

City Council
Agenda Memo



City Council
Meeting Date: 12/02/10

TO: Larry D. Gilley, City Manager

FROM: Mike Hall

A handwritten signature in black ink, appearing to read "MKH".

SUBJECT: Sculpture Donation

GENERAL INFORMATION

The David Deming's sculpture, "The Centurion" which has been on exhibit as a part of the annual Outdoor Sculpture Exhibition, is being offered to the City of Abilene for permanent display. The sculpture is currently located on the right-of-way on North First and is recommended to remain there.

SPECIAL CONSIDERATIONS

FUNDING/FISCAL IMPACT

The artist is donating the sculpture.

STAFF RECOMMENDATION

Staff recommends the City Council approve an oral resolution for the acceptance of the sculpture donation for permanent display.

BOARD OR COMMISSION RECOMMENDATION

The Visual Arts Jury at their November 9, 2010 meeting reviewed the request and recommends approval.

ATTACHMENTS

Letter from the Visual Arts Jury
Picture of sculpture

Prepared by: Name <u>Mike Hall</u> Title <u>Director of Community Ser.</u>	Item No. <u>6.1</u>	Disposition by City Council <input type="checkbox"/> Approved Ord/Res# _____ <input type="checkbox"/> Denied <input type="checkbox"/> Other _____ City Secretary
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November 15, 2010

Mr. Mike Hall
Parks Department
City of Abilene
P.O. Box 60
Abilene, Texas


Dear Mr. Hall:

As Chairman of the Visual Arts Jury, I am writing to let you know that the Visual Arts Jury met at 1:00 p.m. November 9, 2010 to discuss David Deming's "Centurion" which is being proposed as a permanent addition to Abilene's Outdoor Sculpture Collection.

The Jury voted to recommend to the City Council that the "Centurion" remain a permanent part of the cultural fabric of our community.

Please let me know if I can provide any additional information or answer any questions.

Sincerely,

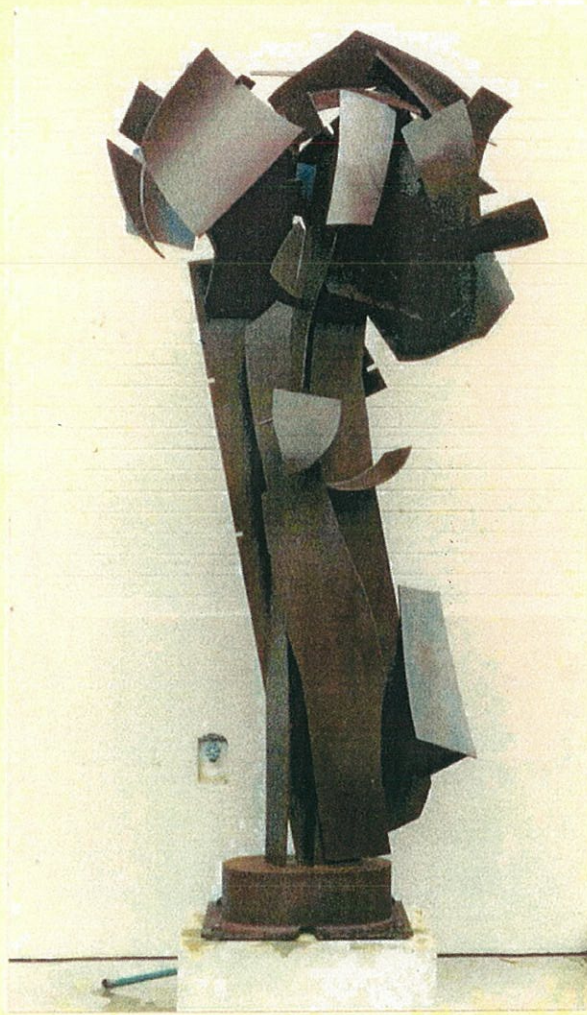


Lynn Barnett, Chairman
Visual Arts Jury
City of Abilene

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Affiliate of the Abilene Chamber of Commerce



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City Council
Agenda Memo



City Council
Meeting Date: Dec 2, 2010

TO: Larry D. Gilley, City Manager

FROM: Rodney Taylor, Assistant Director of Water Utilities

SUBJECT: Amendment No. 1 to Memorandum of Agreement with Texas Parks and Wildlife Department for certain management functions of the Lake Abilene property.

GENERAL INFORMATION

A Memorandum of Agreement (MOA) between the City of Abilene and the Texas Parks and Wildlife Department (TPWD) for certain management functions of the Lake Abilene property was entered into on December 31, 2005 and has a five year term which expires December 31, 2010. TPWD has expressed its desire to extend the MOA and the parties have met to consider an extension.

The MOA conveyed management and operational responsibility of about 1612 acres of property at Lake Abilene, which has a common boundary with the western edge of Abilene State Park. TPWD now operates the area as an extension to the State Park. The State has implemented a long-term strategy to enhance wildlife habitat and protect and conserve natural resources in the area. The MOA provides for increased public use and enjoyment of the property that has resulted in construction of additional recreational facilities, and allows for additional educational opportunities through partnerships with schools and organizations. The City retains access to and control of the dam and all equipment related to raw water storage and the delivery system. The MOA benefits the City by providing for security, access control, and improved recreational facilities at a very reasonable cost.

