AGENDA

FLOWER MOUND PARKS BOARD

REGULAR MEETING

NOVEMBER 2, 2017

FLOWER MOUND TOWN HALL
2121 CROSS TIMBERS ROAD
FLOWER MOUND, TEXAS

6:30 P.M.

****

AN AGENDA INFORMATION PACKET IS AVAILABLE FOR PUBLIC INSPECTION ONLINE AT WWW.FLOWER-MOUND.COM/AGENDA/AGENDA.PHP

****

All pagers and cell phones must be turned off in the Council Chambers.

A. CALL REGULAR MEETING TO ORDER

B. INVOCATION

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND TO THE TEXAS FLAG

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

D. PUBLIC PARTICIPATION

Please fill out an "Appearance before Parks Board" form in order to address the Board, and turn the form in prior to Public Participation to Administrative Secretary Jade Olson. Speakers are normally limited to three minutes. Time limits can be adjusted by the Chair to accommodate more or fewer speakers.

The purpose of this item is to allow the public an opportunity to address the Parks Board on issues that are not the subject of a public hearing. Any item requiring a Public Hearing will allow the public to speak at the time that item appears on this agenda as indicated as a "Public Hearing". Parks Board members may not deliberate and may only cite facts or current policy in response to public comments. Issues regarding daily operational or administrative matters should first be dealt with at the administrative level by calling the Parks and Recreation Division at 972.874.6300 during business hours.

E. DIRECTOR'S REPORT

- Update and status report related to Parks and Recreation issues.

F. CONSENT AGENDA – Consent Items

This agenda consists of non-controversial or "housekeeping" items required by law. Items may be removed from the Consent Agenda by any Board member by making such request prior to a motion and vote on the Consent Agenda.

1. Consider approval of minutes from a regular meeting of the Parks Board held on October 5, 2017.

G. REGULAR ITEMS

2. 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.

3. Consider recommending approval for Town Council consideration the sale and consumption of alcoholic beverages (beer and wine) at Bakersfield Park during the 2018 Independence Fest.

4. Consider recommending to Planning and Zoning Commission and Town Council Park Land Dedication and Park Development Fee requirements for the Serenity residential development generally located west of High Rd. and south of Hickory Springs Rd.

H. COORDINATION OF CALENDARS AND FUTURE AGENDAS/MEETINGS

- The next regular meeting of the Parks Board is scheduled for December 7, 2017.

I. ADJOURN REGULAR MEETING

I do hereby certify that the Notice of Meeting was posted on the bulletin board in Town Hall of the Town of Flower Mound, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: October 30, 2017 at 1:30 p.m. at least 72 hours prior to the scheduled time of said meeting.

Jade Olson

Jade Olson, Administrative Secretary

The Flower Mound Town Hall and Council Chambers are wheelchair accessible. Requests for accommodations or interpretative services must be made at least 48 hours prior to this meeting by contacting Jade Olson, Administrative Secretary at (972) 874-6425.

PARKS BOARD
AGENDA ITEM NO: 1

DATE: November 2, 2017

FROM: Jade Olson, Administrative Secretary

ITEM: **Consider approval of minutes from a Regular Meeting of the Parks Board held on October 5, 2017.**

I. SUMMARY:

The Parks Board held a Regular Meeting on October 5, 2017.

II. BACKGROUND INFORMATION:

N/A

III. FISCAL IMPACT:

N/A

IV. LEGAL REVIEW:

N/A

V. ATTACHMENTS:

1. Draft minutes from the October 5, 2017, Regular Meeting of the Parks Board.

VI. RECOMMENDED MOTION OR ACTION:

Move to approve the minutes from a Regular Meeting of the Parks Board held on October 5, 2017.

THE TOWN OF FLOWER MOUND PARKS BOARD REGULAR MEETING HELD ON THE 5th DAY OF OCTOBER 2017, IN THE FLOWER MOUND TOWN HALL, LOCATED AT 2121 CROSS TIMBERS ROAD IN THE TOWN OF FLOWER MOUND, COUNTY OF DENTON, TEXAS AT 6:30 P.M.

