



## COUNTY of FREDERICK

Parks and Recreation Department

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# MEMO

**To:** Brenda G. Garton, County Administrator  
**From:** Jason L. Robertson, Director, Parks & Recreation Dept.  
**Subject:** Parks and Recreation Commission Action  
**Date:** March 9, 2016

The Parks and Recreation Commission met on March 8, 2016. Members present were: Kevin Anderson, Patrick Anderson, Randy Carter, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, and Charles Sandy, Jr. Members absent were: Blaine Dunn

### Items Requiring Board of Supervisors Action:

None

### Submitted for Board Information Only:

1. Sign Policy – Mr. Sandy moved to accept the Sign Policy with the addition of temporary signs and there removal date, second by Ms. Gerometta, motion carried unanimously (7-0). Please find attached copy of policy.
2. Update Existing Economically Disadvantaged, Recreation Program Refunds, Facility Refunds, Criminal Background Check Policies - Mr. Madagan moved to accept changes to the Economically Disadvantaged, Recreation Program Refunds, Facility Refunds, Criminal Background Check policies as submitted, second by Mr. Sandy, motion carried unanimously (7-0). Please find attached copies of the approved policies with changes highlighted.
3. Farm Market Concept – Mr. Patrick Anderson moved to table the Farm Market program until more information is provided to the Commission, second by Ms. Gerometta, motion carried unanimously (7-0).
4. Buildings and Grounds Committee – Park Rule re: Overnight Parking – The Buildings and Grounds Committee recommended no overnight parking in parks unless approved by Parks and Recreation Department, second by Mr. Sandy, motion carried unanimously (7-0).
5. 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

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adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Sandy, motion carried unanimously (7-0).

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

Attachments (5)

cc: Gary Longerbeam, Chairman  
Blaine Dunn, Board of Supervisor Liaison

## **SIGN POLICY**

**500.21**

**Purpose:**

To establish a policy standardizing the quality and appearance for required or needed signs.

**Goal:**

To establish a process for installing or posting signs including determining need, size, look, and quantity.

**Policy:**

Signs will be attractive and easily read and understood. Signs may be made of various materials depending on a variety of factors including location (indoor or outdoor) and purpose.

Permanent directional and information signs at park locations will be walnut brown and include white letters or symbols and color department logo.

Warning, access, and motorist signs will be consistent with legal requirements and universal design standards.

All permanent signs should contain Frederick County Parks and recreation logo if size permits.

Signs may be posted by staff for unique one day situations. These signs need to be removed within 24 hours and staff must notify appropriate Superintendent in these circumstances. If a unique one day circumstance is repeated, staff will adhere to the sign approval process.

**Sign Approval Process:**

1. Staff or Frederick County citizen may request a sign.
2. Sign request must be made to appropriate Superintendent.
3. Superintendent will review request, compile information on sign request form (Appendix A), and recommendation within ten business days.
4. Director will review request and make determination of sign. Director may seek recommendation of the Parks and Recreation Commission for certain signs.

## Appendix A

### Sign Request Form

Individual requesting/recommending sign and date: \_\_\_\_\_

Contact information (e-mail or phone #): \_\_\_\_\_

Purpose of Requested Sign: \_\_\_\_\_

Wording and graphics on sign (please draw picture if needed): \_\_\_\_\_

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Number of and location (please draw picture or include site plan if needed): \_\_\_\_\_

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Sign Materials: \_\_\_\_\_

Estimated cost to install all requested signs: \_\_\_\_\_

Date or when sign will be removed **if temporary** \_\_\_\_\_

Superintendent (Parks or Recreation) recommendation/date: \_\_\_\_\_

Director's action/date: \_\_\_\_\_

*Approved: March 2016*

## **ECONOMICALLY DISADVANTAGED FEES**

**500.08**

### **PURPOSE:**

To provide leisure services to Frederick County youth who are economically unable to participate in programs offered by the Frederick County Parks and Recreation Department.

### **GOAL:**

To provide all Frederick County youth the opportunity to participate in recreation programs offered by the Frederick County Parks and Recreation Department.

### **POLICY:**

The Frederick County Parks and Recreation Department will make recreation programs available at a reduced rate to those Frederick County youth who qualify as economically disadvantaged.

To be eligible for assistance, total gross household income must be within 130% of the Federal Poverty Guideline.

In order to verify eligibility for financial assistance or a reduced fee for programs; Frederick County residents will be asked to provide the Frederick County Parks and Recreation Department with:

1. Copy of letter from Frederick County Public Schools stating the household has qualified for free or reduced lunch.

OR

1. Copy of most recently filed Federal Income Tax Forms (showing total gross income) from all members of the household earning income.
2. Copy of their most recent three months' worth of original pay stubs from all members of the household earning income and information on all support income. (Including child support payments, social security, etc.)

