergency Procedures

1. If you hear an elevator alarm bell, call the Fire Department at 911.
2. Passengers detained in an elevator should remain calm and press the alarm button. An alarm bell will sound.
3. When a power failure occurs, the elevator will lower to the ground floor. Do not attempt to use the elevator during a power failure.
4. There is an elevator phone located inside the elevator panel. Pick it up and you will

automatically be connected to the switchboard.

Emergency Evacuation Plan

An emergency evacuation is a quick, orderly and safe exit from the building, which may be necessary due to fire, gas leak or other unforeseen event.

1. Upon activation of the fire alarm system or if notified by Dispatch of an evacuation order, each occupant should walk quickly and directly to the designated evacuation exit and proceed quickly, calmly and safely outside.
2. An emergency evacuation will take place whenever there is an event in which a rapid evacuation is deemed necessary, when Dispatch gives notification of evacuation, or when the Supervisor (or Designee) deems appropriate.
3. Individuals will remain out of the office or building until an all clear announcement is made by the authority having jurisdiction.
4. Each facility supervisor is responsible for meeting with their staff to establish responsibilities, to review the evacuation routes and the emergency procedures and to identify a regrouping for accountability of staff and visitors. Every building occupant has a personal interest in the emergency operation and in the plans for handling the emergent situation. The best alarm and emergency response system incorporates the eyes and ears of all the occupants.

Supervisor/Safety Coordinator Responsibilities

1. Each community/recreation center shall conduct quarterly emergency evacuation procedures drills, following specific procedures established at each facility. On an annual basis, a formal drill shall be coordinated through the Fire Department and documented.
2. Educate all staff as to the evacuation procedures, evacuation routes and exits, regrouping areas, pull stations and fire extinguishers.
3. Initiate the Emergency Evacuation Plan when appropriate.
4. Take charge of the specific emergency plans when required.
5. Assure that all building occupants are directed to the evacuation stairway or exit.
6. Assure that no one attempts to use the elevator.
7. Assure that disabled or handicapped occupants are assisted as needed.
8. Notify the emergency workers of any areas in the office that are locked and cannot be searched.
9. Assure that every room is searched.
10. Account for all staff and building occupants at the regrouping area.
11. Report all hazardous or questionable conditions to the Fire Department.
12. Ensure that evacuation routes are prominently posted in each facility.

Fire Emergency Procedures

Use R.A.C.E. procedures:

- **R = RESCUE** anyone in immediate danger from the fire, if it does not endanger your life
- **A = ALARM:** sound the alarm by activating a pull station alarm box
- **C = CONFINE** the fire by closing all doors and windows
- **E = EXTINGUISH** the fire with a fire extinguisher, or **EVACUATE** the area if the fire is too large for a fire extinguisher.

Proper use of fire extinguishers (pass – pull, aim, squeeze, sweep):

1. **Pull** the ring on the handle of the fire extinguisher to remove the safety pin (the pin prevents accidental discharge). This is accomplished by pulling the ring sharply and twisting at the same time to break the plastic tie securing the ring to the handle. At this time, check that the pressure gauge indicates that the fire extinguisher is fully charged (the needle of the gauge is in the green zone). Before attempting to extinguish the fire, assess conditions and proceed only if it does not place you at risk of becoming another victim.
2. **Aim** the fire extinguisher nozzle toward the base of the fire. The dry chemical in the fire extinguisher smothers fire and is only effective if directed toward the base of the fire. Proceed toward the fire to a distance where you feel confident that you can operate safely.
3. **Squeeze** the handle of the fire extinguisher to discharge the dry chemical toward the base of the fire.
4. **Sweep** the nozzle of the fire extinguisher from side to side while aiming it at base of the fire. This will more evenly place dry chemical at the base of the fire. It is very important to NEVER turn your back to fire, even if it appears to be out. Fire may flare up; always backup from the fire keeping the fire extinguisher in position and ready to use.

First Aid

1. A first-aid kit is available in each facility. All staff should know the location of the first aid kits. Building Maintenance stocks and refills First Aid boxes as needed.
2. MCPARD staff will follow established medical protocols.
3. Staff trained in CPR may perform cardiopulmonary resuscitation if necessary, following universal precautions.
4. Many facilities have an automated external defibrillator (AED). Staff members at each facility will be trained in its operation.
5. Non-EMT, non-First Responder staff are only authorized to provide band aids, soap and water to clean cuts. In case of a fall, do not move the injured person unless there is a life threatening situation. An ice pack will be provided for strains and bumps. If

- any other first aid is required, call 911 for assistance.
6. The most highly medically trained person on site (EMT, First Responder, First Aid Provider) should delegate emergency tasks. In the absence of a medically trained person, the on-site supervisor should delegate emergency tasks.
 7. One person should call for help, one staff member should gather the injured person's personal information for the injury report, and other staff members should control the crowd and keep guests out of the path of emergency vehicles and staff.
 8. Exposure to Bodily Fluids:
 - a. Staff shall follow Universal Precautions when cleaning up or coming into contact with bio- hazardous materials, including blood and other bodily fluids. The following safety precautions should be taken:
 - i. Wear impermeable gloves at all times.
 - ii. Clean the area with a 10% bleach and water solution, using paper towels.
 - iii. While still wearing the gloves place contaminated material in a sealable bag (such as Ziploc) and seal.
 - iv. When removing the gloves, grasp the outside cuff of the left glove with the right gloved hand, pulling the gloved hand, pulling the glove inside out over the fingertips. Hold the removed glove on the gloved hand and insert a finger under the glove to remove it inside out.
 - v. Wash hands and arms thoroughly with soap and hot water.
 - b. Staff should not attempt to clean up chemical spills, poisonous or unknown substances. If these types of materials are suspected, they should be reported to the Fire Department.

Hazardous Materials and/or Noxious Odor Encounters

1. Notify facility supervisor immediately.
2. Supervisor shall evacuate the immediate area, as he/she deems appropriate.
3. If you have been exposed to an unknown gas, seek fresh air and notify 911 from a safe location.
4. If you feel you have been exposed to a potentially hazardous substance, other than a gas, call 911 from a phone nearest to the location of the exposure.
5. Report to the dispatcher the nature of the substance and any immediate safety or health concerns.
6. Do not allow others to enter the contaminated area or to contact anything that may have become contaminated.
7. Leave the affected area only under conditions of immediate danger to life, by direction of the emergency dispatcher or by order of emergency services personnel on scene.
8. Fire Department will respond to the scene to investigate and provide medical support as necessary, to include transport to a hospital if deemed necessary by EMS

crewmembers.

9. Fire Department will determine need for additional evacuation as well as determine the appropriate evacuation zone.
10. Fire Department will determine when it is safe to return to the evacuated areas.
11. Fire Department will coordinate evacuation and return procedures with the facility supervisor.
12. Submit report to Department Director of any injuries or unsafe condition discovered by Fire Department personnel. A Fire Department representative will submit any pertinent findings and recommendations for review.
13. The Director will submit recommendations to the City Manager as necessary.

INCLEMENT WEATHER

Notify any staff off site at the time of the possible severe weather approaching.

Indoors

In case of lightning, have everyone seek shelter. Stay away from windows and electrical outlets. Do not use telephones. Avoid contact with plumbing – no one should use showers or sinks. Stay away from appliances, computers, power tools and televisions. Lightning may strike exterior electric and phone lines, inducing shocks to inside equipment.

Lightning

Lightning often precedes rain, so don't wait for the rain before suspending activities.

Parks where the City conducts recreational sports programs should be equipped with a lightning warning system. Sirens and strobe lights will warn public when lightning is within 6 miles of the park location. Sirens will continue every 20 minutes while lightning continues to be in the vicinity. Strobe lights will continue to flash until 30 minutes have elapsed since the last lightning strike.

- Staff will instruct the public to seek shelter
- Anyone who is slow to leave or appear not to be leaving the area should be approached and advised face to face that they must leave and seek shelter.
- Staff will also seek shelter until the lightning has passed.
- Substantial buildings provide the best protection. If a safe place is not available, avoid open areas and stay away from isolated tall trees, towers, utility poles, metal bleachers, backstops and fences.
- Utilizing the National Weather Service's 30/30 rule, the public should not be allowed to return until 30 minutes after the last lightning strike judged to be within six miles has occurred and all sirens and strobes have ceased.
- In case of a visible, imminent tornado, organize participants and direct them quickly to

safe rooms or restrooms that have no windows. Instruct them to put their head between their legs and fold their hands over the top of their heads.

Recognized Sports Associations should be provided with information regarding the lightning detection system and should agree to the same standards related to lightning as part of their RSA agreement.

