



**AGENDA  
CITY OF ALLEN  
CITY COUNCIL REGULAR MEETING  
MARCH 9, 2021 - 7:00 PM  
CITY COUNCIL CHAMBERS  
ALLEN CITY HALL  
305 CENTURY PARKWAY  
ALLEN, TX 75013**

**Call to Order and Announce a Quorum is Present.**

**Pledge of Allegiance.**

**Public Recognition.**

1. Citizen's Comments.

*[The City Council invites citizens to speak to the Council on any topic not on the agenda or not already scheduled for Public Hearing. Prior to the meeting, please complete a "Public Meeting Appearance Card" and present it to the City Secretary. The time limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers.]*

2. Recognition of the Journey Community Church for the Partnership, Generous Contributions and Commitment to Community Events.
3. Presentation of the Planning and Zoning Commission's Annual Report by Ben Trahan, Chairperson.

**Consent Agenda.**

*[Routine Council business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Councilmember or member of staff.]*

4. Approve Minutes of the February 23, 2021, Regular City Council Meeting.
5. Adopt a Resolution and Authorize the City Manager to Execute a Release to Abandon and Vacate a Fire Lane and Access Easement Associated with The Avenue Development Project.

**Regular Agenda.**

6. Conduct a Public Hearing and Adopt an Ordinance Establishing Standards of Care Necessary for a Day Care Licensing Exemption for Youth Camp Programs

Operated by the Allen Parks and Recreation Department.

**Other Business.**

7. Calendar.
  - March 15, 2021 - Allen Community Development Corporation Virtual Town Hall Meeting, 7:00 p.m.
8. Items of Interest. [*Council announcements regarding local civic and charitable events, meetings, fundraisers, and awards.*]

**Executive Session. (As needed)**

Legal, Section 551.071.

*As authorized by Section 551.071(2) of the Texas Government Code, the Workshop Meeting and/or the Regular Agenda may be Convened into Closed Executive Session for the Purpose of Seeking Confidential Legal Advice from the City Attorney on any Agenda Item Listed Herein.*

(Closed to Public as Provided in the Texas Government Code.)

9. Reconvene and Consider Action on Items Resulting from Executive Session.

**Adjournment.**

This notice was posted at Allen City Hall, 305 Century Parkway, Allen, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Friday, March 5, 2021, at 5:00 p.m..

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Shelley B. George, City Secretary

Allen City Hall is wheelchair accessible. Access to the building and special parking are available at the entrance facing Century Parkway. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 214.509.4105.

**CITY COUNCIL AGENDA COMMUNICATION**

**AGENDA DATE:**

March 9, 2021

**SUBJECT:**

Recognition of the Journey Community Church for the Partnership, Generous Contributions and Commitment to Community Events.

**STAFF RESOURCE:**

Kate Meacham, Parks and Recreation Director  
Tony Hill, Resource Development Manager

**ATTACHMENTS:**

Certificate



OFFICE OF THE MAYOR  
CITY OF ALLEN

**Certificate of Appreciation**

This certificate is proudly presented to

*Journey Community Church*

In recognition of their partnership, generous contribution  
and commitment to excellence for Allen, Texas.

Presented the 9<sup>th</sup> day of March 2021.

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Kenneth M. Fulk, Mayor

<b>CITY COUNCIL AGENDA COMMUNICATION</b>
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**AGENDA DATE:**

March 9, 2021

**SUBJECT:**

Approve Minutes of the February 23, 2021, Regular City Council Meeting.

**STAFF RESOURCE:**

Shelley B. George, City Secretary

**ATTACHMENTS:**

Minutes

**ALLEN CITY COUNCIL**

**REGULAR MEETING**

**FEBRUARY 23, 2021**

**Present:**

Kenneth Fulk, Mayor

**Councilmembers:**

Baine Brooks, Mayor Pro Tem

Kurt Kizer

Carl Clemencich

Lauren Doherty

Chris Schulmeister

Gary L. Caplinger (absent)

**City Staff:**

Eric Ellwanger, City Manager

Eric Strong, Deputy City Manager

Tim Dentler, Assistant City Manager

Rebecca Vice, Assistant City Manager

Shelley B. George, City Secretary

Teresa Warren, Director, Public and Media Relations

Rocio Gonzalez, Deputy City Secretary

Pete Smith, Attorney

**Workshop Session**

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With a quorum of the Councilmembers present, the Workshop Session of the Allen City Council was called to order by Mayor Fulk at 6:02 p.m. on Tuesday, February 23, 2021, in the Multipurpose Room of Allen Senior Recreation Center, 451 St. Mary Drive, Allen, Texas.

- 1. Presentation Regarding Quality of Life Issues Related to Traffic Concerns City-wide.**
- 2. Briefing on City Response to Winter Storm.**
- 3. Committee Updates from City Council Liaisons.**
- 4. Questions on Current Agenda.**

With no further discussion, the Workshop Session of the Allen City Council was adjourned at 6:56 p.m. on Tuesday, February 23, 2021.

**Call to Order and Announce a Quorum is Present**

With a quorum of the Councilmembers present, the Regular Meeting of the Allen City Council was called to order by Mayor Fulk at 7:04 p.m. on Tuesday, February 23, 2021, in the Multipurpose Room of Allen Senior Recreation Center, 451 St. Mary Drive, Allen, Texas.

**Pledge of Allegiance**

**1. Accept Resignation from Gary L. Caplinger and Declare a Vacancy in Place No. 5 on the Allen City Council.**

**MOTION:** Upon a motion made by Councilmember Schulmeister and a second by Councilmember Kizer, the Council voted six (6) for and none (0) opposed to accept the resignation from Gary L. Caplinger and declare a vacancy in Place No. 5 on the Allen City Council. The motion carried.

