



# 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:** January 10, 2018

The Parks and Recreation Commission met on January 9, 2018. 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:

1. Recreation Reserve Fund – The Finance Committee of the Parks and Recreation Commission recommends the creation of the School Ground Maintenance Equipment Fund within the Recreation Reserve Fund, second by Mr. Sandy, motion carried unanimously (7-0). Please find attached the Recreation Reserve Fund Policy. This recommendation will be forwarded to the Finance Committee prior to requiring Board of Supervisor action.

Submitted for Board Information Only:

1. Election of Chairperson – Mr. Madagan moved to nominate Mr. Randy Carter as Chairperson, second by Mr. Sandy, motion carried unanimously (7-0).
2. Election of Vice Chairperson – Mr. Madagan moved to nominate Mr. Charles Sandy, Jr. as Vice-Chairperson, motion carried unanimously (7-0).
3. Youth Sports Partner Policy – Mr. Madagan moved to adopt the Youth Sports Partners (500.02) policy as submitted, second by Ms. Gerometta, motion carried unanimously (7-0). The Youth Sports Partners policy is attached.

Attachment

cc: Randy Carter, Chairman  
Robert Wells, Board of Supervisors' Non-Voting Liaison

## **RECREATION RESERVE FUND**

### **500.20**

#### **PURPOSE:**

The Recreation Reserve Fund within the Frederick County Reserve Fund will be used for Frederick County residents who need financial assistance for their children to participate in recreation programs, assist Frederick County in raising funds to fund capital projects identified in the Frederick County Comprehensive Plan, and provide assistance for operations. This fund is not intended to provide funds which can be substituted for traditional tax base funding.

#### **GOAL:**

Increase Frederick County youth participation in recreation for those who are unable to afford recreation programs and provide recreation facilities identified in the Frederick County Comprehensive Plan.

#### **POLICY:**

There are three types of funds within the Recreation Reserve Fund, the Recreation Assistance Fund, specific capital project funds, and a general park improvement fund.

#### **A. Recreation Assistance Fund:**

Funds dedicated for Recreation Assistance will be placed in the Recreation Reserve Fund within Frederick County's Reserve Fund as they are received. Each donation will be noted in a revenue code (10GL-3-010-018990-0027). Donations are non-refundable.

These funds will be utilized for individuals seeking recreation assistance based on their income level according to the Economic Assistance Policy (#500.08). Each time an individual requests assistance, Parks and Recreation staff will apply the standards from Policy #500.08. If the individual is eligible to receive assistance and funds are available, assistance will be provided and accounted in the department's registration system. Staff will request the Commission to recommend receiving the discounted registration fees from the Recreation Reserve Fund's Recreation Assistance Fund at the July Parks and Recreation Commission meeting. This request will be forwarded to the Finance Committee for recommendation to the Board of Supervisors for reimbursement. The Recreation Assistance Fund is known as the PLAY Fund, an acronym for People Lending Assistance to Youth.

#### **B. Capital Project Funds**

A capital project fund may be created for any capital project approved by the Frederick County Parks and Recreation Commission and Frederick County Board of Supervisors. Twenty percent of the total project cost must be pledged prior to the establishment and acceptance of donations for a specific capital project fund in a revenue code (10GL-3-010-018990-0027).

The Frederick County Parks and Recreation Commission will recommend utilizing the money from the Recreation Reserve Fund within the Frederick County Reserve Fund to the Frederick County Finance Committee to recommend to the Frederick County Board of Supervisors. The

Frederick County Board of Supervisors must approve the disbursement of the Recreation Reserve Fund money within the Frederick County Reserve Fund.

**C. General Park Improvement Fund**

The general park improvement fund is for donations made to improve existing parks or facilities. Donations may be of any amount, deposited into revenue code (10GL-3-010-018990-0027), and are non-refundable.

The Parks and Recreation Commission will recommend the use of General Park Improvement Funds to the Finance Committee and the Board of Supervisors specifying the particular improvement.