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

Gloria Jones	Place 1 – Chair
Teresa Thomason	Place 3 – Vice Chair
Rick Kenyon	Place 4
Jodi Seay	Place 5
Ann Handren	Place 6
Ike Winfield	Place 7
Mark Mayer	Place 9 – Alternate
Firoz Vohra	Place 10 – Alternate

The following Board member was not in attendance:

Michael Kelly	Place 2

The following members of Town Staff were in attendance:

Chuck Jennings	Director of Parks and Recreation
Gary Sims	Executive Director of Community Services
Clayton Litton	Parks Superintendent
Kari Biddix	Park Development Manager
Matt Chutchian	Athletics Supervisor
Jade Olson	Administrative Secretary

A. CALL REGULAR MEETING TO ORDER – 6:30 P.M.

B. INVOCATION – Cathy Powers

C. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG AND THE TEXAS FLAG

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

Board member Thomason made a motion to nominate Gloria Jones for Chair person. Board member Handren seconded the motion.

VOTE ON THE MOTION

AYES: Mayer, Thomason, Kenyon, Jones, Seay, Handren, Winfield
NAYS: None

Chair Jones made a motion to nominate Teresa Thomason for Vice Chair. Board member Kenyon seconded the motion.

VOTE ON THE MOTION

AYES: Winfield, Handren, Seay, Jones, Kenyon, Thomason, Mayer
NAYS: None

E. PRESENTATIONS

Matt Chutchain, Athletics Supervisor introduced League President Jeff Nelson and General Manager Tracy Black to represent FMYSA. The Board was updated with FMYSA's operations in regards to youth baseball and youth softball.

F. PUBLIC PARTICIPATION

N/A

G. DIRECTOR'S REPORT

Chuck Jennings, Director of Parks and Recreation reported the following:

- Special event season is upon us…The Annual Pumpkin Dive will take place at the CAC on October 28th and will feature hundreds of pumpkins floating in the indoor pool. There will be a room set-up for decoration and the children always have an incredible time. There will be a cake walk and other great games and activities. The cost is $5 for CAC members and $6 for non-members.
- The Fangtacular Movie this year will be Transylvania 2 and will be shown at Gerault Park on Saturday, October 21st. The movie will begin at dusk and there will be plenty of candy for all the kids. Please come in costume.
- The annual Dorothy's Dash 5K Run and Walk will take place on Saturday, November 11th at Flower Mound High School. Registration is now open and all the proceeds go to the MS Society. All skill levels are welcome and all participants receive a free t-shirt and goody bag.
- The next session of swim lessons begins October 16th at the CAC Indoor Pool and is open to all ages and skill levels.
- The Seniors In Motion program currently has 2,014 members. During the month of September the Flower Mound Senor Center logged over 3,700 daily card entry scans.
- The SIM program will hold the "Navigating the Road to Retirement" series. This three part series, held at 6:30 p.m. on Thursdays October 5th, 12th, and 19th will cover a range of topics to help Flower Mound residents prepare of retirement.
- On Tuesday, October 17th at 6:30 p.m., the SIM programs will welcome State Representative Tan Parker to speak as part of the Distinguished Speaker Series.
- On Saturday, October 28th, the SIM program will hold its annual Craft Fair. Great opportunity to get those early Christmas presents.
- All medians and rights-of-way will be receiving mulch in the bed areas over the next several weeks.
- All ornamental trees in the medians will be pruned this fall and winter.
- Three new security cameras have been installed at Twin Coves Park. There are two at the office and one at the front gate.

- The Town is enhancing the Twin Coves Park entry off Wichita Trail. Three flag poles have been installed and the park sign will be relocated so drivers can see it from both directions.
- 104 feet of wrought iron fence was installed along the western end of the volleyball court/day use area to help minimize balls from entering the lake.
- A kayak trailer was purchased which will allow staff to deliver up to 6 kayaks at a time to the small craft launch area.
- Two new ADA picnic table and four addition picnic table were purchased for the overlook and day use pavilions.

Chuck Jennings introduced Clint Wofford from SRA to provide the Board with an update of the design of Heritage Park Phase IV. Clint along with Eric McCabe from Dynamic Discs provided a detailed overview of the 18 hole disc golf course that is part of the phase. Dynamic Discs was contracted by SRA to help them with the design of the advanced course.

