



City of Hutto

Agenda

Parks Advisory Board

Wednesday, September 11, 2024 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

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on September 11, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Parks Advisory Board Meeting held on June 12, 2024.
- 4.2. Consideration and possible action on the meeting minutes for the Parks Advisory Board held on July 10, 2024.
- 4.3. Consideration and possible action on the Parks Advisory Board meeting minutes from the regular scheduled meeting held on August 14, 2024
- 4.4. Consideration and possible action on Cottonwood Phase 7 parkland dedication.
- 4.5. Consideration and possible action on Prairie Winds parkland dedication.
- 4.6. Consideration and possible action on Standards of Care

5. OTHER BUSINESS

- 5.1. Discussion on Veteran's Memorial.
- 5.2. Discussion on Parks and Recreation projects.
- 5.3. Discussion on Fritz Park.

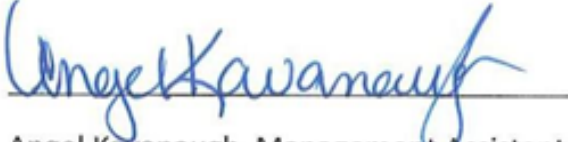
6. DIRECTOR'S REPORT

7. ADJOURNMENT

8. CERTIFICATION

I certify that this notice of the September 11, 2024 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 September 6, 2024 before 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

4.1.



To: Parks Advisory Board
Subject: Consideration and possible action on the meeting minutes from the regular scheduled Parks Advisory Board Meeting held on June 12, 2024.
Meeting: Wednesday, September 11, 2024
Department: Community Services & Culture
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Parks Advisory Board meeting minutes 6.12.2024



City of Hutto

Minutes

Parks Advisory Board

Wednesday, June 12, 2024 at 6:30 PM

City Council Chambers

1. CALL SESSION TO ORDER

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

2. ROLL CALL

Members of the Parks Advisory Board in attendance were: Byron Washington, Perry Savard, Sharon Dyer, Milt Reichel, and Cory Denena
those not in attendance were: Charlotte Tyer and Katie Weiss

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on June 12, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

there was no public comment

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Parks Advisory Board Meeting held on May 8, 2024.

Motion to approve by Sharon and 2nd by Perry. Noted the misspellings in Sharon's name and word Chair. Motion passed 5-0

- 4.2. Consideration and possible action on the meeting minutes for the Parks Advisory Board work session held on June 5, 2024.

A motion was made by Board member Sharon Dyer to approve the meeting minutes for the Parks Advisory Board work session held on June 5, 2024, as written, seconded by Chair Perry Savard. Motion passed 5 Ayes to 0 Nays

- 4.3. Consideration and possible action on Gola parkland dedication.

Board Member Sharon Dyer made a motion to approve the Gola Parkland dedication, Accept 65.09 acres in final plat of Phase 3; \$100,000 fee for parkland development due upon final plat of Phase 3; and clearing of any debris (manufactured goods) prior to the platting of Phase 4. seconded by Chair Perry Savard Motion passed 5-0

5. OTHER BUSINESS

- 5.1. Discussion on Veteran's Memorial.
Staff provided update on the Veterans Memorial progress and timeline
- 5.2. Discussion on Parks and Recreation projects.
Staff provided update on Parks and Recreation projects
- 5.3. Discussion on Fritz Park.
Staff provided update on Fritz Park and timelines
- 5.4. Discussion on Parks 5 year Capital Improvement Program
Staff provided update on proposed CIP items for FY 25-29.

6. DIRECTOR'S REPORT

Staff provide update on parks and recreation events and activities

7. ADJOURNMENT

The meeting was adjourned at 8:07pm

8. CERTIFICATION

I certify that this notice of the June 12, 2024 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 7,2024 before 5:00 P.M.

Parks Advisory Board Chair

AGENDA ITEM REPORT

4.2.



