



City of Hutto

Agenda

Parks Advisory Board

Wednesday, July 12, 2023 at 6:30 PM

Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. AGENDA ITEMS

- 4.1. Consideration and possible action to nominate and vote on the Chair of the Parks Advisory Board.
- 4.2. Consideration and possible action to nominate and vote on the Vice Chair of the Parks Advisory Board.
- 4.3. Discussion and possible action of the Parks and Recreation Ordinance Section 18.02.006 Sale of Goods and Services.
- 4.4. Consideration and possible action on the meeting minutes for the regular scheduled Parks Advisory Board meeting held on June 14, 2023
- 4.5. Discussion and possible action on Veteran's Memorial.
- 4.6. Consideration and possible action on recommending the submission of the local park grant program application to the Texas Parks and Wildlife Department for the local park non-urban outdoor program fund.
- 4.7. Consideration and possible action on 2023-2024 Standards of Care.

5. OTHER BUSINESS

- 5.1. Discussion on Parks Board liaison recommendations.
- 5.2. Discussion on Parks and Recreation FY 24 budget and the 5-year Capital Improvement Plan.
- 5.3. Discussion on Fritz Park redesign.

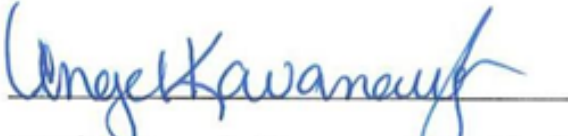
6. DIRECTOR'S REPORT

7. ADJOURNMENT

8. CERTIFICATION

I certify that this notice of the July 12, 2023 Hutto Parks Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on July 7, 2023 at 5:00 P.M.




Angel Kavanaugh, Management Assistant

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.

AGENDA ITEM REPORT

4.3.



To: Parks Advisory Board
Subject: Discussion and possible action of the Parks and Recreation Ordinance Section 18.02.006 Sale of Goods and Services.
Meeting: Wednesday, July 12, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

This request is to add the bolded language to Section 18.002.06 Sale of goods or services on park property

(b) Individuals or entities engaged with the provision and sale of goods and/or services on city park property will be required to pay no less than 10% of gross receipts collected for goods and/or services sold. **This subsection does not apply to contracts pursuant to subsection (a) for the sales of goods and/or services in any event venue situated on City Parkland with a capacity of 5,000 people or more, nor any venue-associated parking and property area.**

SUMMARY OF REQUEST:

Staff recommends approval of this request to ensure compliance with the Directors of Chaos management contract.

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. 2023PARD OrdinancesRedlinedv6

ARTICLE 18.02 PARKS AND RECREATION

Division 1. Generally

Sec. 18.02.001 Hours of operation of parks and trails

(a) Municipal parks and trail system. The municipal parks shall be open to the general public only between the hours of 6:00 a.m. and 11:00 p.m. In case of an emergency, or for other good cause, a park, or any part thereof, may be closed to the public by a city official. City parks and recreation department programs may exceed these hours of operation for their programming purposes. The city assumes no responsibility for the protection of persons utilizing the trail system because of its inability to supervise the entire trail. Therefore, citizens are strongly encouraged not to utilize trails after-hours alone.

(b) Violations; penalty. It shall be unlawful for any person except for employees of the city engaged in the performance of their official duties to be in any municipal park except between the hours set forth herein. A person who violates this provision shall be deemed guilty of a class C misdemeanor, and upon conviction there of shall be punished by a fine as provided in [section 1.01.009](#) of this code.

(c) Homeowners' association parks and open space. Homeowners' association (HOA) parks and open spaces are regulated under this article for its hours of operation restrictions only, but must post their hours of operation on-site. If a homeowners' association within the city limits wishes to designate its park(s) and open space within the HOA as a "public place," for law enforcement purposes only, then said public place shall be subject to public restrictions as set by the city.

(d) Exceptions. Any exceptions to the requirements of this section are authorized only by council approval.

Sec. 18.02.002 Prohibited items and activities

(a) Alcoholic beverages.

(1) It shall be unlawful and considered a class C misdemeanor offense for anyone to consume any alcoholic beverage, or possess an open container that contains any amount of an alcoholic beverage, in all designated parking areas, or within 25 feet either side of any roadway, within the boundaries of the city-owned public parks located within the city limits.

(2) Alcoholic beverages are prohibited at any and all organized youth sports activities or programs within city park property. Any event that wishes to sell alcoholic beverages at an event using public park facilities must meet any and all required state alcoholic beverage commission requirements as set by the city special event request form required by the city police department.