Amendment No. 1 to the MOA would provide for an additional five year term, clarify the renewal procedure, describe certain minor edits to original language to provide for continuity, and insert an updated map showing easements across the property. The City and TPWD will continue to work in partnership in maintaining a Site Management Plan establishing operating policies and procedures, and a Site Development Plan describing recommended uses. The Executive Director of TPWD must consider and approve the amendment terms.

FUNDING/FISCAL IMPACT

If approved the Water Department would continue to contribute \$40,000 annually to TPWD in lump sum payments for the next five-year term. The funds will come from the annual Water and Sewer Operating Budget.

STAFF RECOMMENDATION

It is recommended that the City Council authorize, by oral resolution, the City Manager or his designee to negotiate and develop Amendment No. 1 to the MOA with TPWD, as described above and recommended by City staff, and to execute all necessary documents related to the MOA.

ATTACHMENTS

Status Report prepared by TPWD
Map of the affected property.

Prepared by: Name <u>Rodney Taylor</u> Title <u>Asst. Water Director</u>	Item No. <u>6.2</u>	Disposition by City Council <input type="checkbox"/> Approved Ord/Res# <input type="checkbox"/> Denied _____ <input type="checkbox"/> Other _____ City Secretary
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11-03-2010 Status Report

Lake Abilene MOA Texas Parks & Wildlife Department City of Abilene, Texas

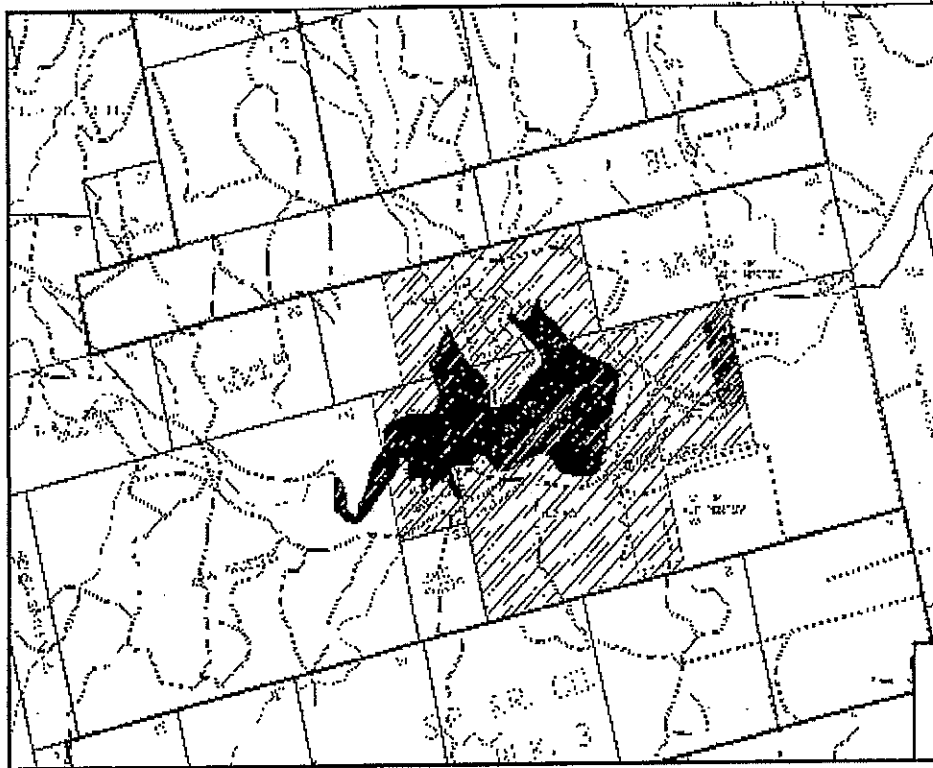
Description of Property

Lake Abilene is a man-made impoundment owned by the city of Abilene. The lake site was acquired through the passage of a bond issued in 1918 that led to the construction of Lake Abilene. The original site totaled 2,168 acres. Approximately 700 acres were reserved for the water impoundment. In 1933 the city of Abilene deeded approximately 507 acres to the Texas Parks Board to be used exclusively for the purpose of providing public recreation. Adjustments over the years resulted in park land being 529.35 acres. This left approximately 1,620 acres of the original site. Of these acres, approximately 400 are south of FM 89. Abilene Bowhunters Association currently leases 277 of the 400 acres. The lake is not the main water source for the city of Abilene, although an average of 1.2 million gallons per day (MGD) has historically been pumped from the lake.

Lake Abilene is located 21 miles from the city of Abilene. The property lies adjacent to pasture No. 2 of Abilene State Park and is approximately 1 mile from the main entrance. The lake is a 640-acre impoundment. The reservoir was impounded in 1921 on Elm Creek, a tributary of the Clear Fork of the Brazos River. The reservoir is used for the purpose of flood control, recreation, and water.

Under a Memorandum of Agreement signed on December 31, 2005, the city of Abilene and Texas Parks & Wildlife Department/Abilene State Park jointly manage all aspects of the lake. The lake is open to the public from sunrise to sunset with limited activities. The only water sport allowed on the lake is fishing and small boats. Picnicking and hiking are allowed and occasionally horseback riding. The city of Abilene currently has restrictions on some activities at the lake. Abilene State Park currently enforces the City imposed restrictions including no off-road driving, no swimming, no night activity, and no trotlining. Access is controlled by an automatic gate controlled by an electronic key pad. Visitors must register at the park and are given pass numbers for access.

