



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda

Parks, Recreation and Beautification Board

Monday, April 1, 2024

6:00 PM

Civic Center Community Room

After determining that a quorum is present, the Parks, Recreation and Beautification Board of the City of Denton, Texas will convene in a Regular Meeting on Monday, April 1, 2024, at 6:00 p.m. in the Civic Center Community Room at 321 E. McKinney Street, Denton, Texas, at which the following items will be considered:

1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

This section of the agenda permits a person to make comments regarding public business on items not listed on the agenda. This is limited to two speakers per meeting with each speaker allowed a maximum of four (4) minutes. Such person(s) shall have filed a "Blue Card" requesting to speak during this period prior to the calling of this agenda item.

2. ITEMS FOR CONSIDERATION

- A. [PRB24-010](#) Consider approval of the minutes of March 4, 2024.

Attachments: [Exhibit 1- March 4, 2024](#)

- B. [PRB24-013](#) Receive a report, hold a discussion, and give staff input regarding the Librada "Lily" Cantu Inclusive Playground Master Plan at North Lakes Park.

Attachments: [Exhibit 1- Agenda Information Sheet](#)
[Exhibit 2 - Presentation](#)

- C. [PRB24-012](#) Receive a report, hold a discussion, and give staff input regarding Park Planning and Park Maintenance project updates.

Attachments: [Exhibit 1- Agenda Information Sheet](#)
[Exhibit 2- Presentation](#)

- D. [PRB24-011](#) Consider recommending adoption of an ordinance of the City of Denton adopting the Standards of Care for recreational care programs administered by Denton's Parks and Recreation department pursuant to Texas Human Resources Code Section 42.041(b) (14).

Attachments: [Exhibit 1- Agenda Information Sheet](#)
[Exhibit 2- Ordinance](#)
[Exhibit 3- City of Denton Parks and Recreation Standards of Care 2024-2025 \(r\)](#)
[Exhibit 4- City of Denton Parks and Recreation Standards of Care 2024-2025 \(c\)](#)

- E. [PRB24-014](#) Receive a report, hold a discussion, and give staff direction regarding the May 6, 2024, Parks, Recreation and Beautification Board meeting and scheduled tour.

Attachments: [Exhibit 1- Agenda Information Sheet](#)

- F. [PRB24-015](#) Receive a report, hold a discussion, and give staff direction regarding the 2024-2026

Subsidy and Resource Allocation Plan for the Parks and Recreation Department.

Attachments:

[Exhibit 1- Agenda Information Sheet](#)

[Exhibit 2- Presentation](#)

[Exhibit 3- Denton PARD Subsidy and Resource Allocation Strategy Continuum :](#)

[Exhibit 4- Denton PARD Service Categories 2024-2026](#)

[Exhibit 5- Resolution 20-288 Subsidy and Resource Allocation Policy](#)

3. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Parks, Recreation and Beautification Board or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting AND Under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Parks, Recreation and Beautification Board reserves the right to adjourn into a Closed Meeting on any item on its Open Meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

C E R T I F I C A T E

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on March 29, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



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Legislation Text

File #: PRB24-010, **Version:** 1

AGENDA CAPTION

Consider approval of the minutes of March 4, 2024.

City of Denton Parks, Recreation, and Beautification Board
Minutes
March 4, 2024

After determining that a quorum of the City of Denton, Texas, Parks, Recreation, and Beautification Board was present, the Board convened in a Regular Meeting on Monday, March 4, 2024, at 6:00 p.m. in the Civic Center Community Room at 321 E. McKinney Street, Denton, Texas.

Present: Chair George Ferrie, Vice-Chair Frances Punch, Members Robert Aughtry, and Kwami Koto

Absent: Member Grace Martin-Young

1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

- None

2. ITEMS FOR CONSIDERATION

- A. PRB24-006: Consider approval of the minutes of February 5, 2024.

The item was presented, and discussion followed.

Following discussion, Member Aughtry moved to adopt the item as presented; Member Vice-Chair Punch seconded. Motion carried.

AYES (4): Chair Ferrie, Vice-Chair Punch, Members Aughtry, and Koto

ABSENT (1): Member Martin-Young

NAYS (0): None

- B. PRB24-007: Receive a hold a discussion and give staff direction regarding the May 6, 2024, Parks, Recreation and Beautification Board meeting and scheduled tour.

The item was presented, and discussion followed.

Following discussion, staff was provided the following direction:

- Begin tour at 1:00pm and visit sites outside of the City of Denton.

- C. PRB23-008: Receive a report and hold a discussion regarding fitness programming, group exercise classes and fitness memberships.

The item was presented, and discussion followed.

Following discussion, staff was provided no direction.

- D. PRB24-009: Receive a report and hold a discussion regarding recreation center programming.

The item was presented, and discussion followed.

Following discussion, staff was provided no direction.

3. CONCLUDING ITEMS

- Chair Ferrie reminded committee of election day and upcoming events.

With no further business, the meeting was adjourned at 7:19pm.

GEORGE FERRIE
CHAIR
CITY OF DENTON, TEXAS

ROBIN HILL
ADMINISTRATIVE ASSISTANT
CITY OF DENTON, TEXAS

MINUTES APPROVED ON: _____



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Legislation Text

File #: PRB24-013, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff input regarding the Librada “Lily” Cantu Inclusive Playground Master Plan at North Lakes Park.



City of Denton

City Hall
215 E. McKinney Street
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AGENDA INFORMATION SHEET

DEPARTMENT: Parks and Recreation

ACM: Christine Taylor, Assistant City Manager

DATE: April 1, 2024

SUBJECT

Receive a report, hold a discussion, and give staff input regarding the Librada “Lily” Cantu Inclusive Playground Master Plan at North Lakes Park.

BACKGROUND

The City of Denton Parks and Recreation Department owns a park called North Lakes Park, located at 2001 W. Windsor Drive Denton, TX 76201. In 2022, City Council approved an application to rename the playground within the park to honor Librada “Lily” Rose Cantu. In the same year, the City Council also adopted the Parks, Recreation, and Trails System Master Plan. One of the priorities identified in this plan was the creation of an inclusive playground, which is a playground that is welcoming and accessible to people of all abilities. To bring this plan to life, the Parks and Recreation Department hired Mesa Design Company in 2023 to design the new Inclusive Playground. This project involves gathering input from the public, assessing the community's needs, creating design concepts, and developing construction plans and cost estimates.

Inclusive Playgrounds are important because they provide opportunities for children to develop physical, cognitive, sensory, and social skills. The new playground at North Lakes Park will be designed to be 'barrier-free', meaning it will be accessible to everyone regardless of their physical, intellectual, or sensory abilities.

The master plan officially began in May 2023. Throughout the summer, our team formed a Focus Group comprising representatives from various local and neighboring organizations, including Denton ISD, University of North Texas, Texas Women’s University, Denton County MHMR Center, Cook’s Children, Texas Health, Lewisville ISD, Lake Dallas ISD, and members from the Park Board and Committee with Persons on Disabilities, among others. Additionally, we met with the Cantu family to understand Lily’s life better and explore how the playground's design could honor her legacy.

In Fall 2023, the project paused temporarily due to a bond election, which included a proposition to fund the construction of the Inclusive Playground. In November 2023, Proposition C, encompassing the Inclusive Playground, was approved, allocating \$3,450,000 for its construction. Since November, our team has been diligently finalizing initial design details with the Focus Group and the Cantu Family and is now ready to launch the public engagement phase.

RECOMMENDATION

N/A

ESTIMATED SCHEDULE OF PROJECT

The master plan for the Inclusive Playground is expected to conclude by Fall 2024 with construction documentation immediately following adoption of plan.

FISCAL INFORMATION

Contract 7850-005 total lump sum fee is \$119,500 with an additional \$3,500 contingency for additional services requested by the City of Denton for a contract total not-to-exceed of \$122,500.

EXHIBITS

Exhibit 1- Agenda Information Sheet

Exhibit 2- Draft Presentation

Respectfully submitted:
Gary Packan, Parks and Recreation

Prepared by:
Chris Escoto, Park Planning Manager

LIBRADA “LILY” CANTÚ PLAYGROUND

PARKS BOARD MEETING

APRIL 1, 2024

MESA

MEETING AGENDA

1. Team Introduction
2. Community Engagement
3. About Librada “Lily” Cantu
4. Design Consultant Introduction
5. Defining an Inclusive Playground
6. Project Location
7. Site Analysis
8. Project Goals and Concept
9. Master Plan and Inspirational Imagery
10. Upcoming Schedule

PROJECT TEAM

PARKS & RECREATION STAFF



DESIGN CONSULTANT



MESA Design Group

in consultation with

STAR Institute for Sensory Processing

CANTÚ FAMILY (SIBLINGS)

FOCUS GROUP

- Denton County MHMR
- UNT
- TWU
- Denton ISD
- Lewisville ISD
- Lake Dallas DISD
- Cook's Children
- Texas Health
- United Way
- Denton Park & Beautification Board Member
- Denton Committee on Persons with Disabilities Board Member
- Occupational & Recreational Therapists

COMMUNITY ENGAGEMENT

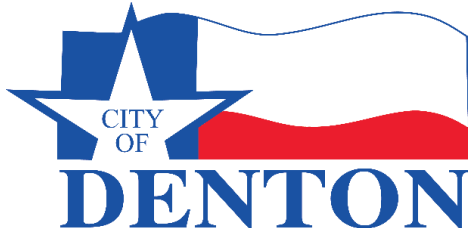
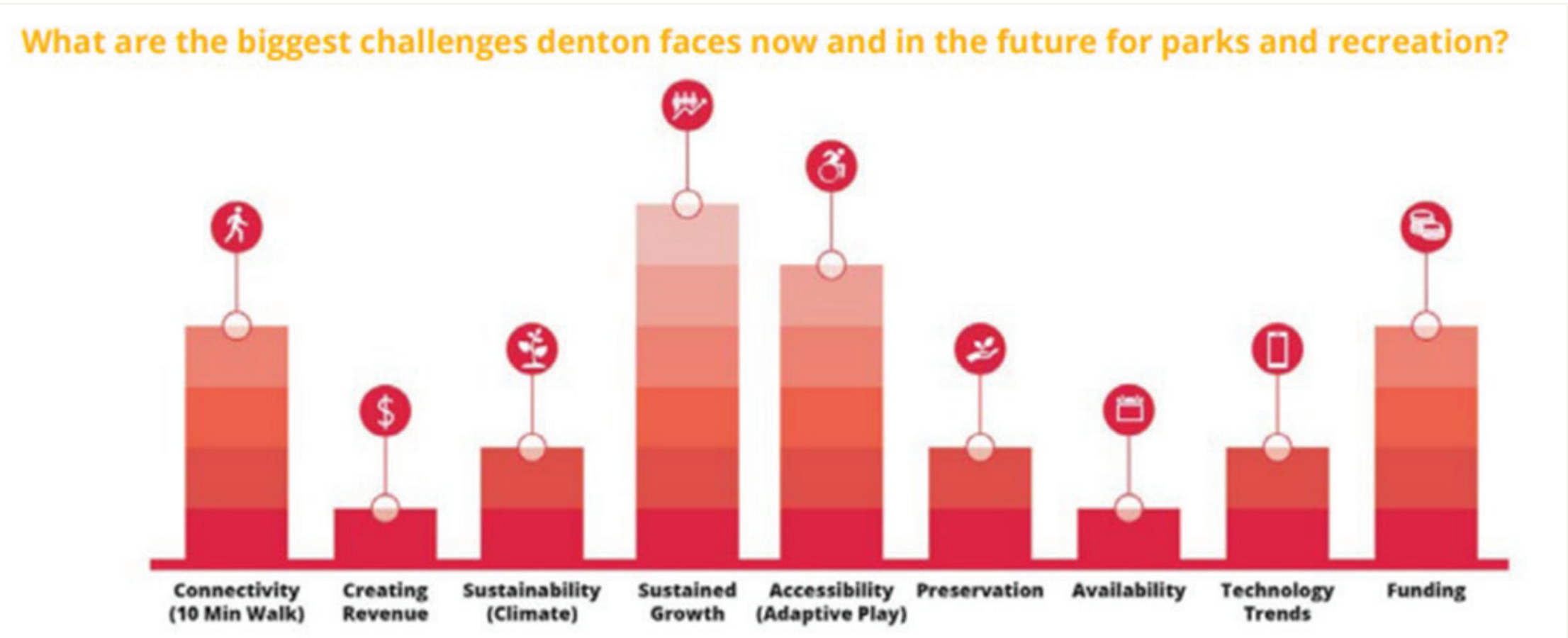
- JANUARY 2022

PARKS, RECREATION, and TRAILS SYSTEM MASTER PLAN ADOPTED
- OCTOBER 2022

PARKS RECEIVE FUNDING TO HIRE DESIGN CONSULTANT
- SPRING 2023

DESIGN CONSULTANT HIRED
- NOVEMBER 2023

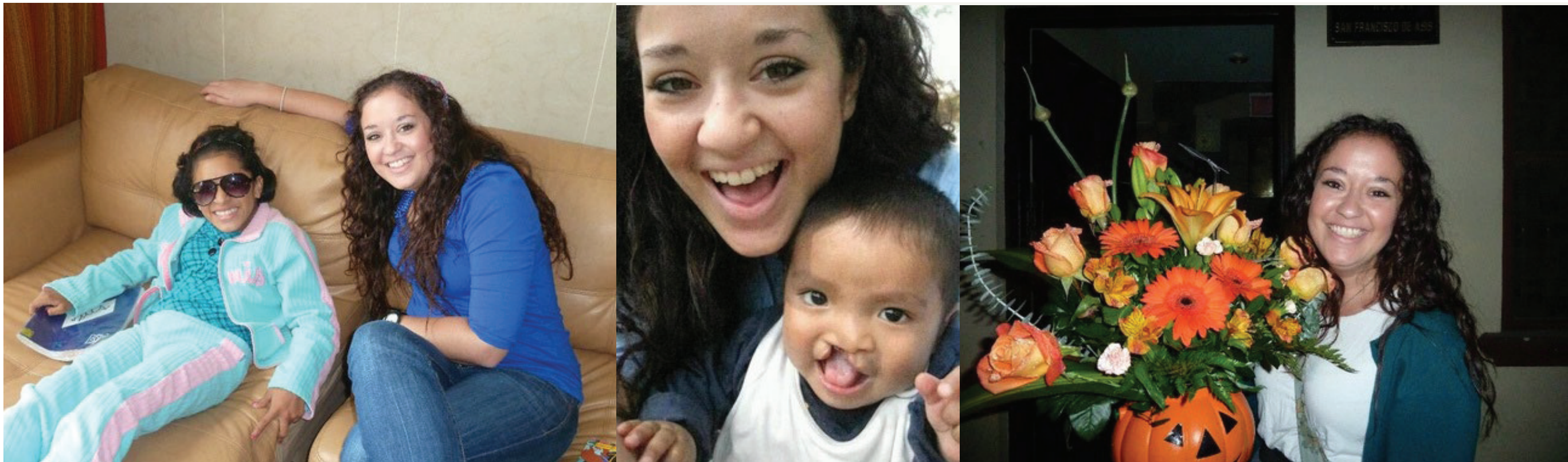
2023 BOND PROGRAM PROPOSITION C PASSED
ISSUED \$3.45M TOWARDS CONSTRUCTION OF PROJECT



PLAYGROUND NAMESAKE

ABOUT LIBRADA “LILY” ROSE CANTÚ

- Renaming of the playground at North Lakes Park was adopted by City Council in 2022
- Lily grew up in Denton and spent much time at North Lakes Park Playground with her family
- Lily developed a passion for helping children from all backgrounds which led her to volunteer at a home for medically fragile children in Peru
- Lily is remembered by family members as someone with humility, an open mind, and always willing to help



“Lily always walked with bravery and kindness” - Marian Cantú

FAMILY ENGAGEMENT

In Summer 2023, MESA Design Group and Parks & Recreation met with the Cantú family to learn more about Lily’s story and discuss opportunities to honor her legacy with the playground redesign.

In Winter 2024, based on feedback received from the Cantú family, MESA Design Group and Parks & Recreation met with the family to introduce conceptual illustrations and receive feedback on the conceptual design.

Ultimately, the family supported and felt the theme included in this presentation represented Lily the best.





ABOUT MESA

- Landscape Architecture, Planning, and Urban Design
- Established 1981
- Office located in Dallas' Historic West End District
- Principals with 20 - 30 years experience directly involved in design process
- Staff of 25 Professionals

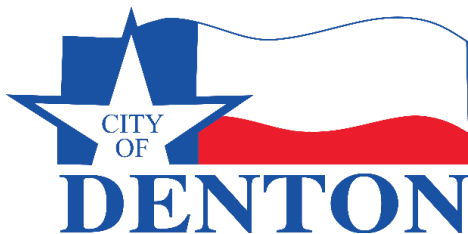


The Star Institute for Sensory Processing will provide consulting services during the Design Development phase.

The Star Institute was formed in 2016 to provide treatment, education, and research for children, adolescents, and adults with sensory processing disorder.

