

Parks Board



November 6, 2025
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

AGENDA

A. CALL TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

D. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972- 874-6000 during business hours. To speak to the Board/Commission during public comment, please fill out a comment form, which is located in the lobby of Town Hall.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

- Speakers are limited to 3 minutes; a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair depending on the number of speakers.
- Speakers must address their comments to the Board/Commission.
- Please state your name and address when speaking.

E. PRESENTATIONS

1. As prescribed in the Youth Sports Facility Agreement, a report will be given by the Flower Mound Youth Sports Association of their operations in regards to youth baseball and softball.
2. Keep Flower Mound Beautiful will provide the Board with an update on their operations and upcoming events.
3. Fall into Flower Mound Festival Summary Presentation

F. STAFF/DIRECTOR REPORT

G. CONSENT ITEM

1. October 2, 2025 Minutes - Consider approval of the minutes from October 2, 2025.

H. REGULAR ITEMS

1. Standards of Care - Public Hearing to consider recommending for Town Council consideration, Standards of Care for Youth Recreation Programs operated by the Town, in accordance with the Texas Human Resources Code - Section 42.041 and to adopt an ordinance providing for said Standards.
2. Park Naming Recommendations - Consider approval of naming recommendations for the 2.5 acre tract located within the Oakbridge Crossing residential development and the 3.5 acre tract located within the Whyburn residential development.

I. COORDINATION OF CALENDARS

1. The next Parks Board meeting is scheduled for December 4, 2025.

J. ADJOURN

I do hereby certify that the notice of above meeting for the Town of Flower Mound was posted at Town Hall, Town of Flower Mound, Texas, and on the Town's website in compliance with Chapter 551, Texas Government Code on Friday, October 31, 2025, by 5:00 p.m.

Jade Olson, Staff Liaison

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6076. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

Parks Board



October 2, 2025
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

The Parks Board met in a regular meeting with the following members present:

Teresa Thomason, Chair, Place 3
Richard Kenyon, Vice Chair, Place 4
Christopher Chastain, Place 1
Susan Borella, Place 2
Holly Royer, Place 5
Mark Mayer, Place 6
Jennifer Romaszewski, Place 7
Ashish Puri, Place 8, Alternate
Doug Graves, Place 9, Alternate
Craig Goodhart, Place 10, Alternate

constituting a quorum with the following members of the Town Staff participating;

Chuck Jennings, Director of Parks and Recreation
Travis Cunniff, Assistant Director of Parks and Recreation
John Habern, Park Development Manager
Jill Deramus, Special Events Manager
Clayton Litton, Parks Superintendent
Matt Chutchian, Athletic Supervisor
Jade Olson, Administrative Assistant

B. INVOCATION

Chair Thomason led the invocation.

C. PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

Chair Thomason led the pledges.

D. ANNUAL ELECTION OF A CHAIR AND VICE-CHAIR FOR THE PARKS BOARD

ACTION: Richard Kenyon moved to elect Teresa Thomason as Chair. Mark Mayer seconded the motion.

AYES: Teresa Thomason, Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Jennifer Romaszewski

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

ACTION: Teresa Thomason moved to elect Rick Kenyon as Vice Chair. Holly Royer seconded the motion.

AYES: Teresa Thomason, Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Jennifer Romaszewski

NAYS: None

ABSTAIN: None

RESULT: 7 : 0

E. PUBLIC COMMENT

N/A

F. PRESENTATIONS

1. Keep Flower Mound Beautiful will provide the Board with an update on their operations and upcoming events.

Keep Flower Mound Beautiful will present at the November meeting.

2. As prescribed in the Youth Sports Facility Agreement, a report will be given by the Greater Lewisville Area Soccer Association of their operations in regards to youth soccer.

Matt Chutchian, Athletics Supervisor, introduced Joe Nauenburg, President, to represent GLASA. The Board was updated with GLASA's operations in regard to youth soccer and adult soccer.

G. STAFF/DIRECTOR REPORT

Chuck Jennings, Travis Cunniff, Jill Deramus, and John Habern provided updates.

H. CONSENT ITEM

1. September 4, 2025 Minutes - Consider approval of the minutes from September 4, 2025.

ACTION: Holly Royer moved to approve H.1. as presented in the agenda caption. Jennifer Romaszewski seconded the motion.

AYES: Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Jennifer Romaszewski

NAYS: None

ABSTAIN: None

RESULT: 6 : 0

I. REGULAR ITEMS

1. Sale and consumption of alcohol (beer and wine) at 2026 Independence Fest - Consider recommending approval for Town Council consideration of the sale and consumption of alcoholic beverages (beer and wine) at Bakersfield Park during the 2026 Independence Fest.

ACTION: Richard Kenyon moved to approve I.1. as presented in the agenda caption. Mark Mayer seconded the motion.

AYES: Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Jennifer Romaszewski

NAYS: None

ABSTAIN: None

RESULT: 6 : 0

2. Legacy Monuments & Children's Memorial Policy at Peters Colony Memorial Park - Consider approval for the Legacy Monuments & Children's Memorial Policy at Peters Colony Memorial Park.

ACTION: Mark Mayer moved to approve I.2. as presented in the agenda caption. Richard Kenyon seconded the motion.

AYES: Richard Kenyon, Christopher Chastain, Susan Borella, Holly Royer, Mark Mayer, Jennifer Romaszewski

NAYS: None

ABSTAIN: None

RESULT: 6 : 0

J. COORDINATION OF CALENDARS

1. The next Parks Board Meeting is scheduled for November 6, 2025.

K. ADJOURN

Chair Thomason adjourned the meeting at 7:35 p.m.



PARKS BOARD AGENDA H.1. REGULAR ITEMS

DATE: November 6, 2025

FROM: David Powell, CAC Manager

ITEM: **Public Hearing to consider recommending for Town Council consideration, Standards of Care for Youth Recreation Programs operated by the Town, in accordance with the Texas Human Resources Code - Section 42.041 and to adopt an ordinance providing for said Standards.**

BACKGROUND: The State of Texas Department of Family and Protective Services administer state regulations and general licensing procedures for all child-care facilities. Municipalities are exempted from the licensing requirement for programs provided for elementary aged youth so long as the Town Council annually adopts standards of care by ordinance after a public hearing. Additionally, the following criteria must be met in order to receive the exemption:

- Standards of care are provided to the parents of each program participant and is also available on the CAC website.
- Ordinance includes at a minimum: staffing ratios; staff qualifications; facility, health, and safety standards; and mechanisms for monitoring and enforcing the adopted local standards.
- Parents are informed that the program is not operated or advertised as a licensed day care.

The request for the exemption is necessary as the Town currently offers different day camps and programs throughout the year to elementary-age youth (5 – 13 years of age).

At the November 7, 2024 Parks Board meeting, the board members recommended the Town Council approve the proposed Standards of Care. On November 18, 2024, the Town Council enacted Ordinance No. 53-24, which adopted Standards of Care for the Town's Parks and Recreation youth recreation programs. The Town officially received exemption from the State on February 11, 2011.