(b) Glass containers. It shall be considered a class C misdemeanor offense for anyone possessing, exhibiting, using, carrying or disposing of glass beverage containers in all city parks within the city limits, and at all city sports facilities. For purposes of this subsection "glass container" shall mean any receptacle, made wholly or partially of glass, which is designed for the storage or consumption of any food or beverage.

(c) Hunting, feeding wildlife, fishing and camping.

(1) It shall be a class C misdemeanor offense for any person to hunt, catch or trap or feed

wildlife within any city park. Any fishing activities must comply with the current applicable federal, state and local guidelines and only be allowable in designated areas. Hutto Lake Park will be designated as a “catch and release” fishing site only. “Catch and keep” fishing will only occur when activity is designated for such recreational purpose and posted that such activity is permitted in advance.

(2) It shall be a class C misdemeanor offense for any person to camp within any publicly owned park or playground within the city limits is prohibited without specific written permission from the city parks and recreation department director. For purposes of this subsection, “camp” means to reside temporarily in a place, with shelter as defined by Section 48.05 of the Texas Penal Code.

(d) Motor vehicles. It shall be a class C misdemeanor offense for any person or persons to operate any motor vehicle, including but not limited to motorcycles, four-wheelers, motor scooters and mini-bikes, in or through any city owned or operated park and pool areas, except on parking areas and driving lanes provided by the city. Only vehicles authorized by the parks and recreation department and law enforcement are allowed to drive within the parkland outside of parking lots. Authorized non-city vehicles must provide written authorization as granted through the parks and recreation department.

(e) Recreation Swimming. Recreational swimming is not permitted in any public park water feature.

(f) Remote control vehicles, aircrafts and watercrafts. It shall be a class C misdemeanor offense for any person to operate or cause to be operated any electric or internal combustion powered aircraft, watercraft, rocket or missile in public parks, playing areas, or public facilities or on other public properties. Remote control vehicles are permitted to be used in areas specifically designed for such recreational purpose and posted that such activity is permitted.

(g) Sound amplification equipment. It shall be a class C misdemeanor offense for any person to engage in using sound amplification equipment any of kind within the boundaries of any city park in the city limits between the hours of 11:00 p.m. and 8:00 a.m.

(h) Confetti, Glitter, and other party favors prohibited. It shall be a Class C misdemeanor offense for any person to possess or utilize confetti, silly string, glitter, water balloons or any party favors containing these items or other filling which is designed to pop/break/shatter or otherwise burst, within any city park. This shall include but is not limited to poppers, confetti eggs, and silly string.

(i) Exhibition of Acceleration Prohibited. A person commits an offense if the person operates a motor vehicle within any city park and accelerates said vehicle in a manner that exhibits such speed or acceleration as to cause one or more of its wheels to spin against the surface of the street, or other driving surface, and thereby leaves markings or other physical evidence of spinning wheels thereon.

(1) Affirmative Defenses. It is an affirmative defense to prosecution under this section that:

(A) the person was operating an authorized fire, police, or emergency services vehicle in the performance of the person’s duties as a member of a fire, police, or emergency services department; or

(B) the acceleration or braking was performed to avoid a traffic accident.

(2) Penalty. An offense under this section is a misdemeanor punishable by a fine not

to exceed \$200.00.

(j) Penalty. Any person who shall violate any provision of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be shall be punished by a fine as provided in [section 1.01.009](#) of this code.

(k) Exceptions. Any exceptions to the requirements of this section are authorized only by council approval.

Sec. 18.02.003 Park facilities and equipment rental fees and procedures

Rental procedures and forms will be set and made available through the parks and recreation department. Fees for facilities and equipment are as provided in the fee schedule in [appendix A](#) of this code. (Ordinance O-11-06-16-V2 adopted 6/6/11; Ordinance adopting Code)

Sec. 18.02.004 Youth sports association fees and requirements

(a) Contract required. Youth sports associations must meet with the parks and recreation director or an appointed agent and agree to terms in a written contract agreement. This contract will cover fees, policies, procedures, and guidelines as to the acceptable uses, maintenance, operation and standards in which city facilities will be maintained.

(b) Basic agreement terms; fees.

(1) Youth sports associations shall reimburse the city for all electric costs during the months that their programs are in session.

(2) All youth associations will be required to submit demographic and financial information regarding resident and nonresident usage on an annual basis.

(3) All youth associations will be required to pay a nonresident fee, per season, for each nonresident child in the association, as provided in the fee schedule in [appendix A](#) of this code.