WORK EXPERIENCE WITHIN DENTON

- North Lakes Park Master Plan (2000)
- Cross Timbers Park Master Plan (1999)
- UNT Library Mall (2004)
- Rayzor Ranch (2006)
- Lantana Community (Denton County, 2000)
- Ryan Ranch Community (1999)



LIBRADA "LILY" CANTÚ PLAYGROUND

APRIL 1, 2024 | PROJECT #: 22283

PRB24-013

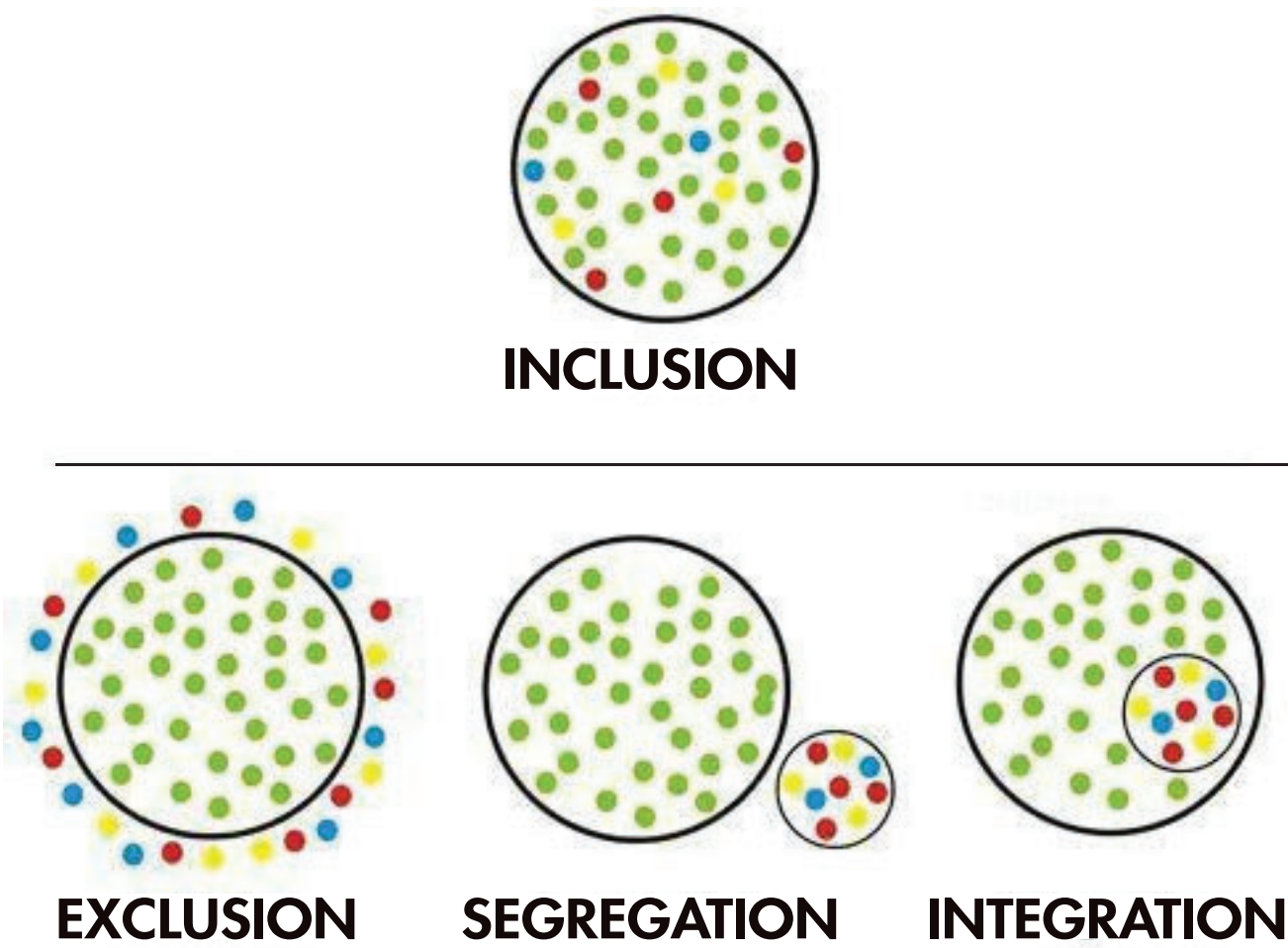
4/1/2024

MESA

WHAT IS AN INCLUSIVE PLAYGROUND?

A UNIVERSALLY DESIGNED, SENSORY-RICH ENVIRONMENT THAT ENABLES ALL INDIVIDUALS TO DEVELOP PHYSICALLY, SOCIALLY, AND EMOTIONALLY IN THE SAME SPACE.

By law, all playgrounds must be ADA compliant, but they are all not necessarily inclusive. An inclusive playground takes into account physical, intellectual, and sensory disabilities.



1 in 6 children have one or more developmental disabilities (CDC)

1 in 4 adults live with a disability (CDC)

92% of disabilities are not visible (CDC)

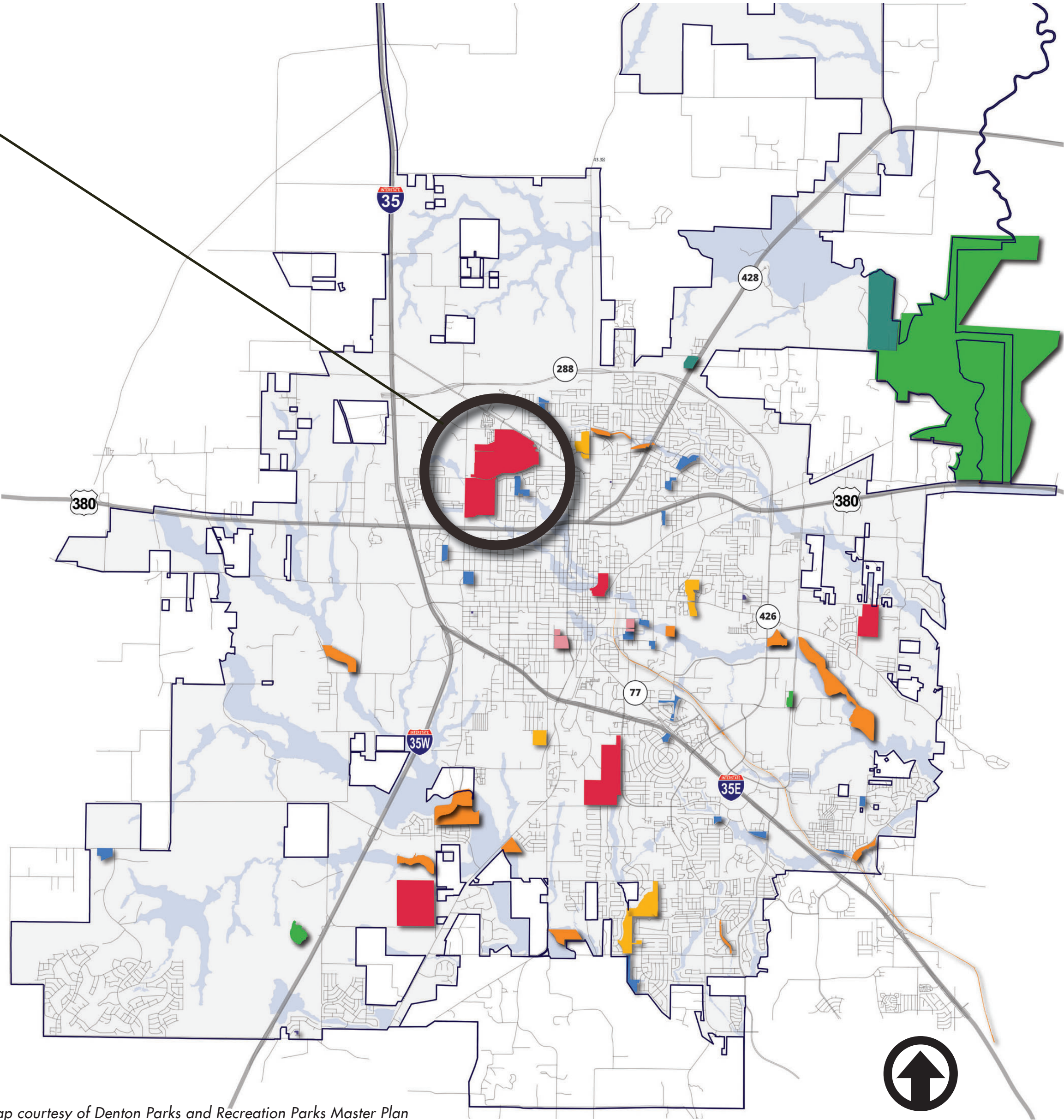
PROJECT LOCATION

NORTH LAKES PARK

LEGEND

- CITY PARKS**
Larger parks that draws residents from across the city and is often used to host citywide events. 300-500 acres in size. Service area 0-10 miles.
- COMMUNITY PARKS**
Larger park that serves multiple surrounding neighborhoods 20-50 acres in size. Service area 0-5 miles.
- NEIGHBORHOOD PARKS**
Small to medium sized parks within walking distance of the immediate service population. 3-20 acres in size. Service area 0-1 miles.
- POCKET PARKS**
Small park accessible to the public that often fills gaps in park coverage. 0-3 acres in size. Service area 0-0.5 miles.

- PRESERVE**
Protected area of land with varying size. Service area is city wide.
- LINEAR PARKS**
A greenway or stretch of open space that can vary in size but is typically longer than wide. Service area is city wide.
- SPECIAL USE PARKS**
Has a dedicated or unique use with varying size. Service area is city wide.
- CEMETERY**



Map courtesy of Denton Parks and Recreation Parks Master Plan

PROJECT LOCATION

LIBRADA "LILY" CANTÚ PLAYGROUND



EXISTING 5-12 AGE ZONE CONDITIONS



EXISTING 2-5 AGE ZONE CONDITIONS WITH MAIN PAVILION BEYOND



EXISTING PARKING LOT CONDITIONS



APRIL 1, 2024 | PROJECT #: 22283

MESA

PRB24-013

4/1/2024



PROJECT GOALS

1. Design for a *wide range of ages and abilities* allowing all visitors to participate in play
2. Incorporate *sensory-rich* play elements while remaining mindful of potentially overstimulating stimuli
3. Provide close proximity to *comforts and conveniences* (ie. shade, bathrooms, drinking fountains)
4. Provide *sufficient accessible parking and pathway circulation*
5. *Engage local resources* to inform playground design decisions
6. Design with *project phasing* in mind
7. Craft a plan for adequate *site maintenance* and staffing

MULTI-SENSORY PLAY

GOAL: PROVIDE COMFORTABLE AND SUPPORTIVE SENSORY STIMULATION THROUGH THE NATURAL ENVIRONMENT FOR THE FACILITATION OF SELF-REGULATION AND SOCIAL PARTICIPATION.

NEAR SENSES

- OPERATE WITHOUT CONSCIOUS THOUGHT -

- VESTIBULAR INPUT
SENSE OF POSITION AND MOVEMENT
- PROPRIOCEPTIVE INPUT
JOINT AND MUSCLE SENSE
- INTEROCEPTION INPUT
SENSE OF INTERNAL ORGANS

FAR SENSES

- RESPOND TO EXTERNAL STIMULI FROM THE ENVIRONMENT -

- AUDITORY
- VISUAL
- TACTILE
- SMELL
- TASTE

SENSORY INTEGRATION

MANIPULATION OF INPUT INFORMATION FOR AN OUTPUT RESPONSE TO THE ENVIRONMENT

DEVELOPMENTAL PLAY

- ENCOURAGEMENT OF SKILL BUILDING -

- MOTOR PLANNING
· ALLOWS CHILDREN TO CONCEIVE, ORGANIZE, AND CARRY OUT UNFAMILIAR SEQUENCES OF MOVEMENT IN A COORDINATED MANNER.
- SOCIAL & COOPERATIVE PLAY
· OPPORTUNITIES FOR IMAGINATIVE PLAY, TAKING TURNS, AND CONVERSATION ARE VITAL TO A CHILD'S DEVELOPMENT, AS WELL AS ASSISTING THEM IN NURTURING THEIR RELATIONSHIPS WITH OTHERS.

DESCRIPTION:

Sensory Processing Disorder (SPD) is a framework first described by occupational therapist A. Jean Ayres, PhD, in the 1970's. It is a term that refers to the way the nervous system receives messages from the senses and turns them into appropriate motor and behavioral responses.

Clinical studies of children *without* various disabilities have estimated SPD affects between 5% and 10% of children. However, for children with various disabilities, estimated rates of those affected by SPD have been reported to be as high as 40% to 88%. (Ahn, Miller, Milberger, McIntosh, American Journal of Occupational Therapy, 2004).

Many children with autism also have some form of SPD. This is most often reflected in the hypo- or hyper-sensitivity to sensory stimuli including sound, sight, smells, tastes, and textures. This sensitivity to the senses, coupled with the inability to filter input from additional external stimuli, can become overwhelming and lead to tantrums and melt-downs. (Sachs, Vincenta, Implications, 2011).

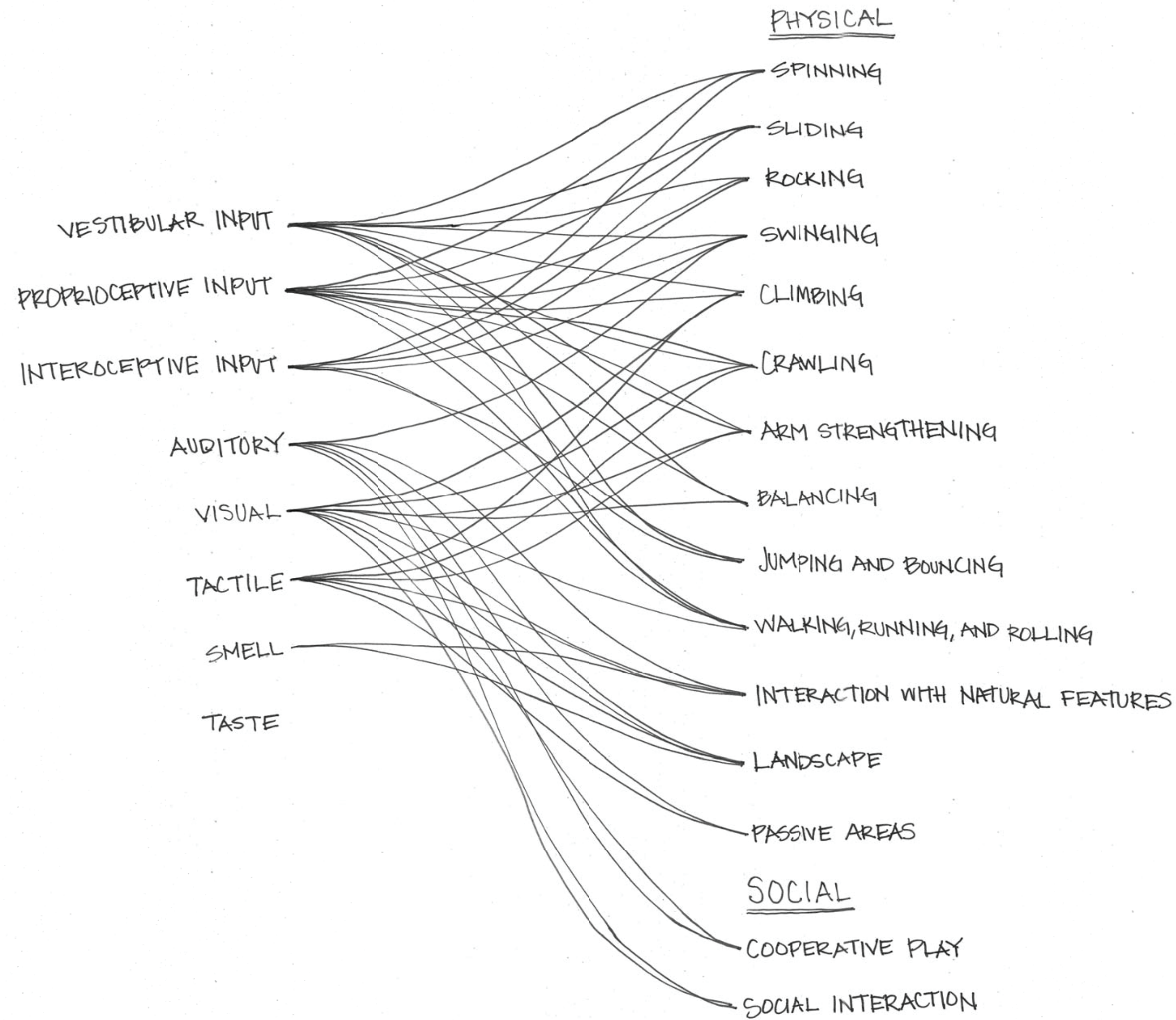
In addition to the five far senses (auditory, visual, tactile, smell, and taste), Dr. Ayres identified three other senses commonly referred to as near senses. These internal senses include Vestibular, Proprioception, and Interoception and unlike the far senses, operate without conscious thought and can not be observed.

Consideration for sensory stimulation in playground design is imperative to developmental play and skill building in children. Through thoughtful sensory stimulation, nature-based play can assist in facilitating a satisfactory response to the natural environment and social settings for children with physical and cognitive disabilities.

DESIGNING FOR MULTI-SENSORY PLAY

LIBRADA "LILY" CANTÚ PLAYGROUND

EIGHT SENSES



PLAY EXPERIENCES

MULTI-SENSORY PLAY WEB DIAGRAM

LIBRADA "LILY" CANTÚ PLAYGROUND




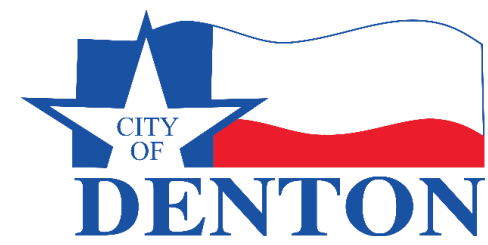
POLLINATOR’S PATCH

Lily’s middle name and her love for flowers inspired this bumble bee themed concept which integrates environmental education elements into a themed play experience.