As part of the State's requirement for exemption, the Town will annually hold a public hearing on the Standards of Care and the Town Council will formally adopt the standards as part of an ordinance. Town staff contacted the local Texas Department of Family and Protective Services office to confirm there had not been any newly mandated Standards of Care changes that the Town needed to include in the document. The proposed Standards of Care show no changes from the previous year and is in accordance with Section 42.041(b)(14) of the Texas Human Resources Code, and Section 54-206 of the Code of Ordinances, Town of Flower Mound, Texas.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES:

FISCAL IMPACT: N/A

LEGAL REVIEW: No alteration to the legal content of this (ordinance, resolution, etc) was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

ATTACHMENTS:

1. Proposed Standards of Care Town Ordinance 2025
2. Proposed 2025 Standards of Care

DRAFT MOTION: Move to approve as presented in the agenda caption.

**TOWN OF FLOWER MOUND, TEXAS
ORDINANCE NO. _____**

AN ORDINANCE AMENDING THE CODE OF ORDINANCES, TOWN OF FLOWER MOUND, TEXAS; AMENDING CHAPTER 54, "PARKS AND RECREATION," SECTION 54-202, "ADOPTION;" ADOPTING UPDATED STANDARDS OF CARE FOR YOUTH RECREATION PROGRAMS; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Flower Mound, Texas ("Town") is a home rule municipal corporation organized and existing by virtue of the Constitution and laws of the State of Texas and by its Home Rule Charter, adopted November 3, 1981; and

WHEREAS, the Town operates a recreation program for elementary age children as a service to residents of the Town, and surrounding communities; and

WHEREAS, the State of Texas has adopted licensing requirements and regulations under Chapter 42 of the Texas Human Resources Code for facilities providing care to children, with which all facilities must comply, unless an exemption under Section 42.041(b) applies; and

WHEREAS, Section 42.041(b)(14) of the Texas Human Resources Code provides an exemption from the requirements of Chapter 42 to a municipality operating a recreation program for elementary age children (5-13 years); and

WHEREAS, on February 11, 2011, the Town received an exemption from the requirements of Chapter 42 of the Texas Human Resources Code from the Texas Department of Family and Protective Services ("TDFPS"); and

WHEREAS, the TDFPS will not monitor the Town's Parks and Recreation's youth recreation programs because the exempt status has been granted, and the TDFPS will not be responsible for investigating complaints regarding the Town's Parks and Recreation's youth recreation programs, so that any complaints shall be made to the Town Parks and Recreation Department; and

WHEREAS, the Town adopted Ordinance No. 53-24 on November 18, 2024 setting forth the standards of care for the Town Parks and Recreation's youth recreation programs; and

WHEREAS, the Town's standards of care for the Town Parks and Recreation's youth recreation programs must be adopted annually by the Town of Flower Mound Town Council, after public hearing, in order to maintain the exemption under Section 42.041(b)(14) of the Texas Human Resources Code; and

WHEREAS, the Director of the Town Parks and Recreation Services Department has recommended no changes be made to the standards of care adopted on November 18, 2024, and in accordance with Section 42.041(b)(14) of the Texas Human Resources Code and Section 54-206 of the Code of Ordinances, Town of Flower Mound, Texas; and

Ordinance No. _____

WHEREAS, a public hearing was held on November 6, 2025, by the Parks Board regarding the revised standards of care, and the adoption of such revised standards of care by the Town Council of the Town of Flower Mound (“Town Council”) has been recommended by the Parks Board; and

WHEREAS, the Town Council finds that it is in the best interest of the Town of Flower Mound and will promote the health, safety and general welfare of the citizens of the Town of Flower Mound and the general public to adopt the revised standards of care as recommended by the Parks Board.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, THAT:

SECTION 1

All the above premises are found to be true and correct legislative and factual determinations of the Town of Flower Mound, and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2

The Town Council hereby adopts local standards of care for the Parks and Recreation Services Department (“Department”) youth recreation programs in compliance with the requirements of Texas Human Resources Code Section 42.041(b)(14) and pursuant to Section 54-206 of the Code of Ordinances of the Town of Flower Mound. The standards of care adopted by this Ordinance are available for inspection in the office of the Town Secretary and in the Town Parks and Recreation Services Department office.

SECTION 3

That Section 54-202, “Adoption,” of the Code of Ordinances, Town of Flower Mound, Texas, is hereby amended to read as follows:

“Sec. 54-202. Adoption.

The local standards of care (“Standards of Care”), as set forth in Exhibit “A” which is attached to the ordinance adopting the Standards of Care are incorporated by reference for all purposes as if written word for word herein, and are hereby adopted by the Town Council as the Standards of Care for the Parks and Recreation Services Department of the Town of Flower Mound. The Standards of Care are available for inspection in the office of the Town Secretary and in the Town Parks and Recreation Services Department office.”

SECTION 4

This Ordinance shall be cumulative of all provisions of ordinances of the Town of Flower Mound, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Ordinance No. _____

SECTION 5

It is hereby declared to be the intention of the Town Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since same would have been enacted by the Town Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, or section, and said remaining portions shall remain in full force and effect.

SECTION 6

This Ordinance shall take effect and be in full force on and after its passage.

DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF FLOWER MOUND, TEXAS, BY A VOTE OF ___ TO ___, ON THIS THE ___ DAY OF DECEMBER, 20___.

APPROVED:

Cheryl Moore, MAYOR

ATTEST:

Traci Henderson, TOWN SECRETARY

Parks & Recreation Department



Standards of Care For Youth Programs

Parks and Recreation Department
1200 Gerault Road
Flower Mound, TX 75028
972.874.6300
972.874.6471 (Fax)
www.flower-mound.com

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FLOWER MOUND YOUTH PROGRAMS

STANDARDS OF CARE

The following Standards of Care have been adopted by the Town Council of the Town of Flower Mound, Texas, to comply with Chapter 42 of the Texas Human Resources Code, specifically Section 42.014(b)(14) regarding an exemption for the Town of Flower Mound's Youth Programs, as defined herein. These Standards of Care are intended to be minimum standards by which the Town of Flower Mound Parks and Recreation Department will operate the Town's youth programs. The Youth Programs are recreational in nature and are not child-care facilities or day care programs.

General Administration

1. Organization

- A. The governing body of the Town of Flower Mound youth programs is the Town of Flower Mound Town Council.
- B. Implementation of the Youth Programs Standards of Care ("Standards of Care") is the responsibility of the Director of Parks and Recreation and departmental employees.
- C. These Standards of Care apply to all Youth Programs operated by the Department, including but not limited to: the Day Camp Program, Holiday Day Camp Program, and Spring Break Day Camp Program.
- D. Each Program Site will have available for public, and staff review a current copy of the Standards of Care.
- E. Parents of participants may obtain a copy of the Standards of Care from the Town during the registration process, or the Standards of Care can be accessed on the Town's website at: www.flower-mound.com/cac.
- F. Criminal background checks are conducted on all prospective Program Employees. If the results of a criminal background check indicate that a prospective Program Employee has been convicted of any of the following offenses, he or she will not be considered for employment:
 - (1) A felony or a misdemeanor classified as an offense against a person or family member.
 - (2) A felony or misdemeanor classified as public indecency.
 - (3) Any offense involving moral turpitude.

