



## ***Park and Recreation Commission Agenda***

**THURSDAY, OCTOBER 21, 2021**

Special Meeting: 6:00 p.m.  
**TOWN COUNCIL CHAMBERS**

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### **COMMISSION MEMBERS**

Colin Wilson, Chairman  
Bobby Tarango, Vice-Chairman  
Patrick Doran, Commissioner  
Valerie Smith, Commissioner  
Donald Tatera, Commissioner

\* \* \* \*

Douglas B. Robertson, Town Manager  
Thomas Rice, Town Attorney  
La Vonda M-Pearson, CMC, Town Clerk  
David C. Coleman, Parks and Recreation Manager

**TOWN HALL: (760) 240-7000**  
**[www.applevalley.org](http://www.applevalley.org)**



**TOWN OF APPLE VALLEY  
PARKS AND RECREATION COMMISSION AGENDA  
SPECIAL MEETING  
THURSDAY, OCTOBER 21, 2021 – 6:00 P.M.**

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**FOR INDIVIDUALS NOT PHYSICALLY PRESENT AND STILL WISHING TO MAKE PUBLIC COMMENTS, YOU MAY COMMENT IN ONE OF TWO WAYS: 1) COMMENTS AND CONTACT INFORMATION CAN BE EMAILED TO [PUBLICCOMMENT@APPLEVALLEY.ORG](mailto:PUBLICCOMMENT@APPLEVALLEY.ORG) TO BE INCLUDED IN THE RECORD; 2) A REQUEST TO SPEAK CAN BE EMAILED TO THE SAME ADDRESS AS ABOVE AND AT THE TIME OF THE REQUESTED AGENDA ITEM, THE CLERK WILL PLACE A PHONE CALL TO THE COMMENTER AND ALLOW THEM TO SPEAK TO THE COUNCIL VIA SPEAKER PHONE DURING THE LIVE MEETING FOR UP TO THREE MINUTES.**

Materials related to an item on this agenda, submitted to the Commission after distribution of the agenda packet are available for public inspection in the Town Clerk's Office at 14955 Dale Evans Parkway, Apple Valley, CA during normal business hours. Such documents are also available on the Town of Apple Valley website at [www.applevalley.org](http://www.applevalley.org) subject to staff's ability to post the documents before the meeting.

*The Town of Apple Valley recognizes its obligation to provide equal access to those individuals with disabilities. Please contact the Town Clerk's Office, at (760) 240-7000, two working days prior to the scheduled meeting for any requests for reasonable accommodations.*

**(WHERE APPROPRIATE OR DEEMED NECESSARY, ACTION MAY BE TAKEN ON ANY ITEM LISTED IN THE AGENDA)**

**SPECIAL MEETING**

**PLEASE SILENCE CELL PHONES UPON ENTERING THE CHAMBER**

The meeting will occur at 6:00 p.m. in the Council Chambers located at 14955 Dale Evans Parkway in Apple Valley, California.

**CALL TO ORDER**

**ROLL CALL**

Commissioners: Doran \_\_\_\_\_; Smith \_\_\_\_\_; Tatera \_\_\_\_\_;  
Vice-Chair Tarango \_\_\_\_\_; and Chair Wilson \_\_\_\_\_

**PLEDGE OF ALLEGIANCE:**

**PRESENTATIONS:**

**PUBLIC COMMENTS:**

*Anyone wishing to address an item not on the agenda or an item that is not scheduled for a public hearing at this meeting may do so at this time. California State Law does not allow the Commission to act on items not on the agenda, except in very limited circumstances. Your concerns may be referred to staff or placed on a future agenda.*

**1. APPROVAL OF COMMISSION MEETING MINUTES**

**Recommendation:**

Approve the Meeting Minutes for the June 3, 2021 Commission Meeting.

**2. APPROVAL OF MONTHLY REPORTS**

**Recommendation:**

Approve the Parks and Recreation Monthly Reports

- A) May 2021
- B) June 2021
- C) July 2021

**3. CDBG/ GRANTS UPDATE**

**Recommendation:**

For Discussion

**4. POLICIES AND PROCEDURES & MUNICIPAL CODE REVIEW**

**Recommendation:**

For Review and Discussion

**5. APPLE VALLEY GOLF COURSE UPDATE**

**Recommendation:**

For Discussion

**PARK AND RECREATION COMMISSIONER COMMENTS**

**PARKS AND RECREATION MANAGER'S REPORT**

**SUGGESTED ITEMS FOR FUTURE AGENDAS**

**ADJOURNMENT**

The Parks and Recreation Commission will adjourn to its next regularly scheduled Commission meeting on December 2, 2021.