The different play zones, or “hives”, incorporate various play experiences including an active ‘worker bee’ hive, a collaborative play ‘social bee’ hive, an educational passive play hive, and a ‘young bee’ hive which encourages imaginative play. Lily’s love for flowers and her commitment to a better world for children are celebrated in this themed concept.



 0' 50' 100'
NORTH SCALE: 1"=50'-0"

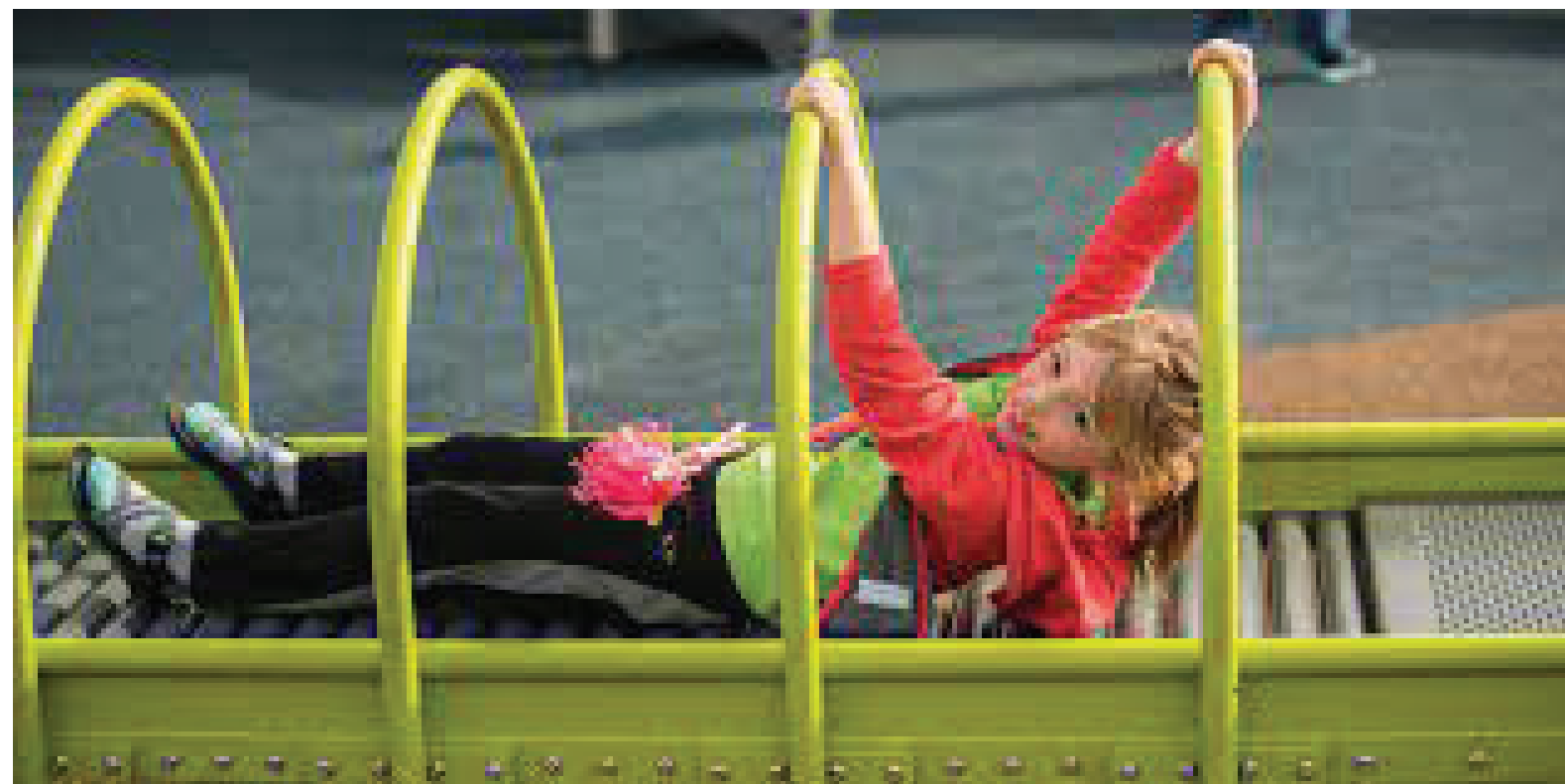
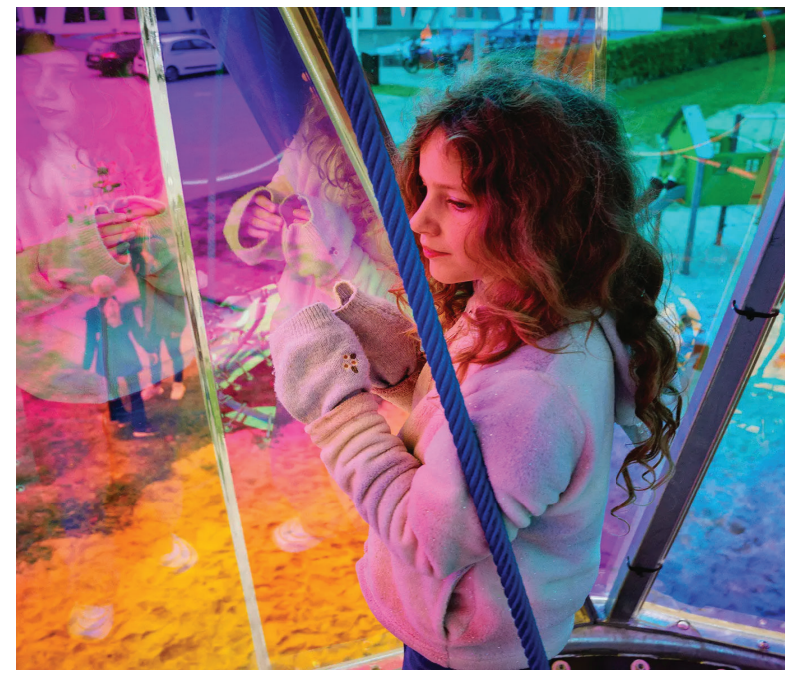


MASTER PLAN

LIBRADA "LILY" CANTÚ PLAYGROUND

APRIL 1, 2024 | PROJECT #: 22283
PRB24-013 4/1/2024







THEMED ENTRY GATEWAY FEATURE



SPACIOUS AND FULLY ACCESSIBLE THEMED SHADE STRUCTURE



THEMED ENTRY GATEWAY FEATURE



THEMED ENTRY GATEWAY FEATURE



FAMILY STYLE ACCESSIBLE RESTROOM WITH EXTERIOR HAND WASHING STATIONS



INCORPORATION OF AMBIENT LIGHTING



MISTERS/FOGGER WITH INTEGRATED LIGHTING AND FANS



THEMED CONCRETE PATHWAYS THROUGH SELECTIVE USE OF SANDBLASTING OR INTEGRAL COLOR



THEMED CONCRETE PATHWAYS THROUGH SELECTIVE USE OF AGGREGATE



STAMPED CONCRETE PATHWAY EXAMPLE



SPACIOUS VARIABLE WIDTH PATHWAYS INSPIRED BY BEE WAGGLE DANCE



MULTI-LEVEL OBSERVATION SEATING DECK



STAMPED CONCRETE PATHWAY EXAMPLE



STAMPED CONCRETE PATHWAY EXAMPLE



INCORPORATION OF NATIVE GRASSES AND PERENNIALS AT PERIMETER OF SITE



INCORPORATION OF NATIVE GRASSES AND PERENNIALS AT PERIMETER OF SITE

UPCOMING SCHEDULE

- | | |
|-------------------------------------|-------------------------|
| >> Public Engagement Stage | Currently – Summer 2024 |
| >> Seek Final Adoption | Fall 2024 |
| >> Start Construction Documentation | Fall 2024 |
| >> Bid Project & Start Construction | Spring 2025 |
| >> Grand Opening | Summer 2026 |

Subject to change pending weather or any other related design or construction delays



OPEN TO DISCUSSION

MESA



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Legislation Text

File #: PRB24-012, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff input regarding Park Planning and Park Maintenance project updates.



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AGENDA INFORMATION SHEET

DEPARTMENT: Parks and Recreation

ACM: Christine Taylor, Assistant City Manager

DATE: April 1, 2024

SUBJECT

Receive a report, hold a discussion, and give staff input regarding Park Planning and Park Maintenance project updates.

BACKGROUND

The purpose of this agenda item is for the Parks and Recreation Department (PARC) staff to provide periodic updates for the Parks, Recreation and Beautification Board regarding Park Planning and Park Maintenance projects.

EXHIBITS

Exhibit 1- Agenda Information Sheet

Exhibit 2- Presentation

Respectfully submitted:

Gary Packan, Director, Parks & Recreation

Prepared by:

Ziad Kharrat, Assistant Director, Parks and Recreation



Parks Planning & Maintenance Update

Parks, Recreation and Beautification Board

April 1, 2024

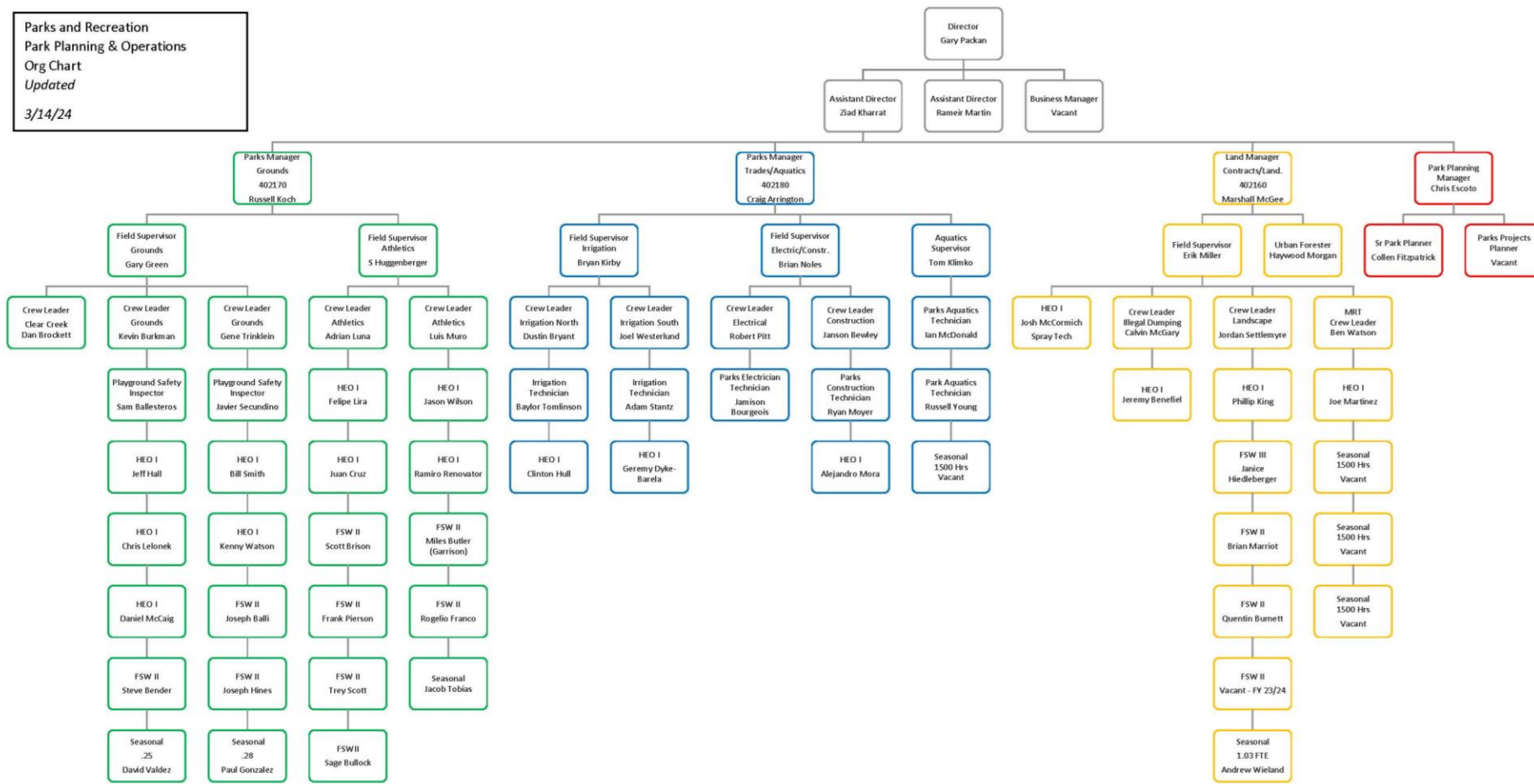
Organizational Structure

TOTAL FTE's:

Total Employees

- Full-Time: 62
- Part-Time: 0
- Seasonal: 8

Parks and Recreation
Park Planning & Operations
Org Chart
Updated
3/14/24



Trades/Aquatics Division | Management Team



Craig Arrington
Parks Manager



Brian Noles
Electrical/Construction Field Supervisor



Brian Kirby
Irrigation Field Supervisor



Tom Klimko
Aquatics Supervisor



ADA Transition Plan

In the 2022/23 fiscal year all high-risk items in the following parks have been completed.

- Avondale Park
- Bowling Green Park
- Carl Young Park
- Carnegie Ridge Park
- Cooper Creek Trail
- Cross Timbers Park
- Denton Rail Trail
- Evers Park
- Fred Moore Park
- Jim Carter Park
- Lake Forest Park
- Martin Luther King Jr. Park
- Nette Shultz Park
- North Lakes Park
- Owsley Park
- South Lakes Park



Construction Team

Each year Park Maintenance receives funding to renovate 1 restroom facility in our park system. This year focus was placed on the restrooms on the north end of Evers Park. Staff removed and replaced all plumbing fixtures, toilet partitions as well as replacing the ceiling and adding recessed lighting. Tile was added to the walls and an epoxy coating was used to freshen up the concrete floors.



Irrigation Team

Throughout the Fall and Winter seasons, the irrigation team has been diligently preparing for the upcoming summer of 2024. Taking proactive steps to enhance system reliability and promote water conservation, they have installed new ultrasonic hydrometers in 34 of the larger irrigation systems spread across the park system. These advanced meters enable staff to monitor each system with precision down to a tenth of a gallon. Additionally, the collected data allows the software to autonomously shut down components upon detecting potential leaks, further ensuring efficient water management.



Electrical Team

The electrical team has been busy installing the infrastructure needed to support the addition to decorative fountains at South Lakes and North Lakes Parks. 1200' of Conduit has been installed along with steel racks for control equipment. The decorative fountains will be installed in the coming weeks.



Aquatics Maintenance Team

Enhancements are presently in progress for the upcoming 2023/24 season. Maintenance staff have been supervising improvements along the river at Water Works park, including the addition of new landscaping and refurbishment of the remaining booster pump pit. Additionally, play equipment located at Water Works Park and the Civic Center Pool has been given fresh coats of paint.



Emergency Kiosks

- February 2, dedicated first outdoor free-standing AED
- Pilot project to determine possible future options
- Locations under consideration
 - Placement of (6) emergency kiosks in parks
 - North Lakes Park
 - Denia Park
 - Evers Park
 - South Lakes Park
- "Run For Dylan Foundation" donated \$10,000 toward the project
- City-wide cooperative effort with Dorrell family



Grounds Division | Management Team



Russell Koch
Parks Manager



Gary Green
Ground Field Supervisor



Sam Huggenberger
Athletics Field Supervisor

Prescribed Burns

- 22 acres of North Lakes Park Wildlife Trail (Jan 31)
- 5 acres of Clear Creek Open Space (Feb 20)
- Maintain and improve the health of our natural landscape and manage vegetation
- Wildland Urban Interface training for Denton Fire Department Wildland Firefighters



Athletic Field Maintenance

Routine Maintenance of athletic turf preparing for Spring sports programs

- Staff lining Roland G. Vela Soccer Complex
- Routine maintenance of athletic field turf maintenance includes mowing twice a week, lining once a week, aeration, pre-emergent, fertilization and field repair.
- Turf-type annual ryegrass seed is applied in Oct-Nov. Ready for Spring Season



Bird Blind Structure

- Located at Clear Creek Natural Heritage Center north of the building along the Yucca Trail
- Adjacent to feeding station and a water feature
- The blind and water feature was designed and constructed by Clear Creek and Park Maintenance Staff.
- To simulate natural water movement, the water feature is powered by solar energy
- Minimizes disturbances while allowing closer observation



Cricket in Denton

- Staff preparing 5.5 acres for 2 Cricket fields (Adult/Youth)
- Preparation includes mowing, rolling, topdressing, pitch construction and synthetic turf installation.
- Located along Country Club Road on the Burch property
- Play is scheduled for May 2024



TRAPS Maintenance State Rodeo

- Texas Recreation and Parks Society is a professional organization for Parks and Recreational Professionals
- Brian Noles, Jason Wilson, and Jeff Hall competed in regional TRAPS Maintenance rodeo and moved on to State Maintenance Rodeo hosted by City of Galveston
- Brian and Jason competed in the Truck and Trailer category and finished in 3rd place over all in the State



Land & Contracts | Division Management Team



Marshall McGee
Land Manager



Erik Miller
Field Supervisor

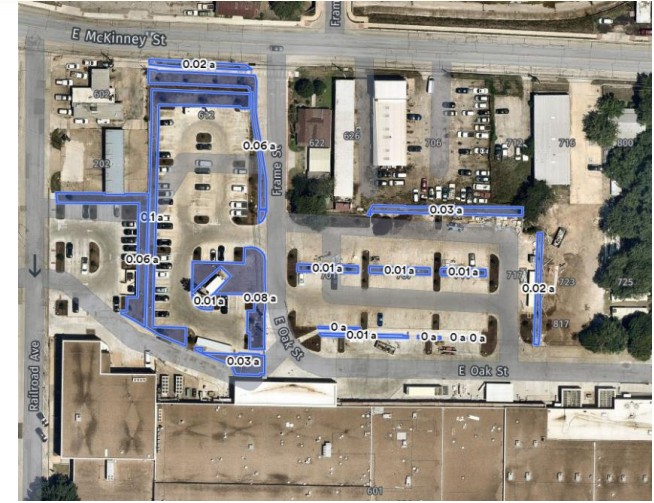


Haywood Morgan
Urban Forester



Mowing Maintenance

- PARD continues to acquire new properties for mowing and maintenance.
 - Medians by DHS
 - City Hall East
 - New water reclamation plant



Annual Tree Planting

Trees currently in the planting rotation include Autumn Blaze Maple, Chinquapin Oak, Lacebark Elm, Chinese Pistache, Little Gem Magnolia, Bald Cypress, Red Oak, Mexican Sycamore and Mexican White Oak

Update:

- Winter/Spring 2024 Tree Planting
 - EAD Dedication – 1 Tree
 - Joe Skiles Park – 45 Trees
 - Hickory Creek Rd. Phase II – 57 trees
 - Dead Tree Replacements multiple locations – 71 trees



USDA Forest Service Urban and Community Forestry Grant

Staff submitted an application to fund The Urban Forest Restoration Initiative includes three programs.