(4) All youth associations may be subject to a minimum individual player fee for each participant for each season of play, as provided in the fee schedule in [appendix A](#) of this code.

(5) All youth associations shall reimburse the city for the cost of marble dust, paint and infield topping used (outdoor field sports) unless addressed by a City Council-executed Facility Use Agreement

(6) All youth associations utilizing city athletic fields must require criminal history background checks on all coaches by an agency approved by the city manager or his/her designee.

(7) Coaches and parents must be currently certified and/or trained by an agency approved by the city manager or his/her designee.

(8) Contract terms run on the calendar year and are subject to review and renewal on an annual basis, unless a different contract term is approved by the City Council in a Facility Use Agreement.

Sec. 18.02.005 Recreation program fees

(a) The fees charged for recreation classes, special events, and sports leagues shall be set by the parks and recreation director subject to the approval of the city manager.

(b) Nonresidents shall pay an additional fee, as provided in the fee schedule in [appendix A](#) of this code, per class, special event or sports league.

Sec. 18.02.006 Sale of goods or services on park property

- (a) Individuals or entities engaged with the provision and sale of goods and/or services on city park property must have written permission through a contract to conduct such activities.
- (b) Individuals or entities engaged with the provision and sale of goods and/or services on city park property will be required to pay no less than 10% of gross receipts collected for goods and/or services sold. **This subsection does not apply to contracts pursuant to subsection (a) for the sales of goods and/or services in any event venue situated on City Parkland with a capacity of 5,000 people or more, nor any venue-associated parking and property area.**
- (c) Individuals or entities must provide documentation of transactions for goods and/or services as well as provide a copy of a liability insurance policy naming the city as an additional insured party when appropriate. Individuals or entities engaged with the provision and sale of goods and/or services on city park property may also be required to provide additional documentation as provided by any ordinance with regard to solicitors, peddlers and canvassers.

Sec. 18.02.007 Deposit for use of facilities and equipment

A refundable deposit shall be charged for the use of facilities and equipment in addition to user fees. All deposits shall be returned if the users do not damage equipment or facilities, leave the facility in a litter-free condition, and return equipment.

Sec. 18.02.008 Special use of facilities for festival type events

- (a) The city manager or designee must be contacted if a park or facility rental request is made in which a potential lessee requests special use of an entire park or facility which may prevent use of a public facility.
- (b) Special use of parks and facilities for events of this manner require individual, customized information which the city will require the lessee to provide. This information must be provided in a written request which specifically outlines the location and type of special park and/or facility usage being requested. Staff will evaluate the written request to ensure that usage will be complementary to the park or facility being requested.
- (c) A special use rental request will not be approved until all items have been addressed and/or corrected and meets the city manager or his/her designee's approval.

Sec. 18.02.009 Waiving of fees

The city manager or designee may waive all or a portion of a fee when appropriate.

Sec. 18.02.010 Parks improvement and acquisition account

- (a) Established. A parks improvement and acquisition account is hereby established.
- (b) Funds to be deposited. Contributions and donations from any source which are earmarked by the donor for use by the parks department shall be deposited in the parks improvement and acquisition account.
- (c) Payments from developers and subdividers. Payments of cash in lieu of land from developers and subdividers shall be deposited in the parks improvement and acquisition account. Parkland development fees collected from residential and nonresidential developers as required by code will be deposited and tracked for future parkland development.
- (d) Use of funds. Expenditures from the parks improvement and acquisition account shall be used exclusively for improvement of existing and future parks and for the acquisition of land for future parks.

Secs. 18.02.011–18.02.040 Reserved



City of Hutto

Minutes

Parks Advisory Board

Wednesday, June 14, 2023 at 6:30 PM

City Council Chambers

1. CALL SESSION TO ORDER

Parks Advisory Board was called to order at 6:30 PM

2. ROLL CALL

Members of the Parks Advisory Board in attendance were: Sharron Dyer, Charlotte Tyer, COry Denena, Milton Reicheck, Perry Savard, Members not in attendance were: David Meyer and Katie Weiss.

3. PUBLIC COMMENT

No Public Comment

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regularly scheduled Parks Advisory Board meeting on May 10, 2023.

A motion was made by Sharon Dyer to accept meeting minutes with the correction of Charlotte Tyer was not at the May 10, 2023 meeting, seconded by Cory Denena. Motion passed 5 Ayes to 0 Nays.

- 4.2. Discussion and possible action on a Facility Use Agreement with Hutto Youth Baseball and Softball Association.