- (4) Any offense that, in the Director's sole opinion, would place the participants of the Youth Programs at risk.

2. Definitions

- A. **Camp Director:** A temporary Department employee who is assigned responsibility to implement and direct a Youth Program and oversee the Program Employees that are assigned to the corresponding Youth Program.
- B. **Community Activity Center or CAC:** Town of Flower Mound Community Activity Center located at 1200 Gerault Road, Flower Mound, TX, 75028, 972.874.7275.
- C. **Department:** Parks and Recreation Department of the Town of Flower Mound.
- D. **Employee(s):** Term used to describe people who have been hired to work for the Town of Flower Mound and have been assigned responsibility for managing, administering, or implementing some portions of the Youth Programs.
- E. **Parent(s):** This term will be used to represent one or both parent(s) or legal guardian(s) who have legal custody and authority to enroll their child(ren) in the Youth Programs.
- F. **Participant:** A Youth whose parent(s) or legal guardian(s) have completed all required registration procedures and determined to be eligible for the Youth Programs.
- G. **Recreation Programs Coordinator or Coordinator:** A full-time Department employee who has been assigned administrative responsibility for the Youth Programs and oversees the Camp Directors.
- H. **Program Employee:** A temporary Department employee who is assigned to work with participants of a Youth Program at a Program Site.
- I. **Program Manual:** Notebook of policies, procedures, required forms, and organizational and programming information relevant to Youth Programs.
- J. **Program Site:** The facilities and surrounding property where Youth Programs are held, consisting of, but not limited to, the Community Activity Center and Gerault Park.
- K. **Recreation Programs & Events Supervisor:** A full-time Department employee who oversees the Program Coordinator and operations of all Youth Programs.

- L. Director: Town of Flower Mound Parks and Recreation Director, or his or her designee.
- M. Town: Town of Flower Mound, Texas.
- N. Town Council: Town Council of the Town of Flower Mound.
- O. Youth: A school aged person between the ages of 6 and 13 as of the enrollment date of the Youth Program.
- P. Youth Programs: The Town of Flower Mound youth programs consisting of the Summer Day Camp Programs, Holiday Day Camp Programs, and Spring Break Day Camp Program. A single camp may be referred to as a Youth Program.

3. Objectives of Youth Programs

- A. To provide Youth with the opportunity of recreational activities, which may include sports, games, arts and crafts, education, dance, drama, special events, field trips, tournaments, etc.
- B. To provide an encouraging atmosphere by emphasizing the positive development of physical skills, emotional development and growth of self-confidence.
- C. To provide a safe environment by promoting good health and welfare for all participants.
- D. To teach Youth how to spend their leisure time wisely in an effort to meet the emotional, physical and social needs of the Youth.

4. Inspections/Monitoring/Enforcement

- A. The Town has established these Standards of Care in order to obtain an exemption from the State regarding the Youth Programs. Once the exemption is established, the State will not monitor the Youth Programs. These Standards of Care will be reviewed annually and brought before the Town Council for consideration, regarding any amendments recommended by the Director, and approval after a public hearing regarding the Standards of Care is held, pursuant to Texas Human Resources Code § 42.041(b)(14).
- B. A monthly inspection report will be prepared and submitted to the Recreation Programs & Events Supervisor by the Coordinator to confirm the Standards of Care are being adhered to.

- (1) Monthly inspection reports will be sent to the Director or his/her designee for review and maintained by the Town in accordance with applicable record retention policies.
 - (2) The Director or his/her designee will review the monthly inspection report and shall establish deadlines and criteria for compliance with the Standards of Care where failure to comply is noted.
- C. The Director or his/her designee will make visual inspections of the Youth Programs based on the following schedule.
1. Youth Programs operating during the summer will be inspected no less than twice during the Youth Program's summer schedule.
 2. Youth Programs, which operate during the regular Lewisville Independent School District school year, for two (2) weeks or less, will be inspected at least once during the Youth Program's schedule.
- D. Complaints regarding enforcement of the Standards of Care will be directed to the Coordinator. The Coordinator will be responsible to take the necessary steps to address the complaint and resolve the problem, if any. Complaints regarding enforcement of the Standards of Care and resolution of complaints arising under the Standards of Care will be recorded by the Coordinator. All complaints regarding enforcement of the Standards of Care where a deficiency is noted will be forwarded to the Director with the complaint and the resolution noted.

5. Enrollment

Before a child may be enrolled in a Youth Program, the parents must sign registration forms that contain the following information about the child:

- (1) Name, home address, home telephone number;
- (2) Name and address of parent(s) and contact telephone number(s) during Youth Program hours;
- (3) The names and telephone numbers of people to whom the child can be released;
- (4) If requested, a statement of the child's physical health, including a physician's signed statement detailing any special needs the child may have;

- (5) Emergency medical authorization, current shot records, and valid health insurance information.
- (6) Proof of CAC Membership or Non-Membership, when appropriate; and
- (7) A signed liability waiver.

6. Suspected Abuse

Program Employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In a situation where an Employee is involved in an incident with a child that could be considered to be child abuse, the incident shall be immediately reported to the Program Supervisor. The Recreation Programs & Events Supervisor will immediately notify the Police Department and any other agency, as may be appropriate.

Texas State law requires the Employees of Youth Programs to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1000 and/or confinement up to one hundred eighty (180) days. Reports of abuse may be made by calling 1.800.252.5400.

A complete copy of the Texas Family Code regulations regarding child abuse can be found at www.statutes.legis.state.tx.us/docs/FA/htm/FA.261.htm.

Staffing - Responsibilities and Training

1. Camp Director

A. Qualifications. A Camp Director must:

- (1) Consistently exhibit competency, good judgment, and self-control when working with Youth and other Town employees.
- (2) Interact with Youth with courtesy, respect, tolerance, and patience.
- (3) Successfully complete a course in first aid, CPR, and AED, in compliance with American Red Cross standards.
- (4) Pass a background investigation and testing for illegal substances.
- (5) Be mature, responsible, and able to complete duties with minimal supervision.
- (6) Communicate effectively with the public.

- (7) Possess a valid Texas driver's license.
- (8) Have previous experience in supervising Youth of varying age levels in a group setting and possess knowledge of recreational games, crafts, and activities.
- (9) Complete Town-mandated training.
- (10) Be at least eighteen (18) years of age.