To: Parks Advisory Board
Subject: Consideration and possible action on the meeting minutes for the Parks Advisory Board held on July 10, 2024.
Meeting: Wednesday, September 11, 2024
Department: Community Services & Culture
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Parks advisory Board meeting minutes 7.10.2024



City of Hutto

Minutes

Parks Advisory Board

Wednesday, July 10, 2024 at 6:30 PM

City Council Chambers

1. CALL SESSION TO ORDER

The Parks Advisory Board meeting called to order at 6:30 PM

2. ROLL CALL

Parks Advisory Board members in attendance were Perry Savard, Sharon Dyer, Milt Reichek, Charlotte Tyre and Katie Weiss

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on July 10, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

No public Comment

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Parks Advisory Board Meeting held on June 12, 2024.

Motion to approve minutes with the following change. The word called is misspelled. Motion by Board Member Sharon Dyer, seconded by Milt Reichek Vote 5-0

5. OTHER BUSINESS

- 5.1. Discussion on Veteran's Memorial.

Staff provided update on project

- 5.2. Discussion on Parks and Recreation projects.

Staff provided update on project

- 5.3. Discussion on Fritz Park.

Staff presented splash pad options and update on the project.

6. DIRECTOR'S REPORT

staff presented on July being Parks and Recreation Month; provided an update on park and event attendance, and recapped recent events with pictures

7. ADJOURNMENT

Meeting was adjourned at 7:35 PM

8. CERTIFICATION

I certify that this notice of the July 10, 2024 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 5, 2024 before 5:00 P.M.

Parks Advisory Chair

AGENDA ITEM REPORT

4.3.



To: Parks Advisory Board
Subject: Consideration and possible action on the Parks Advisory Board meeting minutes from the regular scheduled meeting held on August 14, 2024
Meeting: Wednesday, September 11, 2024
Department: Parks and Recreation
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Parks Advisory Board Meeting minutes 8.14,2024



City of Hutto

Minutes

Parks Advisory Board

Wednesday, August 14, 2024 at 6:30 PM

City Council Chambers

1. CALL SESSION TO ORDER

The meeting was called to order at 6:32 PM

2. ROLL CALL

The members of the Parks Advisory Board in attendance were: Perry Savard, Sharon Dyer, Milt Reichel, Cory Denena, and Katie Weiss. Byron Wahsington and Charlotte Tyer were not in attendance.

3. PUBLIC COMMENT

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the City Council on agenda issues and on non-agenda issues that are a matter of the jurisdiction of the City Council (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes. Any citizen wishing to speak during public comment may do so after completing the required registration form. Written comments for this meeting may also be sent to comments@huttotx.gov PRIOR to 4:00 pm on August 14, 2024. The email must include name, address, phone # and email to be recognized properly. Written comments will be provided to Council.

No public comment

4. AGENDA ITEMS

4.1. Consideration and possible action on selecting a Chair

A motion to appoint Perry Savard as Chair was made by Board Member Katie Weiss, seconded by Board Member Sharon Dyer. Motion passed 5 Ayes to 0 Nays

4.2. Consideration and possible action on selecting a Vice Chair

A motion to appoint Sharon Dyer as Vice Chair was made by Chair Perry Savard, seconded by Board Member Katie Weiss. Motion passed 5 Ayes to 0 Nays

4.3. Consideration and possible action on minutes from July 10th

A motion was made by Board Member Sharon Dyer to Approve the meeting minutes as written, seconded by Board Member Milt Reichel. Motion passed 5 Ayes to 0 Nays

4.4. Discussion and possible action on approval of Facility Use Agreement for 2025 with Hutto Youth Baseball and Softball Association.

A motion was made by Board Member Sharon Dyer to approve the HYBSA facility use agreement, seconded by Board member Cory Denena. Motion passed 5 Ayes to 0 Nays

4.5. Discussion and possible action on approval of Facility Use Agreement for 2025 with Sting Soccer Foundation.

A motion was made by Board Member Milt Reichel to approve the Sting Facility Use Agreement, seconded by Board Member Sharon Dyer. Motion passed 5 Ayes to 0 Nays

5. OTHER BUSINESS

5.1. Discussion on Veteran's Memorial.

Staff provided update on the Veteran's Memorial

5.2. Discussion on Parks and Recreation projects.

Staff reviewed CIP and other related Parks and Recreation projects

5.3. Discussion on Fritz Park.

Staff discussed new updates related to Fritz Park

6. DIRECTOR'S REPORT

Discussed upcoming conference, roles of Parks staff and showed pictures of Park updates

7. ADJOURNMENT

Meeting was adjourned at 7:54 PM

8. CERTIFICATION

I certify that this notice of the August 14, 2024 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 August 9, 2024 before 5:00 P.M.