Jeff White presented the HYBSA contract . A motion to approve HYBSA contract was made by Board Member Sharon Dyer and Seconded by Board Member Milton Reicheck, Motion Passed 5 Ayes to 0 Nays

- 4.3. Discussion and possible action on Facility Use Agreement with Sting Soccer Association.

Jeff White Presented the Sting soccer Agreement. A motion was made to approve the agreement with Sting Soccer was made by Board member Cory Denena and seconded by Sharon Dyer. Motion passed 5 Ayes to 0 Nays.

- 4.4. Discussion and possible action on Parks and Recreation FY 24 budget and the 5-year Capital Improvement Plan.

Jeff White Presented the FY 2024 Budget, a motion was made to approve the 2024 Parks and Recreation budget by board member Cory Denena, seconded by Board member Sharon Dyer. Motion passed 5 Ayes to 0 Nays.

- 4.5. Discussion and possible action on Veteran's Memorial.

Jeff White presented the veterans memorial , a motion was made by board chair Perry Savard to approve placement at City Hall, seconded by board member Milt Rieicheck. Motion passed 5 Ayes to 0 Nays

5. OTHER BUSINESS

- 5.1. Discussion on Parks Board liaison recommendations.
Jeff White discussed board member liaisons
- 5.2. Discussion on Fritz Park redesign.
Jeff White gave the time line of the Fritz park redesign.
- 5.3. Discussion on future trails.
Jeff White discusses the status of future trails
- 5.4. Discussion on Fritz Park Bridge dedication.
Jeff White discussed the status of Fritz Park Bridge dedication. Parks Board supports the installation of the plaque dedicating the Bridge to Frank Limmer's Son.
- 5.5. Discussion of Hutto Lake Park.
Jeff White discussed the status of Hutto Lake Park.
- 5.6. Discussion on Adam Orgain Sign.
Jeff White discussed the status of Adam Orgain sign. Going out for bids.

6. DIRECTOR'S REPORT

Junteenth
fish fry
5K
July is Parks and Rec month
4th of July

7. ADJOURNMENT

8. CERTIFICATION

I certify that this notice of the June 14, 2023 Hutto Parks Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on June 9, 2023 at 5:00 P.M.

The Parks Advisory Board meeting was adjourned at 8:34 PM

AGENDA ITEM REPORT

4.5.



To: Parks Advisory Board
Subject: Discussion and possible action on Veteran's Memorial.
Meeting: Wednesday, July 12, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

County Commissioner Russ Bowles has requested the Parks and Recreation Department examine the option of adding a Veteran's Memorial in Hutto. The original concept was for Williamson County to design a few options and then have the Parks Board decide on a location. This direction changed in the summer of 2022.

Staff presented this item for discussion at the May 4th, 2023 City Council Work Session.

SUMMARY OF REQUEST:

Staff had an initial meeting with a design firm and pending approval will move forward with the project.

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None



Local Park Program Application Documents to Upload

Forms and sample documents below are available at the 'Resources' link in RGO.

(*) Required documents, all others if applicable to your project

Note: PDF documents are preferred.

Document	Action
Legal Information	
Applicant's Certification & Program Assurances *	Download form, complete fillable portions, print, have signed by authorized official, scan, and save
Resolution Authorizing Application *	Download form, complete fillable portions, print, have signed by authorized official, scan, and save
Project Site Information	
Site Plan of Proposed Development *	Sample available
Aerial photo/Satellite image identifying the project boundary *	
Project Legal Control	
Deed for existing parkland *	Sample available
Acquisition: Evidence of Land Value (required if applicable)	
Acquisition Boundary Map (required if applicable)	Sample available
Assurance of Eligibility for Publicly Owned Non-Parkland as Match (required if applicable)	Download form, complete fillable portions, print, have signed by authorized official, scan, and save
Executed Waiver of Retroactivity (required if applicable)	
Lease: Copy of deed for parkland parcel to be leased (required if applicable)	
Lease: Copy of lease (required if applicable)	

Lease: Interlocal use Agreement between entities (required if applicable)	
Floodplains/Wetlands and Maintenance	
Floodplain/Wetlands Map identifying project boundary *	
National Flood Insurance Program (NFIP) if project is in floodplain	
Agreements in place/proposed for Operations and Maintenance *	
Project Location/Timeline	
Vicinity Map *	Sample available
Location Map *	Sample available
Site Photos *	Sample available
Project Budget Details	
Verification of pricing information *	
Commitment letters that verify all sources of required match *	
Environmental Information	
TPWD Biologist (for Urban projects)	
Project Narrative	
Upload illustrating the Service Area	
Section 106 Compliance	
Maps illustrating Sensitive Resources	
Support for Sustainable Claims	
Consultations, permits, environmental reviews from SME engagement	
Community mobilization and support for the proposed project	



**CITY OF HUTTO
PARKS AND RECREATION DEPARTMENT**

The Standards of Care are intended to be minimum standards by which the City of Hutto Parks and Recreation Department will operate its Youth Programs. The programs operated by the City of Hutto Parks and Recreation Department are recreational in nature and are not licensed by the State of Texas as certified daycare programs.