Kari Biddix, Park Development Manager reported the following:

- The Rheudasil, Wilkerson, and Cortadera Park Pond Dredging and Bank Stabilization project has started. Cortadera Park will be complete once the fountain has been placed in the middle of the pond. Rheudasil Park is currently under construction and almost complete. Once the wildlife biologist provides a wildlife relocation plan work will begin at Wilkerson Park.
- Heritage Park Phase 3 is currently in under construction. The anticipated completion date is March 2018.
- Glenwick Park playground is currently under construction.

H. CONSENT AGENDA

1. Consider approval of minutes from a regular meeting of the Parks Board held on September 7, 2017.

Board Deliberation

Board member Handren moved to approve the minutes of a regular meeting of the Parks Board held on September 7 2017. Board member Thomason seconded the motion.

VOTE ON THE MOTION

AYES: Mayer, Thomason, Kenyon, Seay, Handren, Winfield
NAYS: None

I. REGULAR ITEMS

2. Consider approval of a recommendation for the Community Arts Commission to proceed with selection of 12 bronze sculptures to be installed in Heritage Park on and along the Wildlife Encounter Trail

Staff Presentation
Gary Sims – Executive Director of Community Services

Board Deliberation

Board member Kenyon moved for approval of the Parks Board to recommend the Cultural Arts Commission to proceed with selection and recommendation of 12 bronze sculptures to be installed in Heritage Park on and along the Wildlife Encounter Trail. Board member Thomason seconded the motion.

VOTE ON THE MOTION

AYES: **Winfield, Handren, Seay, Kenyon, Thomason, Mayer**
NAYS: **None**

J. COORDINATION OF CALENDARS AND FUTURE AGENDAS/MEETINGS

- The next Parks Board Regular Meeting is scheduled for November 2, 2017.

K. ADJOURNMENT

Board Member Thomason made a motion to adjourn the meeting. Board member Seay seconded the motion.

Chair Gloria Jones adjourned the Regular Meeting at 7:47 p.m.

TOWN OF FLOWER MOUND, TEXAS

Gloria Jones, Chair

ATTEST:

Jade Olson, ADMINISTRATIVE SECRETARY

PARKS BOARD MEETING

AGENDA ITEM NO: 2

DATE: November 2, 2017

FROM: Michael Davenport, 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 Information: 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 age youth provided 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.
- 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 youth 6 – 14 years of age.

At the November 3, 2016, meeting, the Parks (formerly PALS) Board unanimously recommended for Town Council approval the 2017 Standards of Care. On December 19, 2016, the Town Council enacted Ordinance No. 68-16, 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 the exemption, the Town will annually hold a public hearing on the Standards of Care and the Town Council will formally adopt them as part of an ordinance. A representative from the State was recently contacted to confirm that there hasn't been any newly mandated change to the standards that the Town would need to adopt. Staff was informed that our current standards met or exceeded the minimum requirements.

The proposed Standards of Care reflect no changes from last year 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.

FISCAL IMPACT: N/A

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

ATTACHMENT:

1. Proposed Ordinance

RECOMMENDATION: Move to approve 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.

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 Division; and

WHEREAS, the Town adopted Ordinance No. 68-16 on December 19, 2016 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 Division has recommended no changes be made to the standards of care adopted on December 19, 2016, 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

WHEREAS, a public hearing was held on November 2, 2017, 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 Division ("Division") 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 Division 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 Division 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 Division 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.

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 18TH DAY OF DECEMBER, 2017.