The acreage is heavily wooded with mesquite, oak, cedar, red bud, willow, and cottonwood as well as other species. The shoreline has several nice coves where some improvements have been made to develop picnic and fishing areas. The road system is ample and many of the roads could be closed and used for multipurpose trails. There is no commercial or residential development on any of the city-owned property. There are identified and confirmed archeological sites on the property.



Map of Lake Abilene Site

Map showing original city of Abilene property. Pink area indicates land currently deeded to Texas Parks and Wildlife (including Boy Scout deed). Yellow area indicates land that is included in this proposal.

Existing Facilities

Existing facilities on the lake property:

Residence: Brick, approximately 17 years old
water - Steamboat Mountain Water Supply Corporation
sewage treatment through septic system

Roads: Improved/paved road at main entrance and on dam
dirt/gravel around remaining accessible areas of lake

Picnic/fishing areas: Cleared and maintained but not fully developed

Restrooms: One vault toilet restroom installed in 2006

Boat Ramps: Two unimproved concrete one-lane ramps

Overflow and pump system

Fences/Gates: property enclosed by barbed wire fence
3 electronic gates – 1 at main entrance that will for entry only, 1 exit gate and 1 gate at the back of the lake on CR 280. The back gate remains locked to the general public at this time.

History

The lake property is similar to the park property. Before the lake was created, the land belonged to ranchers who helped settle this area in the 1800's. Earlier history includes Native American occupancy. Tonkawa and Comanche Indians camped in this area because of the groves of trees and Elm Creek. Before the city of Abilene acquired the property, the Brookreson family owned the site. In 1908 Newt Brookreson donated land to the Bethel community with the provision that it be used exclusively for education. When the bond was approved for the construction of the lake, the Bethel community, Bethel-Knight schoolhouse, the cemetery, and houses were moved. The school was moved to property across from Camp Tonkawa that is adjacent to Abilene State Park. Some evidence of an outside bench of the school still exists. Several known archeological sites have been identified and recorded. The reservoir was impounded in 1921 on Elm Creek, a tributary of the Clear Fork of the Brazos River, for flood control, a source of water for the city of Abilene, and recreation. Part of the land was leased to the Boy Scouts of America to be used as a summer camp. In 1933 the city deeded 507 acres of the land to the state of Texas for recreation purposes to develop a park using a Civilian Conservation Corp work camp (including the land that was leased to the Boy Scouts). The deed includes a provision that if TPWD decides to discontinue operation of the park for recreation purposes, the land reverts back to the city. The park was dedicated as "**Lake Abilene State Park**" on May 19, 1934. A marble cornerstone on the CCC pavilion still states "Lake Abilene State Park". The Texas Parks and Wildlife Department honored the city's commitment to the Boy Scouts of America and leased the land that they occupied to them. In April 2010, 91.05 acres of the park property were deeded to the Boy Scouts of America with a conservation easement and a reversionary clause back to Texas Parks & Wildlife Department.

Management Plan:

Management of Lake Abilene has been incorporated into the overall management plan of Abilene State Park including operations, marketing, resource management, and visitor services.

Organization:

Abilene State Park has a staff complement of nine classified employees and approximately 8 seasonal employees. The Park Ranger V Lead Ranger has been designated as the operational and resource lead for Lake Abilene property. See attached organizational chart.

Hours of Operation:

The lake is open from sunup to sundown.

Access to property is limited to office hours for the general public with the exception of annual pass holders.

Park Office Hours:

September through April 8:00 a.m. – 5:00 p.m. seven days a week

May through August: 8:00 a.m. – 5:00 p.m. Monday & Tuesday, 8:00 a.m. – 7:00 p.m. Wednesday – Sunday.

Budget:

The park is dependent upon the City's contribution of \$40,000 per year to supplement the operating budget for the lake property. The contribution is used exclusively for the development and operation of the lake property. Additional expenses are paid from the park's TPWD operating budget including personnel expenses..

Security:

Electronic gates have been installed to control access to the lake property. Visitors must register at the park headquarters and be issued a daily gate number to gain access to the property. The visitor will be issued a system generated vehicle permit that will be displayed on the visitors windshield. Visitors with a Texas State Park Pass will be issued a gate number that will be active until their pass expires. Pass visitors will register at the lake using a registration envelope. The white copy will be placed on the windshield and the envelope will be deposited in the mail box.

Park staff will perform regular patrols of the park to ensure only authorized vehicles are present. Abilene State Park Peace Officers will be in charge of enforcing security at the property.

Short Term Development:

Short-term development that has been completed includes:

- Installation of security gates.
- Installing a vault toilet facility on the southwest side of lake property.
- Improving parking areas for vehicles and boat trailers.