Heat Guidelines

The following guidelines to deal with extreme heat at all outdoor programs. It is designed to provide participants with a standard for safe play in situations of extreme heat.

The two values that Missouri City Parks & Recreation will take into account when modifying or canceling programs are air temperature and relative humidity. The combination of these two elements reflects the heat index. We will rely on the heat index reading that is updated hourly by the National Weather Service.

Missouri City Parks & Recreation has defined five heat index zones. These zones are based on recommended guidelines published by the American College of Sports Medicine (ACSM) for participation in sports activities during periods of extreme heat. Because the heat index does not take into account wind and direct sunlight, two degrees will be added to the stated heat index on sunny and still days. Likewise, two degrees will be subtracted on cloudy and windy days.

- a. **White Zone** - Heat index of 65-80 degrees. In this range, the participant is in very little danger from heat and no special measures will be taken.
- b. **Yellow Zone** - Heat index of 81-98 degrees. In this range at sport programs, coaches will be encouraged to take extra steps to protect their players by making sure they keep them hydrated and by encouraging frequent substitution during games and practices. At all other programs, counselors and site supervisors will make sure participants are properly hydrated and frequent breaks will be given.
- c. **Orange Zone** - Heat index of 99-105 degrees. In this range, Missouri City Parks & Recreation will implement the following at all programs: all measures taken in the Yellow Zone; water coolers will be available at each program for players/parents/fans/participants; catchers of youth baseball/softball will be allowed to catch only two innings in succession lacrosse goalies should not play 2 consecutive quarters. If it is a practice day, coaches are instructed to keep players well hydrated and to take frequent breaks. Sports with continuous running (soccer, lacrosse, ultimate, etc.) are encouraged to implement hydration breaks at the midpoint of each period. These breaks should be three minutes in length and teams should not be charged a time-out.

- d. **Red Zone** - Heat index ranging of 106-110 degrees. In this range, the Missouri City Parks & Recreation will implement the following for programs: all measures taken in the Yellow and Orange Zones; and the length of programs may be modified according to the discretion of both coaches in regards to a sports program, or a counselor/site supervisor for all other programs. Cancellations are at the discretion of the Recreation Superintendent.

If it is a practice day, coaches are instructed to reduce the time of practice, take frequent breaks and keep players well hydrated by having them drink water.

- e. **Black Zone** - Heat index above 110. In this range, Missouri City Parks & Recreation will cancel all games, practices, and programs until the heat index returns to 110 or below. Notification will be given through the weather hotline and signage at the specific program location.

Note - During the course of the day, the heat index will rise and fall depending upon the time of day, amount of wind, cloud cover, etc. The above program modifications could also change throughout the course of the day, especially on a weekend. For example, a 1pm game on Saturday could be played under the Orange Zone guidelines and a 4pm game could be played under Red Zone guidelines. Coaches and parents will be informed of the appropriate zone of play through signage at the outdoor facility.

The above are merely guidelines and it is the responsibility of parents to make the ultimate decision as to the participation of their child in Missouri City Parks & Recreation events when heat may be a factor, taking into consideration the age and physical condition of their child. Parents have the ultimate responsibility to inform their child about the dangers of heat and need for protection, including sunscreen and proper hydration.

LOCKDOWN

The following steps should be followed in the event that an emergency prevents the safe evacuation of a community/recreation center building and requires isolation of participants and staff.

1. Lock all exterior doors.
2. Utilize the Run/Hide/Fight concept in conjunction with lockdown procedures.
3. Immediately report suspicious persons to the Missouri City Police Department.
4. Key Information to provide to Law Enforcement or 911 operators:
 - a. Location of the active shooter
 - b. Number of shooters if more than one
 - c. Give a physical description of shooter(s)
 - d. Number of and type weapons if known
 - e. Number of potential victims at your location
5. If participants are outside, notify staff (via radio or cell phone) to proceed to a safe location (i.e. another facility).

6. Notify staff inside to stay in rooms and account for all participants; check restrooms. Notify building occupants of the lockdown. Remain in safe rooms (interior room with no doors and windows) or classrooms until notified otherwise. Recreation staff members are responsible for accounting for participants and ensuring that no one leaves the safe area.
7. Create the illusion of “no-one home.”
8. Close blinds and windows.
9. Turn off all electric devices.
10. Turn off all lights.
11. Keep children quiet and away from doors and windows.
12. Be aware of all exits, doorways and possible ways of entry/escape
13. Contact Parks & Recreation Administration office.
14. Should the fire alarm sound, do not evacuate the building **unless**: You have first-hand knowledge that there is a fire in the building, or you have been advised by Police to evacuate the building.
15. Have cell phones and radios (if applicable) available.
16. Maintain a calm environment.
17. If a gunshot or explosion is heard, get everyone on the floor.
18. Parents will be contacted by telephone by the supervisor or designee if the emergency is not resolved within 30 minutes to inform them of the situation and discourage them from trying to pick up their children. All parents will be notified of the situation at pick up if the emergency is resolved within minutes and no further danger exists.
19. When the danger has been resolved and removed from the vicinity, the supervisor will inform staff, participants and administration office.
20. The Director or his/her designee will keep in contact with City officials, the Communications Manager and/or media.
21. Complete an incident report and submit it to your supervisor.

MISSING CHILD

The “Code Adam” alert is a child safety program and set of procedures designed to recover missing children. Any kind of report (i.e. from staff member, park user, guardian, etc.) that a child is missing should trigger a “Code Adam” alert. The following are duties which agency staff should perform in the event of a missing child:

Person/Staff in Charge should:

1. Assess the situation and determine whether or not the child is missing.
2. If missing, announce “Code Adam Alert” over PA or related communication system. If PA system is inoperable, announce alert using megaphone and text all other staff on duty.
3. Provide description (i.e. name, age, gender, physical traits, clothing, and shoes) of missing child, and where the child was last seen.
4. Initiate search of facility and grounds for the child.
5. Suspend regular activity.

6. If the child is found, reunite child with parent/guardian and announce "Code Adam Canceled."
7. If child is not found within the first 10 minutes after initial report, (maximum of 10 minutes, will vary depending on situation and facility) notify local police by calling 911.
8. Provide police with description of missing child and guardian contact information.
9. Contact appropriate staff to implement crisis media management plan.
10. Do not release anyone from supervision until police give permission.

Staff Should:

1. Keep other children/users under supervision.
2. Monitor all exterior doors and defined entrances to prevent missing child from leaving the facility.
3. Search for missing child using predetermined search sequence.
4. If child is found with someone other than parent/guardian, attempt to delay the departure of the person without putting yourself at risk.
5. If person departs, call 911 and give description of the person.
6. Take attendance
7. Do not release anyone from supervision until "Code Adam" is cancelled and police give permission.

Director Should:

1. Communicate to City Manager and PIO.
2. Assist with the development of message for media.

MEDICAL EMERGENCIES

1. Dial 911
 - a. Be calm. Speak clearly. Do not hang up before the dispatcher does.
 - b. Identify the problem. Example - We have an unconscious person; we have a potential spinal injury; we have a participant who is bleeding heavily.
 - c. Give your location. Example - Recreation & Tennis Center, 2701 Cypress Point Drive.
 - d. Give a more specific location. Example - The victim is in the dance studio, weight room, men's restroom, etc.
 - e. Stay on the line and be prepared to answer questions such as "Is the victim an infant, child, or adult? Is the victim conscious? Is someone administering CPR now?"
2. Complete the Injury Report Form and submit it to your supervisor.
 - a. Notify your supervisor.
 - b. Remind staff members not to discuss the situation with anyone other than your supervisor.

- c. A staff debriefing will be conducted if necessary.
3. Things to Avoid Doing:
- a. Giving medication to any participant without their consent.
 - b. Moving the injured person except when a life threatening situation exists (for example, fire).
 - c. Providing any medical assistance beyond your level of training.
 - d. Discussing the accident, seriousness of injury or staff's performance with anyone other than your supervisor or emergency personnel.
 - e. Panicking; always remain calm.

Informing the Family about an Injury

1. In the case of an injury, the facility supervisor will inform the family or delegate a staff member to do so.
2. Get an identification of the victim from the injury report.
3. Call and speak to a responsible adult. If not home, get a contact number.
4. Be calm. Speak slowly and clearly.
5. Identify yourself by name and job title.
6. Tactfully explain what happened.
7. Reassure the person the victim is receiving care and inform the person of the victim's location.
8. Inform the victim and paramedics if a family member is on his/her way.
9. In the case of a death, the police will be responsible for informing the family.

Manual Effective Date	Supersedes Policy Dated	Review Date

APPENDIX



Incident Report

Please complete both sides of this form and be concise. When form is completed, sign and route through the Division Superintendent. It is imperative that the information be printed and legible.