## **Parks and Recreation Commission Agenda Report**

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Date: October 21, 2021 Item No. 1

To: Parks and Recreation Commission

Subject: APPROVAL OF COMMISSION MEETING MINUTES

From: David C. Coleman, Parks and Recreation Manager

Submitted by: Debbie S. Rivera, Sr. Administrative Assistant

Budgeted Item:  Yes  No  N/A

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### **RECOMMENDED ACTION:**

Review and approve.

### **SUMMARY:**

Review and approve the Commission Meeting Minutes.

### **ATTACHMENTS:**

A. June 3, 2021 – Regular Meeting

**THE TOWN OF APPLE VALLEY  
PARK AND RECREATION COMMISSION  
MEETING MINUTES  
JUNE 3, 2021**

**CALL TO ORDER:**

Chair Wilson called the meeting of the Park and Recreation Commission of the Town of Apple Valley to order at 6:01 p.m. in the Town Council Chambers.

**ROLL CALL:**

Roll call was taken with the following members present: Commissioner Smith; Commissioner Tatera; Vice-Chair Tarango; and Chair Wilson.

**Absent:** Commissioner Doran

**PLEDGE OF ALLEGIANCE:**

Commissioner Smith

**PRESENTATIONS:**

None

**PUBLIC COMMENTS:**

None

**1. APPROVAL OF MEETING MINUTES**

Vice-Chair Tarango motioned to approve the Regular Meeting Minutes for April 1, 2021 and Commissioner Tatera, seconded the motion.

**Vote:** Motion carried a 4-0-0-1 vote

**Yes:** Commissioner Smith; Commissioner Tatera; and Vice-Chair Tarango; Chair Wilson

**No:** None

**Abstain:** None

**Absent:** Commissioner Doran

## **2. APPROVAL OF MONTHLY REPORTS**

Vice-Chair Tarango motioned to approve the Monthly Reports for March and April 2021; Commissioner Tatera seconded the motion.

**Vote:** Motion carried a 4-0-0-1 vote

**Yes:** Commissioner Smith; Commissioner Tatera; Vice-Chair Tarango; and Chair Wilson

**No:** None

**Abstain:** None

**Absent:** Commissioner Doran

## **3. QUIMBY FUND HORSEMEN'S WELL PROJECT**

Parks and Recreation Manager, David Coleman, recommended that the commission allow the use of approximately \$500k in funds to install a new well at Horsemen's Center Park. David explained that the well was built in the 70's and has finally failed. He explained that we are looking at several location areas to install the new well, however, we are requesting \$400,000 - \$500,000 of Quimby funds to be utilized for a new well at Horsemen's Center.

**Vote:** Motion carried a 4-0-0-1 vote

**Yes:** Commissioner Smith; Commissioner Tatera; Vice-Chair Tarango; and Chair Wilson

**No:** None

**Abstain:** None

**Absent:** Commissioner Doran

## **4. QUIMBY FUND UPDATE**

Parks and Recreation Manager, David Coleman advised the commission that we have installed the Exo Cage fitness equipment at Brewster, Thunderbird, and James Woody Parks. The shade structure at Civic Center Park has started construction and has an expected completion date by the end of June 2021.

## **5. CDBG/ GRANT UPDATE**

Parks and Recreation Manager, David Coleman updated the commission on the Mendel restroom project. He advised that we need to move a tree at Mendel prior to installation of the restroom. The camera project is still waiting for some technical concerns and there is still a delay on this project.

We also received a request from State Parks for additional information on two of the Prop 68 grant application projects.

## **PARK AND RECREATION COMMISSIONER COMMENTS**

Commissioner Smith was glad to hear about getting a response from State Parks regarding the Prop 68 Projects.

Vice-Chair Tarango commented on how well the concert went and the staff did a great job putting the event together.

Commissioner Tatera questioned if we have booked a follow up concert with Chayce Beckham.

## **PARK AND RECREATION MANAGER'S REPORT**

Parks & Recreation Manager, David Coleman advised the commission about the American Idol concert that was held at Horsemen's Center. He advised the short notice of the event and some of the struggles the department had trying to accommodate the needs required to complete and organize the event. Public Works, PIO, and Parks & Recreation came together and worked on the event.

He discussed the pool programming, runs, Day Camp, some instructor classes, Sunset Concerts, and Freedom Festival is going to be held as usual.

## **SUGGESTED ITEMS FOR FUTURE AGENDAS**

No future agenda items suggested.