- Installing picnic tables at various sites.
- Replacing 55-gallon trash barrels with galvanized trash cans and enforcing regular trash pick up.
- Closing road to dam for public traffic until a traffic control plan can be developed.
- Conducting three Public Lands Hunting seasons to increase hunting opportunities in the area.
- Lake house has been used as a meeting place for various organizations and functions including:
 - Big Country Master Naturalist
 - Region 14 Education Service Center
 - Hunter Education Classes
 - Teacher training
 - Texas Parks and Wildlife Department
- Charging entry fees for access to lake.
- Installing new appliances at lake house.
- Hiring a Lead Ranger/Resource employee to be responsible for daily operation of lake property.
- Installing office building for greater presence and management.
- Regular patrol and security checks of property by Lead Ranger and Park Peace Officers.
- Road improvements and repairs to roads on south side of lake.
- Road closures when roads are saturated to avoid further damage.
- Scoping and flagging multipurpose trail system and submitted clearance request through chain of command.
- Cooperation with Abilene Christian University's Outdoor Club to conduct "Red Dirt Challenge" race.
- Submitting request for master plan of property to Agency headquarters in Austin, Texas.

- Monitoring Steamboat Mountain water line installation project to ensure compliance with Texas Antiquities Act regulations.
- Working with Boy Scouts of America/Camp Tonkawa to allow canoe training at lake during summer camp.
- Installing keypad security entry at house.

Proposed Long Term Development:

- Developing park host site to assist with customer service, maintenance, and security.
- Modifying wall and garage in lake house to increase classroom size for greater utilization.
- Installing 20' yurt to facilitate overnight recreation opportunities (Unit has been purchased).
- Complete master and public use plans.
- Install fishing pier to increase fishing opportunities (pier has been purchased).
- Continue to work on Outdoor Nature/Education Center.
- Install playground equipment, picnic tables, trash cans, etc. to increase day use visits.
- Look at feasibility of future public hunting opportunities and impact on fishing and recreational opportunities.
- Develop resource management plan and develop management areas.
- Include lake property in development of interpretive plan.
- Repair boundary fences for security and increase grazing opportunity for park animals to improve natural resource management.
- Continue to develop multiuse trail system.
- Do feasibility study of one way traffic and control to open access to north side of lake.

Improvements for Lake Abilene

Vault restrooms

1 mobile building (office for park peace officer and lead ranger)

1 mobile building (boat rentals and equipment storage)

New cook top for Lake House

New double oven for Lake House

New HVAC unit for lake house

Items that have been purchased for use at Lake Abilene

Tile to retile kitchen floor of Lake House

2 canoes

4 kayaks

Paddles and life jackets

6 covered picnic tables

10 metal picnic tables

6 metal trash containers

2 metal benches

Swing set

Fishing pier

Bicycle rack

2 paddle boats

1 20 foot yurt

There are currently 14 sites up for review for picnic sites and placement of the yurt.

Outside company was contracted to rework road system and place more substantial material in low spots. The road was graded and new material as well as existing road ways were watered and packed.