**Public Recognition**

**2. Citizen Comments.**

**Consent Agenda**

**MOTION:** Upon a motion made by Councilmember Doherty and a second by Councilmember Schulmeister, the Council voted six (6) for and none (0) opposed to adopt all items on the Consent Agenda as follows:

- 3. Approve Minutes of the February 9, 2021, Regular City Council Meeting.**
- 4. Adopt a Resolution Providing for a Representative of the Allen Heritage Guild to Serve as a Non-Voting Member of the Allen Parks and Recreation Board.**

**RESOLUTION NO. 3802-2-21(R):** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, PROVIDING FOR A REPRESENTATIVE OF THE ALLEN HERITAGE GUILD TO THE ALLEN PARKS AND RECREATION BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

- 5. Adopt a Resolution Approving and Authorizing Publication and Posting of Notice of Intention to Issue Certificates of Obligation and Declaring Expectation to Reimburse Expenditures with Proceeds of Future Debt for the Construction of the Stephen G. Terrell Recreation Center and Public Infrastructure Improvements Related to Projects at Alma and State Highway 121.**

**RESOLUTION NO. 3803-2-21(R):** A RESOLUTION APPROVING AND AUTHORIZING PUBLICATION AND POSTING OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION AND DECLARING EXPECTATION TO REIMBURSE EXPENDITURES WITH PROCEEDS OF FUTURE DEBT.

- 6. Adopt a Resolution Authorizing the City Manager to Apply For, Accept, Reject, Alter, or Terminate a One-Year Grant from the State of Texas, Office of the Governor, Criminal Justice Division to Fund a Mental Health Coordinator.**

**RESOLUTION NO. 3804-2-21(R)**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, TO APPLY FOR, ACCEPT, REJECT, ALTER, OR TERMINATE GRANT # 4280401 A GRANT FROM THE STATE OF TEXAS, OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION PROVIDING FUNDING FOR A MENTAL HEALTH COORDINATOR, IF AWARDED.

7. **Adopt a Resolution Declaring the Expectation to Reimburse Expenditures with Proceeds of Future Debt from Waterworks and Sewer System (WW&SS) Revenue Bonds, Series 2021 for the Sloan Creek Sewer Trunk Project.**

**RESOLUTION NO. 3805-2-21(R)**: A RESOLUTION DECLARING EXPECTATION TO REIMBURSE WITH PROCEEDS OF FUTURE DEBT.

8. **Award Bid and Authorize the City Manager to Execute a Contract with Western Municipal Construction of Texas, LLC, for the Sloan Creek Trunk Sewer Project in the Amount of \$1,579,372.**
9. **Authorize the City Manager to Execute the Purchase of Emergency Medical Service Supplies from Bound Tree Medical, LLC, through an Interlocal Cooperative Agreement with the City of Richardson for an Annual Amount of \$165,000.**
10. **Authorize the City Manager to Continue the Use of the T-Mobile Texas Department of Information Resources (TXDIR) Contract for Cellular Equipment and Service for an Average Annual Amount of \$190,000.**
11. **Authorize the City Manager to Execute a Purchase with the Texas Department of Transportation for the Old Custer Road Right-of-Way for the Expansion of the Six Cities Trail Plan Connecting Area Neighborhoods in the Amount of \$202,260.**
12. **Award Bid and Authorize the City Manager to Execute a Contract with Knight Erosion Control, Inc., for the Construction of Watters Creek Golf Course Infrastructure Improvements Project Phase I in the Amount of \$304,894.**
13. **Authorize the City Manager to Execute a Contract with Musco Sports Lighting, LLC, through BuyBoard Cooperative Purchasing for a Full Replacement of the Sports Lighting System at the Allen Event Center in the Amount of \$275,500.**
14. **Authorize the City Manager to Execute a Contract with Daktronics, Inc., through BuyBoard Cooperative Purchasing for a Full Replacement of the Audio/Visual Systems at the Allen Event Center in the Amount of \$2,713,931.**
15. **Receive the Quarterly Investment Report for Period Ending December 31, 2020.**
16. **Receive the Financial Report for Period Ending December 31, 2020.**

The motion carried.

**Regular Agenda**

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17. **Adopt a Resolution Approving an Interlocal Agreement with Collin County Regarding Funding and Implementation of the Emergency Rental Assistance Program funded by Collin County and the U.S. Treasury.**

**RESOLUTION NO. 3806-2-21(R)**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, APPROVING THE TERMS AND CONDITIONS OF AN INTER- LOCAL COOPERATION AGREEMENT BY AND BETWEEN THE CITY OF ALLEN AND COLLIN COUNTY, TEXAS, FOR THE FUNDING AND IMPLEMENTATION OF AN COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM; AUTHORIZING ITS EXECUTION BY THE CITY MANAGER OR DESIGNEE; AND PROVIDING AN EFFECTIVE DATE.

**MOTION:** Upon a motion made by Councilmember Brooks and a second by Councilmember Doherty, the Council voted six (6) for and none (0) opposed to adopt Resolution No. 3806-2-21(R), as previously captioned, to approve the funding and implementation of a COVID-19 Emergency Rental Assistance Program. The motion carried.

18. **Adopt a Resolution Authorizing the City Manager to Negotiate and Execute a Contract with Community Development Properties North Texas, Inc., a Delaware non-profit Corporation, to Administer the Following Programs on behalf of the City of Allen: The Texas Emergency Rental Assistance Program and Texas Eviction Diversion Program funded with CDBG-CV Funds from the Texas Department of Housing and Community Affairs, the Emergency Rental Assistance Program funded by Collin County and the U.S. Treasury, and the Small Business Grant Program funded by CDBG-CV through the Department of Housing and Urban Development in the Amount of \$3,305,341.**

**RESOLUTION NO. 3807-2-21(R)**: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT IN THE AMOUNT OF \$3,305,340.65 WITH COMMUNITY DEVELOPMENT PROPERTIES NORTH TEXAS, INC., A DELAWARE NON-PROFIT CORPORATION, TO ADMINISTER THE FOLLOWING PROGRAMS ON BEHALF OF THE CITY OF ALLEN: THE TEXAS EMERGENCY RENTAL ASSISTANCE PROGRAM AND TEXAS EVICTION DIVERSION PROGRAM FUNDED WITH CDBG-CV FUNDS FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS, THE EMERGENCY RENTAL ASSISTANCE PROGRAM FUNDED BY COLLIN COUNTY AND THE U.S. TREASURY, AND THE SMALL BUSINESS GRANT PROGRAM FUNDED BY CDBG-CV THROUGH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

**MOTION:** Upon a motion made by Councilmember Doherty and a second by Councilmember Clemencich, the Council voted six (6) for and none (0) opposed to adopt Resolution No. 3807-2-21(R), as previously captioned, approving a contract with Community Development Properties of North Texas, Inc., to administer the various programs on behalf of the City of Allen. The motion carried.