- **Planting of 900 trees in parks and center medians** throughout the City, focusing on providing shade to paved surfaces to reduce the Urban Heat Island Effect.
- **Removal of invasive Chinese Privet from up to 230 acres** of natural areas in parks including Cross Timbers Forest and Environmentally Sensitive Areas to preserve native forest, and restoration native habitat with the planting of native ground cover and up to 20,000 understory shrubs and trees to reduce the occurrence of re-infestation of privet.
- **Education of the public about the importance of urban forestry.**

Update:

- Grant not awarded to Denton



Illegal Dumping Team



Park Planning/Public Art | Management Team



Chris Escoto
Park Planning Manager



Colleen Fitzpatrick
Senior Park Planner



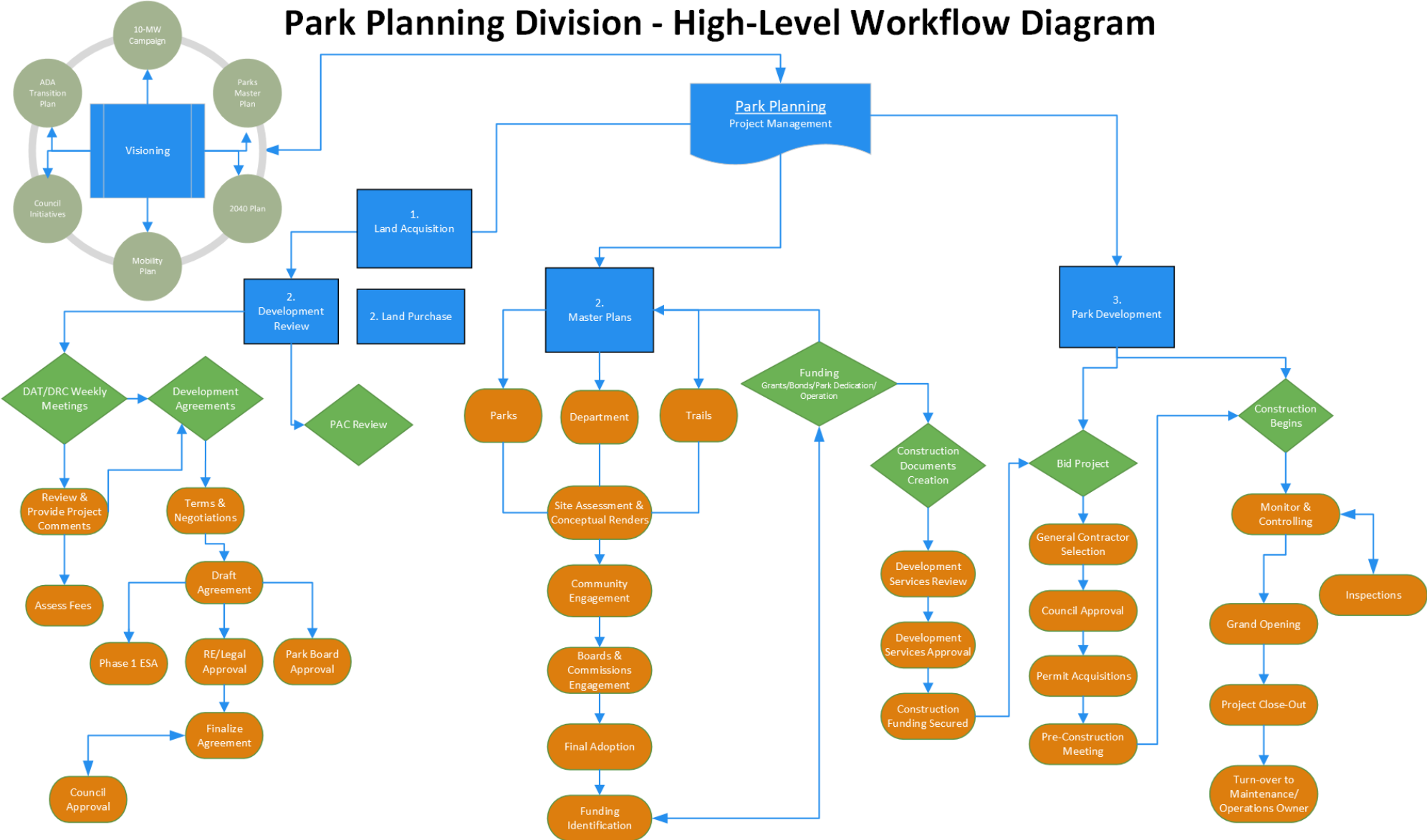
Vacant
Park Project Planner



Omar Siddiqi
Management Analyst
(Assists w/Public Art)



Park Planning Division - High-Level Workflow Diagram



Park Planning Highlights since September 23'

Bond Funding approved November 2023

- Proposition C: \$33.4M
- Proposition F: \$46.4M
- Public Art: \$2.7M

Development Agreements Completed

- 2 DA's approved and received 11.967 acres of new parkland

Grants Awarded

- TxDOT Transportation Alternative Grant – \$10.9M
- TPWD Local Park Grant - \$750K
- TPWD Boating Access Grant - \$130K-500K

Grants Submitted Pending Notification

- Outdoor Legacy Partnership Program Grant – \$2.25M
- CDBG Grant - \$240K



TPWD Local Park Grant Projects

Projects awaiting funding/notice to proceed from TPWD. Currently working with Development Services to approve projects for construction.

Villages of Carmel Park: *Construction anticipated Summer 24'*

Bowling Green Park: *Construction anticipated Fall 24'*

Briercliff Park: *Construction anticipated Fall 24'/Winter 25'*



Community Development Block Grant (CDBG) 2023/24

- Recommend to receive \$230K for improvements at Fred Moore Park. Funding disbursed February 2024
- Improvements: Sidewalk to ballfields, Pavilion replacement, New pergola at ALH

Update:

- Construction began in March. Expected to be completed by May.

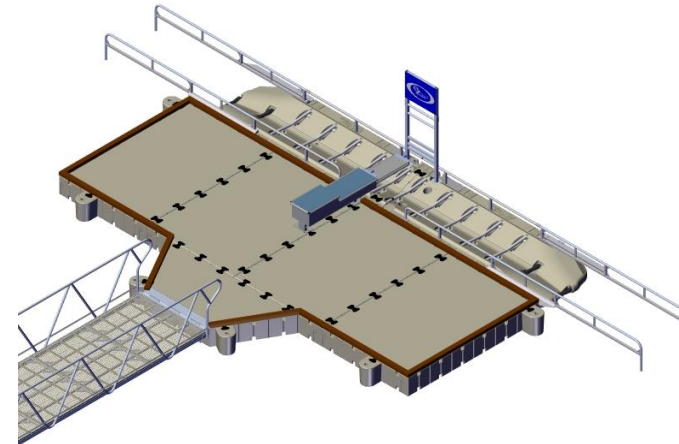


TPWD Boating Access Grant

A new fishing dock and ADA kayak launches will be built at North Lakes Park and Lake Forest Park. An ADA kayak launch will be added to existing dock at South Lakes Park.

Update:

- Two-step process. (Planning/Construction)
- Funding for planning submitted to TPWD. Waiting on next steps.
- Construction to follow planning stage.

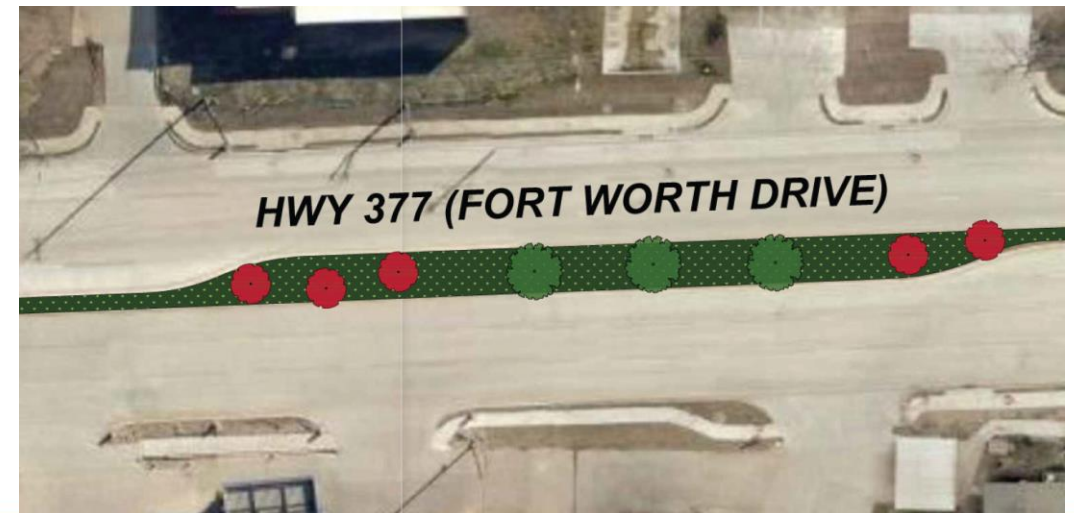


US377 Green Ribbon Grant

- With the assistance of the Green Ribbon grant, trees, landscaping and irrigation will be installed within the median from Roselawn Dr./377 intersection to Country Club Rd.

Update:

- Contract approved by Council, Cost: \$350K
- Construction to start in April



Hickory Creek Trail Master Plan

- From Guyer High School to US380
- Length Approx. 15 Miles

Update:

- Master Plan kicked off November 2023
- Finalizing proposed alignment and initial studies
- Public engagement expected to begin this spring/summer



Aquatics Master Plan

Project Scope:

- Identify current condition of aquatic facilities in the park system and identify future opportunities that will coincide with growth, usage, and potential partnerships.

Update:

- Adopted by City Council
- Contract amendment to conduct feasibility research

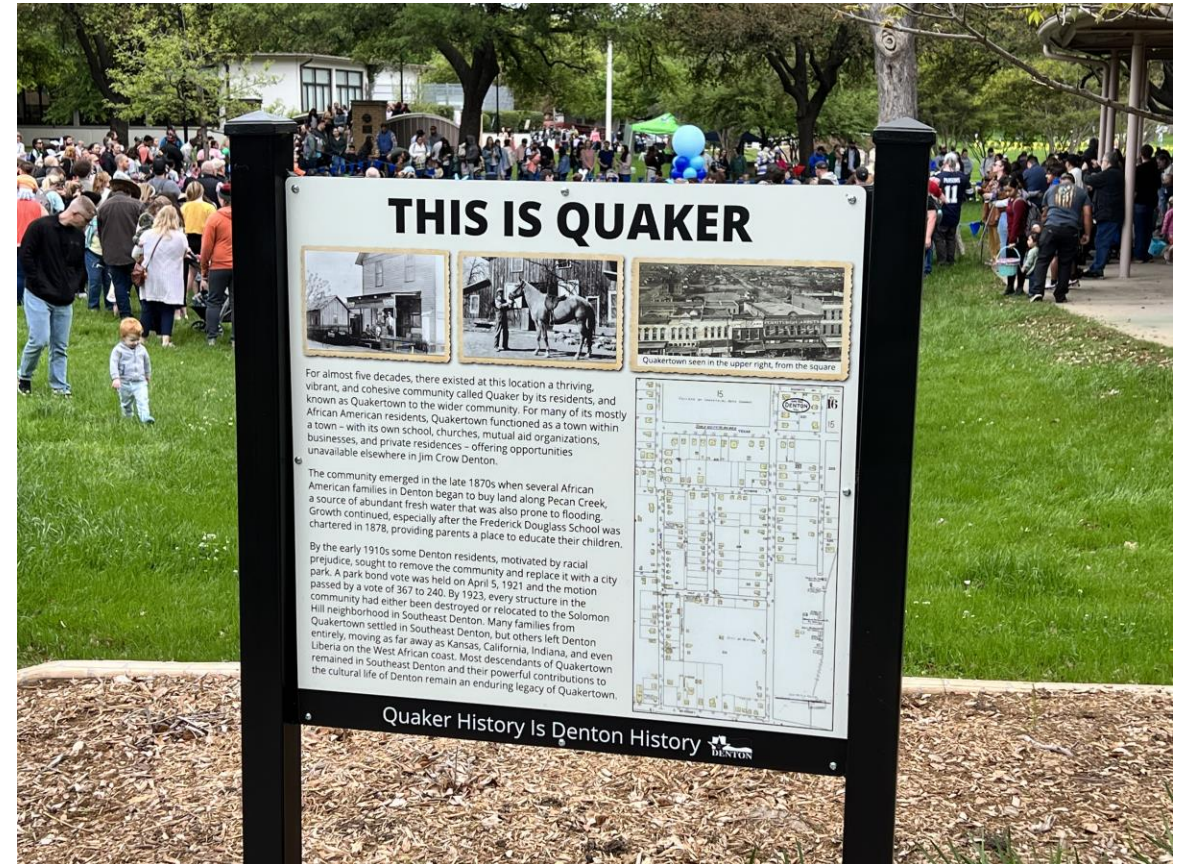


Quakertown Centennial Memorial - Master Plan

- Temporary signage was installed in February 2023
- Designed in collaboration with City's Marketing and Public Affairs designers
- Includes historical images shared by the Denton County Office of History and Culture

Update:

- Consultants are currently working on Master Plan for Downtown and Quakertown Park
- Outreach underway for park planning



Lily Cantu Inclusive Playground Master Plan

Playground located at North Lakes Park

- The new playground design will be 'barrier free' and will feature areas of play offering universal design features for all abilities physical and mental such as rehabilitation equipment, nature-based, and garden/landscape experiences for children and adults of all abilities.

Update:

- Public meeting scheduled for March 28



Hills of Denton Trail – Plan & Acquisition

- The Hills of Denton will connect from FM 428 to Bonnie Brae St.
- Working with Real Estate to acquire easements within Beaver Creek, Stuart Ridge, Stark Farms.

Update:

- Finalizing details with Stuart Ridge.
- Stark Farms & Beaver Creek to follow shortly.