B. Job Functions. A Camp Director shall endeavor to:

- (1) Direct and supervise Program Employees. Hiring and training of staff shall be the responsibility of the Coordinator with assistance from the Camp Director.
- (2) Complete and submit proper records, including Youth Program schedules, Program Employee schedules, accident/incident reports, and Participant attendance.
- (3) Schedule appropriate activities in accordance with the philosophy of the Youth Program and coordinate with the Coordinator to ensure appropriate reservations and transportation are secured in order to complete activities.
- (4) Maintain an orderly, clean and safe environment for the Youth while promoting a non-competitive program directed toward accentuating positive behaviors, physical development, and emotional growth.
- (5) Maintain supplies, equipment and all necessary documentation for the operation of the Youth Program.
- (6) Communicate with Parent(s) as necessary.
- (7) Conduct on-going evaluations regarding the Youth Program and implement approved recommendations as needed.
- (8) Provide reports to Coordinator on a weekly basis regarding Youth Program activities.
- (9) Know and follow all Town, Department, and Program Manual standards, policies, and procedures that apply to Youth Programs.

- (10) Ensure that Participants are released only to a Parent or an adult designated by the Parent. All Program Sites will have a copy of the Department approved plan to verify the identity of a person authorized to pick-up a Participant if that person is not known to the Camp Director.

2. Program Employees

A. Qualifications. A Program Employee must:

- (1) Consistently exhibit competency, good judgment, and self-control when working with Youth.
- (2) Interact with Youth with courtesy, respect, tolerance, and patience.
- (3) Successfully complete a course in first aid, CPR, and AED, in compliance with American Red Cross standards.
- (4) Pass a background investigation and testing for illegal substances.
- (5) Be mature, responsible, and able to complete duties with minimal supervision.
- (6) Possess a valid Texas driver's license.
- (7) Have previous experience in working with Youth of varying age levels in a group setting and possess knowledge of recreational games, crafts, and activities.
- (8) Complete Town-mandated training.
- (9) Be at least sixteen (16) years of age.

B. Essential Job Functions. A Program Employee shall endeavor to:

- (1) Promote a non-competitive, positive, image-enhancing environment for each Participant through the direction of fun, varied, and well-organized activities.
- (2) Directly lead activities using a method that will provide opportunities for the involvement of all Participants on an equal basis.
- (3) Exhibit enthusiasm for the activity to impart a feeling of excitement in the Participants.

- (4) Follow procedures for Youth Programs drop-off and pick-up, and preparation of accident/incident reports.
- (5) Follow guidelines for safety and storage of equipment and notify Camp Director regarding supply inventories.
- (6) Ensure safety of Youth at Program Site and on field trips.
- (7) Provide and adhere to Standards of Care.

3. Personnel Restriction

A person will not be employed as an Employee in a Youth Program if:

- (1) The person would be permanently barred from being present at a childcare operation while children are in care under the Texas Administrative Code Title 40, Part 19, Chapter 745 (Licensing); or
- (2) The Director determines that, based on the criminal history and other relevant and credible information, the person poses a risk to the safety or health of participants.

4. Training/Orientation

- A. The Department is responsible to provide training and orientation to all Youth Program employees who work with children regarding their specific job responsibilities. Coordinator will provide each Camp Director with a staff program manual specific to each Youth Program.
- B. Employees must be familiar with these Standards of Care for Youth Programs.
- C. Employees will be trained in appropriate procedures to handle emergencies.
- D. Employees will be trained in Town, Department, and Program Manual policies and procedures applicable to Youth Programs.
- E. Employees will be required to sign an acknowledgment that they received the required training.

Service Standards

1. Appearance

- A. Youth Program shirts and name badges will be worn and clearly visible.

- B. The Town's dress code policy shall be adhered to at all times. Failure to comply with the dress code will result in an Employee being sent home.

2. Interaction with Parents and Participants

- A. Participants and Parents will be treated with respect at all times.
- B. Program Employees and Camp Directors will keep Parents continuously informed of activities and schedules. A weekly schedule will be distributed, and copies will be kept with the daily sign in sheets.
- C. Staff will note details of behavior of Participants (accomplishments, discipline problems, general activities, etc.) and update Parents as much as possible.
- D. The Camp Director will listen to complaints and forward to Coordinator as appropriate. All complaints will be followed up within 24-hours if they are not resolved on site. All complaints must be recorded, including resolution, and forwarded to Coordinator.

3. Additional Staff Responsibilities

- A. Program Employees will monitor the sign in/out log at all times.
- B. Program Employees will spend 100% of their time actively involved with Participants and/or Parents.
- C. Program Employees will pick up the area used by their group after each activity.
- D. Prior to beginning work each day, all staff will check in at the appointed location for any messages, instructions, or information.

Operations

1. Staff/Participant Ratio

- A. Pursuant to Texas mandated standards, the maximum ratio of Participants to Program Employees will be 12 to 1. In the event an employee is unable to report to the Program Site, a replacement will be assigned.
- B. Each Participant shall have a Program Employee who is responsible for him or her and who is aware of the Participant's habits, interests, and any special needs, as identified by the Participant's Parent(s) during the registration process.

2. Discipline

- A. Program Employees will implement discipline and guidance in a consistent manner based on the best interests of the program participants.
- B. There must be no cruel, harsh or corporal punishment used as a method of discipline.
- C. Program Employees may use brief, supervised separation from the group if necessary. Participants will be informed of Youth Program rules.
- D. As necessary, Program Employees will initiate discipline reports to the Parent(s) of Participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A sufficient number and/or severe nature of discipline reports as detailed in the program manual may result in a Participant being suspended or removed from the Youth Program. Parents will be contacted to pick up their Youth immediately.
- F. In instances where there is a danger to Participants or Employees, offending Participants will be removed from the Program Site immediately.
- G. Any person(s) creating a nuisance, causing a disturbance, or creating an unsafe environment at any Program Site will be subject to ejection from the site and possible arrest and legal action.

3. Programming

- A. Program Employees will attempt to provide activities for each group according to the Participant's age, interests, and abilities. The activities must be appropriate to Participants' health, safety, and well-being. The activities also must be flexible and promote the Participants' emotional, social, and mental growth.
- B. Program Employees will attempt to provide indoor and outdoor time periods, weather permitting, that include:
 - (1) Alternating active and passive activities; and
 - (2) Opportunity for individual and group activities.
- C. Program Employees will be attentive and considerate of the Participants' safety on field trips and during any transportation provided by the Youth Programs. Participants

must be counted before leaving the Program Site and before boarding the transportation to return to the Program Site.

- (1) During trips, Program Employees supervising Participants must have immediate access to Participant forms and emergency contact information for each Participant;
- (2) Program Employees must have a written list of the Participants in the group and must check the attendance frequently; and
- (3) Program Employees must have First Aid supplies, a guide to First Aid and emergency care available on field trips.

4. Communication

The Program Site will have a telephone to allow the Program Employees to be contacted by Parks and Recreation personnel or for making emergency calls.