19. **Conduct a Public Hearing and Adopt an Ordinance to Approve a Site Plan for Allen Veterinary Hospital and Ace Pet Resort Being AVH Kennels Addition, Block A, Lots 1 and 2 and Generally Located at the Northwestern Corner of the Intersection of Roaring Springs Drive and Main Street. [Allen Veterinary Hospital]**

Mayor Fulk opened the public hearing and asked anyone wishing to speak for or against this item to do so at this time.

With no one speaking, Mayor Fulk closed the public hearing.

**ORDINANCE NO. 3808-2-21:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE SITE PLAN FOR THE USE AND DEVELOPMENT OF LOT 1, BLOCK A, AVH KENNELS ADDITION, AND ADOPTING A SITE PLAN FOR THE USE AND DEVELOPMENT OF LOT 2, BLOCK A, AVH KENNELS ADDITION, CITY OF ALLEN, COLLIN COUNTY, TEXAS, LOCATED IN PLANNED DEVELOPMENT NO. 5 ("PD NO. 5") FOR SHOPPING CENTER "SC" USES; PROVIDING A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

**MOTION:** Upon a motion made by Councilmember Kizer and a second by Councilmember Schulmeister, the Council voted six (6) for and none (0) opposed to adopt Ordinance No. 3808-2-21, as previously captioned, amending the Site Plan for Allen Veterinary Hospital and Ace Pet Resort Being AVH Kennels Addition. The motion carried.

**20. Conduct a Public Hearing and Adopt an Ordinance to Amend the Development Regulations for a Portion of District H of Planned Development No. 108 Mixed Use and Adopt a Concept Plan, Building Elevations, and Access Exhibit for the Property Generally Located North of Stockton Drive and East of Bossy Boots Drive. [Senior Co-operative Living - Senior Independent Living]**

Mayor Fulk opened the public hearing and asked anyone wishing to speak for or against this item to do so at this time.

David Hicks, 401 Woodlake Drive, Allen, Texas, spoke in support of the item.

With no one else speaking, Mayor Fulk closed the public hearing.

**ORDINANCE NO. 3809-2-21:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE ZONING REGULATIONS AND ZONING MAP, AS PREVIOUSLY AMENDED, BY AMENDING THE DEVELOPMENT REGULATIONS OF PLANNED DEVELOPMENT "PD" NO. 108 MIXED USE "MIX" AND ADOPTING A CONCEPT PLAN, BUILDING ELEVATIONS, AND ACCESS EXHIBIT ON 11.000± ACRES LOCATED IN THE JOHN FYKE SURVEY, ABSTRACT NO. 325 DESCRIBED IN EXHIBIT "A" HERETO; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.

**MOTION:** Upon a motion made by Councilmember Schulmeister and a second by Councilmember Doherty, the Council voted four (4) for and two (2) opposed, with Mayor Fulk and Councilmember Brooks casting the opposing votes, to adopt Ordinance No. 3809-2-21, as previously captioned, to amend development regulations for a portion of District H of PD 108 and adopt a concept plan, building elevations, and access with the following conditions as

recommended by staff: 1) the requirement for a restrictive covenant for age 62 restrictions in the Development Regulations; and, 2) the planting of canopy trees a minimum of 35 feet on center and four caliber inches in the northern landscape buffer to match the phasing of the masonry screen wall. The motion carried.

**21. Conduct a Public Hearing and Adopt an Ordinance for a Specific Use Permit SUP for a Fitness and Health Center use on Lot 1R1, Block D, Bray Central One Addition; Generally Located South of Junction Drive and East of Watters Road (and Commonly Known as 510 N. Watters Road). [UFC Fit Club Allen]**

Mayor Fulk opened the public hearing and asked anyone wishing to speak for or against this item to do so at this time.

With no one speaking, Mayor Fulk closed the public hearing.

**ORDINANCE NO. 3810-2-21:** AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AMENDING THE ALLEN LAND DEVELOPMENT CODE AND ZONING MAP, AS PREVIOUSLY AMENDED, BY GRANTING SPECIFIC USE PERMIT NO. 179 AUTHORIZING LOT 1R1, BLOCK D, BRAY CENTRAL ONCE ADDITION, PRESENTLY ZONED AS PLANNED DEVELOPMENT PD NO. 54 CORRIDOR COMMERCIAL “CC” ZONING DISTRICT, TO BE USED FOR A FITNESS AND HEALTH CENTER; PROVIDING A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

**MOTION:** Upon a motion made by Councilmember Kizer and a second by Councilmember Brooks, the Council voted six (6) for and none (0) opposed to adopt Ordinance No. 3810-2-21, as previously captioned, for a Specific Use Permit SUP for a Fitness and Health Center. The motion carried.

**Other Business**

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**23. Calendar.**

**24. Items of Interest.**

- Mayor Fulk announced his charity of the month was Kids Against Hunger.

Mayor Fulk recessed the Regular Agenda at 8:33 p.m. and announced the Executive Session.

**Executive Session**

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In accordance with the Texas Government Code, the Allen City Council convened into Executive Session at 8:46 p.m. on Tuesday, February 23, 2021, in the Training Room of Allen Senior Recreation Center, 451 St. Mary Drive, Allen, Texas, in order to discuss matters pertaining to:

**25. Pursuant to Section 551.074 of the Texas Government Code, for Personnel Matters:**

- Discussion Regarding Election of Mayor Pro Tem.

The Executive Session adjourned at 8:52 p.m. on Tuesday, February 23, 2021.

