



COUNTY of FREDERICK

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# MEMO

**To:** Roderick Williams, Interim County Administrator  
**From:** Jason L. Robertson, Director, Parks & Recreation Dept.   
**Subject:** Parks and Recreation Commission Action  
**Date:** April 15, 2015

The Parks and Recreation Commission met on April 14, 2015. Members present were: Kevin Anderson, Randy Carter, Gary Longerbeam, Ronald Madagan and Charles Sandy, Jr. Members absent were: Patrick Anderson and Marty Cybulski.

Items Requiring Board of Supervisors Action:

None

Submitted for Board Information Only:

1. Policy Revision – Park Suspension – Mr. Carter moved to change the policy to read “A decision regarding a Park Suspension or other outcomes should be determined within seven business days of the incident.”, second by Mr. Madagan, motion carried unanimously (5-0). Please see attached policy.
2. Policy Revision – Recreation Reserve Fund – Mr. Madagan moved to change the policy to read “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.”, second by Mr. Madagan, motion carried unanimously (5-0). Please see attached policy.

Attachment

cc: Charles R. Sandy, Jr., Chairman

## **PARK SUSPENSION POLICY**

**100.24**

### **PURPOSE:**

To establish a policy standardizing the procedure for the suspension of park visitors and program participants demonstrating conduct which is contrary to the rules and regulations of the department.

### **GOAL:**

To establish internal and external procedures for park suspensions to ensure that all occurrences are approached in a consistent manner.

### **POLICY:**

The following is the process to be followed when suspending individuals from Frederick County Parks and Recreation Department facilities:

1. All incident reports indicating a discipline problem will be faxed within the next business day to the main office or sent in via the Courier. Faxes received by the Registration Specialist will be forwarded to the appropriate program staff and Superintendent.
2. The Superintendents will review the report and forward to the Operations Manager.
3. *The Operations Manager, (and or other assigned staff) will conduct the investigation into the incident. The Operations Manager, Superintendent, and staff conducting the investigation will meet regarding a potential park suspension. A decision regarding a Park Suspension or other outcomes should be determined within seven business days of the incident.* All park suspensions must be approved by the Director.
4. If a park suspension is the decision, the Operations Manager will obtain a No Trespassing Notice from the Frederick County Sheriff's Department for FCPRD activities and facilities for the length of suspension. The Operations Manager will mail a certified letter and no trespassing notice to the violator stating the incident, date of incident, penalty, length of penalty, the date which the violator may return, and the right to an appeal. Typically, a park suspension will be for one to two years from the date of the incident (examples: threatening an official, abusing staff, visitors, or program participants, disorderly conduct, consumption of alcoholic beverages in the park, or reckless driving in the park, etc.); however, staff may adjust the length of Park Suspension based on the specific incident.
5. A copy of the signed certified suspension letter and no trespassing notice will be sent to:
  - a. Frederick County Attorney
  - b. Park Managers
  - c. Operations Manager

- d. All FCPRD Program Supervisors
- e. Director of Parks and Recreation
- f. Superintendents of Recreation and Parks
- g. Chairman of the Parks and Recreation Commission
- h. The Frederick County Sheriff

6. The Operations Manager will be responsible for maintaining an updated list of suspended individuals and maintaining all documents and information regarding Park Suspensions.
7. The suspended individual will have seven business days from the date the park suspension was delivered and received to request a hearing from the Parks and Recreation Commission Appeals Committee in writing. If a hearing is requested, the committee will meet within 15 business days of receiving the request to consider the park suspension and render a decision
8. The decision of the Appeals Committee will be mailed to the individual who appealed the decision and all parties copied in the original suspension letter.

*Approved: April 2015*

## **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 and to assist Frederick County in raising funds to fund capital projects identified in the Frederick County Comprehensive Plan. 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.

#### **Auditing/Accountability:**

All funds within the Recreation Reserve Fund will be accounted for annually by the Parks and Recreation Department based on the balance provided 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: April 2015*