

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

SUBJECT ITEM:

Discussion on Assisted Group Exchange of Service Policy

SUMMARY STATEMENT

The Town's current Exchange of Service Policy does not address differences in for profit or not for profit organizations and has some contradictory language that should be examined. Attached for the Commission's review is the current Exchange of Service Policy. – R2

RECOMMENDED ACTION:

Review, discuss and provide direction

Proposed by: Ralph Wright, Community Services Manager

Item Number: 5

T. M. Approval: _____

Budgeted Item Yes No N/A

POLICY & PROCEDURE

Apple Valley Park and Recreation Department

TITLE: EXCHANGE OF SERVICES POLICY	NO. R2
APPROVED BY: PARK and RECREATION COMMISSION	DATE: 3/26/03 <i>AMENDED 10/07/04</i> <i>AMENDED 12/07/06</i>

EXCHANGE OF SERVICES POLICY

Background: In an effort to promote community-oriented youth programs and activities, while maximizing use of Town-owned facilities, the Park and Recreation Department currently waives rental fees associated with the use of such facilities for Town-based youth sports organizations serving the public-at-large and other youth-serving public organizations (i.e. Apple Valley Unified School District Facility). Rental fees are assessed to help pay for operational costs associated with the annual maintenance of the fields and facilities; therefore, a reciprocal trade of services between these organizations and the Apple Valley Park and Recreation Department needs to be established to offset the waiver of rental fees.

Applicable Categories:

Recreational Youth Sports Organizations

1. Such groups must have at least 75% of their registrants residing in the Town of Apple Valley.
2. Such groups must provide membership and services to the community-at-large and cannot exclude participation.
3. All groups in this category are **responsible** for reimbursement to the Town for **direct expenses** associated with the operation of their organization (i.e., ballfield lights, additional requested field maintenance, etc.).
4. All board meetings are open to the public.
5. All records, (i.e., minutes, financial reports, etc.) must be made available to the public upon request.

Apple Valley Unified School District, Apple Valley Schools and other Youth-Serving Agencies

1. Such groups must have at least 75% of their registrants residing in the Town of Apple Valley.
2. Such groups must provide services to the community-at-large and cannot exclude participation and/or such groups shall provide an exchange of facilities to the Park and Recreation Department that is integral to the offering of a Town-sponsored program (refer to Operating Policy R-1.)
3. All groups in this category are **responsible** for reimbursement to the Town for direct expenses associated with the operation of their organization (i.e., ballfield lights, volleyball net set-up and take down, additional requested labor, ballfield preparation, etc.)
4. All board meetings are open to public.

5. All records, (i.e., minutes, financial reports, etc.), must be made available to the public upon request.

Competitive-Youth Sport Organizations

The recreation department recognizes that competitive youth sport groups offer another level of recreational sports opportunity to the community, provided that participants are not excluded due to skill level and/or financial constraints. Therefore, if a competitive youth sports group provides an exchange of service to the Town, the field use rate will be reduced by 50% of the non-profit rate. If the competitive youth sports group does not meet the criteria listed below, they will then be required to pay the full non-profit rate. Lastly, if a competitive group meets the criteria below and does **not** provide an exchange of service or fulfill their agreed upon exchange of service, they will then be required to pay the full non-profit rate.

1. Such groups can not exclude participants due to skill level and/ or financial constraint.
2. The competitive youth sport organization must operate under the umbrella of a sanctioned youth serving recreational sports organization (such as Little League, CYSA, etc.).
3. Such groups must have at least 75% of their registrants residing in the Town of Apple Valley.
4. Such groups must provide membership and services to the community-at-large and cannot exclude participation.
5. All groups in this category are **responsible** for reimbursement to the Town for **direct expenses** associated with the operation of their organization (i.e., ballfield lights, additional requested field maintenance, etc.).
6. All board meetings are open to the public.
7. All records, (i.e., minutes, financial reports, etc.) must be made available to the public upon request.

Exchange of Service Determination (applies to all categories): On an annual basis, as part of the budget process, the Park and Recreation Department will identify projects, improvements and/or equipment needed to enhance ballfields, facilities and/or programs operated and maintained by the Park and Recreation Department. Staff may consider projects brought forth by the affected organizations or sports groups. Once a project has been determined by staff and its costs identified, each youth sports organization using Town of Apple Valley ballfields at no charge OR reduced non-profit rate will be asked to contribute towards the project. This will take place during the winter prior to the upcoming fiscal year that the exchange is for, so each sport group can incorporate this into their budget process.

Guidelines

1. Exchange of service projects are projects that provide a direct benefit to the community-at-large and/or the Park and Recreation Department and will be based on community needs.

2. Contributions may include but not limited to donations (monetary or supplies/equipment), fundraisers and/or manpower.
3. Each group will be asked to complete an inventory sheet, which will identify in-kind resources that the group has access to.
4. Each group must keep in mind that the designated project may not necessarily benefit the sport they represent or the facility they are using, but will benefit the Apple Valley Park and Recreation Department in general and the community-at-large.
5. The exchange of services received by the Town should be of a comparable value to the fees being waived for the requesting school.
6. Donations and/or contributions do not imply "priority use" or "exclusive use" of any facility.
7. The principal of the school requesting the facility or the president of the Recreational Youth Sports Organization requesting the facility must sign each Facility Use Agreement.
8. Fields will not be reserved for a group until the services to be exchanged have been identified.
9. Applicable rental fees will be assessed to any group not identifying their exchange of service by April 15th.