**D. Parks and Recreation School Ground Maintenance Equipment Fund**

The school ground maintenance equipment fund is revenues collected from the Frederick County Public School system to purchase equipment used to maintain the school system's grounds. Revenues represent an equipment rate billed to the school system and will be deposited into revenue code (\_\_\_\_\_ ) to fund future purchases of replacement equipment.

The Parks and Recreation Commission will recommend the use of School Ground Maintenance Equipment Funds to the Finance Committee and the Board of Supervisors specifying the equipment needed.

**Auditing/Accountability:**

All funds within the Recreation Reserve Fund will be accounted for annually by the Parks and Recreation Department based on the balance provide by the Frederick County Finance Department and the Parks and Recreation Department. This balance and activity will be reported to the Parks and Recreation Commission annually.

*Approved: January 2018*

## **YOUTH SPORTS PARTNERS**

500.02

### **PURPOSE:**

To promote and provide assistance to recreational youth sport programs in Frederick County for established groups.

### **GOAL:**

To provide and expand recreational sport opportunities for Frederick County youth by aligning with established recreation groups.

### **POLICY:**

Youth Sports Partners (YSP) must provide an all-inclusive recreational youth sports activity that is not currently being provided by Frederick County Parks and Recreation Department (FCPRD) to a minimum of at least two hundred Frederick County youth.

Youth Sports Partners shall not restrict participation on the basis of race, creed, color, religion, national origin, or sex. YSP groups shall meet the requirements of the Americans with Disabilities Act as it applies to FCPRD. Youth Sports Partners shall abide by all Departmental rules, regulations, and policies wherever applicable.

Youth Sports Partners meeting the terms of this policy and approved by the Frederick County Parks and Recreation Commission will be allocated space for their activities by FCPRD. Space allocations will be based on the number of children, needs of program, prior usage, prior year's performance, and community demand for facility.

Space allocations will be detailed in an annual agreement. The YSP will pay for field space based off a facility fee per participant. The facility fee per participant will be provided annually by FCPRD. Each Youth Sport Partner agreement must be approved by the Frederick County Parks and Recreation Commission.

FCPRD shall provide the following services where possible under the Youth Sports Partner agreement:

- a. Publicity for registrations and league contact information
- b. Request Frederick County Public School facilities on behalf of the Youth Sports Partners

The Parks and Recreation Commission reserves the right to terminate the YSP agreement at any time for poor performance. If the agreement is terminated, the YSP will be refunded based on any unused portion of the allocation.

Youth Sports Partners will be responsible for:

- a. Proof of non-profit status by providing a copy of the organizations 501-C3 statement
- b. Provide the County with a certificate of insurance and an endorsement demonstrating coverage of \$1 million for bodily injury per occurrence with a \$2 million annual aggregate and \$200,000 in property damage with a \$500,000 annual aggregate naming

- Frederick County, VA and Frederick County Public Schools additionally insured
- c. Provide the department with accurate records of board members and officers; including their name, address, and phone number and expiration date of their term
  - d. Conducting criminal background checks according to the FCPRD Criminal Background Check Policy (# 500.03) for all coaches and volunteers working directly with the participants and ensuring all coaches are eligible
  - e. Provide the number of participants, number of Frederick County participants, and cost of registration fees
  - f. Designate one individual to interact with FCPRD for scheduling
  - g. Provide and meet training standards for all head coaches and provide FCPRD a copy of the training program
  - h. Report by phone or in person injuries, accidents, facility damage, dangerous or unsafe conditions, or unusual or suspicious situations to FCPRD as soon as possible, but no more than 24 hours or the next business day after the occurrence or discovery. Written reports on accidents or damage must be completed accurately and sent to FCPRD within 24 hours or the next business day
  - i. Accept all facilities as is and leave in a similar state of cleanliness as upon arrival
  - j. Pay the established fees before utilizing space.

Fees for Youth Sports Providers will be determined by the following formula:

- a. FCPRD Facility Fee\* x Total Number of enrollments x percentage of league in Frederick County facilities. Based on the prior year's schedules.
- b. Spring and Fall seasons will be treated as separate seasons

\*The FCPRD Facility Fee is determined by taking all costs associated with providing recreational programs to the community and divided by the total number of participants

Approved: January 2018