## **ADJOURNMENT**

Motion by Vice-Chair Tarango and seconded by Commissioner Tatera and carried by those in attendance to adjourn the meeting at 6:26 p.m.

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CHAIRPERSON

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SR. ADMINISTRATIVE ASSISTANT



## Parks and Recreation Commission Agenda Report

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Date: October 21, 2021 Item No. 2

To: Park and Recreation Commission

Subject: APPROVAL OF MONTHLY REPORTS

From: David C. Coleman, Parks and Recreation Manager

Submitted by: Debbie S. Rivera, Sr. Administrative Assistant

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION

Review and Approve.

### BACKGROUND

Approval of Monthly Reports for May, June, and July 2021.

### ATTACHMENTS

A. Monthly Report

- May 2021
- June 2021
- July 2021





# Park & Rec Stats

## MONTHLY REPORT OF SERVICES AND ACTIVITIES

Town of  
Apple Valley  
PARKS & RECREATION

*May & June 2021*

*Due to the COVID-19 Pandemic, the Recreation Department cancelled all programs, events, and classes. This closure included cancelling all park and facility rentals. We have re-opened our facility rental and are opening the pool and many of our programs in June 2021. These recommendations are based on state and county guidelines. Below are the programs that are currently running in the department.*

### May

**Park & Facility  
Service  
requests**  
49

**Graffiti Cleaned**  
15

**Vandalism repair**  
4

**Pool**  
497

**Day Camp**  
Not Offered due to  
budget/COVID concerns

**User Group Rentals**  
140

**Golf Rounds**  
2101

### June

**Park & Facility  
Service  
requests**  
56

**Graffiti Cleaned**  
3

**Vandalism repair**  
2

**Pool**  
8302

**Day Camp**  
Full Time—108  
3 Day—54

**Sunset Concerts**  
Latin Express—1600  
Phat Cat Swingers- 2000

**User Group Rentals**  
165

**Golf Rounds**  
2018

**Monthly reports will resume back to the original format in July 2021.**

\*The Monthly Reports are based on Fiscal Year 2020-2021



(Right) The 2021 Freedom Festival was back in full swing this year with over 7,500 in attendance.

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## Park and Facility Maintenance

Total park acreage maintained: 196 acres ● Total facility square footage maintained: 153,267 sq ft

	Monthly		Year-to-Date	
	2020-2021	2021-2022	2020-2021	2021-2022
<b># of trees PLANTED</b>	n/a	0	n/a	0
<b># of trees REMOVED</b>	n/a	0	n/a	0
<b># of trees TRIMMED</b>	n/a	25	n/a	25
<b>Service requests completed by Parks &amp; Facilities</b>	51	59	51	59
<b>Vandalism incidents repaired</b>	5	2	5	2
<b>Graffiti incidents repaired</b>	11	3	11	3

### **Park & Facility Projects Completed**

- Prepared and set up for the Freedom Festival at Brewster Park.
- Set up and prepared for the Sunset Concerts Series at Civic Center Park.
- Started Clean up and remediation at James Woody Community Center due to a large water damage issue.

**\*The Monthly Reports are based on a fiscal year\*  
July 1, 2021- June 30, 2022**

# Park Usage

# 2

July 2021

## Corwin Park



Picnic Area Usage (scheduled)	# of uses	Monthly		Year-to-Date	
		2020-2021	2021-2022	2020-2021	2021-2022
Corwin Park		n/a	3	n/a	3
James Woody Park		n/a	0	n/a	0
Mendel Park		n/a	2	n/a	2
Sycamore Rocks Park		n/a	0	n/a	0
Thunderbird Park		n/a	0	n/a	0
Civic Center Park Pavilion		n/a	n/a	n/a	n/a
<b>TOTAL</b>		<b>n/a</b>	<b>5</b>	<b>n/a</b>	<b>5</b>

## James Woody Park



Park/Field Usage	# of uses	Monthly		Year-to-Date	
		2020-2021	2021-2022	2020-2021	2021-2022
Lenny Brewster Sports Center		n/a	160	n/a	160
Corwin Park		n/a	0	n/a	0
James Woody Park		n/a	74	n/a	74
Lions Park		n/a	5	n/a	5
Mendel Park		n/a	11	n/a	11
Norm Schmidt Park		n/a	0	n/a	0
Sycamore Rocks Park		n/a	3	n/a	3
Thunderbird Park		n/a	5	n/a	5
Yucca Loma Park		n/a	0	n/a	0
<b>TOTAL</b>		<b>n/a</b>	<b>258</b>	<b>n/a</b>	<b>258</b>