Date of Incident: Time: am/pm Site:

Where did the incident occur? (building name, room, park area, street address, etc.):

Person(s) Involved:

- 1. Name: Age: Phone: Address: City: State: Zip:
2. Name: Age: Phone: Address: City: State: Zip:
3. Name: Age: Phone: Address: City: State: Zip:

Describe the Incident – Include how the person (s) involved described the incident.

Were police called? [Y] [N]

If yes, responding officer's name: Phone:

Indicate the action taken and by whom. If needed, use the other side of the report form to continue.

Witnesses:

- 4. Name: Age: Phone: Address: City: State: Zip:
5. Name: Age: Phone: Address: City: State: Zip:
6. Name: Age: Phone: Address: City: State: Zip:

Employee Completing Report: Signature:

Supervisor's Name: Signature:

Follow-up action:

Was video evidence available: [] Yes [] No

If yes, reviewed by: Date:



Injury Report

Please complete both sides of this form and be concise. When form is completed, sign and route through the Division Superintendent. It is imperative that the information be printed and legible.

Date of Injury: _____

Time of Incident: ____am/pm

Site: _____

Location where injury occurred? (building name, room, park area, street address, etc.): _____

Name of injured person: _____ Age: _____

Address: _____ City: _____

State: _____ Zip: _____ Sex: M [] F []

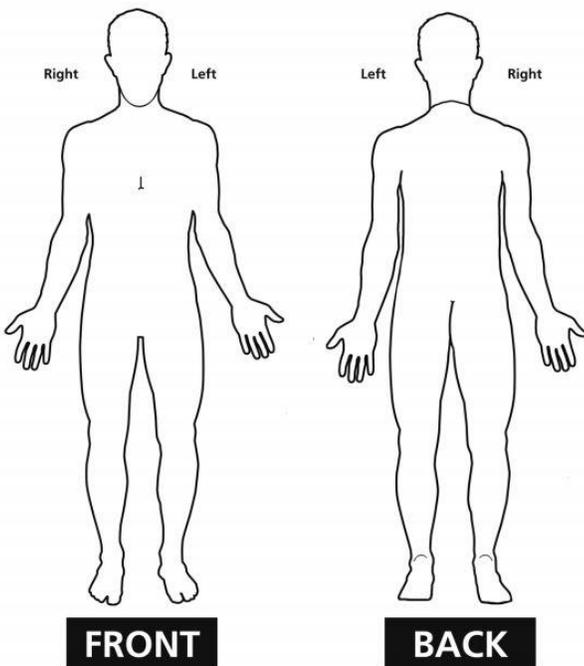
Parent/Guardian: _____ Relation: _____

Phone: _____

Description of Injury & How Injury Occurred (Do not diagnose, simply describe):

Type of First Aid Given:

Cause of Incident: [] Fell/Horseplay [] Medical Emergency [] Intoxicated [] Other _____



Status of Injured person: [] Conscious [] Unconscious [] Other _____

Employee Hurt: [] Yes [] No

Blood Present: [] Yes [] No

Gloves Used: [] Yes [] No

EMS Called: [] Yes [] No

(If YES is selected, complete page 2)

Witness

Name: _____

Age: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Employee: _____ Signature: _____

Assisting Employee: _____ Signature: _____

Supervisor: _____ Signature: _____



Injury Report (page 2)

EMS Actions: Treated on site and released Transported Where _____

If EMS call is refused, party refusing EMS call: _____

Signature of Party or Parent/guardian if under 18: _____

How did party leave the facility: Relative/Friend EMS Self

Additional Witnesses:

Witness Name: _____ Age: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Witness Name: _____ Age: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

OFFICE INFORMATION ONLY Entered into Injury spreadsheet by: _____ Date: _____

Form Routed to Finance Director: Yes No

Comments (investigative report):

Program Manager: _____ Date: _____

Corrective measures implemented: _____

Was video evidence available: Yes No

If yes, reviewed by: _____ Date: _____

Completion Date: _____

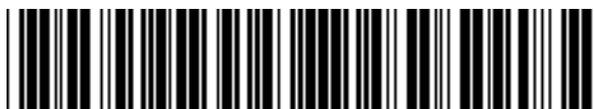
DWC FORM-1
(Employer's First Report of Injury or Illness)

The **employer** is required to file an **Employer's First Report of Injury or Illness** [DWC FORM -1 (Rev. 10/05)] with the injured worker's insurance carrier, and the injured claimant or the claimant's representative within 8 days after the employee's absence from work or receipt of notice of occupational disease.

The **Employer's First Report of Injury or Illness** provides information on the claimant, employer, insurance carrier and medical practitioner necessary to begin the claims process. Details of the claimant's employment and circumstances surrounding the injury or illness are also requested.

Send the specified copies to your **Workers' Compensation Insurance Carrier** and the injured employee. ***Employers - Do not send this form to the Texas Department of Insurance, Division of Workers' Compensation, unless the Division specifically requests a direct filing.**

[Workers' Compensation Rule 120.2]



INSTRUCTIONS FOR EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS (DWC FORM-1)

Type (or print in black ink) each item on this form. Failure to complete each item may delay the processing of the injury claim.

Article 8308 - 5.05, Texas Workers' Compensation Act, requires an Employer's First Report of Injury or Illness (DWC FORM - 1 (Rev. 10/05) to be filed with the Workers' Compensation Insurance Carrier not later than the eighth day after the receipt of notice of occupational disease, or the employee's first day of absence from work due to injury or death. A copy of this report must be sent to the employee or the employee's representative. For purposes of this section, a report is filed when personally delivered, or postmarked. Send the specified copies to your **Workers' Compensation Insurance Carrier** and the injured employee. ***Employers - Do not send this form to the Texas Department of Insurance, Division of Workers' Compensation, unless the Division specifically requests a direct filing.**

If a report has not been received by the carrier, the employer has the burden of proving that the report was filed within the required time frame. The employer has the burden of proving that good cause existed if the employer failed to file the report on time.

An employer who fails to file the report without good cause may be assessed an administrative penalty not to exceed \$500.00. An employer who fails to file the report without good cause waives the right to reimbursement of voluntary benefits even if no administrative penalty is assessed.

Once the employer has completed all information pertaining to the injury the employer should maintain the copy of this report to serve as the Employer's Record of Injury required by Article 8308 -5.04. Send the specified copies to your **Workers' Compensation Insurance Carrier** and the injured employee. ***Employers - Do not send this form to the Texas Department of Insurance, Division of Workers' Compensation, unless the Division specifically requests a direct filing.** The Division's Health and Safety will use data from this report for the Job Safety Information System established in Article 8308 - 7.03 of the Texas Workers' Compensation Act.

This report may not be considered admission or evidence against the employer or the insurance carrier in any proceeding before the Division or a court in which facts set out in the report are contradicted by the employer or insurance carrier.

"SPECIAL INSTRUCTIONS FOR CERTAIN ITEMS"

- Items 2,7,8: Article 8308 - 2.13(e), Texas Workers' Compensation Act requires the Division to maintain information as to the race, ethnicity and sex on every compensable injury. This information will be maintained for non-discriminatory statistical use.
- Item 4: If no home phone, please provide a phone number where the employee can be reached.
- Items 5,15,17, 26,29,30: Enter data in month, day, year format. Example: 08-13-54.
- Item 18: List nature of accident or exposure, e.g., fall from scaffold, contact with radiation, etc. If occupational disease, so state.
- Item 19: List specific body part, e.g., chin, right leg, forehead, left upper arm, etc. If more than one body part is affected, list each part.
- Item 20: Describe in detail (1) the events leading up to the injury/illness, (2) the actual injury, e.g., cut left forearm, broken right foot, etc., and (3) the reason(s) why accident/injury occurred. Use an additional sheet of paper if necessary.
- Item 22: State the exact work-site location of the injury, e.g., construction site, office area, storage area, etc.
- Item 24: List object, substance, or exposure that directly inflicted the injury or illness, e.g., floor, hammer, chemicals, etc.
- Items 32,33: Enter date in month-year format. Example: 02-56.
- Item 37: Enter the number of days or hours that make up a full work week for your employees.
- Item 45: Enter the 6-digit North American Industry Classification System (NAICS) Code of the employer. The primary code is the code which appears in block 5 of Form C-3, "Employer's Quarterly Report" to the Texas Workforce Commission.
- Item 46: For companies with a single NAICS code, the specific code is the same as the primary code. For companies with multiple NAICS codes, enter the code that identifies the specific business, activity, or work-site location the employee was working in at the time of the injury. This may or may not be the same as the primary code.



Send the specified copies to your
Workers' Compensation Insurance Carrier
and the injured employee.