**26. Reconvene and Consider Action on Items Resulting from Executive Session.**

The Allen City Council reconvened into the Regular Meeting at 8:55 p.m. on Tuesday, February 23, 2021. The following action was taken on items discussed during Executive Session.

**22. Conduct the Election of Mayor Pro Tem.**

Mayor Fulk called for nominations from the Council on the position of Mayor Pro Tem.

Councilmember Clemencich nominated Councilmember Brooks.

With no other nominations offered, Mayor Fulk closed the call for nominations.

**MOTION:** Upon a motion made by Councilmember Clemencich and a second by Councilmember Schulmeister, the Council voted six (6) for and none (0) opposed to elect Councilmember Brooks as Mayor Pro Tem. The motion carried.

**Adjournment**

**MOTION:** Upon a motion made by Councilmember Doherty and a second by Councilmember Clemencich, the Council voted six (6) for and none (0) opposed to adjourn the Regular Meeting of the Allen City Council at 8:57 p.m. on Tuesday, February 23, 2021. The motion carried.

These minutes approved on the 9<sup>th</sup> day of March 2021.

**APPROVED:**

\_\_\_\_\_  
**Kenneth M. Fulk, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**Shelley B. George, TRMC, CITY SECRETARY**

## CITY COUNCIL AGENDA COMMUNICATION

**AGENDA DATE:** March 9, 2021

**SUBJECT:** Adopt a Resolution and Authorize the City Manager to Execute a Release to Abandon and Vacate a Fire Lane and Access Easement Associated with The Avenue Development Project.

**STAFF RESOURCE:** Chris Flanigan, Director of Engineering

**ACTION PROPOSED:** Adopt a Resolution and Authorize the City Manager to Execute a Release to Abandon and Vacate a Fire Lane and Access Easement Associated with The Avenue Development Project.

### **BACKGROUND**

The developers of The Avenue mixed-use project have discovered, through title research, that an old and unused fire lane and access easement exists on their property. Because it does not correlate or coincide with fire lanes they plan to construct with their project, they would like the encumbrance vacated, prior to platting. The City Attorney has reviewed the request, staff has determined the easement is not needed, and documents have been prepared for official abandonment by the Allen City Council. The Resolution grants the authority for the City Manager to sign the Release document on behalf of the City, which will be filed of record in the land records of Collin County.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council Adopt a Resolution and Authorize the City Manager to Execute a Release to Abandon and Vacate a Fire Lane and Access Easement Associated with The Avenue Development Project.

### **MOTION**

*I make a motion to adopt Resolution No. \_\_\_\_\_ and authorize the City Manager to execute a release to abandon and vacate a fire lane and access easement associated with The Avenue development project.*

### **ATTACHMENTS:**

Resolution  
Release of Fire Lane Easement

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, AUTHORIZING THE ABANDONMENT AND VACATION OF A FIRE LANE AND ACCESS EASEMENT IN THE J.W. PARSONS SURVEY, ABST. NO. 705; AUTHORIZING THE CITY MANAGER TO PREPARE, EXECUTE, AND RECORD NECESSARY DOCUMENTS EVIDENCING ABANDONMENT OF SAID EASEMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Allen, Texas, acting pursuant to law and upon the request of the purported owner of the underlying fee title of the property described in Exhibit “B” of that certain *Fire Lane and Access Easement* dated May 5, 2000, and recorded August 11, 2000, in Volume 4729, Page 928, Official Public Records, Collin County, Texas, (“the Easement”) is of the opinion and finds that said tract is not needed for public use as a fire lane and public access easement and that the City’s interest in the Easement should be abandoned and vacated and deems it advisable and in the public interest to abandon and quitclaim the hereinafter described interest in real property subject to the reservations and conditions of this document.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:**

**SECTION 1.** The City Manager, on behalf of the City of Allen, is authorized to prepare, execute, and record in the Official Public Records of Collin County, Texas, such document(s), approved as to form by the City Attorney, as may be necessary to evidence the vacation, release, and abandonment of the City’s interest in real property described in the Easement.

**SECTION 2.** This Resolution shall be in force and effect from and after its passage on the date shown below.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ON THIS THE 9<sup>TH</sup> DAY OF MARCH 2021.**

**APPROVED:**

\_\_\_\_\_  
**Kenneth M. Fulk, MAYOR**

**APPROVED AS TO FORM:**

**ATTEST:**

\_\_\_\_\_  
**Peter G. Smith, CITY ATTORNEY**  
(kbl:2/5/21:120554)

\_\_\_\_\_  
**Shelley B. George, CITY SECRETARY**

After Recording, Return to:  
City of Allen  
Attn: Office of the City Secretary  
305 Century Parkway  
Allen, Texas 75013

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.**

**RELEASE AND QUITCLAIM OF FIRE LANE AND ACCESS EASEMENT**

STATE OF TEXAS                   §  
  §           **KNOW ALL MEN BY THESE PRESENTS:**  
COUNTY OF COLLIN           §

The **CITY OF ALLEN, TEXAS**, ("City") on behalf of the public, hereby releases, abandons and quitclaims all of City's right, title and interest a forty-five foot (45.0') wide fire lane and public access easement previously conveyed to City pursuant to that certain *Fire Lane and Access Easement* dated May 5, 2000, and recorded August 11, 2000, in Volume 4729, Page 928, Official Public Records, Collin County, Texas, ("the Easement") along with any improvements located thereon or therein, in favor of the current record owners of the underlying fee simple interest in the Property ("Grantee").

TO HAVE AND TO HOLD all of City's right, title and interest in and to the within described property and premises unto the said Grantee, and Grantee's heirs, executors, successors and assigns forever, so that neither City nor its successors or assigns shall have, claim or demand any right, easement or title to the aforesaid property, premises or appurtenances or any part thereof.

Signed and effective this \_\_\_\_\_ day of February 2021.