5. Transportation

- A. First Aid supplies and a First Aid and emergency care guide will be available in all Youth Program vehicles that transport Youth.
- B. All Program vehicles used for transporting Participants must have available a 6-BC portable fire extinguisher in the vehicle, which must be accessible to the adult occupants.

Facility Standards

1. Safety

- A. Program Employees will inspect the Program Site daily to detect sanitation and safety concerns that might affect the health and safety of the Participants. A daily inspection report will be completed by Camp Director and kept on file by the Program Coordinator.
- B. Buildings, grounds, and equipment on the Program Site will be inspected, cleaned, repaired, and maintained to protect the health of the Participants.
- C. Program equipment and supplies must be safe for Participant use.
- D. Program Employees must have First Aid supplies available at the Program Site, during transportation, and for the duration of any off-site activity.

- E. Program Employees must have First Aid supplies and a guide to First Aid and emergency care readily available in a designated location.

2. Fire

- A. In case of fire, danger of fire, explosion, or other emergency, Program Employee's first priority is to evacuate the Participants to a designated safe area. Emergency evacuation and relocation plans will be posted within the Program Site.
- B. The Program Site will have an annual fire inspection by the local Fire Marshal, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director or his/her designee who will review and establish deadlines and criteria for compliance.
- C. Each Program Site must have at least one (1) fire extinguisher approved by the Fire Marshal readily available to all Program Employees. The fire extinguisher is to be inspected monthly by the Program Coordinator, and a monthly report will be forwarded to the Recreation Programs & Events Supervisor who will keep the report on file for a minimum of two (2) years. All Employees will be trained in the proper use of a fire extinguisher.
- D. Fire drills shall be conducted monthly.

3. Health

- A. Illness or Injury
 - (1) Participants shall have and maintain immunizations in accordance with those required by the Texas Department of Health for public school attendance according to age.
 - (2) Illnesses and injuries will be handled in a manner to protect the health of all Participants and employees. Parents will be notified in cases of illness or injury. Paramedics will be notified in the event of an injury that cannot be remedied through basic first aid. An accident report shall be completed for all injuries and forwarded to the Camp Director.
 - (3) An ill Youth will not be allowed to attend or participate if the Youth is suspected of having a temperature and/or accompanied by behavior changes or other signs or symptoms until a medical evaluation indicating that the Youth can return to the Youth Program.

- (4) Employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any Participant after a communicable disease.

B. Program Employees will administer medication only if:

- (1) Parent(s) complete and sign a Medicine Dispensation Form that provides authorization for Employees to dispense medication with details as to time(s) and dosage(s).
- (2) Prescription medications are in original containers labeled with the Youth's name, a date, directions, and the prescribing physician's name. Employees will administer the medication only as stated on the label. Employees will not administer medication after the expiration date.
- (3) Non-prescription medications are labeled with the Youth's name and the date the medication was brought to the Youth Program. Non-prescription medication must be in the original container. The Employees will administer non-prescription medications only according to label direction.
- (4) Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program Employees.
- (5) Program Employees must ensure medications are inaccessible to Participants.

C. Toilet Facilities

- (1) The Program Site will have adequate indoor toilets and lavatories located and equipped so Youth can use them independently and Program Employees can supervise as needed.
- (2) There must be one (1) flush toilet for every thirty (30) Participants. Urinals may be counted in the ratio of toilets to Participants but must not exceed fifty percent (50%) of the total number of toilets.

D. Sanitation

- (1) The Program Site must have adequate light, ventilation, and heat.
- (2) The Program Site must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and

ensure that it will be supplied to the Participants in a safe and sanitary manner.

- (3) Program Employees must see that garbage is removed from buildings daily.

Participants

1. General

- A. Participants must wear tennis shoes daily. Sandals or thongs are not permitted unless approved by Program Employees on certain occasions.
- B. Shoes must be worn at all times, unless the Youth is in the swimming pool or participating in an activity that requires shoes to not be worn.
- C. Youth must respect the Employees, the Program Site, Program Rules, and each other.
- D. Youth may not use the Youth Programs telephone unless it is an emergency with the permission of a Program Employee.
- E. Cati's Act requires childcare organizations to get written notice from parents/guardians stating whether their child can swim and requires camp staff to put U.S. Coast Guard-approved lifejackets on those children at risk of injury or death when swimming or otherwise accessing a body of water. Camp registration forms have been updated to reflect this new law and parents/guardians will be required to provide this information.



PARKS BOARD AGENDA H.2. REGULAR ITEMS

DATE: November 6, 2025

FROM: Chuck Jennings, Director of Parks and Recreation

ITEM: **Consider approval of naming recommendations for the 2.5 acre tract located within the Oakbridge Crossing residential development and the 3.5 acre tract located within the Whyburn residential development.**

BACKGROUND: Per Town Ordinance Sec. 54-1, the Parks Board holds the responsibility for naming or renaming Town parks and making formal recommendations to the Town Council. At the October 20, 2025, regular Town Council meeting, Town staff and a representative from the Parks Board Naming Committee presented proposed names for two upcoming park dedications: Oakbridge Park and Whyburn Park.

Following discussion, the Town Council requested that the Parks Board reconsider these names, expressing a preference for options that reflect natural elements, geographic context, or ecological features.

Park Details:

- 2.5-acre tract located within the Oakbridge Crossing residential development. Dedication to the Town is anticipated in November or December 2025.
- 3.5-acre tract located within the Whyburn residential development, expected to be dedicated in early 2026.

The Naming Committee reconvened on October 27, 2025, at the Town's Operations & Maintenance building. Prior to the meeting, members reviewed the October 20 Town Council meeting recording to better understand the Council's feedback and direction.

During the session, the Committee explored a range of naming options, considering local streets, geographic locations, and ecological characteristics of each site. After thorough discussion and brainstorming, the Committee recommends the following names:

- For the Oakbridge Crossing tract: Bluestem Park or Little Bluestem Park
- For the Whyburn tract: Whyburn Farms Park

These recommendations reflect the historical and ecological attributes of the respective sites and align with the Town Council's guidance.

Should the Parks Board approve these naming recommendations, the item will be presented for consideration at the November 17, 2025, Town Council regular meeting.