*Employers - Do not send this form to the
Texas Department of Insurance, Division of Workers' Compensation,
Unless the Division specifically requests a direct filling.

CLAIM # _____

CARRIER'S CLAIM # _____

EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS

1. Name (Last, First, M.I.)		2. Sex F <input type="checkbox"/> M <input type="checkbox"/>	
3. Social Security Number - -	4. Home Phone ()	5. Date of Birth (m-d-y) - -	
6. Does the Employee Speak English? If No, Specify Language YES <input type="checkbox"/> NO <input type="checkbox"/>			
7. Race White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/>		8. Ethnicity Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/>	
9. Mailing Address Street or P.O. Box			
City	State	Zip Code	County
10. Marital Status Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/>			
11. Number of Dependent Children		12. Spouse's Name	
13. Doctor's Name			
14. Doctor's Mailing Address (Street or P.O.Box)			
City	State	Zip Code	

15. Date of Injury (m-d-y) - -	16. Time of Injury : am <input type="checkbox"/> pm <input type="checkbox"/>	17. Date Lost Time Began (m-d-y) - -	
18. Nature of Injury*		19. Part of Body Injured or Exposed*	
20. How and Why Injury/Illness Occurred*			
21. Was employee doing his regular job? YES <input type="checkbox"/> NO <input type="checkbox"/>		22. Worksite Location of Injury (stairs, dock, etc.)*	
23. Address Where Injury or Exposure Occurred Name of business if incident occurred on a business site			
Street or P.O. Box		County	
City	State	Zip Code	
24. Cause of Injury(fall, tool, machine, etc.)*			
25. List Witnesses			
26. Return to work date/or expected (m-d-y) - -	27. Did employee die? YES <input type="checkbox"/> NO <input type="checkbox"/>	28. Supervisor's Name	29. Date Reported (m-d-y) - -

30. Date of Hire (m-d-y) - -	31. Was employee hired or recruited in Texas? YES <input type="checkbox"/> NO <input type="checkbox"/>	32. Length of Service in Current Position Months _____ Years _____	33. Length of Service in Occupation Months _____ Years _____
34. Employee Payroll Classification Code		35. Occupation of Injured Worker	
36. Rate of Pay at this Job \$ _____ Hourly \$ _____ Weekly	37. Full Work Week is: _____ Hours _____ Days	38. Last Paycheck was: \$ _____ for _____ Hours or _____ Days	39. Is employee an Owner, Partner, or Corporate Officer? YES <input type="checkbox"/> NO <input type="checkbox"/>

40. Name and Title of Person Completing Form		41. Name of Business	
42. Business Mailing Address and Telephone Number Street or P.O. Box Telephone ()		43. Business Location (If different from mailing address) Number and Street	
City	State	Zip Code	City State Zip Code
44. Federal Tax Identification Number	45. Primary North American Industry Classification System Code:(6 digit)	46. Specific NAICS Code (6 digit)	47. Texas Comptroller Taxpayer No.
48. Workers' Compensation Insurance Company		49. Policy Number	

50. Did you request accident prevention services in past 12 months?
YES NO If yes, did you receive them? YES NO

51. Signature and Title (READ INSTRUCTIONS ON INSTRUCTION SHEET BEFORE SIGNING)
X _____ Date _____





January 26th, 2020 **Processed for Parkland on 04/17/2020 after revisions and clarifications requested**

Mr. Jason Mangum
Director, Parkland & Recreation
City of Missouri City
2701 Cypress Point Drive
Missouri City, Texas 77459

Re: Parkland dedication proposal for Vrindavan Resorts Subdivision.

Dear Mr. Mangum,

Attached is a copy of the **proposed final plat** ~~preliminary~~ plat for Vrindavan Resorts, a property subdivision of 13.6566 acres. A parkland site plan with a table showing the areas dedicated for parkland and its calculations has also been attached. The proposed subdivision is for an age restricted residential senior community of 87 dwelling units. In accordance with Section 82-174 of the City of Missouri city Code of Ordinances, A parkland dedication of 0.87 acres (0.435 public and 0.435 private) is required.

The developed is proposing to provide parkland within the subdivision for 50 percent of the dedication requirement. This area (shown as reserves B,C and D) will be maintained by a homeowner's association created for the subdivision. The developer is proposing to provide cash in lieu of Public parkland to total \$60,900.

If you have any questions or require additional information , I can be contacted at (713) 526 3500.

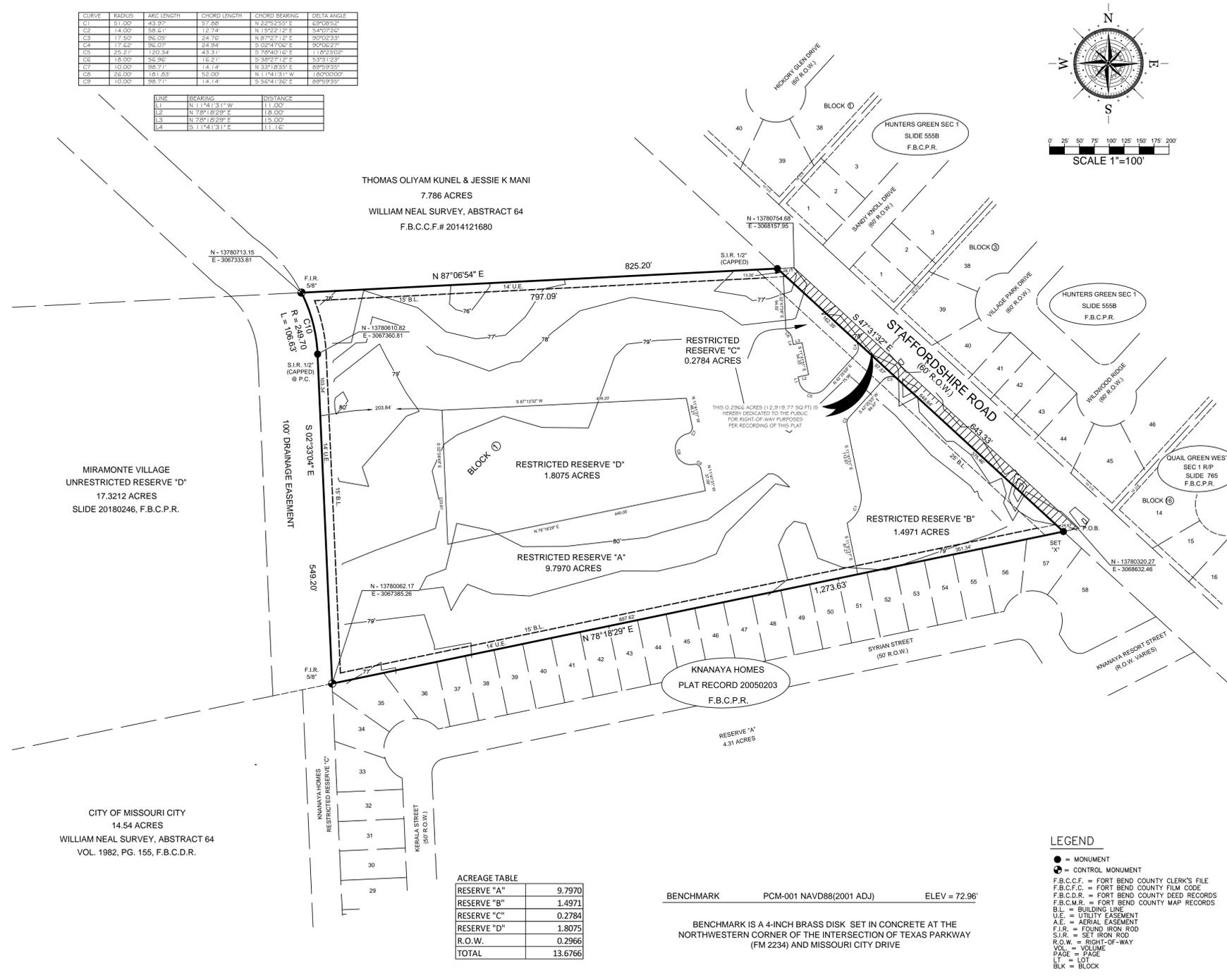
Sincerely,

Sowmya Balasubramani LEED AP
Lead Architectural Designer

TRIMCOS ENGINEERING LLC
2405 SMITH STREET
HOUSTON TX, 77006
TEL: 713-526-3500
EMAIL: sowmya@trimcos.com