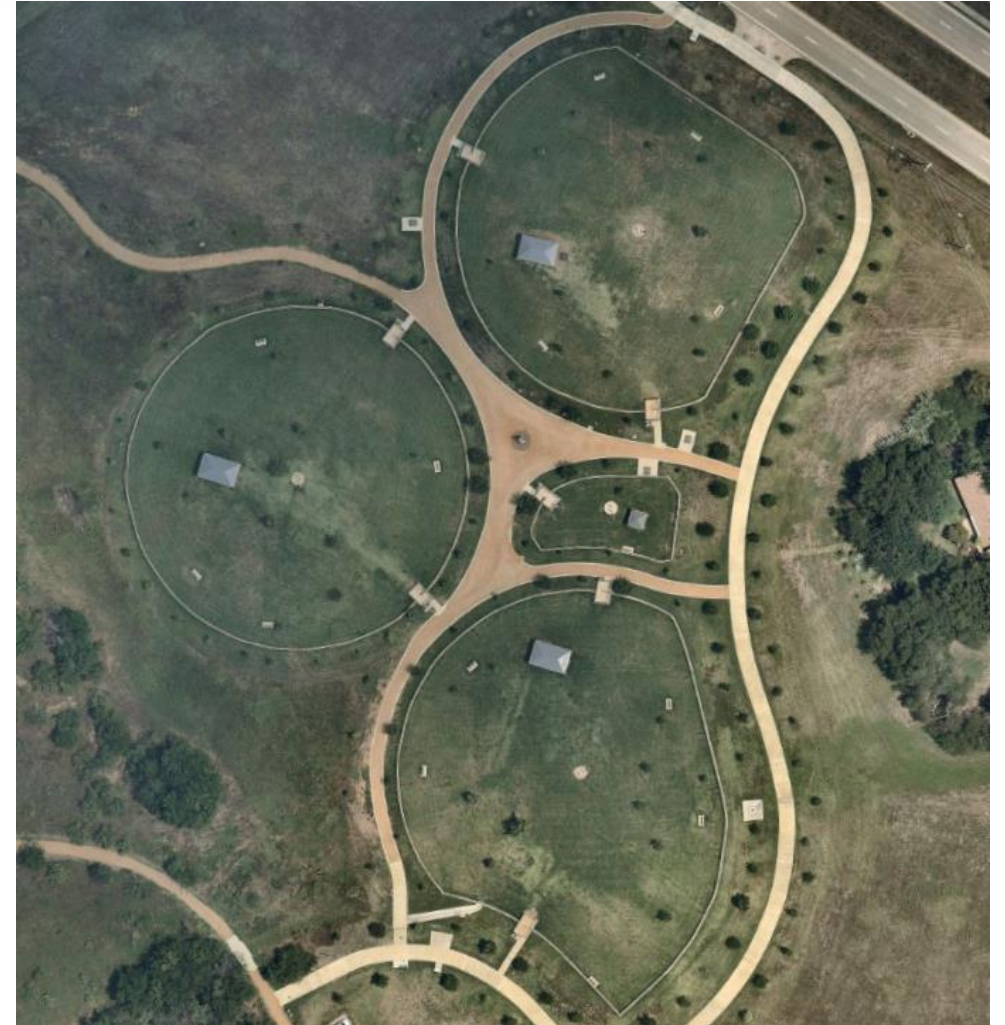


NL Dog Park – Master Plan

- Design to assist with the following:
 - Fix drainage issues (decomposed granite washout)
 - Install concrete walkways
 - Parking opportunities/collaboration with the animal shelter
 - Identify new opportunities to increase traffic
 - Ideas: Food Truck Park, Amphitheatre, etc...

Update:

- Currently at 100% design by internal engineering
- Funding to be identified



Audra Oaks Park Master Plan

- Hold community meetings
- Create master plan
- Receive community feedback
- Approve master plan

Update:

- Design contract approved by Council. Project to start this Spring/Summer.



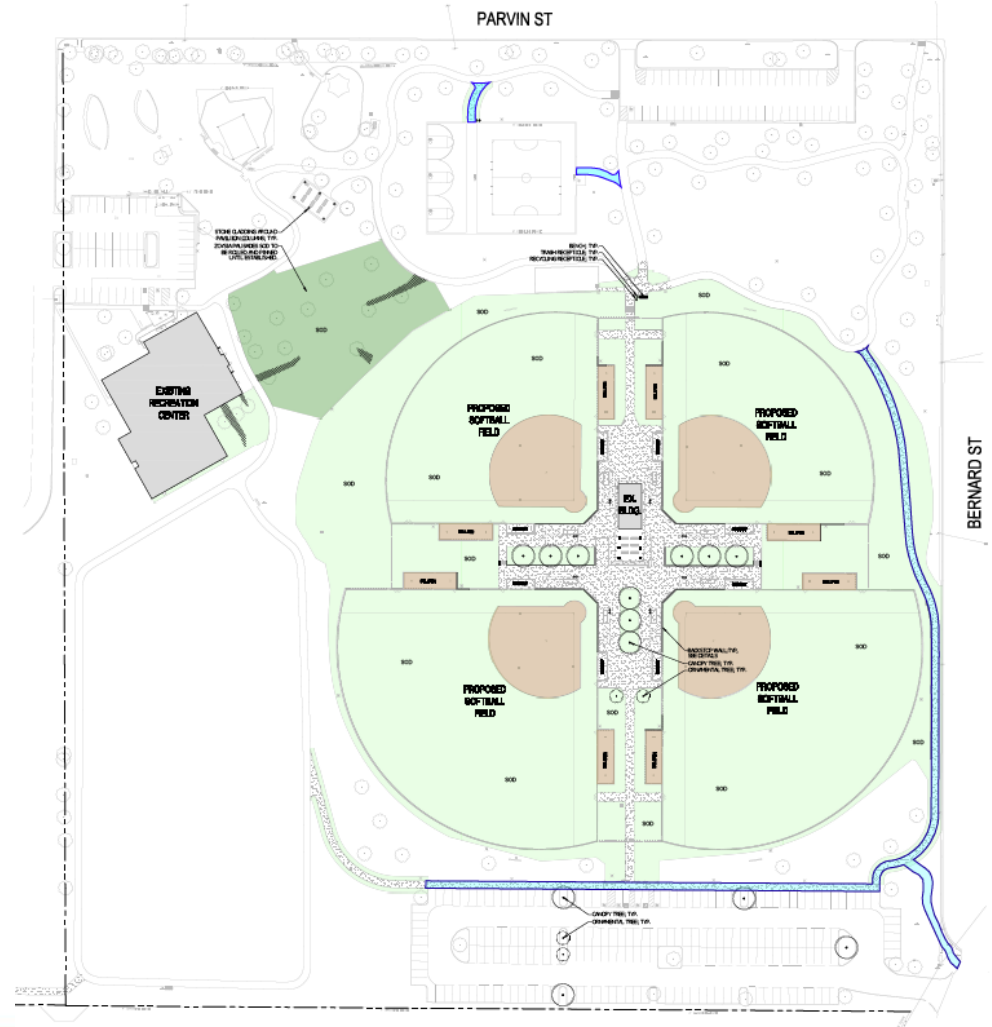
ARPA Projects – Denia Park

Scope:

- Regrade Ballfields
- Install New Irrigation
- Install New Fencing
- Install New Turfgrass
- Connect Trails
- Address ADA Compliance

Update:

- Currently between 30-60% design documents
- Expected to start construction Summer 2024



ARPA Projects – Joe Skiles Park

Scope:

- Install loop trail/fix ADA
- Regrade & new irrigation
- Renew tennis fence
- Add new pavilion
- Add 2-5 playground structure w/shade over existing
- Tree plantings

Update:

- Trail, trees, irrigation and sod installed
- Playground and pavilion under construction



ARPA Projects – Carl Young Sr. Park

- Scope:
 - Increase size of splashpad (2500 sq ft)

Update:

- Concrete, electric, equipment room completed
- Finalizing amenities
- Expected to open May 2024

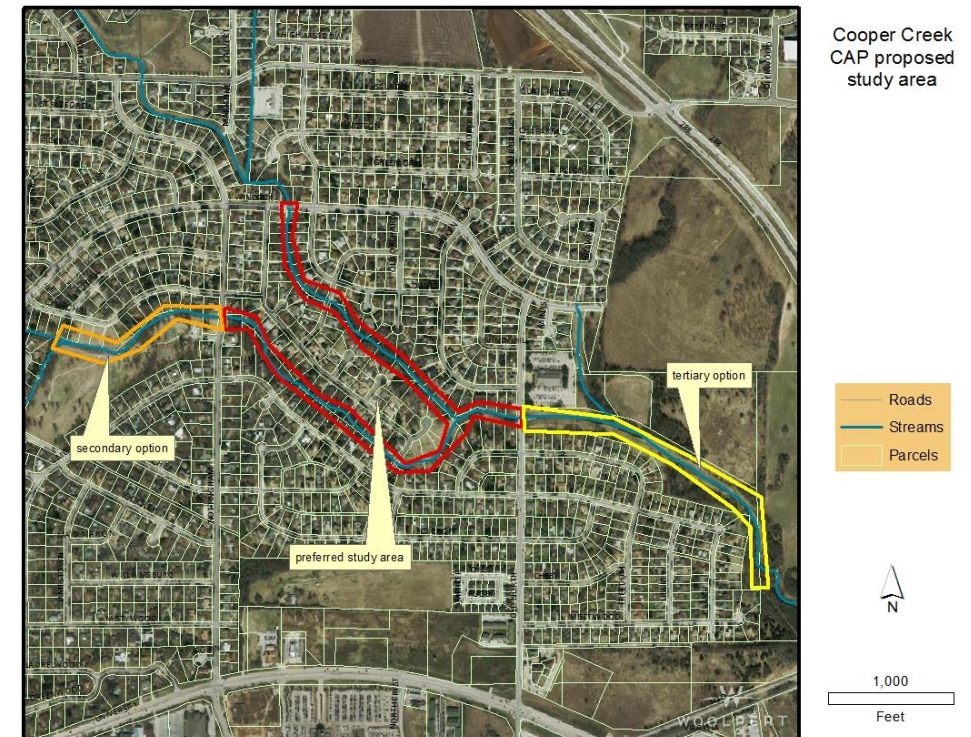


Avondale Park Stream Restoration

Severe erosion along the creek banks within the park. Plans completed.

Update:

- Construction contract approved by Council March 2023.
- Construction expected to start April 2024



South Lakes Park Adventure Trails

3-4 miles of adventure trails for off-road mountain biking

- Significant Privet infestation
- Construction occurring in phases

Update:

- Still in progress
- Added trail naming to inner-loop

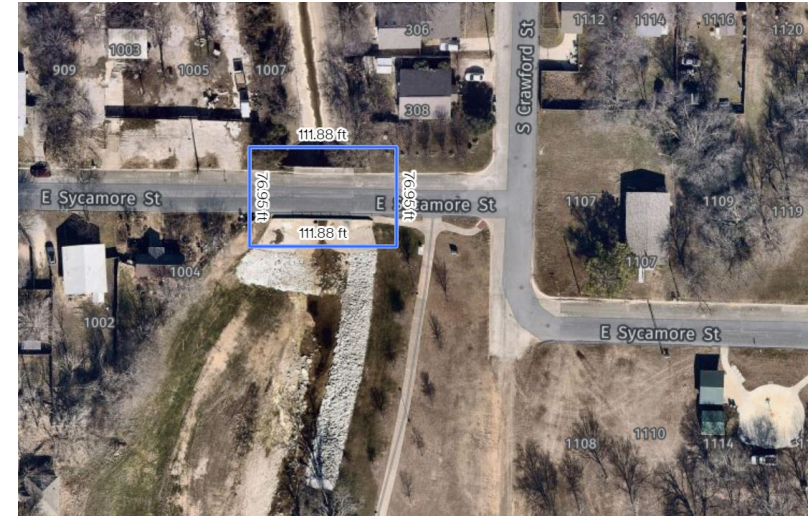


Public Art – Sycamore Bridge Mural

Theme: Vibrant monarch butterflies against a verdant background

Artist: Kirk Seese

Update: Installation of art expected to start April/May 2024



Public Art- S. Bonnie Brae Sculpture

Theme: North Texas riparian flora and fauna

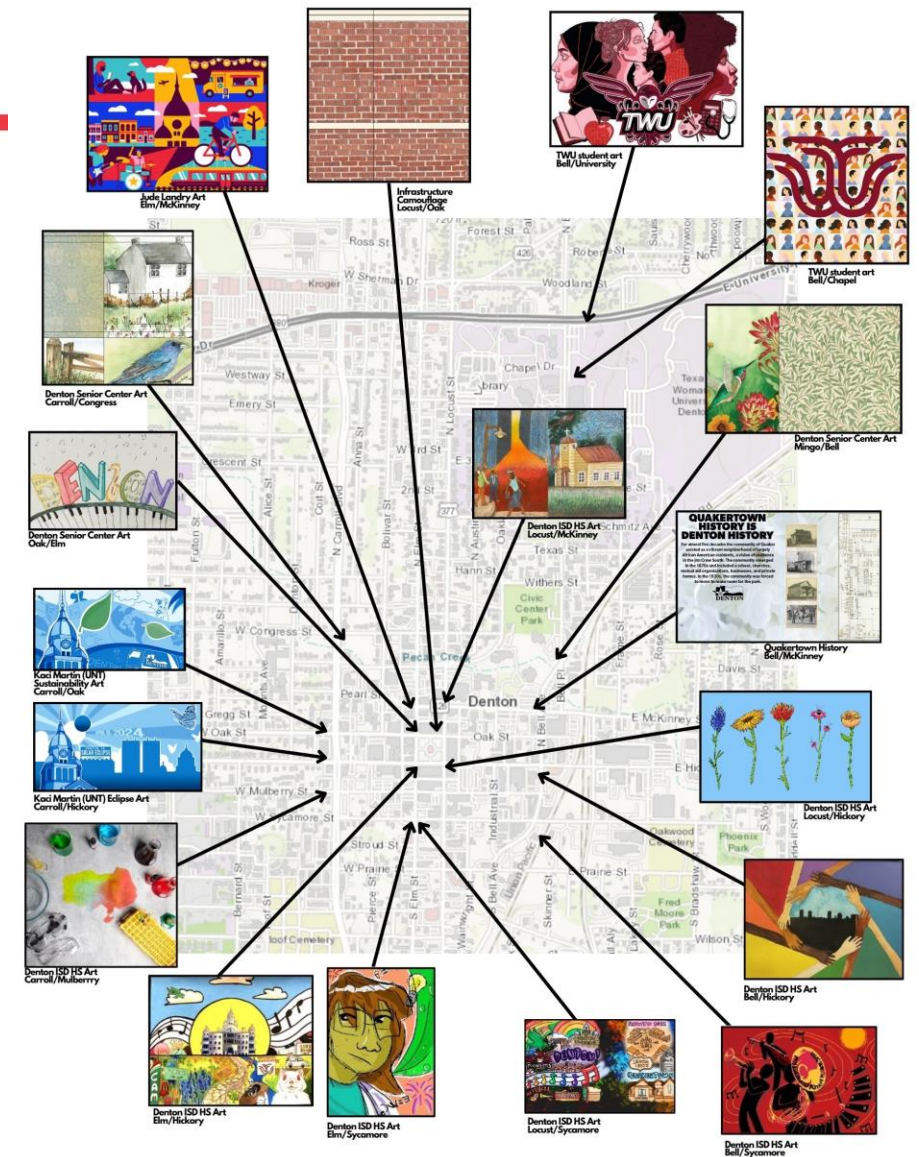
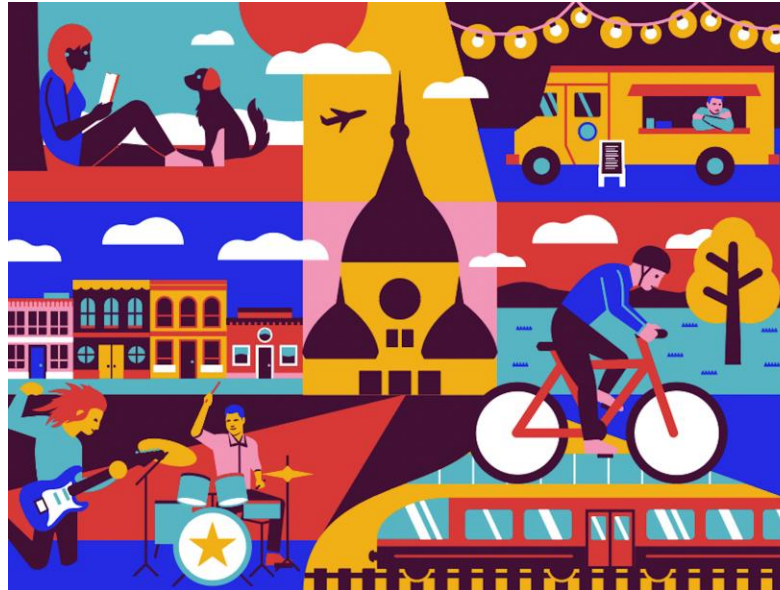
Artist: Robert Barnum

Installation expected April/May 2024



Public Art – Traffic Box Wraps

- Denton ISD, Quakertown, Senior Art, TWU wraps installed
- Staff decided to hold off on a second, collective phase of box wraps
- Staff plan to continue wrapping boxes on an individual basis
- Recent/Upcoming Additions feature art by Kaci Martin and Jude Landry



Thank you!





City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: PRB24-011, **Version:** 1

AGENDA CAPTION

Consider recommending adoption of an ordinance of the City of Denton adopting the Standards of Care for recreational care programs administered by Denton's Parks and Recreation department pursuant to Texas Human Resources Code Section 42.041(b)(14).



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Parks and Recreation

CM: Christine Taylor, Assistant City Manager

DATE: April 1, 2024

SUBJECT

Consider recommending adoption of an ordinance of the City of Denton adopting the Standards of Care for recreational care programs administered by Denton's Parks and Recreation Department pursuant to Texas Human Resources Code Section 42.041(b)(14).

BACKGROUND

Each year the Parks and Recreation Department (PARC) presents the Standards of Care to City Council for review and adoption. The Texas Department of Regulatory Services requires municipalities to adopt an ordinance annually approving a Standards of Care for specific types of programming. The Standards of Care are requirements that either meet or exceed the current State Day Care requirements and are intended to be minimum standards by which PARC will operate programs related to youth and teens. The programs operated by PARC under the Standards of Care are recreational in nature and are not daycare programs.

Senate Bill 212 was approved by the Texas Legislature during the 74th legislative session exempting recreation programs from daycare licensing if a Standards of Care is adopted. In order to be exempt, an elementary-age (ages 5-13) recreation program may be operated by the 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.

The first Standards of Care was adopted by the City Council through Ordinance 99-365. The State changed the exemption certification to include the adoption of a new ordinance each year for the Standards of Care in order to continue the exemption status. Each year PARC makes revisions and updates to the original Standards of Care.

Proposed revisions and updates to the 2024-2025 Standards of Care are listed below:

- Contact phone number for the Recreation Care Supervisor
- Camp Conquest moved from Evers Elementary School to Strickland Middle School
- Camp Journey moved from Calhoun Middle School to McMath Middle School

RECOMMENDATION

Staff recommends approval of the ordinance as adoption of the Standards of Care is necessary to operate the recreational care programs.

