



COUNTY of FREDERICK

Parks and Recreation Department

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MEMO

To: Jay Tibbs, Deputy County Administrator for Human Services
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: February 15, 2017

The Parks and Recreation Commission met on February 14, 2017. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Charles Sandy, Jr., Amy Strosnider and Robert Wells (Board of Supervisors' Non-Voting Liaison). Members absent: Guss Morrison

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Collection Policy – Mr. Sandy moved to adopt the Collection Policy, second by Ms. Gerometta, motion carried unanimously (7-0). The Collection Policy is attached
2. Youth Sport Partner Agreements – Mr. Fordney moved to accept the YSP Agreements with Blue Ridge Youth Soccer, Frederick County National Little League and Frederick County American Little League, second by Mr. Carter motion carried unanimously (7-0).
3. Donation and Recognition (Naming Rights) Policy – Mr. Madigan recommended that the Donation and Recognition (Naming Rights) Policy be approved, second by Mr. Sandy motion carried unanimously (7-0). The Donation and Recognition (Naming Rights) Policy will be forwarded to the Finance Committee for review.
4. Buildings and Grounds Committee – Closed Session: Mr. Madagan moved to convene into closed session Under Virginia Code 2.2-3711A(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Carter, motion carried unanimously (7-0).

Mr. Madigan moved to exit closed session, second by Mr. Carter, carried unanimously (7-0). All Commission members were polled re: any discussion besides matter for closed session, all said no.

Attachment

cc: Gary Longerbeam, Chairman

Robert Wells, Board of Supervisors' Non-Voting Liaison

107 North Kent Street • Winchester, Virginia 22601

DELIQUENT FEE COLLECTION

500.05

PURPOSE:

To provide a procedure for the Department to collect delinquent program fees or contractual obligations from participants and contractors responsible fiscal management.

GOAL:

To establish a uniform Departmental guideline for the collection of delinquent program fees and contractual obligations.

POLICY:

In an attempt to alleviate delinquent program fees, the Frederick County Parks and Recreation Department (FCPRD) will utilize the following procedure in the recovery of delinquent fees.

1. Individuals or organizations with a delinquent balance will be contacted via phone, email, or certified mail indicating the balance due and the date the balance must be paid. Care will be taken to ensure the person or organization contacted is advised to contact FCPRD if they feel there is a discrepancy. Individuals or organizations will not be allowed to utilize or participate in FCPRD activities or facilities until their account is paid in full.
2. If payment is not received after step 1 a second contact will be made via certified mail indicating the balance due and the date the balance must be paid. The balance must be paid within seven days of the contact date. If applicable, the participant will also be given a termination date until the account is paid in full.
3. If payment is not received, a third contact will be made via certified mail indicating the balance due and the date the balance must be paid. The letter will also note that the balance must be paid within seven days to avoid collections.
4. If the balance remains unpaid, then the account will be sent to the County Treasurer's Office for collection. If the County Treasurer is unable to collect, the balance may be sent to a contracted collector.

Specific policies for dealing with the collections of delinquent fees for the basicREC / CAMP basicREC programs are outlined separately in the parent information booklet.

Approved: February 2017