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	51.00'	43.37'	37.86'	N 22°25'25" E	58°08'52"
C2	14.00'	36.61'	13.73'	N 13°21'12" E	54°07'24"
C3	17.50'	36.09'	24.76'	N 87°27'12" E	50°02'33"
C4	17.62'	36.07'	24.34'	S 52°47'06" E	30°04'57"
C5	25.21'	120.34'	43.31'	S 79°42'15" E	11°28'33"
C6	18.00'	36.36'	16.21'	S 39°27'12" E	53°31'23"
C7	10.00'	38.71'	14.74'	N 33°18'35" E	28°59'59"
C8	26.00'	101.63'	52.00'	N 11°41'31" W	160°00'00"
C9	10.00'	36.71'	14.14'	S 56°41'36" E	69°59'53"

LINE	BEARING	DISTANCE
L1	N 11°41'31" W	11.00'
L2	N 78°18'29" E	18.00'
L3	N 79°42'15" E	13.00'
L4	S 11°41'31" E	11.16'



RESERVE "A"	9.7970
RESERVE "B"	1.4971
RESERVE "C"	0.2784
RESERVE "D"	1.8075
R.O.W.	0.2966
TOTAL	13.6766

BENCHMARK PCN-001 NAVD88(2001 ADJ) ELEV = 72.96'

BENCHMARK IS A 4-INCH BRASS DISK SET IN CONCRETE AT THE NORTHWESTERN CORNER OF THE INTERSECTION OF TEXAS PARKWAY (FM 2234) AND MISSOURI CITY DRIVE

METES AND BOUNDS

A TRACT OR PARCEL OF LAND CONTAINING 13.6566 ACRES (CALLED 13.744 ACRES), BEING OUT OF AND A PART OF A 52.5 ACRE TRACT CONVEYED TO THOMPSON FAMILY FARM, LTD., RECORDED IN CLERK'S FILE NO. 200414711 OF THE FORT BEND COUNTY DEED RECORDS IN THE WILLIAM T. NEAL SURVEY, ABSTRACT 64 IN FORT BEND COUNTY, TEXAS, SAID 13.6766 ACRE TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A POINT IN THE SOUTHWEST RIGHT-OF-WAY LINE OF STAFFORDSHIRE ROAD (60 FT. RIGHT-OF-WAY);

THENCE SOUTH 78°18'29" WEST (CALLED SOUTH 78°16'10" WEST), AT A DISTANCE OF 24.67 FEET PASSING AN X FOUND IN CONCRETE MARKING THE NORTHEAST CORNER OF LOT 57, BLOCK 1 OF KNAVAYA HOMES SUBDIVISION RECORDED IN CLERK'S FILE NO. 20050203 OF THE FORT BEND COUNTY MAP RECORDS AND CONTINUING FOR A TOTAL DISTANCE OF 1,273.63 FEET (CALLED 1,275.15 FEET) TO A 5/8 INCH CAPPED IRON ROD FOUND FOR AT THE SOUTHWEST CORNER OF THE HEREIN DESCRIBED TRACT, SAID POINT BEING THE NORTHWEST CORNER OF LOT 35 OF SAID KNAVAYA HOMES AND BEING IN THE EAST BOUNDARY OF A 100 FT. DRAINAGE EASEMENT;

THENCE NORTH 02°33'04" WEST (CALLED NORTH 02°31'08" WEST) WITH THE EAST BOUNDARY OF SAID 100 FT. DRAINAGE EASEMENT A DISTANCE OF 549.20 FEET (CALLED 588.02 FEET) TO A 1/2 INCH CAPPED IRON ROD SET AT THE BEGINNING OF A CURVE TO THE LEFT HAVING A RADIUS OF 249.70 FEET;

THENCE CONTINUING WITH THE EASTERLY BOUNDARY OF SAID DRAINAGE EASEMENT AND WITH SAID CURVE TO THE LEFT, AN ARC DISTANCE OF 106.63 FEET (CALLED 89.54 FEET), SAID ARC HAVING A CENTRAL ANGLE OF 24°28'00" AND A LONG CHORD BEARING AND DISTANCE OF NORTH 14°47'08" WEST-105.82 FEET TO A 5/8 INCH CAPPED IRON ROD FOUND AT THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT AND BEING THE SOUTHWEST CORNER OF A 7.786 ACRE TRACT CONVEYED TO THOMAS OLIYAM KUNEL AND JESSIE K. MANI IN DEED RECORDED IN CLERK'S FILE NO. 2014121680 OF THE FORT BEND COUNTY DEED RECORDS;

THENCE NORTH 87°06'54" EAST (CALLED NORTH 87°11'13" EAST) WITH THE SOUTH BOUNDARY OF SAID 7.786 ACRE TRACT PASSING A 1/2 INCH CAPPED IRON ROD SET AT THE SOUTHEAST CORNER OF SAID 7.786 ACRE TRACT IN THE SOUTHWESTERLY RIGHT-OF-WAY LINE OF SAID STAFFORDSHIRE ROAD AT 797.08 FEET (CALLED 801.08 FEET) AND CONTINUING FOR A TOTAL DISTANCE OF 825.19 FT. TO A POINT FOR THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE SOUTH 47°31'32" EAST (CALLED SOUTH 47°36'22" EAST) WITH THE SOUTHWEST RIGHT-OF-WAY LINE OF SAID STAFFORDSHIRE ROAD A DISTANCE OF 843.33 FEET (CALLED 643.20 FEET) RETURNING TO THE PLACE OF BEGINNING AND CONTAINING 13.6566 ACRES OF LAND.

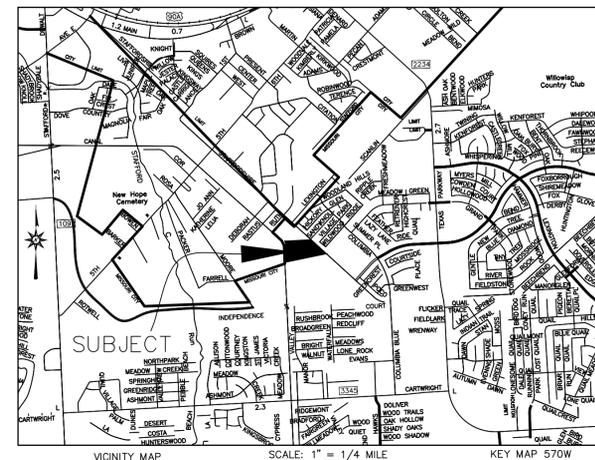
I, TOBY PAUL COUCHMAN, AM AUTHORIZED (OR REGISTERED) UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THE ABOVE SUBDIVISION IS TRUE AND CORRECT; WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND; THAT ALL BOUNDARY CORNERS, ANGLE POINTS, POINTS OF CURVATURE AND OTHER POINTS OF REFERENCE HAVE BEEN MARKED WITH IRON PIPES OR RODS HAVING AN OUTSIDE DIAMETER OF NOT LESS THAN THREE-QUARTER (3/4) INCH AND A LENGTH OF NOT LESS THAN THREE (3) FEET; AND THAT THE PLAT BOUNDARY CORNERS HAVE BEEN TIED TO THE NEAREST SURVEY CORNER

TOBY PAUL COUCHMAN, RPLS
TEXAS REGISTRATION NO. 5565

PURPOSE OF DOCUMENT: PLAT REVIEW
SURVEYOR OF RECORD: TOBY PAUL COUCHMAN
REGISTRATION #5565
RELEASE DATE: 01/20/2020
PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEW OR RELIED UPON AS A FINAL SURVEY DOCUMENT

I, TOBY P. COUCHMAN, DO HEREBY CERTIFY THAT ALL EXISTING ENCUMBRANCES, SUCH AS VARIOUS TYPES OF EASEMENTS BOTH PUBLIC AND PRIVATE, FEE STRIPS AND ALL SIGNIFICANT TOPOGRAPHICAL FEATURES WHICH WOULD AFFECT THE PHYSICAL DEVELOPMENT OF THE PROPERTY ILLUSTRATED ON THIS PLAT ARE ACCURATELY IDENTIFIED AND LOCATED AND FURTHER CERTIFY THAT THIS PLAT REPRESENTS ALL OF THE CONTIGUOUS LAND WHICH THE OWNER OWNS OR HAS A LEGAL INTEREST IN.