GENERAL ADMINISTRATION

1. Definitions

- A. Administrator: City of Hutto Parks and Recreation Director or his or her designee.
- B. Camp Director or Camp Counselor: Any City of Hutto Parks and Recreation Department temporary employee who has been assigned responsibility to implement the City of Hutto Youth Programs.
- C. City: City of Hutto.
- D. City Council: City Council of the City of Hutto.
- E. Department: Parks and Recreation Department of the City of Hutto.
- F. Director: City of Hutto Parks and Recreation Director or department designee.
- G. Parent(s): A parent or guardian who has legal custody and authority to enroll a child in the City of Hutto Youth Programs.
- H. Participants: Youth whose parent has completed all required registration procedures and who has been determined to be eligible for the City of Hutto Youth Programs.
- I. Program Employees: Someone who has been employed by the City of Hutto and has been assigned responsibility for managing, administering, or implementing some portion of the City of Hutto Youth Programs.

- J. Program Manual: A notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Hutto's Youth Programs.
- K. Program Site: Any area or facility where the City of Hutto Youth Programs is held.
- L. Recreation Coordinator: City of Hutto Parks and Recreation Department full-time Programmer who has been assigned administrative responsibility for the City of Hutto Youth Programs.
- M. Youth: A person who is not less than five years of age and not more than twelve years of age.
- N. Youth Program(s) or Program: City of Hutto Youth Programs operated by the City of Hutto. Other programs may be subsequently designated by the City of Hutto. These programs are not child-care facilities.

2. Organization

- A. Implementation of the Youth Programs Standards of Care is the responsibility of the Department.
- B. Youth Programs ("Program") to which these Standards of Care apply are the programs currently operated by the City of Hutto. Other programs may be subsequently designated by the City of Hutto.
- C. Each of the Program Sites will have a current copy of the Standards of Care available for public and staff review.
- D. A current copy of the Standards of Care is available for view on the City of Hutto's website.
- E. Criminal background checks will be conducted on prospective Program Employees. If results of the criminal checks indicate that an applicant has been convicted for any of the following offenses, the applicant may not be considered for employment:
 - a. A felony or a misdemeanor classified as an offense against a person or family;
 - b. A felony or misdemeanor classified as public indecency;
 - c. Any offense that would potentially put the City of Hutto or Participants of the Program at risk.
- F. In addition, a nationwide check of databases for the Sex Offender Registration Program will be conducted on prospective Program Employees. If the results of the

check indicate that an applicant is a registered sex offender, the applicant will not be considered for employment.

3. Objective of Youth Programs

- A. To provide Participants with the opportunity of recreational activities which may include sports, games, arts and crafts, education, dance, drama, special events, field trips, 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 Participants how to spend leisure time wisely in an effort to meet their emotional, physical, and social needs.

4. Inspections/Monitoring/Enforcement

- A. The Recreation Coordinator will conduct an inspection in May of each year of each Program Site.
- B. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Coordinator. The Recreation Coordinator will be responsible for taking the necessary steps to resolve the problems. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded by the Recreation Coordinator and forwarded to the Director. The complaint and the resolution will be noted.
- C. The Director will provide an annual report to the City Council on the overall status of the Youth Programs and their operation relative to compliance with the adopted Standards of Care.

5. Enrollment

Before a Participant may be enrolled, a Parent must complete registration forms that contain:

- a. Participant's name, address, and phone number;
- b. Parents' names, addresses, email addresses, and phone numbers during program hours;
- c. The name and telephone number of the person that can be reached in case of an emergency if the parent cannot be reached;

- d. Proof of residency when appropriate;
- e. A statement of the Participant's special needs;
- f. A list of medications the Youth is taking;
- g. A statement of the Participant's allergic reactions;
- h. Signed liability waiver and the release forms for Program;
- i. Acknowledgment that parent has been informed and understands that the Program is not licensed by the state;
- j. Signed acknowledgment of Youth Program code of conduct.