Abilene State Park Organizational Chart

Updated 07/30/2010

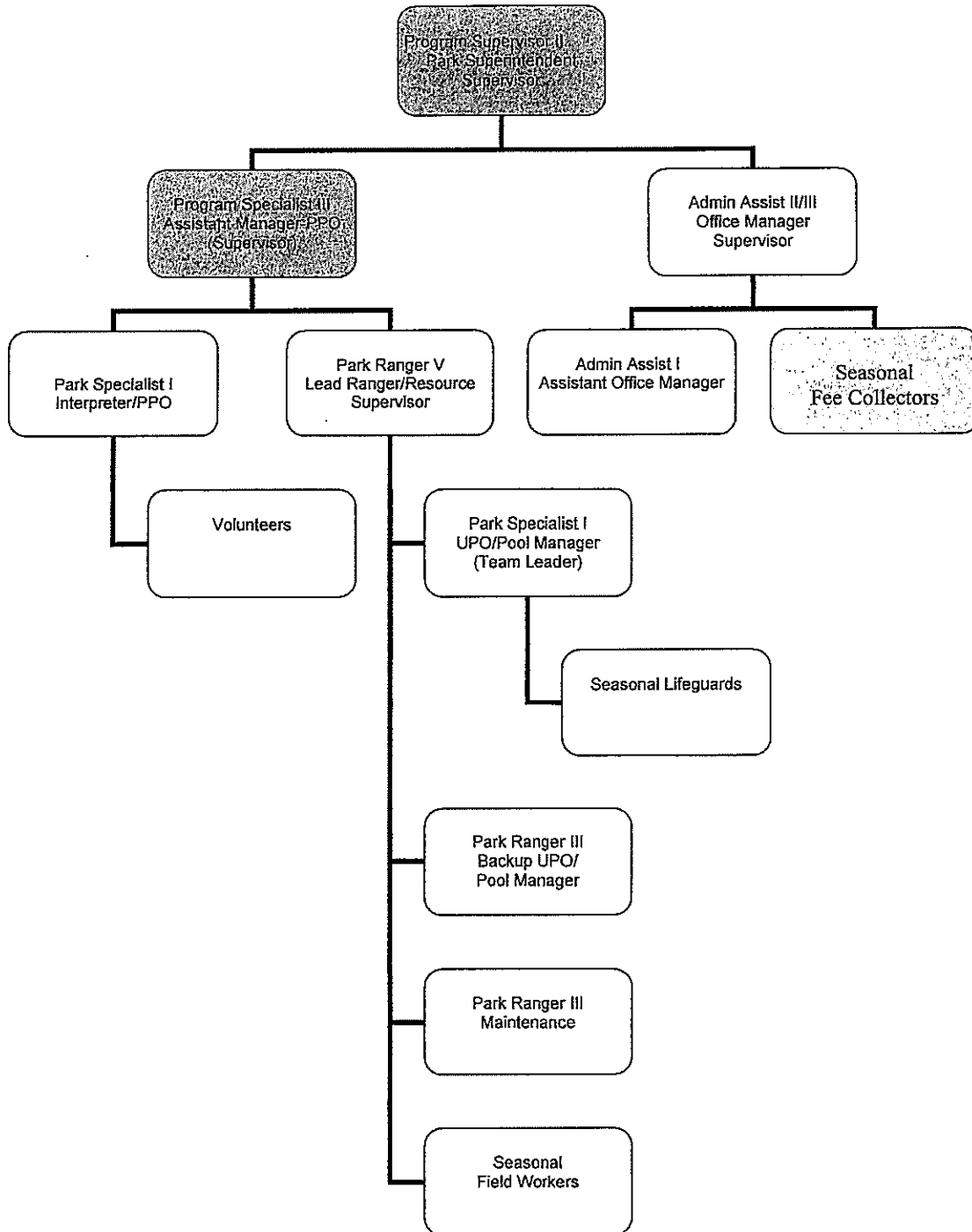
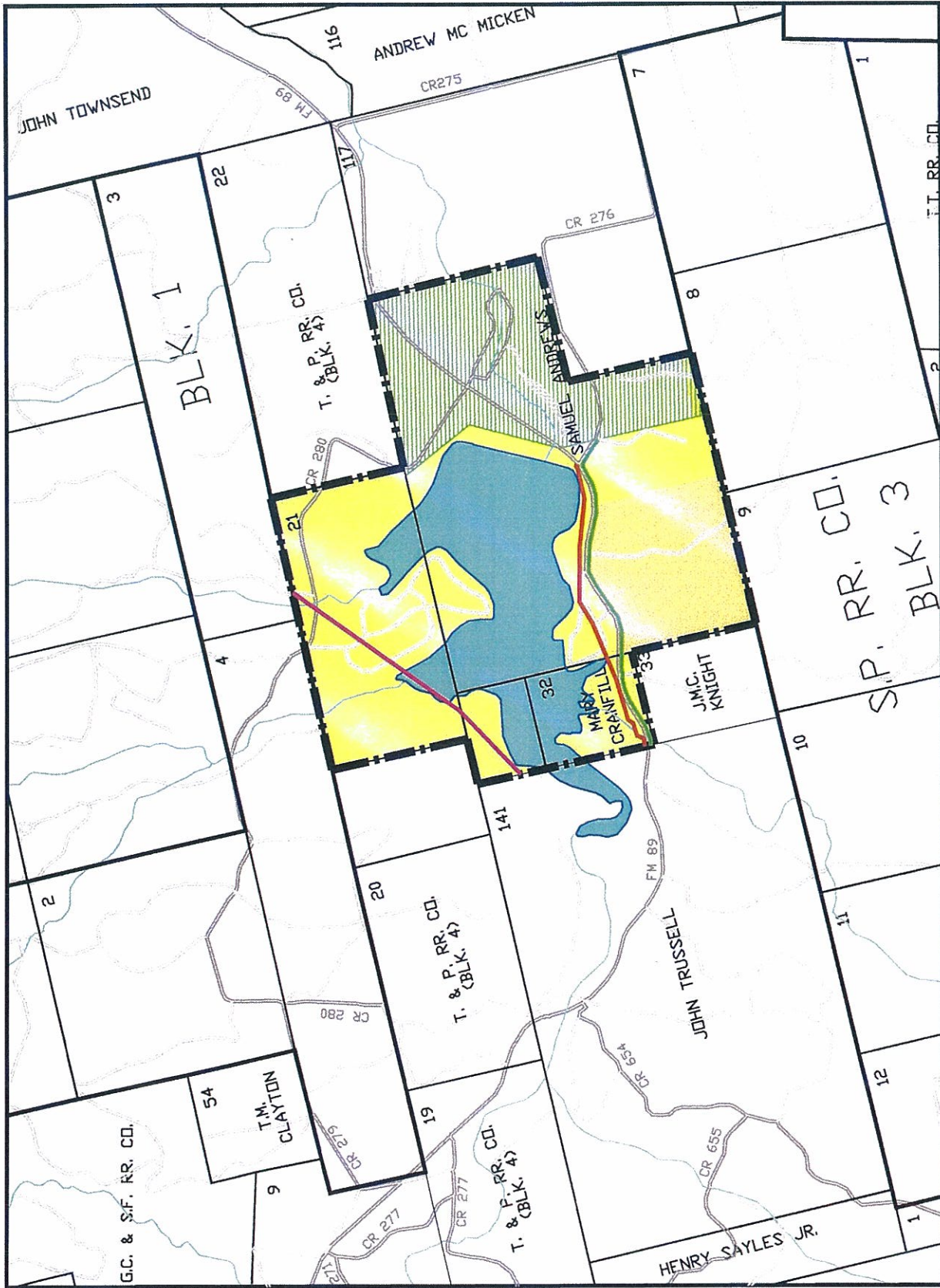


EXHIBIT A



- TAYLOR TELEPHONE EASEMENT
- STEAMBOAT MOUNTAIN WSC EASEMENT
- OIL PIPELINE EASEMENT
- LAKE ABILENE PROPERTY
- BOW HUNTERS
- ABILENE STATE PARK

City Council
Agenda Memo



TO: Larry D. Gilley, City Manager

City Council
Meeting Date: 12-2-10

FROM: Mike Hall, Director of Community Services *M.H.*

SUBJECT: Standards of Care

GENERAL INFORMATION In August of 1997 the 74th Legislature enacted Section 42.041(14) of the Texas Human Resources Code, which exempts youth programs operated by a municipality from state child-care licensing requirements. The Texas Human Resources Code provides that in order for a municipality to be exempt from the state's licensing requirements, the governing body of the municipality must annually adopt standards of care by ordinance after a public hearing. The major difference in the City's standards is that we have established standards for 6-13 years of age, whereas the state's standard is for 0-6 years of age, a population we do not serve.