TOBY PAUL COUCHMAN, RPLS
TEXAS REGISTRATION NO. 5565



VICINITY MAP SCALE: 1" = 1/4 MILE KEY MAP 570W

GENERAL NOTES:

- UNLESS OTHERWISE INDICATED, THE BUILDING LINES(B.L.) WHETHER ONE OR MORE, SHOWN ON THIS SUBDIVISION PLAT ARE ESTABLISHED TO EVIDENCE COMPLIANCE WITH THE APPLICABLE PROVISIONS OF SECTION 2.D (3), OF THE CODE OF ORDINANCES, CITY OF MISSOURI CITY, TEXAS, IN EFFECT AT THE TIME THIS PLAT WAS APPROVED, WHICH MAY BE AMENDED FROM TIME TO TIME.
- SURFACE COORDINATES SHOWN HEREON ARE BASED ON TEXAS SOUTH CENTRAL ZONE NO. 4204 STATE PLANE GRID COORDINATES (NAD83); AND MAY BE BROUGHT TO SURFACE BY APPLYING THE FOLLOWING COMBINED SCALE: 0.99988247075 AS NEEDED.
- ABSENT WRITTEN AUTHORIZATION BY THE AFFECTED UTILITIES, ALL UTILITY AND AERIAL EASEMENTS MUST BE KEPT UNOBSTRUCTED FROM ANY NON-UTILITY IMPROVEMENTS OR OBSTRUCTIONS BY THE PROPERTY OWNER. ANY UNAUTHORIZED IMPROVEMENTS OR OBSTRUCTIONS MAY BE REMOVED BY ANY PUBLIC UTILITY AT THE PROPERTY OWNER'S EXPENSE. WHILE WOODEN POSTS AND PANELED WOODEN FENCES ALONG THE PERIMETER AND BACK TO BACK EASEMENTS AND LONG REAR LOT LINES ARE PERMITTED, TOO MUCH MAY BE REMOVED BY PUBLIC UTILITIES AT THE PROPERTY OWNER'S EXPENSE SHOULD THEY BE AN OBSTRUCTION. PUBLIC UTILITIES MAY PUT SAID WOODEN POSTS AND PANELED WOOD FENCES BACK UP, BUT GENERALLY WILL NOT REPLACE THEM WITH NEW FENCING.
- THERE ARE NO EXISTING PIPELINES WITHIN THE BOUNDARIES OF THE SUBDIVISION.
- SLAB ELEVATIONS SHALL MEET THE STANDARDS ESTABLISHED BY FEMA AND SHALL MEET ALL APPLICABLE CITY REQUIREMENTS, INCLUDING CHAPTER 46, CITY INFRASTRUCTURE CODE AND SLAB ELEVATIONS SHALL BE ONE FOOT ABOVE THE 100-YEAR FLOOD ELEVATION AS ESTABLISHED BY FEMA AS PER SECTION 3.C.(13) OF THE ADMINISTRATIVE PLATTING MANUAL OF THE CITY OF MISSOURI CITY (JUNE 2014). ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM), MAP NO. 48157C0285L WITH THE EFFECTIVE DATE OF 04/02/2014, THE PROPERTY IS LOCATED WITHIN ZONE "X", BASE FLOOD ELEVATION OF 64.5 FEET. MINIMUM SLAB ELEVATION SHALL BE 65.5 FEET. ALL FLOODPLAIN INFORMATION NOTED IN THE PLAT REFLECTS THE STATUS PER THE FEMA FIRM MAP THAT IS EFFECTIVE AT THE TIME THAT THE PLAT IS RECORDED. FLOOD PLAIN STATUS IS SUBJECT TO CHANGE AS FEMA FIRM MAPS ARE UPDATED.
- THE CITY OF MISSOURI CITY SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF DRIVEWAYS, EMERGENCY ACCESS EASEMENTS, RECREATIONAL AREAS AND OPEN SPACE; THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR SUCH MAINTENANCE OF DRIVEWAYS, EMERGENCY ACCESS EASEMENTS, RECREATIONAL AREAS AND OPEN SPACES AS REQUIRED BY SECTION 3.C.(12) OF THE ADMINISTRATIVE PLATTING MANUAL OF THE CITY OF MISSOURI CITY (JUNE 2014).
- ALL OF THE PROPERTY SUBDIVIDED IN THE ABOVE AND FOREGOING PLAT IS WITHIN THE INCORPORATED BOUNDARIES OF THE CITY OF MISSOURI CITY, TEXAS, FORT BEND ISD.
- IN ACCORDANCE WITH CENTER POINT ENERGY ELECTRICAL SERVICE MANUAL, ARTICLE 421.2, ELECTRIC METERS SHALL BE LOCATED IN A POSITION THAT IS ACCESSIBLE AT ALL TIMES WITHOUT CUSTOMER ASSISTANCE. ACCESS TO THE METER SHALL NOT BE BLOCKED BY GATES, WALLS OR FENCES.
- SIDEWALKS SHALL BE CONSTRUCTED AS REQUIRED BY SUBSECTION 82-164 OF THE CODE OF ORDINANCES OF THE CITY OF MISSOURI CITY, TEXAS.
- ALL REQUIRED UTILITY COMPANIES HAVE BEEN CONTACTED AND ALL PUBLIC UTILITY EASEMENTS AS SHOWN ON THE ABOVE AND FOREGOING PLAT CONSTITUTE ALL OF THE EASEMENTS REQUIRED BY THE UTILITY COMPANIES CONTACTED.
- REQUIRED FIRE FLOWS SHALL BE PROVIDED BASED ON THE SIZE AND CONSTRUCTION OF ALL BUILDINGS AS REQUIRED BY THE INTERNATIONAL FIRE CODE AS ADOPTED BY THE CITY.
- THE PLACEMENT OF FIRE HYDRANTS SHALL BE PROVIDED BASED ON THE MINIMUM DISTANCE REQUIREMENTS AS ESTABLISHED BY THE INTERNATIONAL FIRE CODE AS ADOPTED BY THE CITY (500 FEET FOR RESIDENTIAL DEVELOPMENT AND 300 FEET FOR COMMERCIAL DEVELOPMENT), ALL FIRE HYDRANTS SHALL BE INSTALLED ACCORDING TO THE INTERNATIONAL FIRE CODE AS ADOPTED BY THE CITY.
- DRIVEWAY APPROACHES SHALL BE PROVIDED IN ACCORDANCE WITH THE MISSOURI CITY DRIVEWAY APPROACH POLICY AS REQUIRED UNDER THE PROVISIONS OF SUBSECTION 82-160 OF THE CODE OF ORDINANCES OF THE CITY OF MISSOURI CITY, TEXAS.
- ALL DRAINAGE AND FLOODWAY EASEMENTS SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, PLANTINGS AND OTHER OBSTRUCTIONS TO THE OPERATIONS AND MAINTENANCE OF THE DRAINAGE FACILITY AS REQUIRED BY SUBSECTION 82-168(D) OF THE CODE OF ORDINANCES OF THE CITY OF MISSOURI CITY, TEXAS.
- NO BUILDING OR OTHER PERMIT, EXCEPT PERMITS FOR CONSTRUCTION OF PUBLIC IMPROVEMENTS WILL BE ISSUED BY THE CITY OF MISSOURI CITY, TEXAS, FOR CONSTRUCTION WITHIN THIS SUBDIVISION UNTIL SUCH TIME AS ALL PUBLIC IMPROVEMENTS OF THE SUBDIVISION HAVE BEEN CONSTRUCTED BY THE DEVELOPER AND ACCEPTED BY THE CITY OR THE GUARANTEE OF CONSTRUCTION OF PUBLIC IMPROVEMENTS REQUIRED BY SUBSECTION 82-206 OF THE CODE OF ORDINANCES OF THE CITY OF MISSOURI CITY, TEXAS, IS SUBMITTED TO AND APPROVED BY THE CITY.
- CONTOURS SHOWN BASED ON DATA FROM TOPO SURVEY PREPARED BY C.A.MCKINLEY, R.P.L.S., REGISTRATION NO. 1184, DATED 04/02/2014.