PRIOR ACTION/REVIEW (Council, Boards, Commissions)

On April 18, 2023, City Council approved the 2023-2024 Standards of Care under ordinance 23-532.

On April 5, 2022, City Council approved the 2022-2023 Standards of Care under ordinance 22-255.

ESTIMATED SCHEDULE OF PROJECT

A public hearing is scheduled for March 21, 2023, with the ordinance for City Council's review and approval.

EXHIBITS

Exhibit 1- Agenda Information Sheet

Exhibit 2- Ordinance

Exhibit 3- City of Denton Parks and Recreation Standards of Care 2024-2025 (redline)

Exhibit 4- City of Denton Parks and Recreation Standards of Care 2024-2025 (clean)

Respectfully submitted:
Gary Packan
Director of Parks and Recreation

Prepared by:
Megan Thomas
Parks and Recreation, Program Area Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF DENTON ADOPTING STANDARDS OF CARE FOR RECREATIONAL CARE PROGRAMS ADMINISTERED BY DENTON’S PARKS AND RECREATION DEPARTMENT PURSUANT TO TEXAS HUMAN RESOURCES CODE SECTION 42.041(b)(14); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Denton (the “City”) recognizes many children of school age need an organized program for recreational activities after the end of the school day and for other non-school days; and

WHEREAS, the City, through its Parks and Recreation Department, proposes to operate after school programs and summer camps for children to be operated at city recreational centers and schools of the Denton Independent School District; and

WHEREAS, the City must adopt Standards of Care for these recreational programs pursuant to Section 42.041 (b)(14) of the Texas Human Resources Code; and

WHEREAS, the City has formulated a Standards of Care, attached and incorporated to this ordinance that at a minimum includes staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the local standards; and further provides for notifying parents that the program is not licensed by the state and that the program may not be advertised as a day care facility; and

WHEREAS, on the _____ day of _____, 2024, the City held a public hearing on the above Standards of Care as required by Section 42.041(b)(14) of the Texas Human Resources Code; NOW THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The recitals in the preamble of this ordinance are incorporated into the body of this ordinance.

SECTION 2. The City adopts the Standards of Care for Recreational Care Programs pursuant to Section 42.041 (b)(14) of the Texas Human Resources Code which is attached as Exhibit 3 and incorporated herein.

SECTION 3. This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by _____ and seconded by _____; the ordinance was passed and approved by the following vote [____ - ____]:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Paul Meltzer, District 3:	_____	_____	_____	_____
Joe Holland, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Chris Watts, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the _____ day of _____, 2024.

GERARD HUDSPETH, MAYOR

ATTEST:
JESSE SALAZAR, CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY



BY: _____



City of Denton Parks and Recreation Standards of Care

~~2023-2024~~

2024-2025

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9. Coordinator Responsibilities	<u>6+0</u>
10. Program Employee Qualifications	<u>6+0</u>
11. Program Employee/Staff Responsibilities	<u>7+1</u>
12. Training/Orientation.....	<u>7+1</u>
OPERATIONS.....	<u>7+2</u>
13. Staff-Participant Ratio.....	<u>7+2</u>
14. Discipline	<u>8+2</u>
15. Programming	<u>8+2</u>
16. Communication	<u>8+3</u>
17. Transportation	<u>9+4</u>
18. Volunteers	<u>9+4</u>
FACILITY STANDARDS	<u>9+4</u>
19. Safety.....	<u>9+4</u>
20. Fire	<u>10+5</u>
21. Health	<u>10+6</u>

Any questions related to Standards of Care should be addressed to the Rec Care Supervisor at (940) 349-~~8730~~**8742**.

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CITY OF DENTON PARKS AND RECREATION STANDARDS OF CARE

The following Standards of Care have been adopted by the City Council of the City of Denton, Texas to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. The Standards of Care are intended to be minimum standards by which the City of Denton Parks and Recreation Department will operate the City's Recreational Care (Rec Care) Programs. The programs listed in this Standards of Care are recreational in nature and are not licensed daycare programs or childcare programs. The City of Denton's rec care/camp programs are exempt from licensing under Texas Administrative Code 745.115(3).

GENERAL ADMINISTRATION

1. ORGANIZATION

- A. The governing body of the City of Denton Parks and Recreation Programs is the City of Denton City Council.
- B. Implementation of the Rec Care Programs Standards of Care is the responsibility of the Parks and Recreation Department Director and Departmental employees.
- C. Rec Care Programs ("Program") to which these Standards of Care will apply include
 - o After School Action Site
 - o Holiday Break Camps
 - o Spring Break Camps
 - o Kids Day Off and Teens' Day Off
 - o Camp Discovery (MLK Jr. Rec Center)
 - o Camp Conquest (~~Evers Elementary~~ Strickland Middle School)
 - o Camp Journey (~~Calhoun~~ McMath Middle School)
 - o Camp Voyage (Borman Elementary)
 - o Camp Exploration (Denton Civic Center)
 - o Super Kids (McMath Middle School)
 - o Teen Summer Camp (Denia Rec Center)

Each Rec Care Program site will have available for public and staff review, a current copy of the Standards of Care.

- D. Parents of participants will be provided the website address of where a current copy of the Standards of Care is located.
- E. Criminal background checks will be conducted on prospective employees. No person with conviction, or who is under indictment, or is the subject of an official criminal complaint alleging violation of any of the crimes listed in the Texas Department of Protective and Regulatory Service's Day Care Center Minimum Standards and Guidelines Appendix II as same may be amended or a felony violation of the Texas Controlled Substance Act may be present while children are in care. An example of current Appendix II is attached as Exhibit A.

2. DEFINITIONS

- A. City: City of Denton.

- B. City Council: City Council of the City of Denton.
- C. Department: Parks and Recreation Department of the City of Denton.
- D. Rec Care Programs or Program: City of Denton Rec Care Programs consisting of After School Action Site, Holiday Break Camps, Spring Break Camps, Kids' Day Off, Teens' Day Off, Camp Discovery, Camp Conquest, Camp Journey, Camp Voyage, Camp Exploration, Super Kids and Teen Summer Camp programs.
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to City of Denton Programs.
- F. Director: City of Denton Parks and Recreation Department Director or his or her designee.
- G. Program Manager: City of Denton Parks and Recreation Department full-time manager who has been assigned administrative responsibility for City of Denton Rec Care Programs.
- H. Recreation Supervisor or Coordinator: City of Denton Parks and Recreation Department full-time employee who has been assigned responsibility to implement the City's Rec Care Programs.
- I. Program Site: Area and facilities where City of Denton Rec Care Programs are held consisting of Denton Civic Center, Martin Luther King Recreation Center, Denia Recreation Center, North Lakes Recreation Center, Borman Elementary, Calhoun Middle School, Strickland Middle School, and McMath Middle School.
- J. Participant: A youth/teen whose parent(s) have completed all required registration procedures and determined to be eligible for a City of Denton Rec Care Program.
- K. Parent(s): This term will be used to represent one or both parent(s) or adults who have legal custody and authority to enroll their child(ren)/teen(s) in City of Denton Rec Care Programs.
- L. Program Employee(s), Employee(s) or Staff: Term used to describe people who have been hired to work for the City of Denton and have assigned responsibility for managing, administering, or implementing some portion of the City of Denton Rec Care Programs.

3. INSPECTIONS/MONITORING/ENFORCEMENT

- A. A monthly inspection report will be initiated by the Supervisor or Coordinator of each Program to confirm the Standards of Care are being adhered to.
 - i. Inspection reports will be kept on record for at least three years.
 - ii. The Recreation Supervisor will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- B. The Recreation Supervisor or Coordinators - will make visual inspections of the Program based on the following schedule:
 - i. Each After School Program site will be inspected bimonthly.
 - ii. The Holiday & Spring Break Camp Program will be inspected once during its holiday schedule; and Camp Exploration, Camp Voyage, Camp Discovery, Camp Conquest, Camp Journey, and Super Kids will be inspected twice during the summer break.
 - iii. Teen Camp Program will be inspected once during the summer break.
 - iv. The Kids' Day Off and Teens' Day Off will be inspected two times a year.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the

Recreation Supervisor. The Recreation Supervisor will be responsible to take 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. Serious complaints regarding enforcement of the Standards of Care will be addressed by the Program Manager and the complaint and resolution will be noted.

4. ENROLLMENT

- A. Before a child is enrolled, a parent must sign registration forms containing the child's:
 - i. name, address, home telephone number, email address;
 - ii. name and address of parents and telephone number during Program hours;
 - iii. the names of people to whom the child can be released;
 - iv. a statement of any special concerns, needs, or behavioral matters the child may have;
 - v. emergency medical authorization;
 - vi. proof of residency when appropriate; and
 - vii. a liability waiver.

5. SUSPECTED ABUSE

- A. Recreation Staff are mandated by law to report suspected child abuse or neglect in accordance with the Texas Family Code and to cooperate with authorities in investigating any suspected abuse or neglect. Any incidents requiring a report to CPS will also be reported to the Denton Police Department.

STAFFING - RESPONSIBILITIES AND TRAINING

6. REC CARE SUPERVISOR ("SUPERVISOR") QUALIFICATIONS

- A. Supervisor will be full-time, professional employees of the City of Denton Parks and Recreation Department and will be required to have all Program Employee or Coordinator qualifications as outlined in Section 10 of the document.
- B. Supervisor must be at least 21 years old.
- C. Supervisor must have a bachelor's degree from an accredited college or University or at least five (5) years of direct supervision of recreational activities related to children ages 4-15 years of age. Acceptable degrees include:
 - i. Recreation Administration or General Recreation;
 - ii. Physical Education; and
 - iii. Any other comparable degree plan that would lend itself to working in a public recreation environment.
- D. Supervisor must have five years of experience planning and implementing recreational activities.
- E. Supervisor must pass a background investigation including testing for illegal substances.
- F. Supervisor must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross standards. The supervisor must also complete a course in Defensive Driving.
- G. Supervisor must complete 10 hours of childcare training per calendar year.

7. SUPERVISOR'S RESPONSIBILITIES

- A. Supervisors are responsible for administering the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Supervisors are responsible to recommend for hire, supervise, and evaluate Specialist, Coordinators and Leaders.
- C. Supervisors are responsible to plan, implement, and evaluate programs.

8. PROGRAM COORDINATOR ("COORDINATOR") QUALIFICATIONS

- A. Coordinator(s) will be full-time, professional employees of the City of Denton Parks and Recreation Department and will be required to have all Program Leader or Specialist qualifications as outlined in Section 10 of the document except for section 10A.
- B. Coordinator must have two years of experience planning and implementing recreational activities.
- C. Coordinators must complete 8 hours of childcare training per calendar year. Training must be completed prior to their start date of childcare programs and completed on an annual basis.

9. COORDINATOR RESPONSIBILITIES

- A. Coordinators are responsible to assist in the administration of the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Coordinators are responsible to assist in the recommendation for hiring, supervising, and evaluating Specialist and Leaders.
- C. Coordinators are responsible to assist in the planning, implementing, and evaluating programs.
- D. Coordinator's will be required to provide all Program Leader or Specialist responsibilities as outlined in Section 11 of the document.

10. PROGRAM EMPLOYEE QUALIFICATIONS

- A. Program employees will be part-time or temporary employees of the Parks and Recreation Department.
- B. Program employees working with children must be age 18 or older.
- C. Program employees should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- D. Program employees must relate to children with courtesy, respect, tolerance, and patience.
- E. Program employees must have successfully completed a course in first aid, CPR, and AED training based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.
- F. Program employees must pass a background investigation including testing for illegal

substances.

- G. Program employees must complete 8 hours of childcare training per calendar year. Training must be completed prior to the program employees' start date of childcare programs and completed on an annual basis.

11. PROGRAM EMPLOYEE/STAFF RESPONSIBILITIES

- A. Program employees will be responsible to provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- B. Program employees will be responsible to know and follow all City, Departmental, and Program standards, policies, and procedures that apply to City of Denton Rec Care Programs.
- C. Program employees must ensure that participants are released only to a parent, or an adult designated by the parent. All Program sites will have a copy of the Department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the Specialist and Leader.

12. TRAINING/ORIENTATION

- A. The Department is responsible for providing training and orientation to employees in working with children and for specific job responsibilities. Supervisors and Coordinators will provide each program employee with a program manual specific to each Rec Care Program. Online childcare training may be completed in lieu of departmental training for 3 hours of the required 8 hours per year.
- B. Program employees must be familiar with the Standards of Care for Rec Care Program operation as adopted by the City Council.
- C. Program employees must be familiar with the Program's policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- D. Program employees will be trained in appropriate procedures to handle emergencies.
- E. Program employees will be trained in areas including City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, child development, and organization.
- F. Program employees will be required to sign an acknowledgment that they received the required training.

OPERATIONS

13. STAFF-PARTICIPANT RATIO

- A. In a City of Denton Rec Care Program, the standard ratio of participants to Program employees will be 17 to 1. In the event a Program 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 problems as identified by the participant's parent(s) during the registration process.

14. DISCIPLINE

- A. Program employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
- B. There must be no cruel or harsh punishment or treatment.
- C. Program employees may use brief, supervised separation from the group if necessary.
- 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 significant number and/or severe nature of discipline reports as detailed in the Program Manual may result in the participant being suspended from the Program.
- F. In instances where there is a danger to participants or Program employees, offending participants will be removed from the Program site as soon as possible.

15. PROGRAMMING

- A. Program employees will attempt to provide activities for each group according to the participants' ages, 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 that indoor and outdoor times include:
 - i. alternating active and passive activities;
 - ii. opportunity for individual and group activities; and
 - iii. outdoor time each day weather permits.
- C. Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the Program.
 - i. During trips, Program employees supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
 - ii. Program employees must have a written list of the participants in the group and must check the roll frequently.
 - iii. Program employees must have first aid supplies and a guide to first aid and emergency care available on field trips.

16. COMMUNICATION

- A. Each Program employee will have the option to use their own cell phone device or use a city provided cell phone to allow the Program employees to be contacted by Parks and Recreation personnel, and for use in contacting the Supervisor, Coordinator, or making emergency calls.
- B. The Supervisor or Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
 - i. Denton ambulance or emergency medical services;
 - ii. City of Denton Police Department;
 - iii. City of Denton Fire Department;

- iv. Civic Center, Recreation Centers, Clear Creek Natural Heritage Center, Calhoun Middle School, Evers Park Elementary School, and McMath Middle School;
- v. Numbers at which parents may be reached; and
- vi. The telephone number for the site itself.

17. TRANSPORTATION

- A. Before a participant may be transported to and from city-sponsored activities, a City waiver form, completed by the parent of the participant, must be filed.
- B. First aid supplies will be available in all Program vehicles that transport children.
- C. All children must be securely seated in the appropriate safety seat/booster based on state child safety laws.
- D. All vehicles used for transporting participants must have available a 6-BC portable fire extinguisher which will be installed in the passenger compartment of the vehicle and must be accessible to the adult occupants.

18. VOLUNTEERS

- A. The City of Denton accepts volunteers from AmeriCorps, Foster Grandparents and other similar organizations
- B. Volunteers are not included in ratio counts
- C. Volunteers Requirements
 - i. Pass City background check
 - ii. Wear volunteer identification
 - iii. Receive site-specific training
 - iv. Volunteer under the supervision of City staff

FACILITY STANDARDS

19. SAFETY

- A. Program employees will visually 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 of the participants.
- C. Program equipment and supplies must be safe for the participants' use.
- D. Program employees must have first aid supplies readily available in a designated area at each site, during transportation to an off-site activity, and for the duration of any off-site activity.
- E. Program air conditioners, electric fans, and heaters must be mounted out of participants' reach or have safeguards that keep participants from being injured.
- F. Program porches and platforms more than 30 inches above the ground must be equipped with railings participants can reach.
- G. All swing seats at Program sites must be constructed of durable, lightweight, relatively pliable material.
- H. Program employees must have first aid supplies readily available to staff in a designated

location.

20. FIRE

- A. In case of fire, danger of fire, explosion, or other emergency, Program employees' first priority is to evacuate the participants to a designated safe area.
- 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 Program Manager who will review and establish deadlines and criteria for compliance.
- C. Each site must have at least one fire extinguisher approved by the Fire Marshal readily available to all employees. The fire extinguisher is to be inspected monthly by the camp supervisors or counselors; All Program employees will be trained in the proper use of fire extinguishers.
- D. Fire drills will be initiated at Program sites based on the following schedule:
 - i. After School Program: A fire drill once every three months.
 - ii. Spring Break Camp and Holiday Camp: A fire drill once during the session.
 - iii. Camp Exploration, Camp Voyage, Camp Discovery, Camp Conquest, and Super Kids: A fire drill twice during the session.
 - iv. Teen Camp and Counselors in Training: A fire drill once during the session.

21. HEALTH

- A. Illness or Injury
 - i. Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
 - ii. A participant whose illness poses a potential health or safety concern to other participants or employees will not be admitted to the Program.
 - iii. Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program manual.
 - iv. Program 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:
 - i. Parent(s) complete and sign a medication form that provides authorization for employee to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the City.
 - ii. Prescription medications are in the original containers labeled with the child's name, a current date, directions, and the physician's name. Program employees will administer the medication only as stated on the label. Program employees will not administer medication after the expired date.
 - iii. Nonprescription medications are labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. Program employees will only administer nonprescription medications if a doctor's note is provided and only according to label direction.
 - iv. Medication dispensed will be limited to routine oral ingestion not requiring special

knowledge or skills on the part of Program employees.