6. Suspected Abuse

- A. Program Employees shall report suspected child abuse to the Texas Department of Family and Protective Services, in accordance with the Texas Family Code, telephone number, 1-800-252-5400.
- B. Program Employees shall report suspected child abuse to the Director.
- C. Program Employees will receive information related to child abuse identification and prevention, and how to report suspected abuse.
- D. In a situation where a Program Employee is involved in an incident with a child that could be considered child abuse, the incident shall immediately be reported to the Director.

STAFFING – RESPONSIBILITIES AND TRAINING

7. Recreation Coordinator Qualifications

- A. Recreation Coordinator will be a full-time, professional employee of the Department.
- B. Must meet the minimum education/experience requirements for employment with the City of Hutto to plan and implement recreation activities.
- C. Must be able to pass a background investigation, including testing for illegal substances.
- D. Must have current certification in First Aid, Cardio Pulmonary Resuscitation (CPR) Adult and Child, and Automated External Defibrillator (AED). These certifications

must be from a nationally recognized certifying organization, i.e., American Heart Association or American Red Cross.

- E. Must complete City of Hutto mandatory training.

8. Recreation Coordinator Job Functions

- A. Recreation Coordinator is responsible for administering the Youth Program's daily operations in compliance with the Standards of Care.
- B. Recreation Coordinator is responsible for hiring, supervising, and evaluating Camp Directors and Camp Counselors.
- C. Recreation Coordinator is responsible for planning, implementing, and evaluating programs.
- D. Recreation Coordinator maintains supplies, equipment, and all necessary documentation for the operation of the Youth Programs.
- E. Recreation Coordinator must know and follow all Program Manual standards, policies, and procedures that apply to Youth Programs.

9. Camp Directors and/or Camp Counselors Qualifications

- A. Camp Directors/Counselors will be temporary employees of the City of Hutto Parks and Recreation Department.
- B. Camp Directors/Counselors should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- C. Camp Directors/Counselors must relate to children with courtesy, respect, tolerance, and patience.
- D. Camp Directors/Counselors must pass a background investigation, including testing for illegal substances.
- E. Must complete City of Hutto mandatory training.

10. Camp Directors/Counselors Job Functions

- A. Camp Directors/Counselors will assist in leading activities that provide opportunities for involvement of all Participants on an equal basis.
- B. Camp Directors/Counselors must exhibit enthusiasm for the activity to impart a feeling of excitement to the Participants.

- C. Camp Directors/Counselors will promote a non-competitive, positive, image-enhancing environment for each Participant through the direction of fun, varied, and well-organized activities.
- D. Camp Directors/Counselors will be responsible for picking up the areas used by their group after each activity.
- E. Camp Directors/Counselors must be with Participants at all times while they are in the Youth Program.
- F. Camp Directors/Counselors ensure that Participants are released only to Parents or an adult designated by the Parents.
- G. Camp Directors/Counselors must know and follow all Program Manual standards, policies, and procedures that apply to Youth Programs.

11. Training/Orientation

- A. The Department is responsible for ensuring Program Employees have the necessary training to conduct the Youth Programs in accordance with the Standards of Care.
- B. Program Employees must be competent with the Standards of Care as adopted.
- C. Program Employees will be trained in appropriate procedures to handle emergencies.
- D. Program Employees will be trained and tested in areas including City, Departmental, Division, and Program policies and procedures; provision of recreation activities; safety issues; and organization.
- E. Program Employees employed by the City will have First Aid, Cardio Pulmonary Resuscitation (CPR) Adult and Child, and Automated External Defibrillator (AED) certifications.

OPERATIONS

12. Staff-Participant Ratio

- A. The maximum Participant-to-employee ratio will be 15 to 1, based on the age of the Participants and average daily attendance.

13. Notification

- A. Parents must be notified immediately when Program Employees are aware of the following:

- i. Participant is injured; or
 - ii. Participant has a sign or symptom requiring exclusion from the Program Site (i.e. communicable disease, fever, and/or illness).
- B. Parents must be notified immediately if there is an outbreak of any communicable disease.

14. Discipline

- A. Program Employees will follow and implement discipline and guidance in a consistent manner, based on the best interests of Participants.
- B. There will be no cruel or harsh punishment or treatment. Examples include, but are not limited to:
 - i. Using physical punishment or any action administered to the body such as, but not limited to rough handling or forcing child(ren) to assume an uncomfortable position.
 - ii. Restraining movement by tying, enclosing in a confined space, shaking, or using exercise as punishment.
 - iii. Being verbally or physically abusive, including, but not limited to, threats, belittling remarks, humiliation, embarrassment, or frightening a child.
 - iv. Giving any child the authority to punish another child.
 - v. Placing a child out of visual/hearing range, in the dark, or in an unventilated area.
 - vi. Punishing a child for a toileting accident.
 - vii. Taunting a child by mocking or any other form of jeering.
- C. Program Employees may use brief, supervised separation from the activity if necessary.
- D. As necessary, Program Employees will initiate discipline reports to the parents of Participants. Parents will be asked to sign discipline reports to indicate they have been advised about a specific problem or incident. A sufficient number and/or severe nature of discipline report(s), may result in a Participant being suspended from the Youth Program.