BOARD REVIEW/CITIZEN FEEDBACK: The Parks Board recommended approval by a unanimous vote of 6 to 0 at its September 4, 2025, regular meeting. [Video Link](#)

ALTERNATIVES: N/A

FISCAL IMPACT: N/A

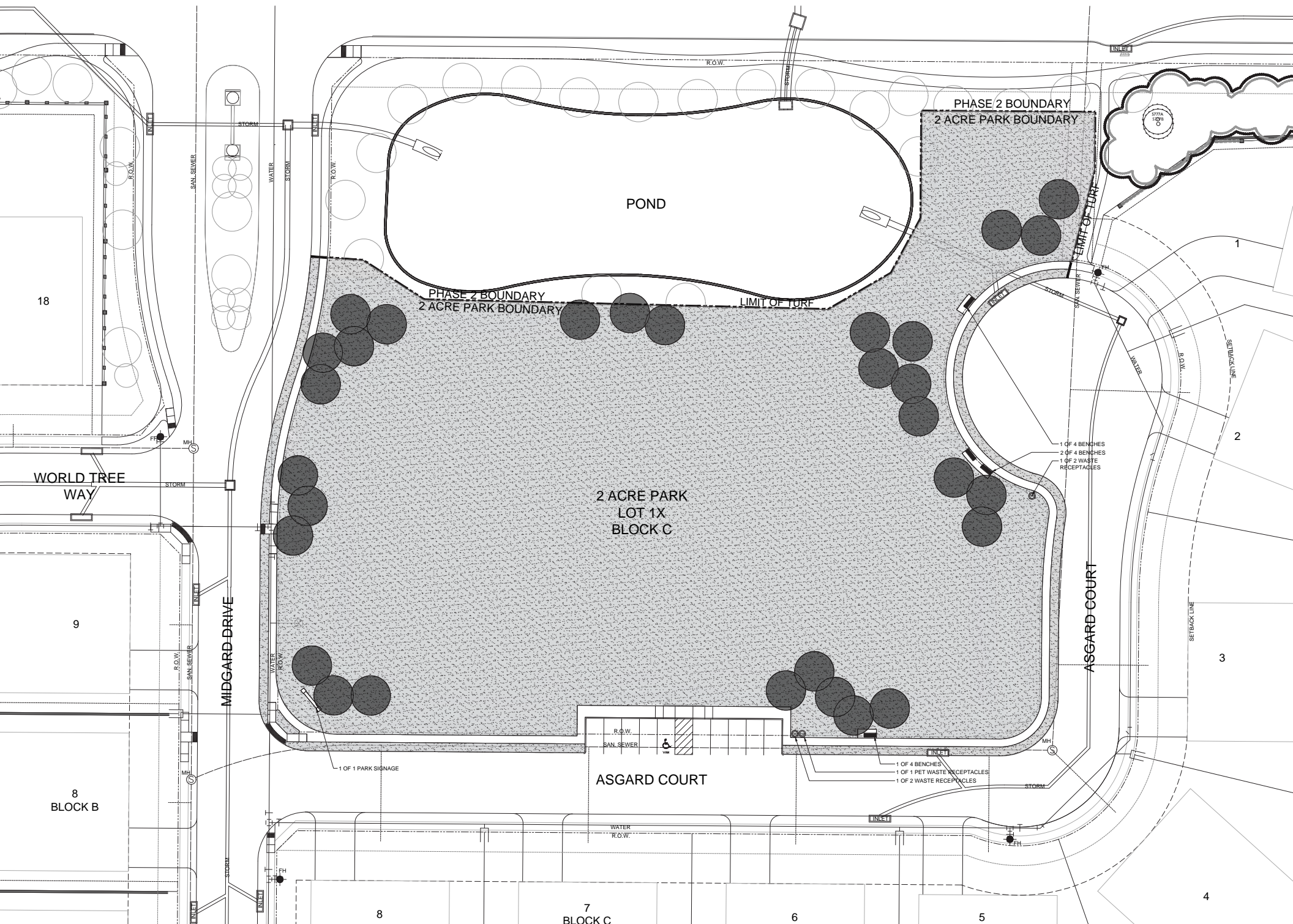
N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

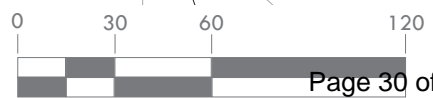
1. Oakbridge Park Land Exhibit
2. Whyburn Dev Conceptual Plan

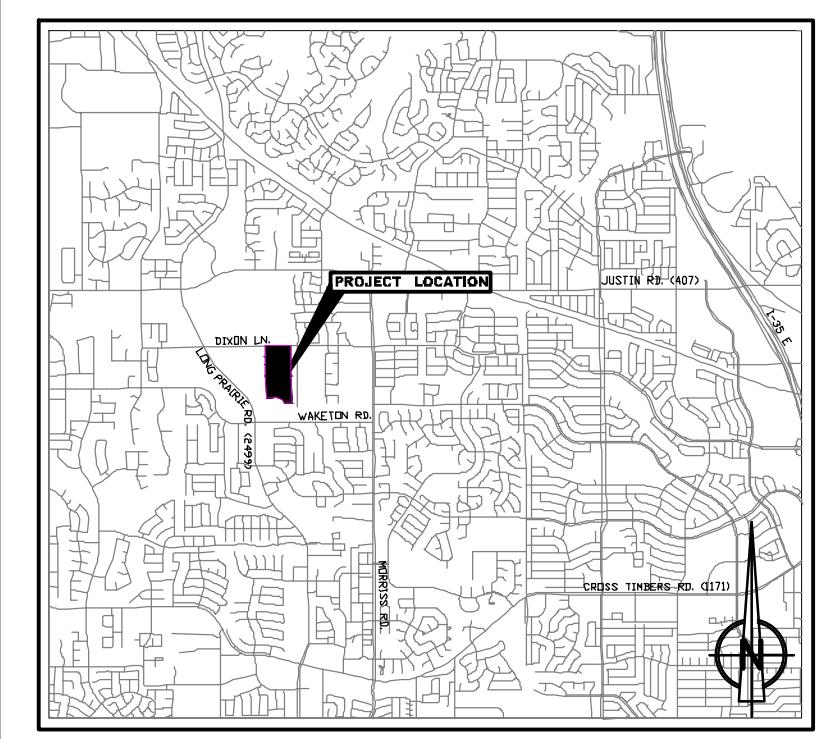
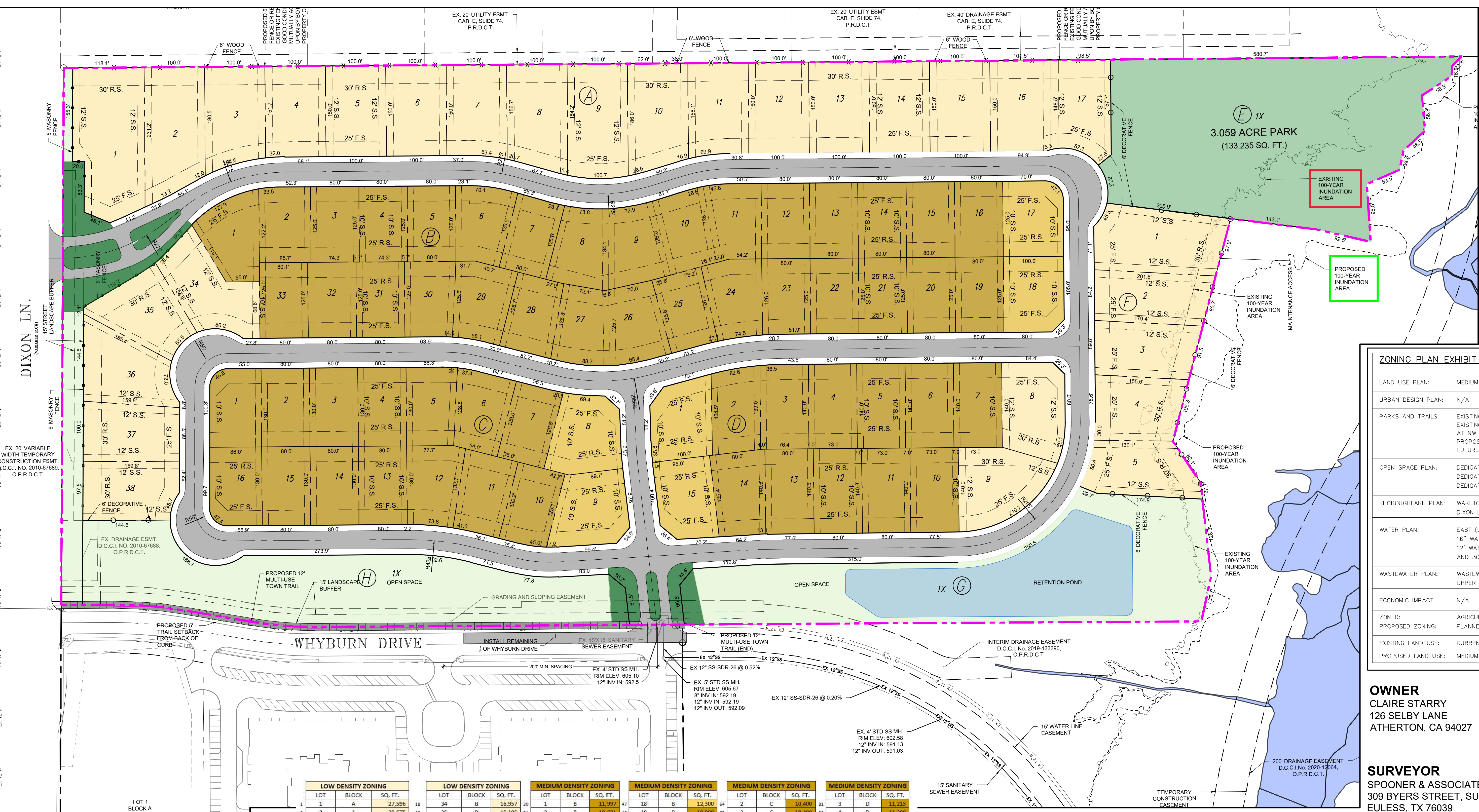
DRAFT MOTION: Move to approve as presented in the agenda caption.