_____

Thomas E. Hayden, MAYOR

ATTEST:

_____

Theresa Scott, TOWN SECRETARY

Exhibit “A”

Parks & Recreation Division

Standards of Care For Youth Programs

Parks and Recreation Division
1200 Gerault Road
Flower Mound, TX 75028
972.874.6300
www.flower-mound.com

Table of Contents

Standards of Care
- General Administration 3
  - Organization 3
  - Definitions 3
  - Objectives of Youth Programs 5
  - Inspections/Monitoring/Enforcement 5
  - Enrollment 6
  - Suspected Abuse 6

- Staffing – Responsibilities and Training 6
  - Camp Director Qualifications 6
  - Camp Director Job Functions 7
  - Program Employees Qualifications 8
  - Program Employees Job Functions 8
  - Personnel Restriction 9
  - Training/Orientation 9

- Service Standards 9
  - Appearance 9
  - Interaction with Parents & Participants 10
  - Additional Staff Responsibilities 10

- Operations 10
  - Staff/Participant Ratio 10
  - Discipline 10
  - Programming 11
  - Communication 11
  - Transportation 12

- Facility Standards 12
  - Safety 12
  - Fire 12
  - Health 13

- Participants 14
  - General 14

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 Division 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 divisional employees.

   C. These Standards of Care apply to all Youth Programs operated by the Division, including but not limited to: the Summer 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 Division 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. Division: Parks and Recreation Division 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. Program Coordinator or Coordinator: A full-time Division employee who has been assigned administrative responsibility for the Youth Programs and oversees the Camp Directors.

H. Program Employee: A temporary Division 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.

K. Program Supervisor: A full-time Division 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.

N. Town Council: Town Council of the Town of Flower Mound.

O. Youth: A school aged person between the ages of 5 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 Program Supervisor by the Coordinator to confirm the Standards of Care are being adhered to.

(1) Monthly inspection reports will be sent to the Director for review and maintained by the Town in accordance with applicable record retention policies.

(2) The Director 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 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 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 Program Supervisor will immediately notify the Police Department and any other agency, as may be appropriate.

Texas State law requires the Employees of the 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. Confidential reports 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.

<u>Staffing - Responsibilities and Training</u>

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 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, Division, 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 Division 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 child care 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 Division is responsible to provide training and orientation to all Youth Programs employees who work with children regarding their specific job responsibilities. Coordinators 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, Division, 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.

<u>Service Standards</u>

1. Appearance

A. Youth Programs 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 on 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.

<u>Operations</u>

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 Programs. 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 Participants 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 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 Program 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. All 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.

PARKS BOARD MEETING
AGENDA ITEM NO: 3

DATE: November 2, 2017

FROM: Chuck Jennings, Director of Parks and Recreation

ITEM: **Consider recommending approval for Town Council consideration the sale and consumption of alcoholic beverages (beer and wine) at Bakersfield Park during the 2018 Independence Fest.**

Background Information: The Town has started planning the 2018 Independence Fest that will be held on Wednesday, July 4 at Bakersfield Park. Staff is requesting approval of the sale of alcoholic beverages (beer and wine) for the festival. On December 17, 2016, the Town Council unanimously approved alcohol sales for the festival that was held on July 4, 2017. There were no issues or concerns related to the sale of alcoholic beverages during the previous seven Independence Fest events.

The sale of beer and wine on park property requires Parks Board consideration and the Town Council's approval since the event will be held at Bakersfield Park. An excerpt from the Code of Ordinances states:

- It shall be unlawful to possess alcoholic beverages in any portion of a public park or recreation facility, with the exception that the use of alcoholic beverages may be permitted during designated activities upon recommendation of the Town's Parks Board and with approval of the Town Council.

Similar to what was planned for last year's event, Promoter Line, Inc., will secure a third party retailer to handle the sale of alcoholic beverages. The retailer will take on the risk and liability of selling alcohol at the festival. Additionally, the retailer will acquire all appropriate licenses and permits from the Texas Alcoholic Beverage Commission and name the Town as an additional insured on their liability insurance. The Town will be paid a 25% commission of the total beverage sales.

Alcohol consumption at city festivals and Independence Day celebrations is not uncommon in the Dallas-Fort Worth area. Examples of area festivals include: Lewisville's Western Days Festival, Grapevine's GrapeFest and Main Street Days, Addison's Kaboom Town, and Southlake's Oktoberfest. The Town has allowed the sale of alcoholic beverages for the Wild About Flower Mound Festival and the Independence Fest since 2009.

If approved for the event, alcohol would be prohibited from being taken out of the fenced in festival area. Similar to last year, this would be controlled by fencing, signage, police officers, and festival staff. With the festival taking place on Independence Day, the Town has instructed the Flower Mound Youth Sports Association to not schedule their AAYBA baseball tournament the week of July 4th.