Parks Advisory Board Chair

AGENDA ITEM REPORT

4.4.



To: Parks Advisory Board
Subject: Consideration and possible action on Cottonwood Phase 7 parkland dedication.
Meeting: Wednesday, September 11, 2024
Department: Community Services & Culture
Staff Contact:

BACKGROUND INFORMATION:

Review of the proposed parkland for Cottonwood Phase 7.

SUMMARY OF REQUEST:

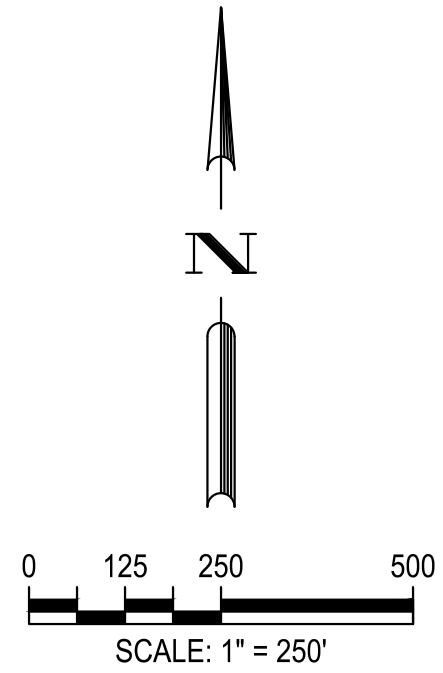
STAFF REVIEW:

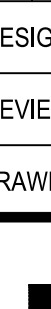
FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Cottonwood Phase 7 Parkland Dedication Area Exhibit

 PARKLAND DEDICATION
AREA (APPROX. 99 ACRES)

COTTONWOOD CREEK, PHASE VII HUTTO, TEXAS	PARKLAND DEDICATION AREA EXHIBIT	DESIGNED BY: DAZ	REV	DATE	APR
		REVIEWED BY: DAM			
		DRAWN BY: DAZ			
 BGE, INC. 1701 DIRECTORS BOULEVARD, SUITE 1000 HOUSTON, TEXAS 77056 TELEPHONE (713) 865-1046 TELE FAX (713) 865-1046 FAX (713) 865-1046 TELE (713) 865-1046 WWW.BGE.COM DATE: 08-22-2024 This document is released for the purpose of interim review under the authority of Daniel A. Monroe, P.E. 149108 on 08/29/2024. It is not to be used for construction or bidding purposes.					
EXHIBIT					

AGENDA ITEM REPORT

4.6.



To: Parks Advisory Board
Subject: Consideration and possible action on Standards of Care
Meeting: Wednesday, September 11, 2024
Department: Community Services & Culture
Staff Contact:

BACKGROUND INFORMATION:

The Texas Human Resources Code Section 42.041(b)(14) provides that an elementary-age (ages 5-13) recreation program operated by a municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility.

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. 24-25SOCv1

ORDINANCE NO. O-2024-XXX

AN ORDINANCE OF THE CITY OF HUTTO, TEXAS, AMENDING CHAPTER 18, ARTICLE 18.02, DIVISION 2, OF THE CODE OF ORDINANCES TO ADOPT THE ANNUAL STANDARDS OF CARE RELATED TO YOUTH PROGRAMS; AND PROVIDING FOR: FINDINGS OF FACT, ENACTMENT, REPEALER, SEVERABILITY, EFFECTIVE DATE, PENALTY, PUBLICATION, AND PROPER NOTICE & MEETING.