**FINAL PLAT
VRINDAVAN RESORTS**

A 13.6566 ACRES (CALLED 13.744 ACRE) TRACT
OF LAND SITUATED IN THE WILLIAM T. NEAL SURVEY,
ABSTRACT NO. 64 IN
FORT BEND COUNTY, TEXAS
4 RESERVES 1 BLOCK
JANUARY 2020

PRO-SURV
SURVEYING & MAPPING SERVICES
PO BOX 1366
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VRINDAVAN RESORT
 1950 STAFFORDSHIRE ROAD
 MISSOURI CITY, TEXAS 77489

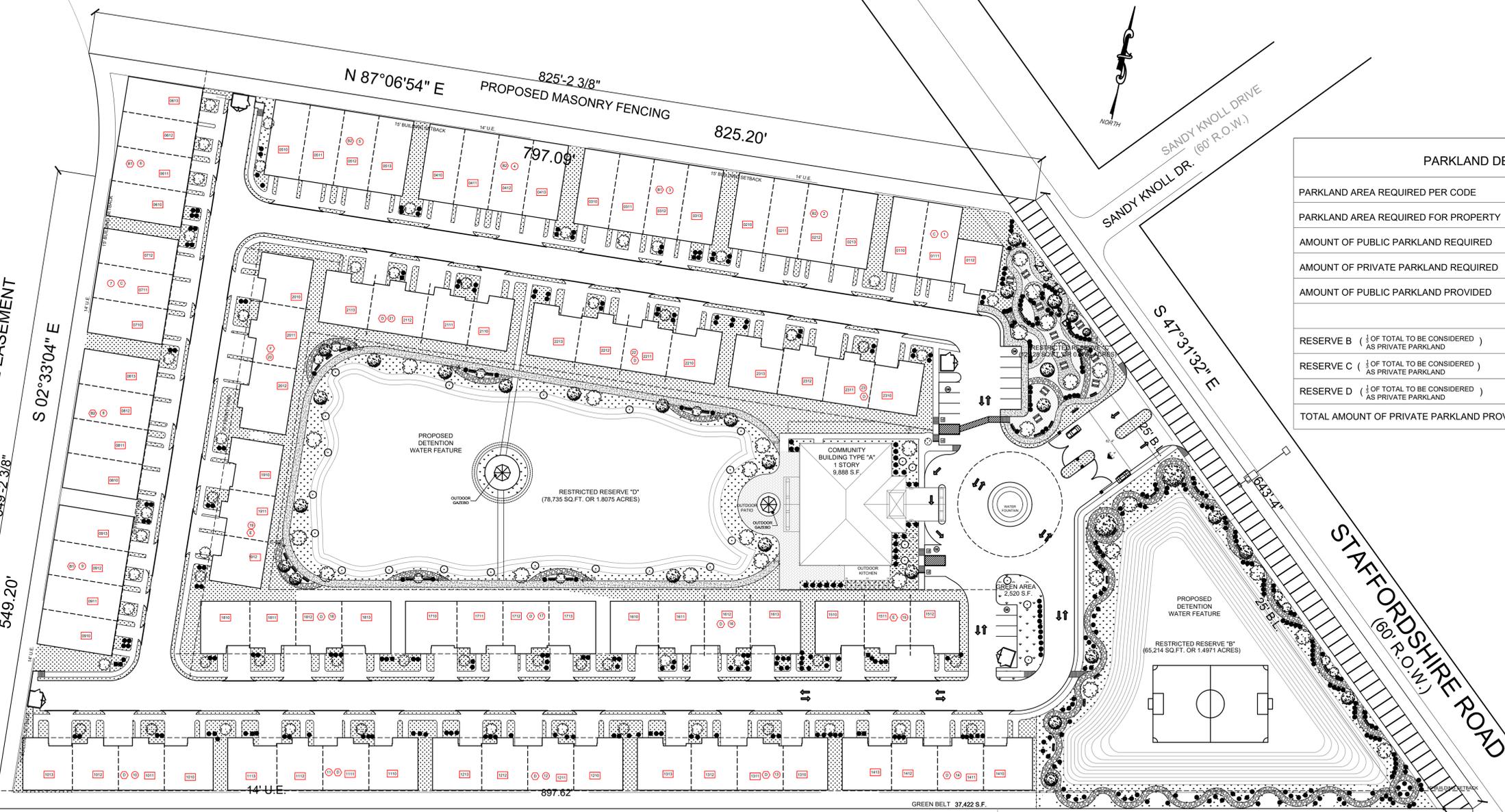
REVISIONS:	DATE:

DATE: 02/27/20
 DRAWN BY: BV, SE
 CHECKED BY: CH, BV, SM, RM
 PROJECT:
 FILE NO:

DRAWING TITLE:
SITE PLAN
 SHEET NO:
A-01

02/27/20

PARKLAND DEDICATION CALCULATIONS		
PARKLAND AREA REQUIRED PER CODE	100 UNITS	1.00 ACRES
PARKLAND AREA REQUIRED FOR PROPERTY	87 UNITS	0.87 ACRES
AMOUNT OF PUBLIC PARKLAND REQUIRED	$\frac{1}{3}$ OF TOTAL PARKLAND AREA	0.435 ACRES
AMOUNT OF PRIVATE PARKLAND REQUIRED	$\frac{2}{3}$ OF TOTAL PARKLAND AREA	0.435 ACRES
AMOUNT OF PUBLIC PARKLAND PROVIDED		0.00 ACRES
RESERVE B ($\frac{1}{3}$ OF TOTAL TO BE CONSIDERED AS PRIVATE PARKLAND)	$\frac{1}{3}$ OF 1.4971	0.499 ACRES
RESERVE C ($\frac{1}{3}$ OF TOTAL TO BE CONSIDERED AS PRIVATE PARKLAND)	$\frac{1}{3}$ OF 0.2704	0.0301 ACRES
RESERVE D ($\frac{1}{3}$ OF TOTAL TO BE CONSIDERED AS PRIVATE PARKLAND)	$\frac{1}{3}$ OF 1.8075	0.6025 ACRES
TOTAL AMOUNT OF PRIVATE PARKLAND PROVIDED		1.1316 ACRES



N 78°18'29" E 1273'-7 1/2"

KNANAYA HOMES
 PLAT RECORD 20050203
 F.B.C.P.R.

SYRIAN STREET
 (50' R.O.W.)

KNANAYA RESORT STREET
 (R.O.W. VARIES)

1 SITE PLAN
 SCALE: 1"= 50'-0"



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Bellaire, Texas 77401
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April 28, 2020

Ms. Jennifer Thomas Gomez
City of Missouri City
1522 Texas Parkway
Missouri City, TX 77489

Re: Parkway Crossing – Parkland Dedication

Dear Jennifer:

On behalf of our client, Jones|Carter is submitting a proposal for parkland dedication for Parkway Crossing. The project is located east of Park Edge Boulevard and north of Lake Olympia Parkway. The proposed development will have approximately 700 dwelling units, requiring a total of 7.0 acres of parkland or payment of the applicable parkland fees (\$1,400 per unit). Please note, the final dwelling unit count is subject to change as the project develops. All fees and/or dedication requirements will be adjusted accordingly.

To meet the required parkland dedication requirement, the developer proposes the following:

- 100% private parkland
- Pedestrian connection from Parkway Crossing to the Parks Edge trail system west of the development
- Public street access to each proposed parkland area in the development

The proposed parkland will be composed of a mixture of amenitized drainage/detention, open space and park areas. A trail system will be incorporated throughout the development, connecting to and thru the various parks, detention areas and open spaces. The trail system will also connect to other trails in the area and to the Parks Edge trail system west of the development. With the various parkland elements located within the development, residents will have ample opportunity for recreation within the community. All parkland will be privately maintained by the HOA. Enclosed you will find an exhibit highlighting the location of all proposed parkland and open space. A chart specifying the land use and acreages is also included. We are requesting this application to be reviewed by staff and the Parks Board at the May meeting. Please contact me if any further information is necessary.

Sincerely,

A handwritten signature in blue ink that reads 'Jared S. Williams'.

Jared S. Williams, P.E.
Project Engineer

JSW

K:\13951\13951-0012-00 Parkway Crossing Phase I Platting\Project Management\Deliverables\Parkland Dedication\Parkway Crossing - Ph I Parkland Dedication v2.docx