CITY OF ALLEN, TEXAS

By: \_\_\_\_\_  
Eric Ellwanger, City Manager

State of Texas                   §  
  §  
County of Collin           §

Acknowledged before me, the undersigned authority, this \_\_\_\_\_ day of February 2021, by Eric Ellwanger, City Manager, City of Allen, a Texas home rule municipality, for and on behalf of said municipality.

\_\_\_\_\_  
Notary Public, State of Texas

My Commission Expires: \_\_\_\_\_

## CITY COUNCIL AGENDA COMMUNICATION

**AGENDA DATE:** March 9, 2021

**SUBJECT:** Conduct a Public Hearing and Adopt an Ordinance Establishing Standards of Care Necessary for a Day Care Licensing Exemption for Youth Camp Programs Operated by the Allen Parks and Recreation Department.

**STAFF RESOURCE:** Kate Meacham, Director of Parks and Recreation  
Travis Cunniff, Recreation Services Manager

**PREVIOUS COUNCIL ACTION:** Ordinance 3374-4-16 on April 26, 2016;  
Ordinance 3461-3-17 on March 14, 2017;  
Ordinance 3560-3-18 on March 13, 2018;  
Ordinance 3650-3-19 on March 12, 2019;  
Ordinance 3734-3-20 on March 10, 2020.

The annual adoption of this ordinance is required for a day care licensing exemption.

**BOARD / COMMISSION ACTION:** On February 8, 2021, the Parks and Recreation Board voted to approve the local Standards of Care, and recommended that they be adopted by City Council after a public hearing.

**ACTION PROPOSED:** Conduct a Public Hearing and Adopt an Ordinance Establishing Standards of Care Necessary for a Day Care Licensing Exemption for Youth Camp Programs Operated by the Allen Parks and Recreation Department.

### **BACKGROUND**

The Texas Human Resource Code, Section 42.041(b) (14) established requirements to exempt recreational programs operated by municipalities for elementary age (5-13) children from State child care licensing.

In order to receive exempt status for camp programs, a municipality must adopt standards of care by ordinance after a public hearing is held, then make available a copy of program standards, a notice of the public hearing for the program and a copy of the ordinance adopting the standards to the State. Standards are provided to parents of each camp program participant.

The ordinance 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 inform parents that the camp program is not licensed by the state and the program may not be advertised as a child-care facility.



**STAFF RECOMMENDATION**

Staff recommends that the City Council adopt an ordinance establishing Standards of Care necessary for a Day Care Licensing exemption for Youth Camp Programs operated by the Allen Parks and Recreation Department.

**MOTION**

*I make a motion to adopt Ordinance No. \_\_\_\_\_ establishing Standards of Care necessary for a Day Care Licensing exemption for Youth Camp Programs operated by the Allen Parks and Recreation Department.*

**ATTACHMENTS:**

Ordinance

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, ESTABLISHING STANDARDS OF CARE NECESSARY FOR A DAY CARE LICENSING EXEMPTION FOR YOUTH CAMP PROGRAMS OPERATED BY THE CITY OF ALLEN PARKS AND RECREATION DEPARTMENT; PROVIDING FOR A REPEALING CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Texas Human Resources Code § 42.041(b)(14) establishes requirements for exempting recreational programs operated by municipalities for elementary age (5-13) children from childcare licensing; and,

**WHEREAS**, in order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program; and requirements; and,

**WHEREAS**, the Allen Parks and Recreation Youth Program Standards of Care will provide basic child care regulations for day camp activities operated by the City of Allen Parks and Recreation Department in accordance with Texas Human Resources Code § 42.041(b)(14); and,

**WHEREAS**, the City Council after conducting a public hearing on March 9, 2021, and affording full and fair citizen feedback for the Allen Parks and Recreation Youth Programs; and,

**WHEREAS**, the City Council after conducting a public hearing for the Allen Parks and Recreation Youth Programs was held on March 9, 2021.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ALLEN, COLLIN COUNTY, TEXAS, THAT:**

**SECTION 1.** The City Council of the City of Allen adopts the Allen Parks and Recreation Youth Program Standards of Care for providing basic child care regulations for day camp activities operated by the City of Allen Parks and Recreation Department, which include staffing ratios, minimum qualifications, minimum facility, health and safety standards, and mechanisms for monitoring and enforcing the adopted local standards.

**SECTION 2.** A copy of the Allen Parks and Recreation Youth Program Standards of Care, herein adopted, are attached hereto as Exhibit A and incorporated as if set forth in full.

**SECTION 3.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph or section of this Ordinance.

**SECTION 4.** This ordinance shall take effect immediately from and after its passage and publication of the caption in accordance with the provisions of the Charter of the City of Allen, and it is accordingly so ordained.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ALLEN,  
COLLIN COUNTY, TEXAS, ON THIS THE 9<sup>TH</sup> DAY OF MARCH 2021.**

**APPROVED:**

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**Kenneth M. Fulk, Mayor**

**APPROVED AS TO FORM:**

**ATTEST:**

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**Peter G. Smith, City Attorney**  
(PGS:4-21-16:TM 76568)

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**Shelley B. George, TRMC, City Secretary**

## **CITY OF ALLEN CAMP PROGRAMS STANDARDS OF CARE**

The Standards of Care are intended to be minimum standards by which the City of Allen Parks & Recreation Department will operate the City's Camp Programs. The following Standards of Care are required by the Texas Human Resources Code, Section 42.041 (b) (14), as approved by the Texas Legislature during the 86th legislative session.

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

The following basic childcare regulations are the minimum Standards of Care by which the City of Allen Parks and Recreation Department will operate Camp Programs. Standards of Care are adopted annually as an ordinance by the Allen City Council. The programs operated by the City are recreational in nature and are not child or day care programs. The City is exempt from the requirements of the Texas Human Resources Code and is not licensed by the State to offer daycare programs.

