



DIRECTOR'S REPORT FOR MONTHS OF MARCH – MAY 2012

ADMINISTRATION:

- Jim Browne met with Gene Reed, President of the Sugar Land Legacy Foundation and Laura Thompson, President-Elect of the Fort Bend Junior Service League regarding the grant applications for acquisition of the Benar Venet sculpture in March. Jim Browne and Kimberly Terrell worked on a presentation to Fort Bend Junior Service League for the Totally Accessible Playground Project at First Colony Athletic Park. FBJSL determined that project more closely aligned with their organizational values and preferred project for fundraising than the Benar Venet Sculpture Acquisition as initially proposed.
- Jim Browne attended Texas Recreation and Parks Society Annual Institute & Trade Show in The Woodlands February 28th – March 2nd.
- Jim Browne participated in the SLtv 16 Television Operations Assessment Employee Focus Group meeting on March 14th.
- Jim Browne attended TML Risk Management in Parks, Recreation & Special Events at Fire Administration Auditorium on March 14th.
- Jim Browne attended Lake Houston Wilderness Grand Opening on March 23rd.
- Jim Browne met with Karen Daly, Shelly Freeman and Chris Mobley regarding Senior Adult Center position classifications on March 29th.
- Social Media Strategic Team meeting and HootSuite demo on March 29th.
- Jim Browne executed a Memorandum of Understanding for the NRPA/Darden Foundation Trail Improvement Grant for \$15,000 in trail enhancements on the Eldridge Park Trail to be deposited with the Sugar Land Legacy Foundation then transferred to the City of Sugar Land to fund the improvements.
- Jim Browne hosted and presented Sugar Land 101 classes in March and attended the graduation on April 3rd.
- Staff attended SWOT Analysis meeting was held at IPRC on April 3rd.
- Jim Browne hosted Doug Evans, Director of Parks & Recreation and Shane Wilbanks, Mayor Pro Tem of the City of Grapevine and provided a tour of parks and recreation facilities on April 10th.
- Jim Browne had follow up meeting with Greg Yost of Hawaiian Falls/Adventure Center on April 19th.

- Jim Browne reviewed Business Plan with City Manager, Assistant City Manager and Budget staff on April 30th.
- Jim Browne reviewed Future Indoor Recreation Center Strategic Project with City Manager, Assistant City Managers and Budget staff on April 30th.
- Jim Browne met with City staff on May 1st to discuss Mayfield Park Land Dedication.
- Jim Browne attended Greater Gulf Coast Parks & Recreation Directors Association meeting on May 10th in Pearland, Texas.
- Jim Browne, Joe Chesser and Kimberly Terrell attended the Mayfield Park Dedication and Development meeting with Johnson Development on May 14th.
- Jim Browne attended Texas Recreation and Parks Society Region 4 - Lunch n Learn on May 15th in Baytown, Texas.
- Jim Browne attended review meeting on May 17th for Eldridge Trail - Darden Donation.
- Jim Browne attended Cultural Arts Kick-Off meeting on May 17th.
- Jim Browne and Joe Chesser attended the “Hangout Festival in Alabama” coordinated by Ace Productions (Gary Becker), arriving in Pensacola, Florida. The event took place in Gulf Shores, Alabama on May 18th – 20th.
- Jim Browne, Joe Chesser and Chris Mobley reviewed applicants, sent out letters/emails to 8 candidates for Administrative Manager’s position. Interviews conducted on May 21st and May 22nd.
- Parks Board attended Skeeters game on May 29th.

DEVELOPMENT:

- First Colony Park Improvements Phase II (Design) - Fundraising will be ongoing. Coordinating with Fort Bend Junior Service League. Project was chosen for funding from FBJSL for \$150,000.00. Fundraising ongoing. Jim setting up meeting with Rotary Club.
- Hwy. 59 Phase III – Contractor mobilized on-site first week in April. Met in field in beginning of May to approve bed layout. Staff reviewing submittals. Water meters for irrigation being installed week of May 30th. Irrigation lines being installed.
- Settlers Way/Colony Bend Park – Project put on shelf, to be considered in future funding.