SPECIAL CONSIDERATIONS The Standards of Care require three inspection/review levels be performed each year to insure compliance. The first level is performed by the Recreation Coordinator to confirm adherence to the Standards themselves. The second is a visual inspection of the facilities to be conducted by the program Administrator with the assistance of a certified leisure professional not associated with the City of Abilene. That visual inspection was conducted on October 19, 2010. The Certified Parks and Recreation Professional who assisted was Ben Telesca, Recreation Superintendent of Midland, Texas. The third level is an annual site inspection by both the Fire Marshal and Environmental Health. All of these inspections and reviews were satisfactorily completed and the program is in compliance.

FUNDING/FISCAL IMPACT No funding or fiscal impact.

STAFF RECOMMENDATION Staff recommends that City Council approve the attached ordinance.

BOARD OR COMMISSION RECOMMENDATION The City of Abilene Parks and Recreation Board approved the Standards of Care at the board meeting held on November 9, 2010.

ATTACHMENTS

Ordinance
Exhibit "A"

Prepared by:

Name: Mike Hall

Title: Director, Community Services

Item No. 6.3

Disposition by City Council

Approved Ord/Res#

Denied

Other _____

City Secretary

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, ESTABLISHING STANDARDS OF CARE FOR CITY OF ABILENE YOUTH PROGRAMS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SAVINGS CLAUSE; AND CALLING A PUBLIC HEARING.

WHEREAS, the City of Abilene, through the Division of Recreation, provides youth programs that contribute to the overall well being of youth and families of the City of Abilene; and

WHEREAS, these youth programs are presently held at the Recreation Centers and designated school sites; and

WHEREAS, the 74th Legislature enacted Section 42.041(b)(14) of the Texas Human Resources Code, which would exempt youth programs operated by a municipality from child-care state licensing requirements provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing; and

WHEREAS, The City of Abilene has had Standards of Care in place for eleven years which have functioned well; and

WHEREAS, the Administrator of Recreation for the City of Abilene recommends that the Standards of Care as set forth in Exhibit "A" be adopted by the City of Abilene:

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

- Section 1.** That all of the recitals and preambles hereinabove stated are found to be true and correct and are incorporated herein and made a part of this ordinance.
- Section 2.** That the Youth Programs' Standards of Care for the City of Abilene, as detailed in Exhibit "A" attached hereto and incorporated herein for all purposes, are hereby approved and adopted.
- Section 3.** That all ordinances or parts of ordinances in conflict with the provisions of the ordinance are hereby repealed.
- Section 4.** That, if any provision of this ordinance will be held to be invalid or unconstitutional, the remainder of such ordinance will continue in full force and effect, the same as if such invalid or unconstitutional provision had never been a part hereof.
- Section 5.** That it is hereby officially found and determined that the meeting at which this ordinance is passed is open to the public as required by law and that public notice of the time, place, and purpose of said meeting was given as required.

PASSED ON FIRST READING this 2nd day of December, 2010.

A notice of the time and place, where and when said ordinance would be given a public hearing and considered for final passage, was published in the Abilene Reporter-News, a daily newspaper of general circulation in the City of Abilene, said publication being on the 27th day of November 2010, to permit the public to be heard prior to final consideration of this ordinance.

PASSED ON SECOND AND FINAL READING this 16th day of December 2010.

ATTEST:

CITY SECRETARY

MAYOR

APPROVED:

CITY ATTORNEY

**ABILENE YOUTH PROGRAMS’
STANDARDS OF CARE**

Exhibit A

The following Standards of Care have been adopted pursuant to Texas Human Resources Code Section 42.041 (b)(14). The Standards of Care are the minimum standards by which the City of Abilene’s Recreation Division will operate the City’s Youth Programs.

GENERAL ADMINISTRATION

1. Organization

- A. The governing body of the City of Abilene’s Youth Programs is the Abilene City Council.
- B. Implementation of the Youth Program’s Standards of Care is the responsibility of the Administrator of Recreation.
- C. Youth Programs (“Program”) to which these Standards apply are the programs held at the City Recreation Centers and designated school sites currently operated by the City of Abilene. Other programs may be subsequently designated by the City of Abilene.
- D. Each of the City of Abilene’s Youth Program sites will have a current copy of the Standards of Care available for public and staff review.
- E. Parents of participants will be provided a current copy of the Standards of Care during the registration process. Parents of participants will be informed that the City of Abilene’s Youth Programs are not licensed by the State.
- F. Criminal background checks will be conducted on prospective Youth Program employees. If results of the criminal checks indicate that an applicant has been arrested for any of the following offenses, he or she may not be considered for employment:
 - (1) a felony or a misdemeanor classified as an offense against a person;
 - (2) a felony or misdemeanor classified as public indecency;
 - (3) a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance or any violation of the City Policy;
 - (4) any offense involving moral turpitude;
 - (5) any offense that would potentially put the City of Abilene or participants of the Program at risk.