OAKBRIDGE CROSSING - PARK LAND EXHIBIT

2022 NOVEMBER





ZONING PLAN EXHIBIT FEATURES

LAND USE PLAN:	MEDIUM, AND LOW DENSITY RESIDENTIAL
URBAN DESIGN PLAN:	N/A
PARKS AND TRAILS:	EXISTING WHITE LAZY DAISY TRAIL EXISTING MULTI USE - GENERAL ALONG DIXON LN. AND ENDS AT NW PROPERTY CORNER PROPOSED - TRAIL EXTENSION ALONG WHYBURN DRIVE FOR FUTURE CONNECTION TO THE SOUTH
OPEN SPACE PLAN:	DEDICATED 2.662 AC OPEN SPACE (BUFFER & PONDING) 'G' DEDICATED 2.233 AC OPEN SPACE (BUFFER & DRAINAGE) 'H' DEDICATED 3.059 AC PARK 'E'
THOROUGHFARE PLAN:	WAKETON RD: URBAN COLLECTOR (60' R.O.W.) DIXON LN: URBAN MINOR ARTERIAL (90' R.O.W.)
WATER PLAN:	EAST (LOW) PRESSURE PLANE 16" WATER LINE ALONG WAKETON RD. 12" WATER LINE ALONG LONG PRAIRIE RD. AND 30" WATER LINE ALONG DIXON LN.
WASTEWATER PLAN:	WASTEWATER SERVICE DISTRICT NO.1 UPPER TIMBER BRANCH 12" TRUNK LINE ALONG WAKETON RD.
ECONOMIC IMPACT:	N/A
ZONED:	AGRICULTURE
PROPOSED ZONING:	PLANNED DEVELOPMENT (PD)
EXISTING LAND USE:	CURRENTLY VACANT, MASTER PLANNED FOR OFFICE, RETAIL
PROPOSED LAND USE:	MEDIUM, AND LOW DENSITY RESIDENTIAL

OWNER
CLAIRE STARRY
126 SELBY LANE
ATHERTON, CA 94027

CIVIL ENGINEER
LANDDESIGN
5301 ALPHA ROAD, SUITE 24
DALLAS, TX 75240
214.785.6009
ATTN: BRIAN DENCH

SURVEYOR
SPOONER & ASSOCIATES
309 BYERS STREET, SUITE 100
EULESS, TX 76039
817.685.8448
ATTN: ERIC S. SPOONER

LANDSCAPE ARCHITECT
LANDDESIGN
5301 ALPHA ROAD, SUITE 24
DALLAS, TX 75240
214.785.6009
ATTN: HETH KENDRICK

LOW DENSITY ZONING			MEDIUM DENSITY ZONING			MEDIUM DENSITY ZONING			MEDIUM DENSITY ZONING			MEDIUM DENSITY ZONING				
LOT	BLOCK	SQ. FT.	LOT	BLOCK	SQ. FT.	LOT	BLOCK	SQ. FT.	LOT	BLOCK	SQ. FT.	LOT	BLOCK	SQ. FT.		
1	A	27,596	34	B	16,957	47	18	12,300	64	2	C	10,400	81	3	D	11,215
2	A	20,675	35	B	15,195	31	2	10,681	65	3	C	10,400	82	4	D	11,200
3	A	16,296	36	B	16,282	32	3	10,000	49	20	B	10,000	66	4	C	10,400
4	A	15,018	37	B	15,046	33	4	10,000	50	21	B	10,000	67	5	C	10,562
5	A	15,000	38	B	15,115	34	5	10,000	51	22	B	10,000	68	6	C	11,244
6	A	15,000	8	D	15,734	35	6	11,117	52	23	B	10,009	69	7	C	10,326
7	A	15,140	9	D	16,542	36	7	10,055	53	24	B	11,293	70	8	C	13,934
8	A	17,037	1	F	21,870	37	8	11,608	54	25	B	10,257	71	9	C	13,985
9	A	18,849	2	F	16,001	38	9	11,403	55	26	B	11,274	72	10	C	10,340
10	A	17,242	3	F	15,016	39	10	10,555	56	27	B	11,056	73	11	C	10,952
11	A	15,186	4	F	15,001	40	11	10,812	57	28	B	10,419	74	12	C	11,465
12	A	15,000	5	F	15,337	41	12	10,000	58	29	B	11,610	75	13	C	10,400
13	A	15,000				42	13	10,000	59	30	B	10,386	76	14	C	10,400
14	A	15,000				43	14	10,000	60	31	B	10,000	77	15	C	10,400
15	A	15,000				44	15	10,000	61	32	B	10,000	78	16	C	11,059
16	A	15,105				45	16	10,000	62	33	B	10,006	79	1	D	12,603
17	A	15,453				46	17	12,307	63	1	C	10,905	80	2	D	11,104