### **GENERAL ADMINISTRATION**

1. Organization
  - A. The governing body of the Camp Program is the City Council of the City of Allen, Texas.
  - B. Implementation of the Camp Programs Standards of Care is the responsibility of the Parks and Recreation Department Director or his or her designee and Department employees.
  - C. These Standards of Care will apply to all Camp Programs, including, without limitation, the Summer Camp Program, Spring Break Program and Holiday Camp Program.
  - D. Each Program Site will have available for public and staff review a current copy of the Standards of Care.
  - E. Parents of participants will be provided a current copy of the Standards of Care during the registration process for a Program. Further, a copy of the Standards of Care shall be placed online on the City's website.
  - F. Criminal background checks will be conducted on prospective Program employees. If results of a criminal background check indicate that a prospective Program employee has been arrested, charged with, or convicted of any of the following offenses, the prospective Program employee will not be considered for employment:
    - i. a felony or a misdemeanor classified as an offense against a person or family member;
    - ii. a felony or misdemeanor classified as public indecency;
    - iii. any offense for which a person is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure;
    - iv. a felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance and;
    - v. any offense involving moral turpitude.
2. Definitions

For purposes of these Standards of Care, the following words shall have the respective meanings ascribed to them:

- A. *City* means the City of Allen, Texas.
- B. *City Council* means the City Council of the City.
- C. *Department* means the Parks and Recreation Department of the City.
- D. *Director* means the Parks and Recreation Department Director of the City or his or her designee.
- E. *Employee(s)* means people who have been hired to work for the City of Allen and have been assigned responsibility for managing, administering, or implementing some portion of a Program.
- F. *Parent(s)* means one or both parent(s) or adults who have legal custody and authority to enroll their child(ren) in a Program.
- G. *Participants* means a youth whose parent(s) have completed all required registration procedures and determined to be eligible for a Program.
- H. *Camp Programs* means the Summer Camp Program, Spring Break Camp Program and the Holiday Camp Program.
- I. *Center Supervisor or Recreation Program Supervisor* means a full-time Department employee who is a supervisor and has been assigned administrative responsibility for the Programs.
- J. *Program Employee* means a Department part-time or seasonal employee who has been assigned responsibility by the Center Supervisor or Recreation Program Supervisor to implement the City's camp programs.
- K. *Program Manual* means a notebook of policies, procedures, required forms, and organizational and programming information relevant to each Program.
- L. *Program Site* means area and facilities where a Program is held, consisting of but not limited to the Joe Farmer Recreation Center, 1201 E. Bethany, Allen, Texas, 75002.

3. Inspections/Monitoring/Enforcement

- A. A written inspection report will be prepared by the Recreation Program Supervisor each month to confirm the Standards of Care are being adhered to.
  - i. Each monthly inspection report will be sent by the Recreation Program Supervisor to the Center Supervisor for review and kept on record in accordance with the City's records retention policy
  - ii. The Center Supervisor will review the report and establish deadlines and criteria for compliance with the Standards of Care where failure to comply is determined.
- B. The Recreation Program Supervisor will make visual inspections of the Programs based on the following schedule:
  - i. The Summer Camp Program will be inspected a minimum of two times during the Summer Camps' Program schedule.
  - ii. The Spring Break Camp Program will be inspected at least once during the Spring Break Camp Program schedule.
  - iii. The Holiday Camp Program will be inspected at least once during the Holiday Camp Program schedule.
  - iv. Each other Program will be inspected at least once each week during the schedule for the Program.
- C. Complaints regarding enforcement of the Standards of Care should be directed to the Recreation Program Supervisor. The Recreation Program Supervisor will be responsible to take the necessary steps to address any complaints and to resolve the problem(s), if any. Complaints regarding enforcement of the Standards of Care and their resolution will be recorded in writing by the Recreation Program Supervisor. All complaints regarding enforcement of the Standards of Care where a deficiency is determined will be forwarded to the Center Supervisor, in a timely manner, with the complaint and the resolution noted.

4. Enrollment  
Before a child can be enrolled in a Program, the parents must sign registration forms that contain the following information about the child:
  - A. name, address, home telephone number;
  - B. name and address of parent(s) and telephone number(s) during Program hours;
  - C. the names and telephone numbers of people to whom the child can be released;
  - D. proof of residency within the City when appropriate; and
  - E. a fully executed liability waiver and release.
  
5. Suspected Abuse
  - A. Program Employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where an employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Center Supervisor. The Center Supervisor will then immediately notify the Recreation Manager, the City Police Department and any other agency as may be appropriate.
  - B. Texas state law requires the employees of the Programs to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1.800.252.5400.

## **STAFFING - RESPONSIBILITIES AND TRAINING**

1. Center Supervisor
  - A. Qualifications
    - i. The Center Supervisor will be a full-time, professional employee of the Department.
    - ii. Work experience requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree in Parks and Recreation or related field preferred or equivalent experience in Parks and Recreation or related field in lieu of education. Related Fields/Experience including but not limited to: Parks, Recreation and Tourism Therapeutic Recreation; Gerontology/Nutrition; Kinesiology, Sports Management or Physical Education; Ice Rink Operations or Management; Golf Operations or Programming.
    - iii. The Center Supervisor must have over two years up to and including three years of relevant experience.
    - iv. The Center Supervisor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.
    - v. The Center Supervisor must have successfully completed a course in first aid and cardio pulmonary resuscitation (CPR) and possess a Texas Class C Driver's License within 4 months of hire.
  - B. Responsibilities  
The information listed below is intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.
    - i. Oversees operation of Recreation Center, its staff and its related programs by developing and maintaining budget for facility programs and personnel. Reconciles financial transactions and records, makes daily deposits, processes and approves refunds, monitors payroll activities, maintains inventory, procures

- ii. Provides computer related support by troubleshooting computer problems, training staff on new and existing computer systems, diagnosing ACTIVE Net Software and online registration issues and providing computer assistance to department staff. Operates in all applicable system modules pertinent to job assignment, trains staff on use of computer systems and compiles data from computer systems.
- iii. Ensures customer service by addressing and resolving complaints from the public, makes discretionary decisions regarding customer related issues, educates and trains staff on customer service practices, and holds staff accountable for expected customer service delivery goals.
- iv. Supervises personnel by conducting the hiring process including selecting candidates and interviewing for open positions, training staff, promoting and maintaining positive work environment for optimum staff morale, evaluating staff performance and conducting performance reviews, administering staff meetings, scheduling staff, holding staff accountable for expectations, handling staff concerns and suggestions and administering disciplinary actions as needed.
- v. Ensures safe and proper maintenance of facilities by coordinating preventative maintenance, repairs and capital improvements with appropriate personnel and/or vendors and ensures cleanliness of facility and premises.
- vi. May work varied shifts including opening, closing and weekend hours as assigned.

