



**NOTICE AND AGENDA  
CITY COUNCIL  
TUESDAY, MAY 30, 2023, 7:00 P.M.  
SPECIAL CALLED CITY COUNCIL MEETING**

Notice is hereby given that the City Council of the City of Glenn Heights, Texas will hold a Special Called City Council Meeting on Tuesday, May 30, 2023, beginning at 7:00 P.M., in the City Hall, City Council Chambers, located at 1938-C South Hampton Road, Glenn Heights, Texas, 75154, as prescribed by Vernon's Texas Civil Statutes, Government Code Section §551.041, to consider and possibly take action on the following agenda items. Items do not have to be taken in the same order as shown in this meeting Notice and Agenda.

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at <https://www.glennheightstx.gov/129/Agendas-Minutes>.

This City Council Meeting will be live streamed at <https://www.glennheightstx.gov/229/City-Council-Meeting-Videos>.

**CALL TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

**CONSENT AGENDA**

1. Discuss and take action to approve Ordinance O-03-23, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting Standards of Care for Youth Programs offered by the Glenn Heights Parks and Recreation Department; providing a repealing clause; providing a severability clause; and providing an effective date. (Second Reading) (Clifford Blackwell, Deputy City Manager)

**AGENDA**

1. Presentation on Glenn Heights Community Center Programming. (Jerry Wallace, Parks and Recreation Superintendent)

**ADJOURNMENT**

In accordance with the Americans with Disabilities Act, if you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodations, please contact the City Secretary at least 48 hours in advance of the event at 972-223-1690 ext. 125 or email

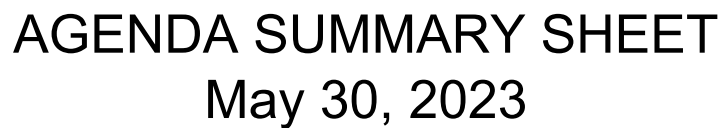
[brandi.brown@glennheightstx.gov](mailto:brandi.brown@glennheightstx.gov). Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

I, Brandi Brown, City Secretary, do hereby certify that the above Meeting Notice and Agenda was posted in a place convenient to the Public at Glenn Heights City Hall, 1938-C South Hampton Road, Glenn Heights, Texas by 5:00 P.M. on Friday, May 26, 2023.

Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in closed session with its attorney at any time during the course of this meeting and to receive legal advice regarding any item listed on this agenda.

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Brandi Brown, City Secretary



Discuss and take action to approve Ordinance O-03-23, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting Standards of Care for Youth Programs offered by the Glenn Heights Parks and Recreation Department; providing a repealing clause; providing a severability clause; and providing an effective date. (Second Reading) (Clifford Blackwell, Deputy City Manager)

[illegible]



# **CITY OF GLENN HEIGHTS CITY COUNCIL REPORT**

**Date: May 30, 2023**

## **SUBJECT**

This agenda item will allow the City Council to adopt an Ordinance authorizing the standards of care for youth programs offered by the Glenn Heights Parks and Recreation Department.

## **DISCUSSION / BACKGROUND**

The Youth Program Standards of Care are intended to be the minimum standards by which the City of Glenn Heights Parks and Recreation Department will operate its programs for children under the age of 14 that meet at least two hours a day, three or more days a week. The programs operated by the City's Parks and Recreation Department are recreational in nature and are not licensed by the State of Texas as certified daycare programs. These Standards of Care will be adopted by ordinance after a public hearing has been conducted to receive feedback.

## **PRIOR COUNCIL OR BOARD ACTION**

Not applicable.

## **PUBLIC CONTACT**

Not applicable.

## **FINANCIAL IMPACT**

Not applicable.

## **RECOMMENDATION / ALTERNATIVES**

Staff recommends approval of Ordinance O-03-23.