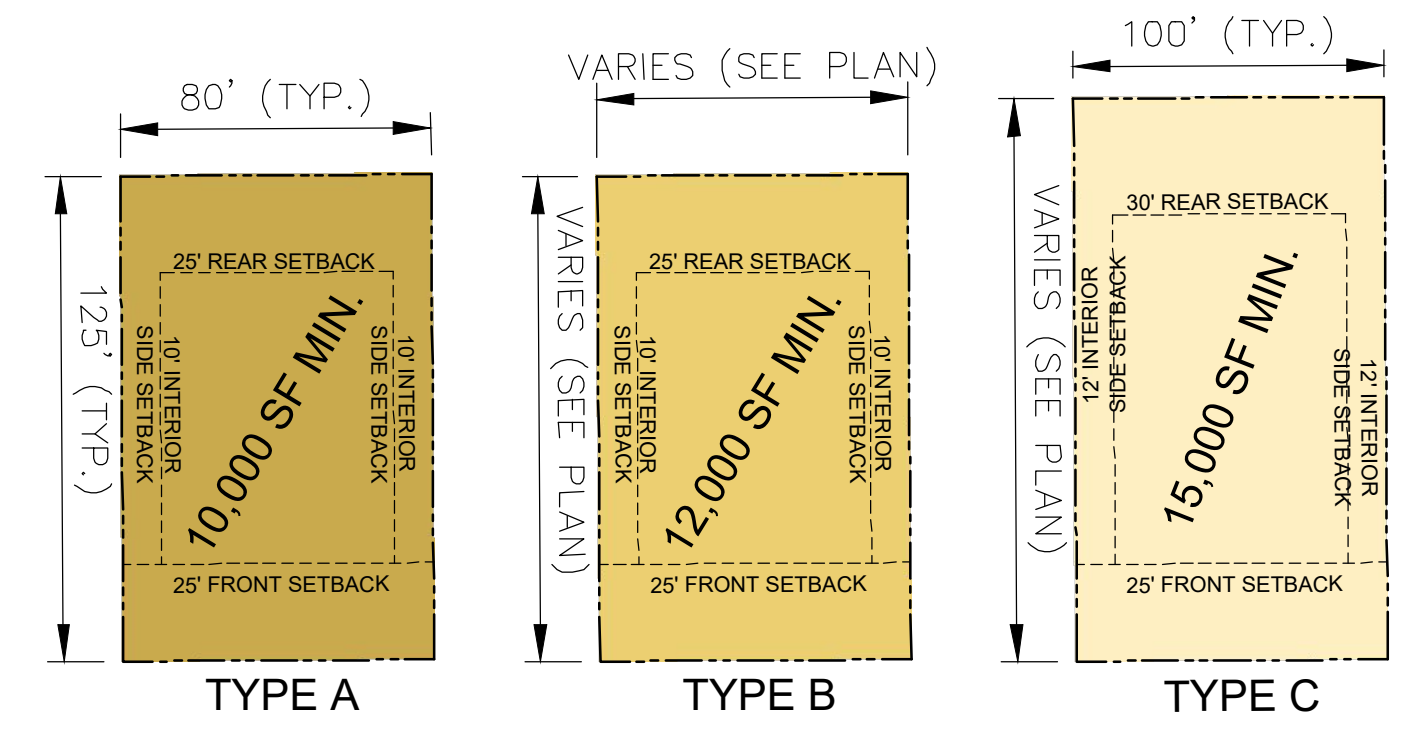
ZONING	LOTS	SQ. FT.	%
LOW	29	477,693	41%
MEDIUM	62	674,814	59%
TOTAL	91	1,152,507	

OPEN SPACE	SQ. FT.
E (PARK)	133,235
G	115,962
H	97,265
TOTAL	346,462

LOTS 15,000 S.F. OR GREATER 29
LOTS 12,000 S.F. TO 14,999 S.F. 6
LOTS 10,000 TO 11,999 S.F. 56

TOTAL DEVELOPMENT AREA	
AVERAGE LOT SIZE	12,665 Sq. Ft.
LOW DENSITY ZONING AREA	700,297 Sq. Ft.
MEDIUM DENSITY ZONING AREA	1,017,654 Sq. Ft.
PARK AREA	133,235 Sq. Ft.
REQUIRED PARK AREA	133,189 Sq. Ft.
PRIVATE OPEN SPACE	213,227 Sq. Ft.
GROSS DENSITY	2.14 Units Per Acre
NET AREA (Total-Park-Open Space)	1,504,724 Sq. Ft.
NET DENSITY	2.63 Units Per Acre

ZONING DATA TABLE			
ZONING DISTRICTS			
DEVELOPMENT STANDARDS	SF-10	SF-15	
MIN. LOT SIZE	10,000 SF	15,000 SF	
MIN. LOT WIDTH	70 FT	80 FT	
MIN. FLOOR AREA PER UNIT	1,800 FT ²	1,800 FT ²	
MIN. FRONT YARD	25 FT	25 FT	
MIN. SIDE YARD	10 FT	12 FT	
MIN. REAR YARD	25 FT	30 FT	
MAX. LOT COVERAGE	40%	35%	
MAX. HEIGHT (STORIES/FT)	2/35	2/35	

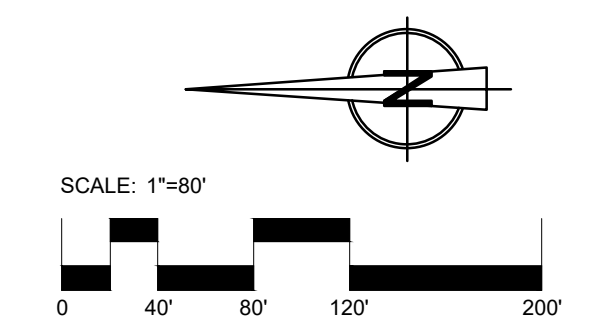


TYPICAL LOT DETAILS
N.T.S.

CONCEPT PLAN EXHIBIT
WHYBURN
91 SINGLE FAMILY LOTS; 2 COMMON AREA LOTS;
& 1 PARK LOT

BEING 1,837,990 SQ. FT. OR 42.194 ACRES OUT OF THE 70.0823 ACRES OF LOT 1, BLOCK B, WHYBURN ADDITION

TOWN OF FLOWER MOUND
DENTON COUNTY, TEXAS



SUBMITTAL DATE: 02/10/2023