## 2. Recreation Program Supervisor

### A. Qualifications

- i. The Recreation Program Supervisor will be a full-time, professional employee of the Department.
- ii. Work experience requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree in Parks and Recreation or related field preferred or equivalent experience in Parks and Recreation or related field in lieu of education. Related Fields/Experience including but not limited to: Parks, Recreation and Tourism; Therapeutic Recreation; Gerontology/Nutrition; Kinesiology, Sports Management or Physical Education; Ice Rink Operations or Management Golf Operations or Programming.
- iii. The Recreation Program Supervisor must have over two years up to and including three years of relevant experience.
- iv. The Recreation Program Supervisor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.
- v. The Recreation Program Supervisor must have successfully completed a course in first aid and cardio pulmonary resuscitation (CPR) within four months of hire and possess a Texas Class C Driver's License within 4 months of hire.

### B. Responsibilities

The information listed below is intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.

- i. Supervises personnel and contract instructors by interviewing applicants for open positions, coordinating training, observing and monitoring work tasks, developing program staff, evaluating work performance, writing performance evaluations, assisting employees to correct deficiencies, scheduling the necessary employees

for facility operations and submitting time sheets for payroll. Position has direct oversight of Recreation Specialist II's at the center.

- ii. Develops and implements various programs by assessing the needs of citizens, identifying the types of programs to offer, recruiting and hiring qualified instructors for new programs, negotiating class and instructor fees, preparing goals and cost analysis for 110% plus cost recovery, scheduling program dates, reserving facilities for programs, purchasing and maintaining equipment and materials needed, and advertising programs to the general public. This position will act in a liaison role to civic organizations and community partners on events; will research and lead the coordination of partnership of national/state affiliated programs as well as corporate partnerships that benefit the division.
- iii. Assists with facility operations by addressing and resolving complaints and concerns from the public, responding to emergencies when required, preparing facilities for programs, rentals and special events and ensuring the cleanliness of facilities.
- iv. Monitors the allocation of resources by ensuring that the supplies necessary for the operation of the facility are maintained, ordering new supplies and equipment, evaluating and recommending the budgetary needs for operations and creating vendor lists. Position is responsible for vendor and instructor payment processing and budget oversight of relevant to such.

### 3. Lead Camp Counselor

#### A. Qualifications

- i. The Lead Camp Counselor will be a temporary seasonal Program Employee of the Department.
- ii. The Lead Camp Counselor must have a High School Diploma or G.E.D.
- iii. Must be available for work Monday through Friday, 7 a.m. to 6 p.m. during all seasonal camp weeks.
- iv. Must have at least one year of relevant work experience. Prior day camp experience or experience programming camp activities preferred. Experience working with youth preferred.
- v. Must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.
- vi. Required to have a CPR Certification and First Aid Certification before June 1st (training provided), Valid Texas Class C Driver's License

#### B. Responsibilities

The information listed below is intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.

- i. Oversees seasonal youth camp operations by coordinating the activities of the camp and supervising related programs, field trips, and activities.
- ii. Supervises personnel by assisting in training, observing and monitoring work tasks, evaluating work performance, assisting employees to correct deficiencies, scheduling the necessary employees for facility operations and submitting time sheets for payroll.
- iii. Acts as a role model for children ages 5-12, displays appropriate behavior, and creates a safe, inclusive environment for all campers and staff.
- iv. Instructs and/or trains personnel to lead a variety of activities including but not limited to arts and crafts, games, nature education and other outdoor related activities.



- v. Works closely with Recreation Program Supervisor to plan and coordinate activities; provides assistance in other parks and recreation programs as needed, including the Allen USA Celebration.
- vi. Provides excellent customer service by maintaining positive interpersonal relations with all who are involved in the summer camp program; including children, parents, staff, vendors and general public.
- vii. Monitors the use of recreation equipment and ensures it is used in a capacity that is in accordance with its intended use. Ensures all equipment is returned to its original location and put back in an organized fashion when done using.
- viii. Follows and enforces rules, policies, and procedures outlined in City of Allen local standards of care and handbook.
- ix. Must have a desire to work with children and be able to work every week of seasonal camp.
- x. Ensures a high level of safety for participants and personnel during the program and administers basic first aid, as certified, as necessary.

4. Camp Counselor

A. Qualifications

- i. The Camp Counselor will be a temporary seasonal Program Employees of the Department.
- ii. The Camp Counselor must have a High School Diploma or G.E.D.
- iii. Must have a desire to work with children and be able to work all eleven weeks of summer camp. Prior day camp experience or experience programming camp activities preferred. Experience working with youth preferred.
- iv. The Camp Counselor must successfully complete pre-employment screenings, which consist of a drug test, criminal background check and driving record check.
- v. Required to have a CPR Certification and First Aid Certification before June 1st (training provided), Valid Texas Class C Driver's License

B. Responsibilities

- i. Camp Counselors will be responsible for the supervision and activities of approximately 10-12 children ages 5-12 in an outdoor and indoor nature environment.
- ii. Counselor will plan and carry out such activities as hiking, arts and crafts, sports, drama, swimming, and field trips.

5. Training/Orientation

- A. The Department is responsible for providing training and orientation to Program Employees working with children and for specific job responsibilities. The Recreation Program Supervisor will provide each Program Employee with a Program manual specific to the applicable Program.
- B. Program Employees must be familiar with the Standards of Care for 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 Program 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, Department, and Program policies and procedures, provision of recreation activities, safety issues, and organization goals.
- F. Program Employees will be required to sign an acknowledgement that they received the required training.