WHEREAS, the City of Hutto, Texas (the “City”), is a home rule city operating under the laws of its Charter and the State and Texas, by and through its duly elected City Council members; and

WHEREAS, the City Council desires to update the rules and regulations applicable in City parks; and

WHEREAS, the City Council finds certain amendments to the Code of Ordinances are necessary to meet changing conditions and are in the best interest of the City; and

WHEREAS, the City finds that this Ordinance was passed and approved at a meeting of the City Council of the City of Hutto held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council Members was present and voting; and

WHEREAS, the City Council has determined that all prerequisites to adopt this Ordinance have been met.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS, THAT:

Section 1. Findings of Fact: The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

Section 2. Enactment: Chapter 18, Article 18.02, Division 2, of the Code of Ordinances of the City of Hutto, is hereby amended to read in accordance with **Attachment A** which is attached hereto and incorporated into this Ordinance for all intents and purposes.

Section 3. Repealer: All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated herein.

Section 4. Severability: Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

Section 5. Codification: The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 6. Passage: Pursuant to Section 3.13 of the Hutto City Charter, the Council determined that the first reading of this Ordinance is sufficient for adequate consideration by an affirmative vote of four or more members of the City Council during the first reading and the requirement for reading this Ordinance on two separate dates with was dispensed with by the affirmative vote of four or more members of the City council; therefore, this Ordinance is adopted and enacted without further readings. In the event a second reading is necessary, this Ordinance is adopted and enacted upon the affirmative vote of four or more members of the City Council upon second reading.

Section 7. Penalty: That a violation of this Ordinance shall be a Class C misdemeanor and the penalty for violating this ordinance shall be as provided for in Sec. 1.01.009 of the Code of Ordinances of the City of Hutto, which shall be a fine of not less than one dollar (\$1.00) and no more than five hundred dollars (\$500.00), and each day a violation exists shall be a separate offense.

Commented [JW1]: Is this Section needed?

Section 8. Effective Date: This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Hutto and the laws of the State of Texas.

Section 9. Proper Notice & Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ and APPROVED on the first reading this the __th day of _____ 2024.

THE CITY OF HUTTO, TEXAS

By: _____
Mike Snyder, Mayor

ATTEST:

By: _____
Laura Hallmark, City Secretary



**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 Minor: Someone who has been employed by the City of Hutto under the age of 17 and has been assigned responsibility for managing, administering, or implementing some portion of the City of Hutto Youth Programs.
- J. Program Employees Adult: Someone who has been employed by the City of Hutto over the age of 18 and has been assigned responsibility for managing, administering, or implementing some portion of the City of Hutto Youth Programs.

- K. Program Manual: A notebook of policies, procedures, required forms, and organizational and programming information relevant to the City of Hutto's Youth Programs.
- L. Program Site: Any area or facility where the City of Hutto Youth Programs is held.
- M. 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.
- N. Youth: A person who is not less than five years of age and not more than twelve years of age.
- O. 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 viewing on the City of Hutto's website.
- E. Criminal background checks will be conducted on prospective Program Employees Adult. 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 Adult. 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 the 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 written report to the City Council on the overall status of the Youth Programs

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

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 Recreation Coordinator.
- 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 the City of Hutto mandatory training.

8. Recreation Coordinator Job Functions

A. Coordinator is responsible for administering the Youth Program's daily operations in compliance with the Standards of Care.

B. Coordinator is responsible for hiring, supervising, and evaluating Camp Directors and Camp Counselors.

C. Coordinator is responsible for planning, implementing, and evaluating programs.

D. Coordinator maintains supplies, equipment, and all necessary documentation for the operation of the Youth Programs.

E. 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 the City of Hutto mandatory training.

10. Camp Directors/Counselors Job Functions

A. Camp Directors/Counselors will assist in leading activities that provide opportunities for the 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 in areas including City, Departmental, Division, and Program policies and procedures; provision of recreation activities; safety issues; and organization.
- E. Program Employees 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;
 - ii. Participant has eloped from the site; or
 - iii. 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 Coordinator.
- 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 closed toed or tennis 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

5.1.



To: Parks Advisory Board
Subject: Discussion on Veteran's Memorial.
Meeting: Wednesday, September 11, 2024
Department: Community Services & Culture
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.2.



To: Parks Advisory Board
Subject: Discussion on Parks and Recreation projects.
Meeting: Wednesday, September 11, 2024
Department: Community Services & Culture
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.3.



To: Parks Advisory Board
Subject: Discussion on Fritz Park.
Meeting: Wednesday, September 11, 2024
Department: Community Services & Culture
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None