- First Colony Hike and Bike Trail – Engineer has submitted plans to LID 2 for LID engineer to review. Engineer is moving forward with the civil plans and has done the borings for the structural on the bridges. A 90% plan will be sent to City staff to review.
- Pedestrian/Bike Plan Revision Strategic Project - Selected Halff Associates. Reviewed scope and Kimberly Terrell attended project kick-off.
- Tree City USA – Received formal approval packet from Arbor Day Foundation and are now officially a “Tree City USA”. Submit a Sugar Land Today article for summer issues. Coordinating locations and installed two Tree City signs with Traffic. Kimberly Terrell attended Earth Day Concert in the Park to talk about trees. Tree City flag has been installed at the Parks Administration building under the Texas flag. Coordinating sign installation with traffic/TxDOT.
- Brazos River Park Phase II / UH Lease tract – Staff will go back to the University of Houston Board of Regents meeting in August for further action.
- Brazos Phase II Area Dirt Excavation – Worked with contractor on installing clay liner in bottom of pond and getting proposed future road cleared.
- Senior Center - Coordinating furniture selection and building finishes with Architects and Senior Center staff. Requested inclusion of dishwasher per Karen Daly’s direction to Engineering Department Facilities Division committed \$15K for exterior paint and repair. Dishwasher and cups are being funded through Green Team. Submitted plaque design for review in accordance with election results, plaque approved. Received quote and forwarded to Engineering Department for order/processing.
- Eldridge Park Trail – Working on adding additional signage, benches, trash receptacles and dog poop stations and Darden grant funding issues. Coordinating with Jennifer May on ordering/invoice processing. Submitted Sugar Land Today article. Donation was on May 15th City Council meeting. Working on sign design.
- Eagle Scout Projects - Projects and information added to Parks webpage. Several pending projects.
- Land Acquisition – Frost Tract, Telfair Tract, Church Tract in River Park, LID 10/Vallet trail easement. Assisting Legal Department on Telfair site purchase agreement. Reviewed Telfair site purchase deed and commented to Legal. Still pending release of HOA landscape easement.
- Telfair Park Preliminary Engineering Report – Scoping meeting held with Clark Condon. Consultant to draft proposal, anticipate City Council action on contract in May. Reviewed costs from Clark Condon and submitted comments to Engineering Department. Cost was too high, proposal being revised. Anticipate City Council action on contract in June. Clark Condon’s revised proposal is within budget, proceeding to award contract at June 5th City Council meeting.
- Colony Grant Trail Rehabilitation Request – Included in FY13 CIP requests.

- Canoe Launch – Ongoing. Submitted plans to Engineering for review prior to meeting with TxDOT. Submitted as FY13 CIP project.
- Brazos River Park/UH Lease Tract – Joe Chesser and Jim Browne met with SWA Group and Engineering to discuss Festival Site Preliminary Engineering Report. SWA drafting proposal for Fest site, proposed Council action in May. Brown and Gay Engineers. Finalizing proposal for Brazos River Park II design, anticipated City Council action in April. – SWA drafting proposal for Fest Site, proposed City Council action to be determined. BRP II Design contract approved, insurance issues are delaying the start of the project.
- Pedestrian - Bike Plan Revision Strategic Project – Staff met this week to discuss survey questions. Did timed sample survey to gauge survey length as well as test out web mapping application. Blocked out public input meetings on calendar. Staff attended P&Z input meeting last week.
- Promoting Walking and Biking in Sugar Land Strategic Project – Doing research on promotions. Working with staff on Bike to Work Day. Creating Press Release outline. Kimberly Terrell met with Karen Daly and Karen Glynn to review strategic project. Got go-ahead for May 18th. Preparing FYI memo about Bike to Work Day. Prepared agenda request for Bike Month proclamation for May 15th City Council meeting. Received Bike Month proclamation. Bike to Work Day successful. Working with Melissa Hoffman to find volunteers interested in facilitating bike safety classes. Will work with Bike Texas on training the trainers. Identified a certified bike safety instructor in Sugar Land. Kimberly Terrell meeting with him next week to discuss opportunities.
- Memorial Tree/Bench Program – On hold for trees but still processing requests. New bench installed. Kimberly Terrell received a new tree application.
- Master Plan Update Reports – Complete. Awaiting further notice on next steps.
- Town Center Pedestrian Bike Project – Kimberly Terrell met with AIA consultants and SWA, refining routes. Kimberly met Ped/Bike strategic project team to discuss process. Team met to discuss revisions to plan documents based on TxDOT comments and budget items.
- QR Codes – Kimberly Terrell worked with Communications Department on QR code stickers for installation at the City's Parks and Park facilities that link back to the City website. Communications staff is researching best materials for our needs.
- Dog Park Rules Enforcement - Parks is working to create a brochure and work with Animal Control on education. Police will follow with enforcement after that effort. Requested Park Ambassadors learn dog park rules and help educate users to the dangers of children with dogs.
- Woodstream/Colony Grant Town Home Trail Rehabilitation – Received property information and will review. Several owners involved. Meeting to discuss next steps. Reviewed materials. No existing easements signify the trail as being maintained or owned by the City. Working with Clayton Taylor on surveying proposal. On hold.