If the sale of alcohol is not approved for the event, the Town could lose significant sponsorship opportunities and the revenue stream created by the sale of alcoholic beverages. For the 2017 festival, Budweiser sponsored the festival by contributing $3,000,

donating the backdrops for the stage, and producing event signage. In addition, the Town received $4,968.45 in commissions from the sale of beverages.

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS: N/A

RECOMMENDATION: Move to approve for Town Council consideration the sale and consumption of alcoholic beverages (beer and wine) at Bakersfield Park during the 2018 Independence Fest.

PARKS BOARD MEETING
AGENDA ITEM NO: 4

DATE: November 2, 2017

FROM: John Habern, Parks, Trails and Landscape Specialist

ITEM: **Consider recommending to Planning and Zoning Commission and Town Council Park Land Dedication and Park Development Fee requirements for the Serenity residential development generally located west of High Rd. and south of Hickory Springs Rd.**

Background Information: The proposed development has one application in with the Town: a Zoning Planned Development (ZPD16-0007) in order to develop a residential subdivision. The maximum residential density within the proposed development is 16 single family dwelling units to be developed under the cluster development standards (Minimum lot size of 30,000 SF).

Alternatives or Options: The Board may wish to recommend land be dedicated for park use within the proposed development or receive cash in lieu of land.

Park Land Dedication and Park Development Fees:

Park Land Dedication is determined as follows:

- 3.36 acres of land per 100 dwelling unit lots = 0.0336 acres/dwelling unit lot
- 0.0336 acres/dwelling unit lot X **16** dwelling unit lots = **.5376** acres of Park Land Dedication required

Conservation and Cluster Development Incentives are as follows:

- 50% reduction in Park Land Dedication. **.5376** acres of Park Land Dedication X 50% = **.2688** acres of Park Land Dedication

Payment of cash in lieu of the otherwise dedicated park land is determined as follows:

- **$66,875.00** per acre is the fair market value of land within the development as determined by the Town and the developer
- **$66,875.00** per acre X .2688 acres = **$ 17,976.00** payment of cash in lieu of land to satisfy Park Land Dedication

The Park Development Fees are determined as follows:

- $1,388.00 fee per dwelling unit lot X **16** dwelling unit lots = **$22,208.00** in Park Development Fees

For further details of the Town's Land Development Regulations regarding Park Land Dedication and Park Development Fees, please review The Flower Mound Code of Ordinances; Subpart B - Land Development Regulations; Chapter 90 – Subdivisions; Article VI. – Standards; Division 8. - Parks and Recreational Areas; Sections 90-441 through 90-448.

For further details regarding Cluster Developments, please see the following link to the Town's Master Plan, Cross Timbers Conservation Development District Area Plan: http://www.flower-mound.com/DocumentCenter/Home/View/8311

Fiscal Impact: N/A

Legal Issues: N/A

Attachments:

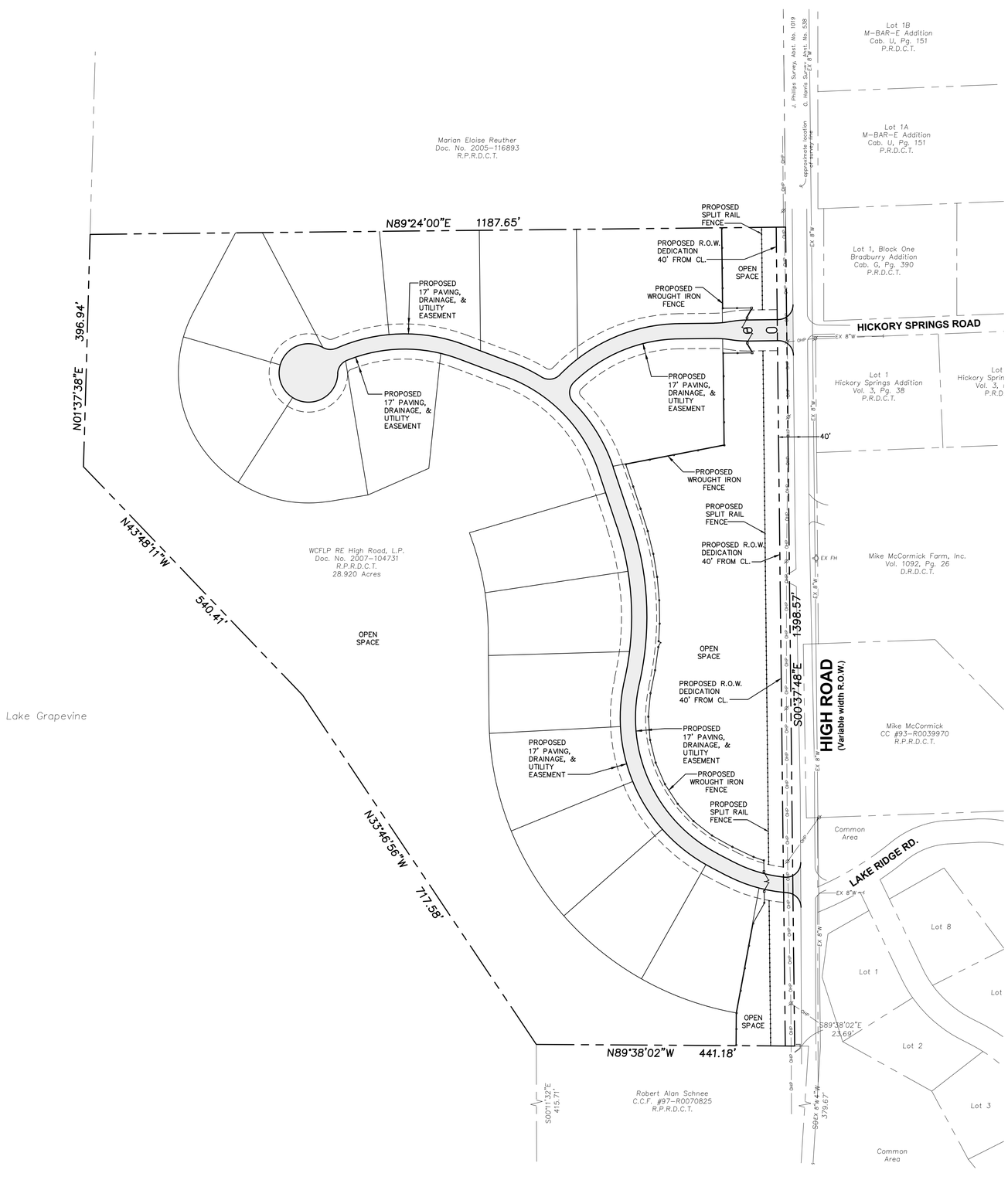
1. Serenity Concept Plan

Recommendation:

Move to recommend approval to Planning and Zoning Commission and Town Council Park Land Dedication of **.2688 acres of land** and Park Development Fees in the amount of **$22,208.00** for Serenity residential development generally located west of High Rd. and south of Hickory Springs Rd.

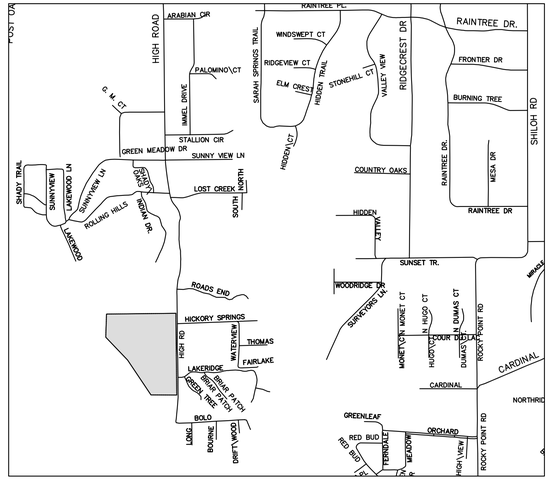
- OR -

Move to recommend approval to Planning and Zoning Commission and Town Council **cash**, in the amount of **$17,976.00**, be accepted **in lieu of** the otherwise required Park Land Dedication, and Park Development Fees in the amount of **$22,208.00** for Serenity residential development generally located west of High Rd. and south of Hickory Springs Rd.