## OPERATIONS

1. Staff-Participant Ratio
  - A. The standard ratio of Program participants to Program Employees will be no greater than 15 to 1. In the event an employee assigned to a Program is unable to report to the Program Site, a replacement will be assigned.
  - B. Program Employees are responsible for being aware of the participant's habits, interests, and any special problems as identified by the participant's parent(s) during the registration process.
  
2. Discipline
  - A. Program Employees will implement discipline and guidance in a consistent manner based on the best interests of Program participants.
  - B. There must be no cruel, harsh or corporal punishment or treatment used as a method of discipline.
  - 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 sufficient number and/or severe nature of discipline reports as detailed in the Program Manual may result in a participant being suspended or removed from the Program or all Programs.
  - F. In instances where there is a danger to participants or employees, offending participants will be removed from the Program Site as soon as possible.
  
3. Programming
  - A. Program Employees will attempt to provide activities for each Program according to the participants' ages, interests, and abilities. The activities must be appropriate to participants' health, safety, and wellbeing. The activities also must be flexible and promote the participants' emotional, social, and mental growth.
  - B. Program Employees will attempt to provide indoor and outdoor time periods that include:
    - i. alternating active and passive activities;
    - ii. opportunity for individual and group activities, and
    - iii. outdoor time each day weather permits.
  
4. Communication
  - A. The Program Site will have a cell phone and land line to allow the Program Employees to be contacted by Department employees and vice versa.
  - B. The Recreation Program Supervisor will post the following telephone numbers adjacent to a telephone accessible to all Program employees:
    - i. City ambulance or emergency medical services;
    - ii. City Police Department
    - iii. City Fire Department
    - iv. Joe Farmer Recreation Center front desk;
    - v. Parks and Recreation Administrative office and;
    - vi. Numbers at which parents may be reached.
  
5. Transportation
  - A. Program Employees will be attentive and considerate of the Participant's safety on field trips and during any transportation provided by the Program.

- B. Transportation for field trips is provided by school buses through the Allen Independent School District. In the event said school district buses are unavailable, department will ensure suitable transportation is provided.
- C. During field trips, Program Employees will have emergency contact information for each Participant.
- D. Program Employees will have a roster of Participants in their group and must account for all participants frequently, specifically before departure to and from destination.
- E. Before a participant may be transported to and from City-sponsored activities, participants must be registered for the field trip.
- F. First aid supplies and a first aid and emergency care guide will be available in all Program vehicles that transport children.
- G. Designated Program Employees will carry a cell phone at all times during the duration of the field trip.
- H. Participants will be oriented to expected behavior and safety rules.

## **FACILITY STANDARDS**

1. Safety
  - A. Program Employees will inspect Program Sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.
  - B. Buildings, grounds, and equipment on the Program Site will be inspected, cleaned, repaired, and maintained to protect the health 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 at the Program Site, during transportation to an off-site activity, and for the duration of any off-site activity.
  
2. Fire
  - A. An emergency evacuation plan will be posted at the Program Site. In a situation where evacuation is necessary, the first priority of Program Employees is to make sure all participants are in a safe location.
  - 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 Center Supervisor who will review and establish deadlines and criteria for compliance if any deficiencies or concerns are determined to exist.
  - C. The Program Site must have at least one fire extinguisher readily available to all Program employees. 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. Summer Camp Program: A fire drill twice during the session.
    - ii. Spring Break Camp and Holiday Camp Program: A fire drill once during the session.
  
3. Health
  - A. Illness or Injury.
    - i. A participant who is considered to be a health or safety concern to other participants or Program Employees will not be admitted to a Program.
    - ii. A participant or Program Employee that is exhibiting new or worsening signs or symptoms of possible communicable disease (COVID-19, etc.) must isolate from the cohort and contact the local health department.
    - iii. Illnesses and injuries will be handled in a manner to protect the health of all participants and employees.

- iv. Program Employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the Program Manual.
- v. Program Employees will follow the guidelines of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.
- vi. Program Employees will follow the best practice sanitization protocols for common surfaces, restrooms and recreational equipment.
- vii. Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant to be readily available throughout the camp for Program Employees and participants. Regular use will be encouraged and available throughout the day.

4. Medication Administration

- A. A Medication Consent Form must be completed and on file for each prescription the child receives during the hours of operation.
- B. Staff will administer medication only with written parental permission through a Medication Consent Form and will administer medication only as stated on the label directions or as amended by the physician.
- C. Over-the-counter medications will be administered only if a Medication Consent Form has been completed, are in the original container and by label directions only.
- D. If medication dosage has changed during the summer, a new Medication Consent Form must be completed.
- E. All medication must be in the original container and be labeled with the child's name, the date (if prescription), include directions on how to administer, and include the physician's name (if prescription).
- F. Medications requiring refrigeration must be noted on the Medication Consent Form.
- G. Inhalers and peak flows must have instructions.
- H. Staff will store and administer medications at the prescribed time as noted on the Medication Consent Form.
- I. Parents/Guardians are responsible for removing medication at the end of the program or when the child is withdrawn. Any medication left on-site will be properly disposed of two weeks after the completion of Camp S.T.A.R.
- J. Epinephrine-Pens
  - i. Summer staff is trained to assist children in administering their Epinephrine-Pens in case of an Anaphylactic Shock. If a child is not able to self-administer the injection, staff will do so if a completed Medication Consent Form is on file. A separate Medication Consent Form is required specifically for Epinephrine-Pens including information about the allergy(s) and the administration of the Epinephrine-Pen.
  - ii. If an Epinephrine-Pen is administered, 911 and the parent/guardian will be contacted immediately.

5. Toilet Facilities

- A. The Program Site will have indoor toilets located and equipped so participants can use them independently.
- B. An appropriate and adequate number of lavatories will be provided.

6. Sanitation

- A. The Program site will have adequate light, ventilation, and heat.
- B. The Program site will 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.

- C. Program Employees will ensure that garbage is removed from buildings daily.
- D. Program Employees will work to help mitigate environmental exposures by additional cleaning and disinfecting of staff's work area, common areas, and bathrooms.