- Eldridge Park Irrigation Rehabilitation - Joe Chesser received proposal from Halff Associates for an irrigation system rehabilitation design study for Eldridge Park. Proceeded with contract using Park Rehabilitation funding. Expanding the scope of Preliminary Engineering Report to include field leveling and turf improvements. Joe met with Consultant to review proposed strategies to rehabilitate the system. Irrigation audit performed.
- Green Team – Kimberly Terrell drafted Parks and Recreation Department Environmental Policy. Completed Green Team budget request items. Submitted to Dawn Steph.
- SL4B – City Council approved contract. Held up due to insurance requirements. Waiting for bond from vendor prior to issue of Purchase Order. Received Bond and am routing to Purchasing. Received Purchase Order. Working with vendor on order.
- Parks Board Fund Raising Committees – Jim Browne, Joe Chesser and Kimberly Terrell signed up for NRPA online class on fundraising. Joe took committee to College Station to tour their Veteran’s Memorial Park. Took class. Will use resources with Parks Board group. Memorials monthly meeting cancelled due to unavailability of committee members. Ongoing.
- Fort Bend Green and National Park Service Brazos River Corridor Master Plan - Providing Sugar Land Inventory information. Joe Chesser attended monthly meeting on May 8th. Ongoing.
- Donor Trees & Benches – Plaques installed. Received another new tree and bench request. Processing requests. Plaques received week of May 29th. Will hold tree request until November. Processing bench requests.
- Park Cameras – Got camera signs made for all community level parks. Will coordinate install with Police Department. Working with electrician on quote for power for camera at Eldridge Park. Received quote (approximately \$7,000) – discussing how to proceed.
- Organic fertilizer and soil amendments - Met with vendor to discuss organic fertilizer and soil amendments. Will work on identifying locations where pilot tests can be conducted. May have some money out of City Manager contingency fund. Money has been transferred to account from Green Team request. Test sites will be Dog Park and Oyster Creek Park.
- Low Impact Design (LID) Committee – Held kickoff meeting with team. Will receive information to review. Next meeting set. Ongoing.
- City Standard Specifications – Complete. Next steps to be determined.
- Kimberly Terrell assisting with Future Recreation Center report. Prepared agenda request for Parks Board meeting.
- Mayfield Park – Johnson to remove asphalt parking and restore site. Discussed relocation of Headstart.

- CIP Preparation – Shashi Kumar to make revisions per meeting.
- Prepared items for Parks Booth at Memorial Day even. Kimberly Terrell and Joe Chesser attended.
- Facilities Master Plan – Joe Chesser attended the Facilities Master Plan consultant selection meeting. Interviews scheduled for June 12th.
- Max Pedowicz started his internship on May 29th and is working with Kimberly Terrell.
- Kimberly Terrell and Joe Chesser met with Grotech May 29th to discuss ROW maintenance progress.

RECREATION:

- The Senior Center offered these activities October thru February:
 - Birthdays Celebrated
 - Health & Safety Chats
 - Bingo, Bunco & Yahtzee
 - Easter & Cinco de Mayo Pot Lucks
 - Karaoke
 - AARP Meetings
 - Sugar Babes & Elder Berries Lunch Out
 - Numerous Movies
 - Yoga
 - Board Games
 - Lois Butti sings to the seniors
- Senior Field Trips from March to May:
 - March 8th - Federal Reserve and Holocaust Museum - 17 seniors participated.
 - March 21st – Paragon Casino - 51 seniors participated.
 - April 19th – Stages Theater – 14 seniors participated.
 - May 24th – Skeeters Game – 40 seniors participated.
- Sandy Penman continues to work on new trips, entertainment and classes.
- Brandon Jackson is working on the June Summer Sizzle dance for the seniors.
- Brandon Jackson is working on updating the June and July calendars.
- Heather Bluejacket and Jessica Luna met with Zayn Khalfan with 713NEWS regarding possible marketing options.
- Jessica Luna & Charles Rychlik worked on the Sweet Soiree. Wrap up meeting was held May 5th and began obtaining quotes for the August Imperial Park Recreation Center event.
- Margaret Littleton attending a job fair in Sienna Plantation on March 29th.