- E. Participants will be removed from the Program Site as soon as possible in instances of danger to other Participants or Program Employees.
- F. Participants creating a nuisance, causing a disturbance, or creating an unsafe environment at any Program Site will be subject to ejection and possible arrest and legal action.

15. Programming

- A. Program Employees will provide activities for each group based on ages, interests, and abilities.
- B. Activities will be appropriate to Participant's health, safety, and well-being.
- C. Activities will be flexible and promote emotional, social, and mental growth.

16. Communication

- A. Each remote Program Site will have a cell phone available to allow the Program Site to be contacted by Parents or for making emergency telephone calls.
- B. The Program Site will post the following telephone numbers visible to all Program Employees:
 - i. City ambulance or emergency medical services.
 - ii. City Police Department.
 - iii. Hutto Fire Department.
 - iv. Department Offices.
 - v. Numbers at which Parents'/Guardians' may be reached.
 - vi. Poison control.
 - vii. The telephone number for the Program Site itself.

17. Transportation

- A. Program Employees will be attentive and considerate of the Participants' safety during any transportation provided by the Youth Program.
- B. During field trips, Program Employees will have authorization for emergency medical care and emergency contact information for each Participant.

- C. Program Employees will have a written list of the Participants in the group and will check the roll frequently, specifically before departure to and from the destination.
- D. First aid supplies and first aid and emergency guide will be available in all Youth Program vehicles that transport Participants.
- E. Seatbelts will be worn if provided.
- F. Participants will be oriented to the expected behavior and safety rules.

FACILITY STANDARDS

18. Safety

- A. Program Employees will inspect Program Sites daily to detect sanitation and safety concerns that might affect the health and safety of the Participants.
- B. Buildings, grounds, and equipment on the Program Site will be inspected, cleaned, repaired, and maintained to protect the health and safety of the Participants.
- C. Program Site equipment and supplies will be safe for the Participants to use.
- D. Program Employees will have first aid supplies available at each Program Site in a designated location, during transportation, and for the duration of any off-site activity.

19. Fire

- A. In case of fire, the danger of fire, explosion, or other emergencies, Program Employees first priority is to evacuate the Participants to a designated safe area.
- B. The Program Site will have an annual fire inspection.
- C. Each Program Site must have at least one (1) fire extinguisher.

20. Health Illness or Injuries

- A. Illness or Injuries will be handled in a manner to protect the health and safety of all Participants and Program Employees. Emergency responders will be notified in the event of an injury that cannot be remedied through basic first aid. An accident report shall be completed and forwarded to the Recreation Superintendent.

- B. Participants having a fever of 100 degrees or more will not be allowed back into the Program for a minimum of 24 hours. Participants will not be allowed to attend if they are suspected of having a temperature and/or accompanied by behavior changes or other signs or symptoms until a medical evaluation indicates that the Participant can return to the Youth Program.
- C. A Participant who is considered to be a health or safety concern to others will not be admitted to the Youth Program.
- D. Program Employees will follow plans to provide emergency care for injured or for Participants with symptoms of an acute illness.
- E. Program Employees will follow the recommendation of the Texas Department of State Health Services concerning the admission or readmission of any participant after a communicable disease.
- F. Should Program Employees suspect that a Participant may have a communicable disease (pink eye, lice, ringworm, strep throat, etc.), the Parent will be asked to pick up the child immediately. A doctor's note may be required before the Participant may return to the Program.

21. Medications

- A. Medications are considered to be any pills, liquids, inhalers, sprays, eye drops, ear drops, cough drops, or topically applied creams or ointments that are expected to relieve symptoms.
- B. Only medications that cannot be given at home will be given during program hours.
- C. Written permission from a parent is required for a participant to carry and self-administer medications. Program Employees may require renewal of the written permission at any time. Only insulin, asthma reliever inhalers, or emergency epinephrine, will be allowed as self-carry medications. All other medications must be turned in and administered by the Department.
- D. Only a one-day supply of medication will be accepted each day.
- E. Intramuscular injections (IM) will only be administered by the Department in life-threatening situations per physician emergency action plans. Injections, intravenous (IV) medications, rectal medications, and medications that require special knowledge, skills or training to administer will not be administered by Department staff. Should these be necessary, a parent must contact the Department at least 21 days prior to the start of the program so arrangements for proper medication administration can be made.