## **ATTACHMENTS**

1. Ordinance O-03-23

**PREPARED BY**

Clifford Blackwell, Deputy City Manager

**REVIEWED BY**

Brandi Brown, City Secretary

**ORDINANCE NO. O-03-23**

**AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS,  
ADOPTING STANDARDS OF CARE FOR YOUTH PROGRAMS OFFERED  
BY THE GLENN HEIGHTS PARKS AND RECREATION DEPARTMENT;  
PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY  
CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Texas Human Resource Code, Section 42.041(b)(14), establishes requirements to exempt recreational programs operated by municipalities for elementary age (5-13) children from State child-care 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, then submit 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; and

**WHEREAS**, the City Council, after conducting a public hearing and affording a full and fair hearing to all citizens, and in the exercise of legislative discretion, has concluded that the attached standards of care should be approved.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS,  
TEXAS:**

**SECTION 1.** The standards of care for youth programs offered by the Parks and Recreation Department of the City of Glenn Heights, Texas, attached hereto as Exhibit “A”, are hereby adopted. As required by Texas Human Resource Code, section 42.041(b)(14), the Standards adopted by this ordinance include staffing ratios; minimum staff qualifications; minimum facility, health, and safety standards; and mechanisms for monitoring and enforcing the adopted local standards.

**SECTION 2.** In compliance with Texas Human Resource Code, section 42.041(b)(14), a copy of the adopted Standards of Care for Youth Programs shall be provided by the Director of the Parks and Recreation Department of the City of Glenn Heights or his/her designee to the parents of each participant in any youth program offered by the Parks and Recreation Department. .

**SECTION 3.** All provisions of the ordinances of the City of Glenn Heights in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other

provisions of the ordinances of the City of Glenn Heights not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**SECTION 4.** If any section, paragraph, clause or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 5.** This Ordinance shall take effect upon its passage and the publication of the caption, as the law and charter in such cases provide.

**DULY PASSED after public hearing and first reading held on May 23, 2023 and second reading on May 30, 2023, by the City Council of the City of Glenn Heights, Texas, on the 30th day of May 2023.**

**APPROVED:**

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SONJA A. BROWN, MAYOR

**ATTEST:**

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Brandi Brown, City Secretary

**APPROVED AS TO FORM:**

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Victoria W. Thomas, City Attorney  
(051823vwtTM135045)

## EXHIBIT “A”



### GLENN HEIGHTS PARKS AND RECREATION YOUTH PROGRAM STANDARDS OF CARE

The following standards of care (“standards” have been adopted by the City Council to comply with section 42.041(b)(14) of the Texas Human Resources Code. The standards are intended to be minimum standards by which the City of Glenn Heights Parks and Recreation Department will operate the city’s Youth Programs. The programs operated by the city are recreational in nature and are not licenses by the state as certified day-care programs. A copy of these standards are provided to the parents of each Program participant and parents of each Program participant are informed that the Program is not licensed by the state and is not advertised as a child-care facility.

#### GENERAL ADMINISTRATION

##### **I. Definitions**

- A. City Council: City Council of the City of Glenn Heights, Texas
- B. City: City of Glenn Heights
- C. Department: City of Glenn Heights Parks and Recreation Department
- D. Superintendent: Glenn Heights Parks and Recreation Department Superintendent or his/her designee.
- E. Parent(s): One or both Parent(s) or Guardian(s) who have legal custody and authority to enroll their child(ren) in a Glenn Heights Parks and Recreation Youth Program.
- F. Participant: A youth whose Parent(s) or Guardian(s) have completed all required registration procedures and has been deemed eligible to participate in a Glenn Heights Parks and Recreation Youth Program.
- G. Recreation Aide: Glenn Heights Parks and Recreation Department full-time, part-time, seasonal, temporary staff, or contract instructor who has been assigned the responsibility to implement the Department’s Youth Program.
- H. Program Manual: Notebook of policies, procedures, required forms, and organizational and programming information relevant to Glenn Heights Parks and Recreation Youth Programs.

- I. Program Site: Area or facility where a Glenn Heights Parks and Recreation Youth Program is held.
- J. Program Staff: Glenn Heights Parks and Recreation Department full-time, part-time, seasonal, and temporary staff, or contract instructor assigned responsibility for managing, administering, or implementing some or all portions of one or more Glenn Heights Parks and Recreation Department Youth Programs. This definition also includes Superintendent of Recreation, Recreation Coordinator and Recreation Aide.
- K. Community Center: One type of facility used to host one or more programs.
- L. Recreation Aide: Glenn Heights Parks and Recreation Department programmer who has been assigned responsibility for one or more Youth Programs.
- M. Recreation Coordinator: Recreation Aide's supervisor who manages administrative responsibility for Youth Programs, and administrative responsibility over one or more facilities in the absence of the Superintendent of Recreation.
- N. Superintendent of Recreation: Glenn Heights Parks and Recreation employee with administrative responsibility over one or more facilities in which the Youth Programs are held.
- O. Youth Program or Programs: Glenn Heights Parks and Recreation Department program(s) for children ages 6 - 12 years, lasting two (2) or more hours, three (3) days or more per week.