- v. Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.
- vi. Children who may require epi-pen injections due to severe allergic reactions must complete an Anaphylaxis Emergency Action Plan (AEAP) before their child starts the program. Program employees will administer the epi-pen in case of emergency based on the instructions stated on the AEAP.

C. Toilet Facilities

- i. The Program site will have inside toilets located and equipped so children can use them independently and Program employees can supervise as needed.
- ii. There must be one (1) flush toilet for every 30 children. Urinals may be counted in the ratio of toilets to children, but they must not exceed 50% of the total number of toilets.
- iii. An appropriate and adequate number of lavatories will be provided.

D. Sanitation

- i. The Program facilities must have adequate light, ventilation, and heat.
- ii. The Program 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.
- iii. Program employees must see that garbage is removed from buildings daily.



City of Denton Parks and Recreation Standards of Care 2024-2025

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Any questions related to Standards of Care should be addressed to the Rec Care Supervisor at (940) 349-8742.

CITY OF DENTON PARKS AND RECREATION STANDARDS OF CARE

The following Standards of Care have been adopted by the City Council of the City of Denton, Texas to comply with Senate Bill 212 as approved by the Texas Legislature during the 74th legislative session. The Standards of Care are intended to be minimum standards by which the City of Denton Parks and Recreation Department will operate the City's Recreational Care (Rec Care) Programs. The programs listed in this Standards of Care are recreational in nature and are not licensed daycare programs or childcare programs. The City of Denton's rec care/camp programs are exempt from licensing under Texas Administrative Code 745.115(3).

GENERAL ADMINISTRATION

1. ORGANIZATION

- A. The governing body of the City of Denton Parks and Recreation Programs is the City of Denton City Council.
- B. Implementation of the Rec Care Programs Standards of Care is the responsibility of the Parks and Recreation Department Director and Departmental employees.
- C. Rec Care Programs ("Program") to which these Standards of Care will apply include
 - After School Action Site
 - Holiday Break Camps
 - Spring Break Camps
 - Kids Day Off and Teens' Day Off
 - Camp Discovery (MLK Jr. Rec Center)
 - Camp Conquest (McMath Middle School)
 - Camp Journey (Calhoun Middle School)
 - Camp Voyage (Borman Elementary)
 - Camp Exploration (Denton Civic Center)
 - Super Kids (McMath Middle School)
 - Teen Summer Camp (Denia Rec Center)

Each Rec Care Program site will have available for public and staff review, a current copy of the Standards of Care.

- D. Parents of participants will be provided the website address of where a current copy of the Standards of Care is located.
- E. Criminal background checks will be conducted on prospective employees. No person with conviction, or who is under indictment, or is the subject of an official criminal complaint alleging violation of any of the crimes listed in the Texas Department of Protective and Regulatory Service's Day Care Center Minimum Standards and Guidelines Appendix II as same may be amended or a felony violation of the Texas Controlled Substance Act may be present while children are in care. An example of current Appendix II is attached as Exhibit A.

2. DEFINITIONS

- A. City: City of Denton.

- B. City Council: City Council of the City of Denton.
- C. Department: Parks and Recreation Department of the City of Denton.
- D. Rec Care Programs or Program: City of Denton Rec Care Programs consisting of After School Action Site, Holiday Break Camps, Spring Break Camps, Kids' Day Off, Teens' Day Off, Camp Discovery, Camp Conquest, Camp Journey, Camp Voyage, Camp Exploration, Super Kids and Teen Summer Camp programs.
- E. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to City of Denton Programs.
- F. Director: City of Denton Parks and Recreation Department Director or his or her designee.
- G. Program Manager: City of Denton Parks and Recreation Department full-time manager who has been assigned administrative responsibility for City of Denton Rec Care Programs.
- H. Recreation Supervisor or Coordinator: City of Denton Parks and Recreation Department full-time employee who has been assigned responsibility to implement the City's Rec Care Programs.
- I. Program Site: Area and facilities where City of Denton Rec Care Programs are held consisting of Denton Civic Center, Martin Luther King Recreation Center, Denia Recreation Center, North Lakes Recreation Center, Borman Elementary, Strickland Middle School, and McMath Middle School.
- J. Participant: A youth/teen whose parent(s) have completed all required registration procedures and determined to be eligible for a City of Denton Rec Care Program.
- K. Parent(s): This term will be used to represent one or both parent(s) or adults who have legal custody and authority to enroll their child(ren)/teen(s) in City of Denton Rec Care Programs.
- L. Program Employee(s), Employee(s) or Staff: Term used to describe people who have been hired to work for the City of Denton and have assigned responsibility for managing, administering, or implementing some portion of the City of Denton Rec Care Programs.

3. INSPECTIONS/MONITORING/ENFORCEMENT

- A. A monthly inspection report will be initiated by the Supervisor or Coordinator of each Program to confirm the Standards of Care are being adhered to.
 - i. Inspection reports will be kept on record for at least three years.
 - ii. The Recreation Supervisor will review the report and establish deadlines and criteria for compliance with the Standards of Care.
- B. The Recreation Supervisor or Coordinators - will make visual inspections of the Program based on the following schedule:
 - i. Each After School Program site will be inspected bimonthly.
 - ii. The Holiday & Spring Break Camp Program will be inspected once during its holiday schedule; and Camp Exploration, Camp Voyage, Camp Discovery, Camp Conquest, Camp Journey, and Super Kids will be inspected twice during the summer break.
 - iii. Teen Camp Program will be inspected once during the summer break.
 - iv. The Kids' Day Off and Teens' Day Off will be inspected two times a year.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the

Recreation Supervisor. The Recreation Supervisor will be responsible to take 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. Serious complaints regarding enforcement of the Standards of Care will be addressed by the Program Manager and the complaint and resolution will be noted.

4. ENROLLMENT

- A. Before a child is enrolled, a parent must sign registration forms containing the child's:
 - i. name, address, home telephone number, email address;
 - ii. name and address of parents and telephone number during Program hours;
 - iii. the names of people to whom the child can be released;
 - iv. a statement of any special concerns, needs, or behavioral matters the child may have;
 - v. emergency medical authorization;
 - vi. proof of residency when appropriate; and
 - vii. a liability waiver.

5. SUSPECTED ABUSE

- A. Recreation Staff are mandated by law to report suspected child abuse or neglect in accordance with the Texas Family Code and to cooperate with authorities in investigating any suspected abuse or neglect. Any incidents requiring a report to CPS will also be reported to the Denton Police Department.

STAFFING - RESPONSIBILITIES AND TRAINING

6. REC CARE SUPERVISOR ("SUPERVISOR") QUALIFICATIONS

- A. Supervisor will be full-time, professional employees of the City of Denton Parks and Recreation Department and will be required to have all Program Employee or Coordinator qualifications as outlined in Section 10 of the document.
- B. Supervisor must be at least 21 years old.
- C. Supervisor must have a bachelor's degree from an accredited college or University or at least five (5) years of direct supervision of recreational activities related to children ages 4-15 years of age. Acceptable degrees include:
 - i. Recreation Administration or General Recreation;
 - ii. Physical Education; and
 - iii. Any other comparable degree plan that would lend itself to working in a public recreation environment.
- D. Supervisor must have five years of experience planning and implementing recreational activities.
- E. Supervisor must pass a background investigation including testing for illegal substances.
- F. Supervisor must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either American Heart Association or American Red Cross standards. The supervisor must also complete a course in Defensive Driving.
- G. Supervisor must complete 10 hours of childcare training per calendar year.

7. SUPERVISOR'S RESPONSIBILITIES

- A. Supervisors are responsible for administering the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Supervisors are responsible to recommend for hire, supervise, and evaluate Specialist, Coordinators and Leaders.
- C. Supervisors are responsible to plan, implement, and evaluate programs.

8. PROGRAM COORDINATOR ("COORDINATOR") QUALIFICATIONS

- A. Coordinator(s) will be full-time, professional employees of the City of Denton Parks and Recreation Department and will be required to have all Program Leader or Specialist qualifications as outlined in Section 10 of the document except for section 10A.
- B. Coordinator must have two years of experience planning and implementing recreational activities.
- C. Coordinators must complete 8 hours of childcare training per calendar year. Training must be completed prior to their start date of childcare programs and completed on an annual basis.

9. COORDINATOR RESPONSIBILITIES

- A. Coordinators are responsible to assist in the administration of the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Coordinators are responsible to assist in the recommendation for hiring, supervising, and evaluating Specialist and Leaders.
- C. Coordinators are responsible to assist in the planning, implementing, and evaluating programs.
- D. Coordinator's will be required to provide all Program Leader or Specialist responsibilities as outlined in Section 11 of the document.

10. PROGRAM EMPLOYEE QUALIFICATIONS

- A. Program employees will be part-time or temporary employees of the Parks and Recreation Department.
- B. Program employees working with children must be age 18 or older.
- C. Program employees should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- D. Program employees must relate to children with courtesy, respect, tolerance, and patience.
- E. Program employees must have successfully completed a course in first aid, CPR, and AED training based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.
- F. Program employees must pass a background investigation including testing for illegal

substances.

- G. Program employees must complete 8 hours of childcare training per calendar year. Training must be completed prior to the program employees' start date of childcare programs and completed on an annual basis.

11. PROGRAM EMPLOYEE/STAFF RESPONSIBILITIES

- A. Program employees will be responsible to provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- B. Program employees will be responsible to know and follow all City, Departmental, and Program standards, policies, and procedures that apply to City of Denton Rec Care Programs.
- C. Program employees must ensure that participants are released only to a parent, or an adult designated by the parent. All Program sites will have a copy of the Department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the Specialist and Leader.

12. TRAINING/ORIENTATION

- A. The Department is responsible for providing training and orientation to employees in working with children and for specific job responsibilities. Supervisors and Coordinators will provide each program employee with a program manual specific to each Rec Care Program. Online childcare training may be completed in lieu of departmental training for 3 hours of the required 8 hours per year.
- B. Program employees must be familiar with the Standards of Care for Rec Care Program operation as adopted by the City Council.
- C. Program employees must be familiar with the Program's policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- D. Program employees will be trained in appropriate procedures to handle emergencies.
- E. Program employees will be trained in areas including City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, child development, and organization.
- F. Program employees will be required to sign an acknowledgment that they received the required training.

OPERATIONS

13. STAFF-PARTICIPANT RATIO

- A. In a City of Denton Rec Care Program, the standard ratio of participants to Program employees will be 17 to 1. In the event a Program 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 problems as identified by the participant's parent(s) during the registration process.

14. DISCIPLINE

- A. Program employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
- B. There must be no cruel or harsh punishment or treatment.
- C. Program employees may use brief, supervised separation from the group if necessary.
- 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.
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City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: PRB24-014, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction regarding the May 6, 2024, Parks, Recreation and Beautification Board meeting and scheduled tour.



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Parks and Recreation

ACM: Christine Taylor, City Manager

DATE: April 1, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the May 6, 2024, Parks, Recreation and Beautification Board meeting and scheduled tour.

BACKGROUND

Traditionally, the Parks and Recreation Department (PARC) provides an annual tour of parks and facilities for the Parks, Recreation and Beautification Board. The annual tour of park facilities is scheduled for May 6, 2024. Check-in is 1pm at the Denton Civic Center (321 E McKinney, Denton, TX 76201).

Updates will be given to the Parks, Recreation and Beautification Board regarding:

- Park Planning and Development
- Leisure Service Programs
- Park Maintenance Operations

Proposed Tour Locations and Stops (Depart Civic Center at 1:00 p.m.)

- Joya at Oran Good Park, Farmers Branch, TX
- Terrell Rec Center, Allen, TX
- The Cove at the Lakefront, Little Elm, TX
- Thrive Recreation Center, Lewisville, TX
- Frisco Senior Center, Frisco, TX

RECOMMENDATION

N/A

ESTIMATED SCHEDULE OF PROJECT

N/A

OPERATIONAL IMPACT

N/A

FISCAL INFORMATION

N/A

EXHIBITS

Exhibit 1- Agenda Information Sheet

Respectfully submitted:

Prepared by:
Robin Hill, Parks and Recreation



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Legislation Text

File #: PRB24-015, **Version:** 1

AGENDA CAPTION

Receive a report, hold a discussion, and give staff direction regarding the 2024-2026 Subsidy and Resource Allocation Plan for the Parks and Recreation Department.



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Parks and Recreation

ACM: Christine Taylor, Assistant City Manager

DATE: April 1, 2024

SUBJECT

Receive a report, hold a discussion, and give staff direction regarding the 2024-2026 Subsidy and Resource Allocation Plan for the Parks and Recreation Department.

BACKGROUND

The Parks and Recreation Department utilizes a cost recovery model and policy serving as the framework for future planning, budgeting, pricing and resource allocation. The goals of the cost recovery model are to:

- Educate and orient staff about the cost recovery philosophy
- To provide a foundation for decision making that is fair and equitable to the tax paying community and individual users of programs and services
- To provide an efficient and effective business tool

The first study was completed in November 2019 and Council adopted the Subsidy and Resource Allocation Policy on March 3, 2020.

A second study was conducted with consultants from 110% Inc. The company's "Smart Approach to Cost Recovery" aligns subsidy and resource allocation with how each program category serves the common good vs. the individual user. A series of workshops included staff from varying levels of the department to increase understanding and buy-in of the cost recovery model. Additionally, a workshop was held with the Parks, Recreation and Beautification Board to provide further understanding of the methodology. Results from this study were shared with the Finance Department for additional feedback. The 2021-2023 model was adopted with Park Board input in July 2021.

During the Fall of 2023, Parks and Recreation staff reviewed the cost recovery continuum and updated all program budget allocations. This review is planned to be completed on a 3-year cycle. The process and updates were shared and discussed with the Finance Department for consideration.

OPTIONS

Recommend approval of the 2024-2026 Subsidy and Resource Allocation Plan, recommend with edits or decide not to move forward with the proposed plan.

RECOMMENDATION

Staff recommends approval.

PRIOR ACTION/REVIEW (Council, Boards, Commissions)

Feb 3, 2020: Parks, Recreation and Beautification Board recommended approval of the adoption of the Subsidy and Resource Allocation Policy for the Parks and Recreation Department with a (7-0) vote.

Mar. 3, 2020: City Council approved Resolution 20-288 adopting the Subsidy and Resource Allocation Policy for the Parks and Recreation Department with a (5-0) vote.

EXHIBITS

Exhibit 1- Agenda Information Sheet

Exhibit 2- Presentation

Exhibit 3- Denton PARD Subsidy and Resource Allocation Strategy Continuum 2024-2026

Exhibit 4- Denton PARD Service Categories 2024-2026

Exhibit 5- Resolution 20-288 Subsidy and Resource Allocation Policy

Respectfully submitted:

Gary Packan

Director of Parks and Recreation

Prepared by:

Megan Thomas

Program Area Manager, Parks and Recreation

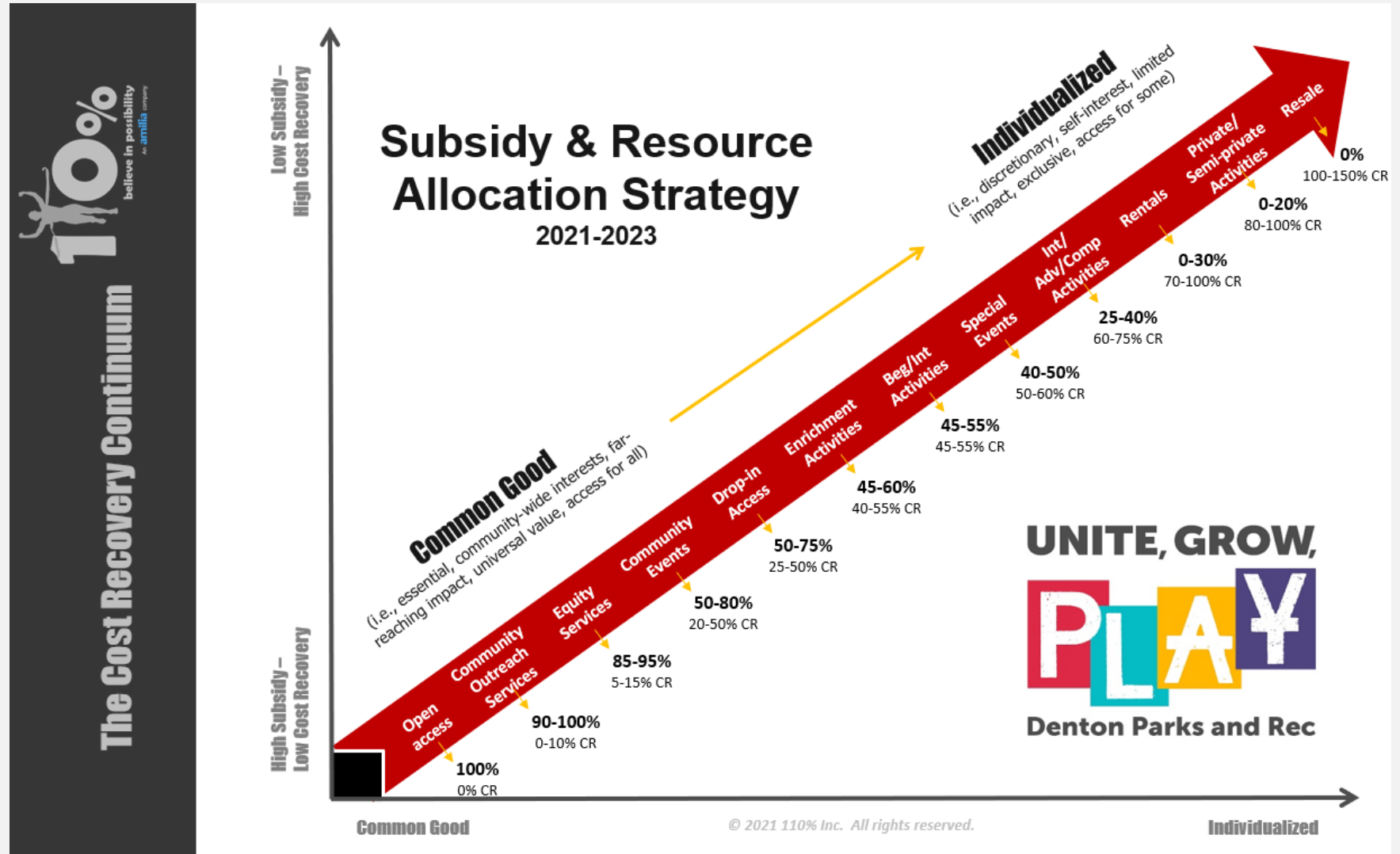
SUBSIDY AND RESOURCE ALLOCATION MODEL

April 1, 2024

BACKGROUND

- ✓ To develop a cost recovery model and policy serving as the **framework for future planning, budgeting, pricing and resource allocation**;
- ✓ To **educate and orient staff about the cost recovery philosophy**;
- ✓ To provide a **foundation for decision making that is fair and equitable to the tax paying community and individual users** of programs and services;
- ✓ To provide an **efficient and effective business tool**.
- ✓ First study was completed in November 2019 and Council adopted the Subsidy and Resource Allocation Policy on March 3, 2020.
- ✓ Second study was completed July 2021
- ✓ 2021-2023 model was adopted with Park Board input July 2021