- F. Prescription and over-the-counter medication must be in the original labeled pharmacy container and will be administered in compliance with the prescription instructions printed on the label.
- G. Expired medications will not be administered.

22. Toilet Facilities

- A. The Program Site will have inside toilets located and equipped so children can use them independently and Program Employees can supervise as needed.
- B. There must be at least one flush toilet for every thirty (30) children. Urinals may be counted in the ratio of toilets to children but must not exceed fifty percent (50%) of the total number of toilets.
- C. An appropriate and adequate number of lavatories will be provided.

23. Sanitation

- A. The Program Site must have adequate light, ventilation, and heat.
- B. The Program Site must have an adequate supply of water, meeting the standards of the Texas Department of State Health Services for drinking water, and ensure that it will be supplied to the Participants in a safe and sanitary manner.
- C. Garbage will be removed from Program Sites daily.

24. Participants

- A. Every reasonable accommodation will be made to address special needs Participants.
- B. All Participants must wear close toed shoes daily, unless the Youth is in the swimming pool or participating in an activity that requires no shoes to be worn.
- C. Youth must respect the Program Employees, Program Site, and each other.

AGENDA ITEM REPORT

5.2.



To: Parks Advisory Board
Subject: Discussion on Parks and Recreation FY 24 budget and the 5-year Capital Improvement Plan.
Meeting: Wednesday, July 12, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

To seek input for Parks and Recreation budgeting requests for FY 23-24 and Capital Improvement Projects.

SUMMARY OF REQUEST:

FY 23-24 budget requests are due in June for City Administration review.

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. CIP Draft

Project	Funding	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total Project Costs
Fritz	Bond	\$3,500,000	\$6,500,000				\$10,000,000
Athletic Fields	Bond		\$500,000	\$2,750,000	\$2,750,000		\$6,000,000
Durango	Community Benefit		\$200,000	\$1,800,000			\$2,000,000
Hutto Lake	Bond				\$200,000	\$2,800,000	\$3,000,000
Parks Master Plan	Bond			150000			\$150,000
Trail Extension Request #1: Brushy Creek Trail Expansion Carl Stern to Riverwalk/685 to Adam Orgain 2 miles	Bond				\$600,000		\$600,000
Trail Extension Request #2: Great Western to Hutto Lake Park .5 mile	Bond				\$150,000		\$150,000
Trail Extension Request #3: Cottonwood Creek Trail Expansion South (Carl Stern to Glenwood) 1.5 miles	Bond					\$475,000	\$475,000
Trail Extension Request #4: Cottonwood Creek Trail Expansion North (Emory Crossing to University) 1.5 miles	Bond					\$475,000	\$475,000
Trail Expansion Design	Bond			\$125,000			\$125,000
Field Lighting	Parkland Development	\$250,000					\$250,000
Trail Lighting	Parkland Development	\$250,000					\$250,000
Orgain	Bond		\$200,000	\$1,800,000			\$2,000,000
Creekside	Bond				250000	\$2,500,000	\$2,750,000
Rec Center Feasibility Study	Bond				\$175,000		\$175,000
Rec/Community Center	Bond					\$2,000,000	\$2,000,000
Disc Golf	Parkland Development		\$250,000				\$250,000
Pickleball Courts	Bond		\$150,000	\$1,500,000			\$1,650,000
		\$4,000,000	\$7,800,000	\$8,125,000	\$4,125,000	\$8,250,000	\$32,300,000

AGENDA ITEM REPORT

5.3.



To: Parks Advisory Board
Subject: Discussion on Fritz Park redesign.
Meeting: Wednesday, July 12, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

To review and discuss the Fritz Park redesign plans.

SUMMARY OF REQUEST:

December 2022 - The Parks Advisory Board reviewed the master plan concept at the December 14, 2022 meeting. The board voted unanimously to approve the master plan concept.

January 2023 - The plan was presented to the Council for review

April 2023 - The Parks Advisory Board was presented with feedback from the community on this Park design.

April 2023 - It ranked as the #1 Parks and Recreation priority at the budget workshop.

May 2023 - It ranked as the #2 project at the May budget workshop.

June 2023 - Presented as part of the City of Hutto Capital Improvement Projects 5 year plan.

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None