## **II. Organization**

- A. The governing body of the Youth Program is the Glenn Heights City Council.
- B. Implementation of Glenn Heights Parks and Recreation Department Youth Programs Standards of Care is the responsibility of the Superintendent of Recreation and the Recreation Program Staff.
- C. Youth Programs to which these Standards of Care will apply are Glenn Heights Parks and Recreation Department programs for children ages 6-12 years, lasting two (2) or more hours, three (3) days or more per week.
- D. Each Program Site will have a current copy of the Standards of Care available for the public and Program Staff.
- E. A current copy of the Standards of Care is available for view on the City's website for parents of participants to view at any time.

- F. Criminal background checks will be conducted on prospective Program Staff. If the results of the criminal check indicate that an applicant has been convicted of any of the following offenses, he or she will not be considered for employment or contract:
- a. A felony or a misdemeanor classified as an offense against a person or family,
  - b. A felony or a misdemeanor classified as public indecency,
  - c. Any offense that would, in the opinion of the Superintendent of Recreation, potentially put the City of Glenn Heights or its citizens at risk.
- G. In addition, checks of the Texas Department of Public Safety database for the Texas Sex Offender Registration Program will be conducted on a prospective Program Staff. If results of that check indicate that an applicant is a registered sex offender, he or she will not be considered for employment or contract with the City of Glenn Heights as Program Staff.

### **III. Inspection/Monitoring/Enforcement**

- A. The Superintendent of Recreation will initiate a Pre-summer inspection in May of each year of each Youth Program and site.
- B. Complaints regarding enforcement of the Standards of Care will be directed to the Superintendent of Recreation. The Superintendent of Recreation will be responsible for taking the necessary steps to resolve the problem. The Superintendent of Recreation will record complaints regarding enforcement of the Standards of Care and their resolution. The Superintendent of Recreation will address serious complaints regarding enforcement of the Standards of Care and the complaints, and the resolutions will be noted.
- C. The Superintendent of Recreation or an appointed designee will make an annual report to the City Council on the overall status of the Youth Programs and their operation(s) relative to compliance with the adopted Standards of Care.

### **IV. Enrollment**

Before a child can attend a Youth Program, Parents/Guardians must register their child and provide the following information:

- a. Child's name, address, phone number
- b. Parents'/Guardians' name, address, email and phone number during program hours
- c. Proof of residency when appropriate
- d. Signed liability waiver and release forms needed for program(s).

**V. Suspected Abuse**

- A. The recreation program staff will report suspected child abuse to the Texas Department of Family and Protective Services, in accordance with the Texas Family Code. (Current telephone number: 1-800-252-5400).
- B. The recreation program staff will receive training information related to child abuse identification and prevention, and how to report suspected abuse.

**STAFFING — RESPONSIBILITIES AND TRAINING**

**VI. Recreation Coordinator (Coordinator) Qualifications**

- A. Recreation Coordinators will be professional staff of the Department and will be required to have all Program Leader qualifications as outlined in Section 8 of this document.
- B. Coordinators should possess the following combination of experience and training.
  - a. Working knowledge of recreation programming and facilities planning.
  - b. Bachelor's degree in Recreation, Recreation Administration or related field.
  - c. One year of experience in developing and implementing recreation programs.
  - d. Any work-related experience resulting in acceptable proficiency levels in the above minimum qualifications is an acceptable substitute for the above-specified education and experience requirements.
  - e. Current certification in First Aid, Cardiopulmonary Resuscitation (CPR) Adult and Child, and Automated External Defibrillator (AED).

**VII. Recreation Coordinator Responsibilities**

- A. Coordinators are responsible for administrating the Youth Program's operations in compliance with the adopted Standards of Care.
- B. Coordinators are responsible for recommending, hiring, supervising and evaluating the job qualifications and performance of Recreation Aides.
- C. Coordinators are responsible for planning, overseeing and evaluating Youth Programs.

#### **VIII. Recreation Aide (Aide) Qualifications**

- A. The Recreation Aide will be full-time, part-time, seasonal, temporary staff, or contract instructor, who has been assigned responsibility to implement the Department's Youth Programs.
- B. Recreation Aide should be capable of and must consistently exhibit competency, good judgment and self-control when working with Participants.
- C. Recreation Aide must relate to participants with courtesy, respect, tolerance and patience.
- D. Recreation Aide must pass a background investigation and drug screen.