All requests made on behalf of a minor (under the age of 18) must be made by the parent or legal guardian with whom the minor resides.

The following guidelines do not include the basicREC or Camp basicREC programs:

1. Any County resident that qualifies for the free lunch program through FCPS will receive a 50% discount off of the cost of any youth activity offered by FCPRD.
2. Any County resident that qualifies for the reduced lunch program through FCPS will receive a 25% discount off of the cost of any youth activity offered by FCPRD.
3. Each individual that qualifies for assistance is eligible to receive a maximum of \$150 in discounts in a calendar year (January 1 through December 31).

The above guidelines are subject to change based on the availability of funds within the

Recreation Reserve PLAY Fund.

ALL residents seeking assistance for basicREC/CAMP basicREC must do so through Frederick County Department of Social Services.

All requests must be made prior to registering for a program.

In the event, Frederick County Parks and Recreation discovers false information on a request, full applicable fees will be due within thirty days of discovery.

Prior to acceptance of residents qualified for reduced rates, the program must meet the budgeted minimums. All other rules and regulations regarding registration, refunds, etc., will apply as stated in the policy manual. Any other exceptions will be considered on a case by case basis, subject to the discretion of the Director or his designee.

*Approved: March 2016*

## **RECREATION PROGRAM REFUNDS**

### **500.15**

#### **PURPOSE:**

To establish set guidelines for refunding an individual's payment and educate the public as to what their commitment is at the time of registration.

#### **GOAL:**

To equitably provide refunds for individuals who must cancel or withdraw from Frederick County Parks and Recreation Department (FCPRD) activities or classes.

#### **POLICY:**

1. Refunds will be given to all registrants if FCPRD cancels the activity, class, or trip. (FCPRD reserves the right to cancel any program, activity, or trip.) Household credits/department gift certificates will not be issued in these instances.
2. Individuals who cancel prior to the beginning of an activity will be given the choice of a **100% gift certificate** or a cash refund subject to a 20% administrative fee. In the case where pre-purchased goods and services (i.e., tickets, transportation costs, deposits, reservation charges, or contractual obligations) cannot be refunded, participants will not be given a refund.
3. Department gift certificates cannot be redeemed for cash at a later date.
4. Department gift certificates are valid for one calendar year from the date of issue.
5. No refunds will be given after the start of the first scheduled activity.
6. All refunds are forwarded to the Finance Department for processing and distribution.
7. All program registrants are to be alerted to this policy at the time of registration with their receipt.
8. This policy does not apply to the basicREC and Camp basicREC program. Cancellation policies for these programs are located in the Parent Handbook.

*Approved: March 2016*

## **FACILITY REFUNDS**

**500.09**

### **PURPOSE:**

To have set guidelines for any individual(s) who reserve an FCPRD location and wishes to attain a refund for their previous reservation.

### **GOAL:**

To equitably provide refunds for individuals who must cancel or withdraw from their previous registration with an FCPRD facility.

### **POLICY:**

Request for refunds or cancellation made five (5) business days before the scheduled reservation will be assessed a 20% administrative fee. There will be no refunds given after this time.

In the event of inclement weather or a facility is unsafe to use prior to the scheduled time, FCPRD reserves the right to cancel the reservation and reschedule at a mutually convenient date and time. If rescheduling is not possible, the fee will be refunded 100%. Department gift certificates to be redeemed at a later date may be issued in lieu of a household credit. Departmental gift certificates are valid for one calendar year from the date of issue.

### **Outdoor Fields and Pool Reservations:**

Partial refunds will be given on a prorated basis if the rental is unable to be completed due to inclement weather.

For Tournament Directors that are hosting three or more dates in our facilities, a \$25 non-refundable per field per date deposit may be made to secure a series of tournaments. The remaining balance of the fee must be paid by 5:00 PM on the Monday prior to that weekend's tournament. Failure to comply will result in loss of field use.

*Approved: March 2016*

## **CRIMINAL BACKGROUND CHECK**

### **500.03**

#### **PURPOSE:**

To examine the criminal background of individuals interested in paid and volunteer positions that have direct contact with FCPRD sponsored and cosponsored activities.

#### **GOAL:**

To make activities as safe as possible for participants and to maintain public confidence in the county parks and recreation sponsored and cosponsored events.

#### **POLICY:**

All Frederick County Parks and Recreation Department staff will be subject to a national criminal background check for crimes listed in Appendix "A". All Frederick County Parks and Recreation Department volunteers who will have direct contact with the youth must have completed a national criminal background check for crimes listed in Appendix "A".

All volunteers who will have direct contact with youth as outlined in the Youth Sports Partners Policy (500.02) will need to complete a national criminal background check for the crimes listed in Appendix "A".