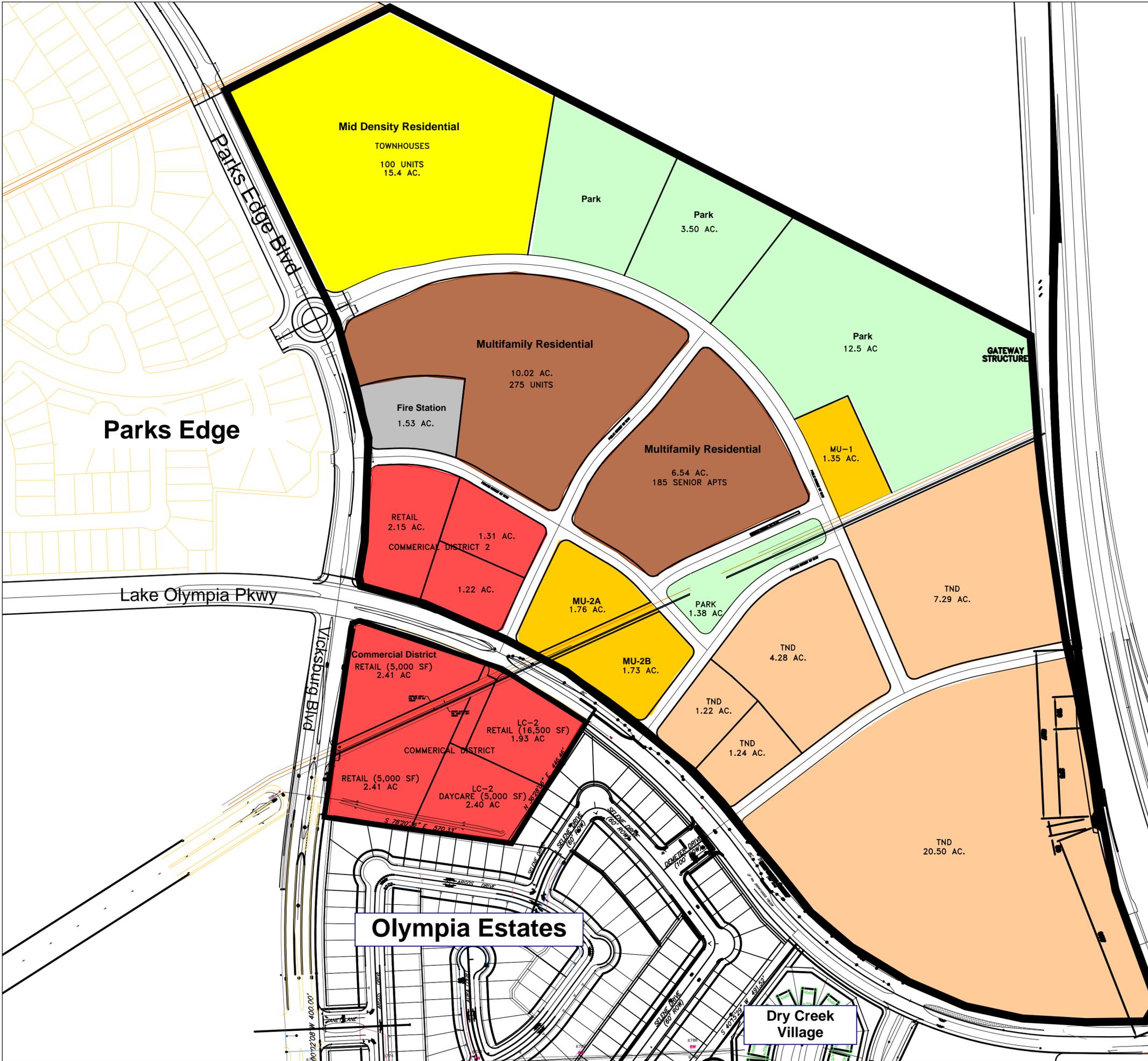
cc: Mr. Joel Scott – Palmetto/WIHA FB107, LP

Parkway Crossing Parkland Dedication Proposal

Number of Units*	700
Req. Parkland Dedication (1 Ac/Per 100 Units)*	7.0

Land Use	Acreage	% Credit	Credited Acreage
Park (Unencumbered)	4.29	100%	4.29
Lakes/Drainage	15.71	16.66%	2.62
Easements through Parks	1.84	33.33%	0.61
Total Parkland Provided	21.84		7.52

* All acreages and unit counts are preliminary and subject to change through the platting process. All final dedication will comply with the applicable parkland calculations. If the actual number of completed dwelling units exceeds the figure upon which the original dedication was based, additional dedication will be provided by payment of cash in lieu of land amount provided, or by the conveyance of additional land by amendment of plat or by separate instrument.



LEGEND

Residential Subdistrict:

- Mid Density Residential
- Multifamily Residential

Commercial Subdistrict:

- Commercial District; Commercial District 2

Mixed Use Subdistrict:

- MU-1; MU-2A; MU-2B

Traditional Neighborhood Development Subdistrict:

- TND

Community Subdistrict:

- Park
- Fire Station

**AMENDED
Site Plan**

PARKWAY CROSSING
Lake Olympia Parkway at Fort Bend Toll Road
March 2020



Webb Architects
Architecture
Planning
Urban Design

3701 Kirby Drive Suite 916 Houston Texas 77098 713.400.0230
copyright Webb Architects 2020

NORTH

SCALE: 1"=200'

Park Projects Update

April 2020

Ongoing Projects

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. Staff and the Contractor (Bass Construction) held a Pre-Construction Meeting December 19th. Bass Construction was given the OK to start construction.

Work began on January 20, 2020. Estimated completion for this project is late spring of this year. [February progress; grading, parking lot forms set and scheduled for pouring on Tuesday March 3rd.](#), selection of colors for the pavilion and restroom building will take place the first week of March. Underground sewer lines are being scheduled for early March.

Project Plan



January



February



March



Park Projects Update

April

Road leading into the park



Site for Restroom and Pavilion



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.](#)

Park Projects Update

Mosley Park

PZ: Staff is planning to have the parking lot resurfaced and striped. In addition, plans to construct and install a new park sign are in the beginning phase. [Quotes have been received for a new Mosley Park sign. The items is scheduled to be on the April 20th City Council Meeting. Parking lot resurfacing are upcoming in the next month or so. Updates will be provided as those details are confirmed.](#)



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.

Monthly Report

April, 2020

Park Maintenance - weekly

Inspected all park properties including; playgrounds, park amenities and trails
Litter collection completed at all park locations
Finish mowed as needed
Tractor mowed as needed
Dragged the infields at the softball complex in Community Park
Leveled the surfacing at all playgrounds
Striped the lighted field for lacrosse at Hunters Glen Park

Other Items

Conducted our monthly playground inspections
Replaced trash barrels and holders as needed
Wrapped playgrounds with caution tape
Installed permanent Playground Closed signs
Replaced the timer for pavilion 3 at Community Park
Closed all parks for Easter Weekend with barricades and sign changes
Reopened all parks after Easter Weekend
Dragged the infields in the softball complex at Community Park
Completed replacing the drinking fountain at Hunters Glen Park
Assisted Fleet with repairs on a tractor
Box bladed dirt piles at Mosley Park
Replaced the identifying signs at all pavilions
Replaced old park rules signs with new ones containing the correct information and current city logo

Forestry/Horticulture

Mulched MacNaughton Park west
Herbicide Buffalo Run Park and Mosley forest clearing areas, Hunters Glen Park, Ridgeview Park
Installed water bags at 5 parks
Planted 5 trees at Roane Park
Cartwright Rd medians prune & chip
City Hall landscape beds change-out
Hedge trim Oak Hill Park & Hunters Trail trailhead
Spray Hunters Glen medians
Water bag installation on new trees
Fire Station #2 prune & fertilization
Girl Scout project at Buffalo Run Park
City Hall tree pruning and landscaping
Community Park tree pruning and spraying
Water new trees



New Plantings & Features

One tree was removed and 4 trees were planted at Ridgeview Park, near the playground and Right Tree Trail. 57 new trees were planted at Quail Green West Park, all of which were transplanted from the City's Tree Farm. 18 new trees were planted at MacNaughton Park. Most of these trees were purchased through the Memorial Tree Program and Tree Challenge. Finally, seasonal color plants were changed out in front of the Tennis & Recreation Center.



Tree Pruning & Landscape Maintenance

Winter forest clearing commenced at sections of Buffalo Run Park & the city's Art Park property off Independence Blvd. This work consisted of removing invasive trees & vines, and structurally pruning desired trees. All trees at Fire Station #3 were pruned and fertilized. All trees along MacNaughton Park's west side were pruned, fertilized, and mulched. One tree was removed and several pruned along the GCWA Trail. All trees on the Edible Arbor Trail, north of Cartwright Rd, were pruned, fertilized, and mulched. In addition, the interpretive signs were all cleaned and re-painted in these locations. Finally, all the major parks were treated for tree circle weeds and ants. Several trees at PSHQ and City Hall were also treated for ball moss infestation.



Outreach & Education

Missouri City helped support the Houston Area Urban Forestry Council by assisting with the 13th Annual Tree Planting Competition. This year it was held in Tomball and 1500 trees were planted. The City Forester completed his Tree Risk Assessment Qualification training and is now certified in this discipline. Jonathan completed his Arborist 101 training and is in route to gain his professional Arborist Certification later this year.

Recreation Superintendent's Report – May 2020

Tennis:

- Re-opened under current social gathering guidelines with limited capacity on Monday May 4

Recreation:

- Facilities have been closed and all programs, activities, rentals and events cancelled starting March 13
- Facilities have undergone disinfection and deep cleaning while closed to public
- Gymnasium bleachers replaced April 30 - old bleachers will be kept and utilized in an outdoor location TBD. New bleachers are manually operated telescoping bleachers that are more appropriate for an indoor facility and will provide the ability to modify space for programs and activities.
- Hallways, offices and rooms have been re-painted or touched up during facility closure.
- The recreation division has been working on a proposal for a phased plan of reopening that will be adaptable to changing guidelines and recommendations set forth by federal, state and local government health officials.