#### **IX. Recreation Aide (Aide) Responsibilities**

- A. Recreation Aides will be responsible for providing Participants with an environment in which they can feel safe, enjoy wholesome recreation activities and participate in appropriate social opportunities with their peers.
- B. Recreation Aides will be responsible for knowing and adhering to all City, Departmental, and Youth Program standards, policies and procedures that apply to the Youth Programs.
- C. Recreation Aides will ensure Participants are released only to a Parent/Guardian or an individual designated by the Parent/Guardian. Release of Participants 11 years of age and older into the recreation center requires prior approval by the Parent/Guardian.

#### **X. Training/Orientation**

- A. The Department is responsible for ensuring Youth Program Staff has the training and information necessary to conduct the Youth Programs in accordance with the Standards of Care adopted by the City Council.
- B. Program Staff must be familiar with the Standards of Care for Youth Programs.
- C. Program Staff must be knowledgeable of appropriate procedures to handle emergencies.
- D. Program Staff will be trained in relevant areas including City, Department and Youth Program policies and procedures, recreation activities organization, safety issues, program organization, and other areas as required by assigned Youth Program.
- E. All Program Staff employed by the City of Glenn Heights will have First Aid, Cardiopulmonary Resuscitation (CPR) Adult and Child, and Automated External Defibrillator (AED) certifications.

## **OPERATIONS**

### **XI. Staff-Participant Ratio**

- A. In a Youth Program, the standard ratio of Participants to Staff is a maximum of 20 to 1, based on age of Participants and average daily attendance.

### **XII. Discipline**

- A. Program Staff will execute discipline and guidance in a consistent manner based on the best interests of the Participants.
- B. There will be no cruel treatment or harsh punishment (physical or verbal abuse). Examples include, but are not limited to, striking a child, belittling, or screaming at a child.
- C. Program Staff will use brief, supervised, separation from the group if necessary.
- D. A sufficient number and/or severe nature of discipline incidents, as detailed in the Program Manual, may result in a Participant being suspended from the Youth Program immediately.
- E. Participants will be removed from the Program Site as soon as possible in instances of danger to other Participants or Staff, i.e., verbal abuse, hitting, or biting other Participants or Staff and damage to any City property.

### **XIII. Programming**

- A. Program Staff will provide cultural, educational and recreational programs for each group of Participants according to their ages, interests and abilities.
- B. Activities will be appropriate to the Participant's health, safety and well-being.
- C. Activities will be flexible and promote the Participant's emotional, social and mental growth.

### **XIV. Communication**

Each remote Program Site will have a cell phone available to allow the Site to be contacted by Program Staff. Each Program Site will have access to a cell phone for use in contacting Program Staff or making emergency telephone calls. At each Program Site the Coordinator will make the following telephone numbers accessible to all Program Staff:

- a. City of Glenn Heights ambulance or emergency medical services
- b. City of Glenn Heights Police Department

- c. City of Glenn Heights Fire Department
- d. Glenn Heights Parks and Recreation Department Administrative Office
- e. Numbers, provided by Parents/Guardians of participants, at which they may be reached.
- f. Telephone numbers and address for the Program Site itself
- g. Telephone number of the Superintendent of Recreation office
- h. Poison Control

**XV. Transportation**

- A. Program staff will be attentive and considerate of the Participants' safety during any transportation provided by the Program.
- B. Program Staff will have authorization for emergency medical care and emergency contact information for each Participant.
- C. Program Staff will have a written list of the Participants in the group and will check the roll frequently, specifically before departure to and from destination.
- D. First aid supplies and a first aid and emergency guide will be available in all Youth Program vehicles that transport Participants.
- E. Seatbelts will be worn by all participants, if provided.
- F. Participants will be oriented to expected behavior and safety rules.

**FACILITY STANDARDS**

**XVI. Safety**

- A. Program Staff will inspect Program Sites weekly checking for 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 Site equipment and supplies will be inspected and confirmed as safe for use by Participants.

- D. Program Staff will have first aid supplies available at each Program Site in a designated location, during transportation, and for the duration of any off-site activity. Program Staff will have an immediate access to a guide for first aid and emergency care.