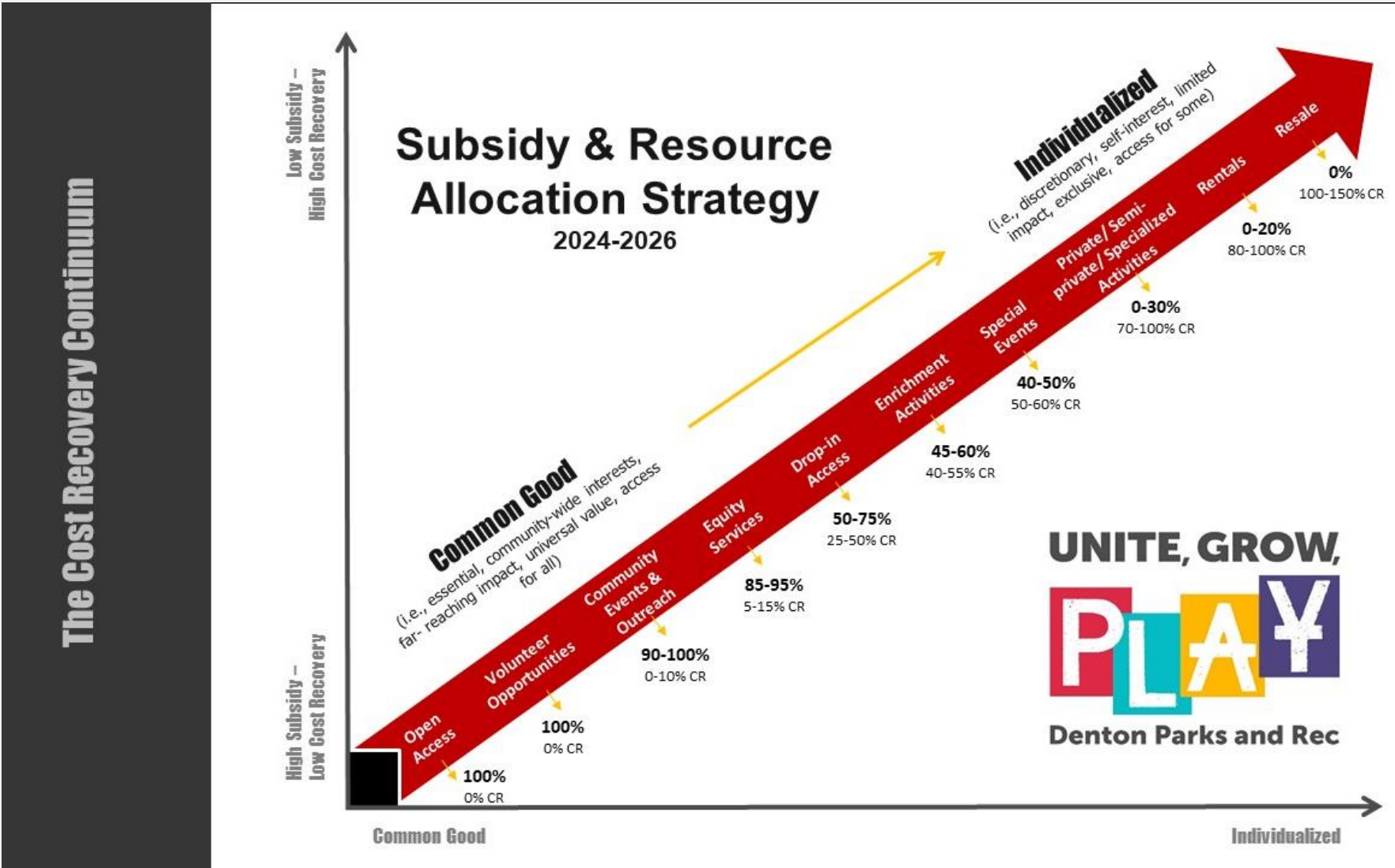
CURRENT MODEL



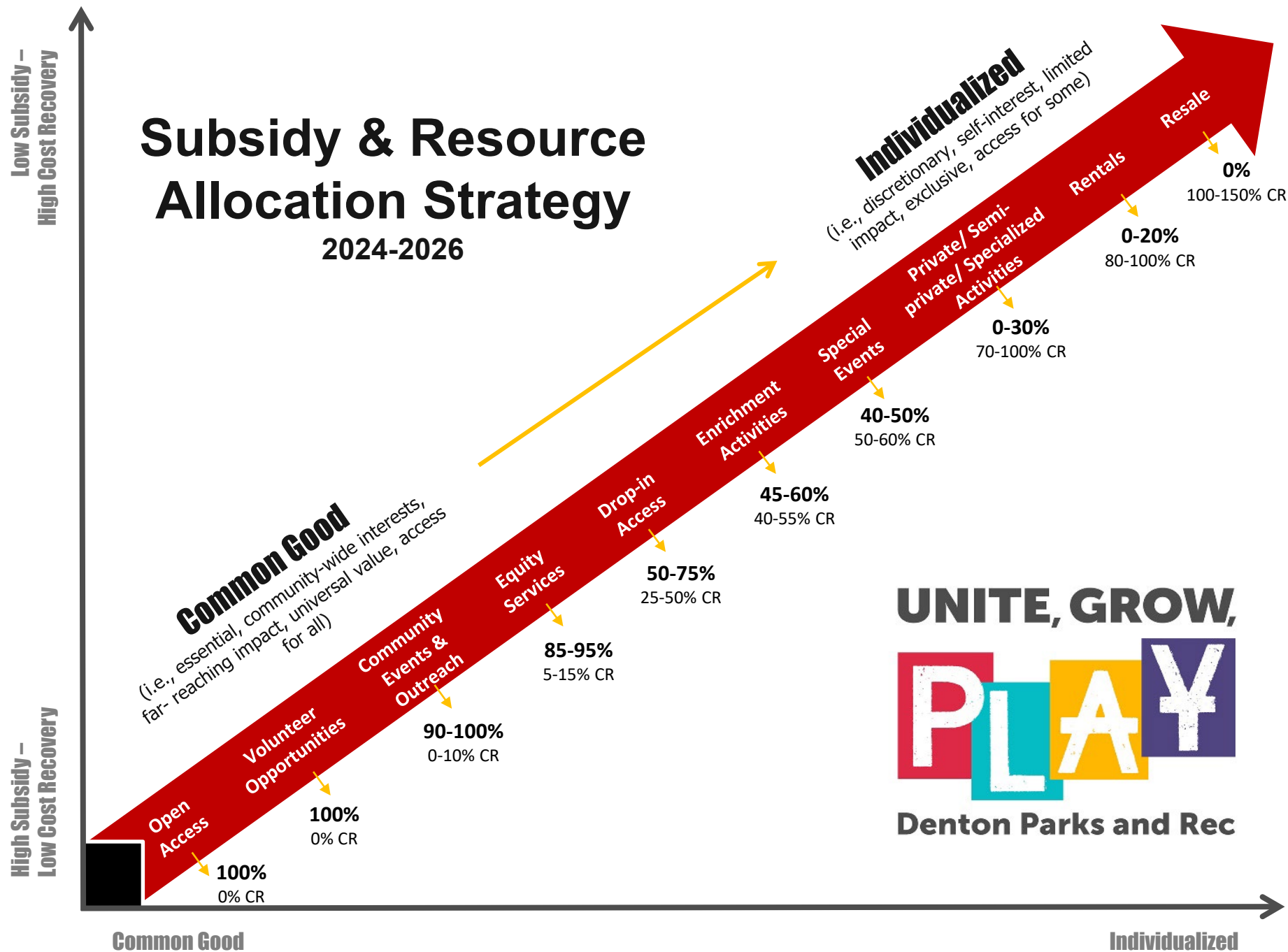
SUBSIDY AND RESOURCE SUMMARY

	FY 21/22	FY 22/23	Subsidy Change	Subsidy Goal
Beg/Intro	60%	56%	↓	45-55%
Community Events	99%	98%	↓	50-80%
Community Outreach	100%	100%	=	90-100%
Drop In	73%	70%	↓	50-75%
Enrichment	47%	55%	↑	45-60%
Equity	95%	92%	↓	85-95%
Int/Adv/Comp	65%	60%	↓	25-45%
Open Access	97%	100%	↑	100%
Private/Semi	36%	30%	↓	0-20%
Rentals	16%	-196%	↓	0-30%
Resale	61%	63%	↑	0%
Special Events	88%	69%	↓	40-50%

PROPOSED MODEL



QUESTIONS



Service Categories 2024-2026

Non-Monitored/Open Access (100%)

Open access to parks, park amenities, and recreation facilities that does not include staff and volunteer supervision or oversight. Activity is self-directed by the user.

[examples: multi-purpose courts, playgrounds, fishing ponds, trails, airfield, public art, disc golf, community gardens, outdoor athletics courts, and cemeteries]

Volunteer Opportunities (100%)

Planned volunteered opportunities which require coordination with staff. This does not include volunteers for a specific program in another service category.

[examples: mountain bike trail construction, adopt a spot, yard of the month, garden workdays]

Community Outreach/Community Events (90-100%)

Community events held by the department and outside agencies that appeal to a broad portion of the community regardless of age, ability/skill, family composition, etc. These events are highly intensive and typically occur on an annual basis. Registration is generally not required. Outreach and education in the community that promotes opportunities for wellness, programs, facilities and projects.

[examples: Arts and Jazz Fest, Blues Fest, Cinco De Mayo, Fourth of July Parade and Jubilee, National Night Out, Halloween Carnival and Harvest, Movies in the Park, Juneteenth, Red Bud Festival, Tree Giveaway, Black History Month Celebration, Kids Fishing Tournament, and Martin Luther king Jr. Day Celebration]

Equity Services (85-100%)

Services that focus on addressing community inequities providing for improved access to leisure opportunities Services offered internally or through community partnerships, intended to address life challenges through maintaining quality of life, independence, and connection to the community by linking or providing resources for those in need.

[examples: Resource seminars (financial, health, senior-related services etc.), support groups, benefits counseling, job fairs, health fairs, tutoring, GED classes, warming shelters, showers, Play in the Park/Mobile Recreation, and adapted rec]

Monitored/Drop-in Access (50-75%)

Parks, recreation facilities, and activities available for drop-in use which do not require registration. Activity is self-directed by the user.

[examples: lap swim, open swim, fitness rooms, rec pass activities like open gym, computer lab, game rooms, and walking track,]

Enrichment Activities (45-60%)

Activities designed to develop and/or enhance life skills, self-sufficiency, skill/practice or provide a basic understanding of the fundamentals and promote socialization. These activities are led and/or supervised by staff, instructor and/or volunteers.

[examples: tutoring, after school care, dance, creative art, and other movement-based classes, computer skills programs, STEM classes/camps, Clear Creek education programs, master naturalists, CPR, Family Campout, woodshop, and social crafting classes]

Special Events (40-60%)

Events designed for a target market, market niche', or specific interest. Registration is typically required.

[examples: athletic tournaments (in-house), fun runs, MLV Dance, Adapted Rec Sweetheart Ball, 50+ day trips, 50+ holiday and special events or dances, and Dive-In Movies]

Private/Semi-private/Specialized Activities (0-30%)

Activities conducted in a one-on-one or small group setting designed to ensure maximum gain or benefit related to a specific topic or skill.

[examples: sport private lessons, personal training, and 50+ Extended Trips]

Rentals (0-30%)

Space and facility rentals which provide exclusive use of public spaces and places by an individual or group.

[examples: multipurpose rooms, gyms, parks, pavilions, amphitheaters, athletic fields/courts, This also includes contracts and/or short-term leases for concessioners, youth sports associations, and vendor permits]

Resale (0%)

Consumable and non-consumable goods for purchase at various parks and/or recreation facilities.

[examples: food sales, beverage sales, and pro shop items like fitness accessories]

RESOLUTION NO. 20-288

A RESOLUTION OF THE CITY OF DENTON, TEXAS ESTABLISHING A SUBSIDY AND RESOURCE ALLOCATION POLICY FOR THE PARKS AND RECREATION DEPARTMENT; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Denton desires to adopt a Subsidy and Resource Allocation Policy for the Parks and Recreation Department; and

WHEREAS, the policy will establish the framework for allocating resources and determining subsidy levels for Parks and Recreation services; and

WHEREAS, the City Council deems it in the public's best interest to adopt the policy; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY RESOLVES:

SECTION 1. The *Denton Parks and Recreation Subsidy and Resource Allocation Policy*, which is attached hereto, and made a part hereof, is hereby adopted as an official policy of the City of Denton.

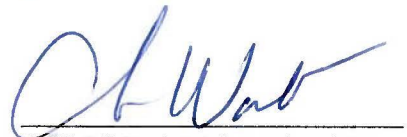
SECTION 2. The attached policy shall be filed in the official records with the City Secretary.

SECTION 3. This Resolution shall become effective immediately upon its passage and approval.

The motion to approve this Resolution was made by PAUL MELTZER and seconded by JOHN RYAN. This Resolution was passed and approved by the following vote [5 - 0]:

	Aye	Nay	Abstain	Absent
Chris Watts, Mayor:	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Gerard Hudspeth, District 1:	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Keely G. Briggs, District 2:	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Jesse L. Davis, District 3:	<u> </u>	<u> </u>	<u> </u>	<u>✓</u>
John Ryan, District 4:	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Deb Armintor, At Large Place 5:	<u> </u>	<u> </u>	<u> </u>	<u>✓</u>
Paul Meltzer, At Large Place 6:	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>

PASSED AND APPROVED this the 3rd day of March, 2020.


CHRIS WATTS, MAYOR

ATTEST:
ROSA RIOS, CITY SECRETARY

BY: 

APPROVED AS TO LEGAL FORM:
AARON LEAL, CITY ATTORNEY

BY: 





CITY OF DENTON PARKS AND RECREATION

Subsidy and Resource Allocation Policy

As a publicly financed park system, the Denton Parks and Recreation Department provides a basic level of service free to the public, in exchange for tax dollars. However, fees and charges and other methods to recover costs are considered a responsible and necessary means to supplement tax revenue and regulate park use where appropriate.

In establishing fees and charges, the Parks and Recreation Department will determine the costs of providing services based on an identified and consistently applied methodology including direct, indirect, and overhead costs. This calculated cost will be used to measure current and future levels of subsidy and to help establish appropriate subsidy goals to support services. The appropriate level of tax subsidy will be based on an assessment of who is benefiting from the service provided. If the benefit is to the community as a whole, it is appropriate to use taxpayer dollars to completely, or primarily fund the service. Examples of services that primarily provide community benefits are hiking and biking trails, play areas, parks, and large natural areas. The subsidy goals are used to establish and/or adjust fees to reach these goals.

As the benefit is increasingly offered to an individual or select group of individuals, it is appropriate to charge fees for the service at a decreasing level of subsidy and an increasing rate of cost recovery. Supervised or instructed programs, facilities, and equipment that visitors can use exclusively, as well as products and services that may be consumed, provide examples where fees are appropriate.

The Parks and Recreation Department should also consider available resources, public need, public acceptance, services offered by other entities, and the community economic climate when establishing fees and charges. In cases where certain programs and facilities are highly specialized by activity and design, and appeal to a select user group, the Department shall additionally consider fees charged by alternative service providers or market rates. Fees and charges can be set to recover expenses in excess of direct, indirect and overhead costs, where appropriate, as a method of subsidizing other services.

The Department may further subsidize services for persons with economic need or other targeted populations, as determined by policy of the City Council, through tax-supported fee reductions, scholarships, grants, or other methods. The City Council may also approve exceptional fees or fee waivers upon determination the fee arrangements will benefit the public interest.