2. Definitions

- A. City: City of Abilene.

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- B. City Council: City Council of the City of Abilene.
- C. Department: Community Services Department of the City of Abilene.
- D. Director: City of Abilene Director of Community Services Department or designee.
- E. Division: Recreation Services Division of the City of Abilene.
- F. Employee: Someone who has been hired to work for the City of Abilene and has been assigned responsibility for managing, administering, or implementing some portion of the City of Abilene's Youth Programs.
- G. Parent(s): A parent or guardian who has legal custody and authority to enroll a child in the City of Abilene's Youth Programs.
- H. Participant: A youth whose parent has completed all required registration procedures and who has been determined to be eligible for the City of Abilene's Youth Program.
- I. Program Manual: A notebook of policies, procedures, required forms, and organizational and programming information relevant to City of Abilene's Youth Programs.
- J. Program Site: Any area or facility where the City of Abilene's Youth Programs are held.
- K. Recreation Coordinator: City of Abilene's Recreation Division full-time Programmer who has been assigned administrative responsibility for the City of Abilene's Youth Programs.
- L. Recreation Specialist or Recreation Leader: Any City of Abilene's Recreation Division employee (full-time or part-time) who has been assigned responsibility to implement the City of Abilene's Youth Programs.
- M. Recreation Supervisor: Assistant to the Administrator of Recreation Services.
- N. Administrator: City of Abilene Administrator of Recreation Services or his or her designee.
- O. Youth Program(s) or Program: City of Abilene's Youth Programs held at the City's Recreation Centers and designated school sites currently operated by the City of Abilene. Other programs may be subsequently designated by the City of Abilene. These programs are not child-care facilities.

3. Inspections/Monitoring/Enforcement

- A. A biannual inspection report will be initiated by the Recreation Coordinator of each Program to confirm adherence to the Standards of Care.
 - (1) Inspection reports will be sent to the Director for review and kept on record for at least two years.
 - (2) The Director will review the report and establish deadlines and criteria for compliance with the Standards of Care.

- B. The Administrator will make visual inspections of the facilities, based on the following schedule. A certified leisure professional that is not associated with the City of Abilene will assist on one of the following inspections.
 - (1) a pre-summer check in May of each year; and
 - (2) a winter check in January of each year.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Recreation Coordinator. The Recreation Coordinator will be responsible for taking the necessary steps to resolve the problems. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded by the Recreation Coordinator and forwarded to the Administrator, the complaint and the resolution will be noted.
- D. The Administrator will provide an annual report to the City Council on the overall status of the Youth Programs and their operation relative to compliance with the adopted Standards of Care.

4. Enrollment

- A. Before a child may be enrolled, a parent/guardian must sign registration forms that contain:
 - (1) the name, address, and home telephone number of the child;
 - (2) the name and address of parents and telephone numbers during program hours;
 - (3) the names and telephone numbers of people to whom the child may be released;
 - (4) a statement of the child's special needs;
 - (5) proof of residency, when appropriate; and
 - (6) a liability waiver which also includes permission for field trips and emergency medical authorization.

5. Suspected Abuse

Program employees will report suspected child abuse in accordance with Texas Family Code.

STAFF RESPONSIBILITIES AND TRAINING

6. Recreation Center Coordinators

- A. Recreation Coordinators will be full-time, professional employees of the City of Abilene's Recreation Division and will be required to have all the same qualifications as outlined in Section 7 of this document.
- B. Recreation Coordinators must meet the minimum education/experience requirements for employment with the City of Abilene to plan and implement recreation activities.
- C. Recreation Coordinators must be able to pass a background investigation, including testing for illegal substances.
- D. Recreation Coordinators must successfully complete a course in first aid and Cardiopulmonary Resuscitation (CPR) offered by American Red Cross or American Heart Association within one year prior to employment or complete within three months of employment

- E. Recreation Coordinators are responsible for administering the Programs' daily operations in compliance with the adopted Standards of Care.
- F. Recreation Coordinators are responsible for hiring, supervising, and evaluating Recreation Specialist/Leaders.
- G. Recreation Coordinators are responsible for planning, implementing, and evaluating programs.

7. Recreation Specialist and/or Recreation Leaders

- A. Recreation Specialist/Leaders may be full-time, part-time, or temporary employees of the Recreation Division.
- B. Recreation Specialist/Leaders should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- C. Recreation Specialist/Leaders must relate to children with courtesy, respect, tolerance, and patience.
- D. Recreation Specialist/Leaders must have successfully completed a course in first aid and CPR offered by American Red Cross or American Heart Association within one year prior to employment or complete within three months of employment.
- E. Recreation Specialist/Leaders must pass a background investigation, including testing for illegal substances.
- F. Recreation Specialist/Leaders will be responsible for providing participants with an environment in which they can feel safe, enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- G. Recreation Specialist/Leaders will be responsible for understanding and following all City, Departmental, Division, and Program standards, policies, and procedures that apply to the City of Abilene's Youth Programs.
- H. Recreation Specialist/Leaders will ensure that participants are released only to a parent or an adult designated by the parent.
- I. A Recreation Specialist/Leader must be with participants at all times while they are participating in the Program.