The employee or volunteer will not commence with responsibilities until the background check is reviewed and the employee is determined eligible. All staff must have a background check conducted every 24-30 months from the receipt of the previous background check. If a volunteer is exclusively involved in an activity conducted over a six month period or less, the volunteer must have had a background check within the twenty-four months prior to the beginning of the activity.

If a report comes back with an offense, the standards listed in Appendix "A" will be used as a benchmark for denying employment or volunteer services.

Any full-time employee or part-time employee responsible for cash handling will be subject to a background check that will also include crimes against property. If a report comes back with an offense, the standards listed in Appendix "A" and Appendix "B" will be used as a benchmark for denying employment. Appendix "C" lists the positions required to be checked for crimes against property.

If the staff member or volunteer has a crime listed in the background check that precludes their participation in activities with children or employment and they disagree with the results of the investigation, they are responsible for investigating further any information received from the national search they claim is erroneous.

The confidentiality of all information submitted and/or received by FCPRD in the application of this policy will be maintained in locked filing storage areas.

## **Appendix “A”**

### **EXAMPLES OF CRIMES WHICH ARE CONSIDERED UNACCEPTABLE FOR WORKING WITH YOUTH THROUGH FCPRD SPONSORED OR YOUTH SPORTS PARTNERS PROGRAMS**

Persons who have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication for any of the disqualifying offenses will not be allowed to be employed by or volunteer with Frederick County Parks and Recreation Department (FCPRD) or FCPRD cosponsored activities. This listing of examples of offenses is not exhaustive and other offenses may be considered unacceptable. For offenses not listed below, evaluations will be made on a case by case basis by FCPRD staff.

\*\*Shall include prior adult offenses, juvenile offenses, and adjudication of delinquency\*\*

#### **ALL SEX OFFENSES OR CASES INVOLVING THE CARE OF CHILDREN, FELONIES OR MISDEMEANOR**

Examples: child molestation, rape, sexual assault, sexual battery, sodomy prostitution, Solicitation, indecent exposure, child endangerment etc.

#### **FELONIES**

All felony violence regardless of the amount of time since offense.

Examples: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

All felony offenses other than violence or sex within the past ten years.

Examples: drug offenses, theft, embezzlement, fraud, etc.

#### **MISDEMEANORS**

All misdemeanor violence offenses within the past seven years.

Examples: simple assault, battery, hit and run, protective order violations etc.

All misdemeanor drug and alcohol offenses within the past five years.

Examples: Driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia.

Any other misdemeanor within the past five years that would be considered a potential danger to children or is directly related to the functions of that volunteer  
Examples: contributing to the delinquency of a minor, providing alcohol to a minor theft

#### **PENDING CASES**

Anyone charged for any of the disqualifying offenses or for cases pending in court is disqualified until the official adjudication of the case.

In addition, applicants will be disqualified if they have been adjudged liable for civil penalties or damages involving sexual or physical abuse of children, been subject to any court order involving sexual abuse or physical abuse of a minor, or had their parental rights terminated.

## **Appendix “B”**

### **EXAMPLES OF CRIMES WHICH ARE CONSIDERED UNACCEPTABLE FOR EMPLOYEES HANDLING CASH OR CUSTOMER ACCOUNT INFORMATION WITH FCPRD**

Persons who have been found guilty or entered a plea of guilty or no contest, regardless of the adjudication for any of the disqualifying offenses will not be allowed to be employed with Frederick County Parks and Recreation Department (FCPRD). This listing of examples of offenses is not exhaustive and other offenses may be considered unacceptable. For offenses not listed below, evaluations will be made on a case by case basis by FCPRD staff.

\*\*Shall include prior adult offenses, juvenile offenses, and adjudication of delinquency\*\*

#### **CRIMES AGAINST PROPERTY FELONIES WITHIN THE PAST TEN YEARS, MISDEMEANORS WITHIN THE LAST SEVEN YEARS**

Examples: Theft, Grand Larceny, Stealing, Conversion, Theft by Deception, Shoplifting, Breaking and Entering, Burglary, Attempted Burglary, Theft by Check, Bad Check, Forgery, Uttering, Criminal Mischief, Possession of Stolen Property, Fraud, Credit Card Crimes, Embezzlement, Arson, Failure to Return Rental Property, Unauthorized use of Automobile, Car Theft.

## Appendix C

### Positions requiring crimes against property background check

Director  
Assistant Director  
Superintendent of Recreation  
Superintendent of Parks  
Park Manager  
Park and Stewardship Planner  
Operations Manager  
Program Supervisor  
Recreation Technician  
Administrative Assistant  
Registration Specialist  
Cashier  
Pool Manager  
Aquatic Supervisor  
Center Supervisor  
Center Director  
Courier

Positions not listed above may be required to a background check for crimes against property if the position handles cash or other sensitive information

*Approved: March 2016*