## **XVII. Fire**

- A. In case of fire, danger of fire, explosion or other emergency, the Program Staff's priority is to evacuate the Participants to a pre-designated safe area.
- B. Each indoor Program Site will have an annual fire inspection by the Glenn Heights Fire Department, and the resulting report will detail any safety concerns observed. The report will be forwarded to the Superintendent of Recreation who will review it and establish the deadline and criteria for compliance.
- C. Each indoor Program Site will have at least one fire extinguisher approved by the Fire Marshall readily available to all Program Staff.

## **XVIII. Health**

- A. Illness or Injury
  - a. A Participant who is considered a health or safety concern to other Participants or Program Staff will not be admitted to the Youth Program and/or may be removed for parent/guardian pick-up.
  - b. Illnesses and injuries will be handled in a manner to protect the health of all Participants and Program Staff. Participants having a fever of 100 degrees or more will not be allowed to remain in a Program and will not be allowed back into the Program for a minimum of 24 hours after fever-free.
  - c. Program Staff will follow emergency procedures for injured Participants or for Participants with symptoms of an acute illness as specified in the Program Manual.
  - d. Program Staff will follow the recommendations of the Texas Department of State Health Services concerning the admission or readmission of any Participant after a communicable disease and a doctor's note may be required allowing Participant's re-admission to the Program.
  - e. Should Program Staff suspect that a Participant may have a communicable disease (pink eye, lice, ringworm, strep throat, etc.), the Parent will be asked to pick up the child immediately. A doctor's note will be required before the Participant may return to the Program.

## B. Medications

- a. Medications are any pills, liquids, inhalers, sprays, eye drops, ear drops, cough drops or topically applied creams or ointments that are expected to relieve symptoms.
- b. Any medication, prescription or over the counter, must be accompanied by a completed Medication Administration Request and Authorization Form and turned in to the Parks and Recreation staff member overseeing the program. Staff may require renewal of the form at any point in time.
- c. Written permission from parents and physician is required for participants to carry and self-administer medications. Staff may require renewal of the written permission at any time. Only insulin, asthma reliever inhalers or emergency epinephrine, will be allowed as self-carry medications. All other medications must be turned in and administered by Parks and Recreation staff.
- d. Only medications that cannot be given at home will be given during program hours.
- e. Only a one-day supply of medication will be accepted each day, with the exception of insulin-pumps.
- f. It is recommended that the first dose of any medication be given at home where the parent can monitor the effects.
- g. Intramuscular injections (IM) will only be administered by the Parks and Recreation staff in life-threatening situations per physician emergency action plans. Injections, intravenous (IV) medications, rectal medications and medications that require special knowledge, skills or training to administer will not be administered by Parks and Recreation staff. Should these be necessary, a parent must contact the Glenn Heights Parks and Recreation at least 2 weeks prior to the start of the program so arrangements for proper medication administration can be made.
- h. Prescription and OTC medication must be in the original labeled pharmacy container and will be administered in compliance with the prescription instructions printed on the label
- i. Expired medications will not be administered.

## C. Toilet Facilities

- a. Each Program Site will have toilets located and equipped so Participants can use them independently and Program Staff can monitor as needed.

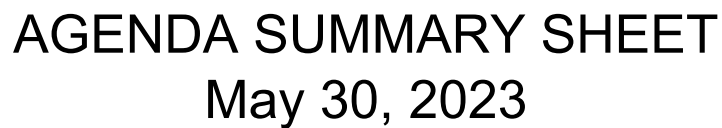
- b. There will be one toilet for every 30 Participants. Urinals may be counted in the ratio of toilets to Participants but will not exceed 50% of the total number of toilets.
- c. An adequate number of lavatories will be provided.

#### D. Sanitation

- a. Each indoor Program Sites will have adequate light, ventilation, air conditioning and heat.
- b. Each Program Site will have an adequate supply of water meeting the Texas Department of State Health standards for drinking water. Water will be supplied to the Participants in a safe and sanitary manner.
- c. Garbage will be removed from Program Sites daily.
- d. All waste matters will be kept in a leak-proof, covered container.

#### E. Special Needs

- a. Every reasonable accommodation will be made to address special needs Participants.
- b. For health and safety reasons, special needs Participants who require assistance with feeding, changing of clothes, and/or using the restroom must provide a personal attendant for such assistance.



Presentation on Glenn Heights Community Center Programming. (Jerry Wallace, Parks and Recreation Superintendent)

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