8. Training/Orientation

- A. The Division is responsible for providing training and orientation to Program employees in working with children and for specific job responsibilities. Recreation Coordinators will provide each Recreation Specialist/Leader with a Program manual specific to each Youth Program.

- B. Program employees must be competent with the Standards of Care for Youth Program operation as adopted.
- C. Program employees must be competent 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, Division and Program policies and procedures; provision of recreation activities; safety issues; and organization.

OPERATIONS

9. Staff-Participant Ratio

- A. Abilene's Youth Programs, the minimum employee to participant ratio will be 1 to 20 for participants from ages 6-13.
- B. Each participant should have a Program employee who is responsible for him or her and who is aware of details of the participant's habits, interests, and any special needs as identified by the participant's parent during the registration process.

10. Notification

- A. Parents must be notified immediately when Program employees are aware of the following:
 - (1) Participant is injured; or
 - (2) Participant has a sign or symptom requiring exclusion from the site (eg. communicable disease, fever, or illness).
- B. All parents must be notified if there is an outbreak of any communicable disease. The disease will be reported to the Taylor County Health Department.

11. Discipline

- A. Program employees will implement discipline and guidance in a consistent manner, based on the best interests of Program participants.
- B. There will be no cruel or harsh punishment or treatment.
- C. Program employees may use brief, supervised separation from the activity if necessary.
- D. As necessary, Program employees will initiate discipline reports to the parents of participants. Parents will be asked to sign participant discipline reports to indicate they have been advised about a specific problem or incident.

- E. A sufficient number and/or severe nature of discipline reports as detailed in the Program manual may result in a participant being suspended from the Program.
- F. In instances where there is a danger to other participants or staff, offending participants will be removed from the Program site as soon as possible.

12. Programming

- A. Program employees will provide activities for each group according to the participants' ages, interests, and abilities. The activities will be appropriate to participants' health, safety, and well-being. The activities also will be flexible and designed to promote the participants' emotional, social, and mental growth.
- B. Program employees will provide indoor and outdoor time periods to include:
 - (1) alternating active and passive activities;
 - (2) opportunity for individual and group activities; and
 - (3) outdoor time each day that 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.
 - (1) During trips, Program employees supervising participants should have immediate access to emergency medical forms and emergency contact information for each participant.
 - (2) Program employees should have transportation cards of the participants in the group and must check the roll frequently.
 - (3) Program employees should have first-aid supplies and a guide to first-aid and emergency care available on field trips.
 - (4) Notice of any field trips will be displayed at a prominent place at each Program site.

13. Communication

- A. Each Program site will have access to a telephone for use in contacting the Recreation Center or making emergency calls.
- B. The Recreation Coordinator will post the following telephone numbers adjacent to a telephone accessible to all Program employees at each site:
 - (1) Ambulance or emergency medical services.
 - (2) Abilene Police Department
 - (3) Abilene Fire Department.
 - (4) Poison control.
 - (5) The telephone number for the site itself.
 - (6) Numbers at which parents may be reached.

14. Transportation

- A. First aid supplies and a first aid emergency care guide should be available in all Program vehicles that transport children.
- B. All Program 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 which must be accessible to the adult occupants.
- C. Transportation cards with the names and telephone numbers of participants' parents and physicians should be available in all Program vehicles that transport participants.

FACILITY STANDARDS

15. Safety

- A. Program employees will inspect Program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A weekly inspection report will be completed by the Program staff and kept on file by the Recreation Supervisor.
- 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 should be safe for the participants' use.
- D. Program employees should have first aid supplies available at each site, during transportation and for the duration of any off-site activity. Program employees should have first-aid supplies readily available to staff in a designated location. Program employees should have an immediately accessible guide to first aid and emergency care.
- E. Program air conditioners, electric fans, and heaters should be mounted out of participants reach or have safeguards that keep participants from being injured.

16. 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 City Fire Marshall, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Director who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director's annual report to the City Council.
- C. Each Program site must have at least one fire extinguisher approved by the Fire Marshall readily available to all Program employees. The fire extinguisher is to be inspected monthly by the Recreation Center Coordinator, and a monthly report will be forwarded to the Coordinator's supervisor who will keep the report on file for a minimum of two years. All of the City of Abilene's Youth Program

employees will be trained in the proper use of fire extinguishers.

17. Health

A. Illness or Injury

- (1) A participant who is considered to be a health or safety concern to other participants or staff will not be admitted to the Program.
- (2) Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.
- (3) Program employees will follow plans to provide emergency care for injured participants or for participants with symptoms of an acute illness as specified in the Program manual.
- (4) 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:

- (1) A parent/guardian completes and signs a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a "hold harmless" clause to protect the City.
- (2) Prescription medications are in the original containers labeled with the child's name, a 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 expiration date.
- (3) 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. The Program staff will administer it only according to label directions.
- (4) Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. No injections will be administered by the Program employees.
- (5) 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.

C. Toilet Facilities

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

D. Sanitation

- (1) The Program site must have adequate light, ventilation, and heat.
 - (2) 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.
 - (3) Program employees must see that garbage is removed from Program sites daily.
- E. The Program site will have an annual health inspection by the Health Department, and the resulting report will detail any health concerns observed. The report will be forwarded to the Director who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director's annual report to the City Council.