100 0 100 200

SCALE IN FEET



LOCATION MAP

NOT TO SCALE

DEVELOPMENT DATA

PROPOSED USE: SINGLE FAMILY RESIDENTIAL
CURRENT ZONING: AGRICULTURAL
PROPOSED BASE ZONING: SF-30

TOTAL LAND AREA:	±28.92 ACRES
MINIMUM LOT SIZE:	30,000 S.F.
MAXIMUM LOT SIZE:	43,818 S.F.
AVERAGE LOT SIZE:	32,265 S.F.

TOTAL AREA OF LOTS = 11.85 AC. 40.98%
TOTAL AREA OF OPEN SPACE = 15.263 AC. 53.73%

LEGEND

	LOT LINE
D.R.D.C.T.	DEED RECORDS, DENTON COUNTY, TEXAS
P.R.D.C.T.	PLAT RECORDS, DENTON COUNTY, TEXAS
R.P.R.D.C.T.	REPLAT RECORD DENTON COUNTY, TEXAS
	PROPERTY BOUNDARY
	ADJACENT PROPERTY BOUNDARY
	PROPOSED R.O.W.
	PROPOSED EDGE OF PAVEMENT

PROJECT DATA TABLE

GROSS SITE AREA	28.92 ACRES
PROPOSED USE	SINGLE FAMILY RES.
CURRENT ZONING	AGRICULTURAL
PROPOSED BASE ZONING	SF-30
EXTERNAL/COLLECTOR RIGHT-OF-WAY	
HIGH ROAD	0.513 ACRES
TOTAL RIGHT-OF-WAY	0.513 ACRES
OPEN SPACE	
PRIVATE OPEN SPACE LOTS	15.263 ACRES
TOTAL OPEN SPACE	15.263 ACRES
PROPOSED LOTS	
RESIDENTIAL	16 LOTS
RESIDENTIAL LOTS AREA	11.85 ACRES
MIN. RESIDENTIAL LOT SIZE	30,000 S.F.
MAX. RESIDENTIAL LOT SIZE	43,818 S.F.
AVG. RESIDENTIAL LOTS SIZE	32,265 S.F.
PRIVATE OPEN SPACE	4 LOTS
TOTAL ALL LOTS	20 LOTS

AREA DATA TABLE

GROSS SITE AREA	28.92 ACRES
HIGH RD. R.O.W. DEDICATION	0.513 ACRES
TOTAL R.O.W. DEDICATION	0.513 ACRES
NET SITE AREA	28.407 ACRES
TOTAL OPEN SPACE AREA	15.263 ACRES (53.73%)

MASTER PLAN FEATURES

Land Use Plan	**Cross Timbers Conservation Development District**
Specific Plans	**None**
Urban Design Plan	**Cross Timbers Conservation Development District**
Parks and Trails	
Open Space Plan	
Thoroughfare Plan	**High Road – Rural Collector, Variable Width ROW.**
Water Plan	**West (High) Pressure Plane, Existing 8" WM, E. Side of High Road.**
Wastewater Plan	**Unsewered Area. Cross Timbers Conservation District.**

OWNER:

(1) WCFLLLP RE HIGH RD P
14241 Dallas Pkwy Ste. 800
Dallas, TX 75254-2919

SERENITY
Residential Subdivision
28.920 acres
in the
J. Phillips Survey, Abst. No. 1019
in the
Town of Flower Mound
Denton County, Texas

No.	Date	Revisions	App.

Ridinger Associates, Inc.
Civil Engineers - Planners
Firm No. 1969
550 S. Edmonds Lane, Suite 101
Lewisville, Texas 75067
Tel. No. (972) 353-8000
Fax No. (972) 353-8011

Serenity

RESIDENTIAL SUBDIVISION
FLOWER MOUND, TEXAS

CONCEPT PLAN
16 RESIDENTIAL LOTS

Scale: 1" = 100'
Designed by: LDR
Drawn by: JWH
Checked by: TAL
Date: OCTOBER 2, 2017
Project No. 035-023

SHEET
1