- Margaret Littleton worked on an advertisement for the Imperial Park Recreation Center in a new magazine called Healthy Moms Healthy Kids.
- Margaret Littleton prepared for resident registration for summer day camp which started on April 2nd. Margaret finished training day camp staff week of May 29th and is preparing for the first week of camp on June 4th. Camps are all full – raised registration to 75 campers.
- Margaret Littleton attended accident training for supervisors.
- Margaret Littleton finalized the summer 2012 play book.
- L.R. Heffernan registered for a CPO course scheduled for April 10th -11th. L.R. has completed his CPO course and is now a Certified Pool Operator.
- L.R. Heffernan worked with Communications Department and Team Sideline to improve the visibility of the City Team Sideline website for Athletics programming.
- L.R. Heffernan updated the Parent Handbook for swim lessons with the Greater Houston Pool Management. Information is available on website.
- L.R. Heffernan met with Damon Meeks who is the new president of the Sharks to go over the pool and answer any questions or concerns.
- L.R. Heffernan worked closely with Lori Sartain and has solidified the weeks of July 16-20 and August 6-10 for volleyball camps to be held in at the Imperial Park Recreation Center gym.
- Event Production Team - Drafting award nominations for the International Festival and Events Association.
- Sunny Jin has started her internship on May 29th and is working with Briana Bachemin for the next 10 weeks.
- Event Production Team meeting to divide and concur on tasks for the Red White and Bluefest.
- Event Production Management staff worked and/or working on the following:
 - Cultural Kite Festival was held on March 3rd.
 - Eggstravaganza was held on March 31st.
 - Concert Series every Sunday, April 15th to May 20th - 5 p.m. - 7 p.m. at Sugar Land Oyster Creek Park other than final concert held at Eldridge Park.
 - Finalizing the event evaluation form for the Concert Series.
 - Updated Concert Series website.
 - Removed Concert Series banners from Eldridge Park.
 - Ordered ceremonial “key shadow box” for the Stadium Grand Opening.
 - Memorial Day:
 - Initiated the Memorial Day invite process.
 - Updated the Memorial Day website information.

- Drafted 1st press release for Memorial Day focusing on The Traveling Wall Exhibit.
- Secured motorcycle riders for the arrival of The Wall.
- Finalized program speakers for Memorial Day.
- Secured flyover for aircraft.
- Drafted FYI and final press release for Memorial Day.
- Finalized Incident Action Plan and scheduled meeting for 1 week before the event.
- Working with Communications to finalize the Mayors Speech for Memorial Day.
- Finalized the event evaluation form for Memorial Day Ceremony.
- Updated Memorial Day Ceremony website.
- Organized equipment pickups with Memorial Day vendors.
- Finalizing payments and budget information for Memorial Day Ceremony.
- Memorial Day Ceremony had over 1000 participants.
- House S'Warming Event:
 - Created staffing plan for House S'Warming event.
 - Meeting with Police Department to discuss shuttle overall plan.
 - Finalizing all contracts for House S'Warming event.

Looking Ahead 2012:

- Friday, June 1st - Municipal Pool Opens for Season.
- Monday, June 4th - Day Camp Begins – Imperial Park Recreation Center.
- Friday, June 15th - G&C Janitorial contract for park facilities expires.
- Saturday, June 16th – Kid's Fish Event – Sugar Land Memorial Park – 8 am – 11 am.
- Wednesday, June 20th - Senior Summer Sizzle – First Colony Conference Center.
- Wednesday, July 4th - Red White and Bluefest – Oyster Creek Park - 5 pm – 10 pm.
- Sunday, August 12th - Municipal Pool Ends Daily Operations.
- Friday, August 17th – Day Camp ends.
- Saturday, August 18th - Municipal Pool Open Weekends through Labor Day.
- Tuesday, September 4th – Municipal Pool closes for the Season.
- Thursday, October 4th – Pink Walk – At the Senior Center.
- Sunday, October 28th - Halloween Town – Town Square – 5 pm – 8 pm.
- Wednesday, October 31st – Senior Monster Mash – To Be Announced.
- Thursday, December 6th - Christmas Tree Lighting – Town Square - 5 pm – 8 pm.
- Share Your Holiday Food Drive – To Be Announced.
- Thursday, December 13th – Senior Holiday Gala - To Be Announced.
- Monday, December 31st – New Year's Eve – Town Square - Children's Celebration 7 pm - 9 pm and NYE Celebration - 9:30 pm - 1 am.