## Horsemen's Center



Horsemen's Center Usage	# of uses	Monthly		Year-to-Date	
		2020-2021	2021-2022	2020-2021	2021-2022
BMX		n/a	13	n/a	13
Horseshows		n/a	0	n/a	0
Picnics/Camping/Day use		n/a	1	n/a	1
<b>TOTAL</b>		<b>n/a</b>	<b>14</b>	<b>n/a</b>	<b>14</b>

## Civic Center Park



Civic Center Park Usage	# of uses	Monthly		Year-to-Date	
		2020-2021	2021-2022	2020-2021	2021-2022
Aquatic Center		n/a	50	n/a	50
Amphitheatre		n/a	3	n/a	3
<b>TOTAL</b>		<b>n/a</b>	<b>53</b>	<b>n/a</b>	<b>53</b>

# Facility Usage

# 3

July 2021



Town Hall	# of uses	Monthly		Year-to-Date	
		2020-2021	2021-2022	2020-2021	2021-2022
Recreation Center - Room 1		n/a	0	n/a	0
Recreation Center - Room 2		n/a	0	n/a	0
Recreation Center - Room 3		n/a	0	n/a	0
Recreation Center - Room 4		n/a	0	n/a	0
Recreation Center - Room 5		n/a	23	n/a	23
Full Conference Center		n/a	2	n/a	2
Conference Center - North Room		n/a	23	n/a	23
Conference Center - South Room		n/a	20	n/a	20
Development Services Conf Room 1		n/a	18	n/a	18
<b>TOTAL</b>		<b>n/a</b>	<b>86</b>	<b>n/a</b>	<b>86</b>

James A. Woody Community Center	# of uses	Monthly		Year-to-Date	
		2020-2021	2021-2022	2020-2021	2021-2022
Auditorium		n/a	8	n/a	8
Arts and Crafts Room		n/a	27	n/a	27
Les Ward Room		n/a	22	n/a	22
Kitchen		n/a	0	n/a	0
Mini-Gym		n/a	4	n/a	4
Gymnasium		n/a	42	n/a	42
<b>TOTAL</b>		<b>n/a</b>	<b>103</b>	<b>n/a</b>	<b>103</b>

n/a - Figures not available

# Sports Participation

# 4

July 2021



(Left) Participants enjoying Adult Basketball at the Michael H Martin Gymnasium.

Pee Wee Sports	# of Participants	# of Participants	# of Teams	Facility Visits
	Monthly	Year to Date	Year-to-Date	Year To Date
	2021-2022	2021-2022	2021-2022	2021-2022
Pee Wee Basketball - Summer/Winter	30	30	4	120
Adventures in Pee Wee Sports	0	0	0	0
<b>TOTAL</b>	<b>30</b>	<b>30</b>	<b>4</b>	<b>120</b>

Youth Sports	# of Participants	# of Participants	# of Teams	Facility Visits
	Monthly	Year to Date	Year-to-Date	Year To Date
	2021-2022	2021-2022	2021-2022	2021-2022
Youth Volleyball	0	0	0	0
Youth Basketball - Summer/Winter	158	158	18	1264
Hot Shots Basketball	65	65	4	260
<b>TOTAL</b>	<b>223</b>	<b>223</b>	<b>22</b>	<b>1524</b>

Adult Sports	# of Participants	# of Participants	# of Teams	Facility Visits
	Monthly	Year to Date	Year-to-Date	Year To Date
	2021-2022	2021-2022	2021-2022	2021-2022
Adult Softball	64	64	4	256
Adult Basketball	0	0	0	0
<b>TOTAL</b>	<b>64</b>	<b>64</b>	<b>4</b>	<b>256</b>

Apple Valley Golf Course	Monthly		Year-to-Date	
	2020-2021	2021-2022	2020-2021	2021-2022
	Total Golf Rounds Played	2646	2128	2646

# Classes and Programs Participation

# 5

July 2021

(Left) Day Camp participants played a game of Operation, made by the Recreation Dept. They had a blast!!!



Classes/Programs	# of Participants		Facility Visits
	Monthly	Year to Date	Year To Date
	2021-2022	2021-2022	2021-2022
Adult Programs/Classes	25	25	100
Youth Programs/Classes	69	69	276
Day Camp	106	106	2166
Open Gym Basketball	478	478	478
Open Gym Pickleball	208	208	208
Therapeutic Recreation	n/a	n/a	n/a
<b>TOTAL</b>	<b>886</b>	<b>886</b>	<b>3228</b>

Please view our programs & classes online at [AVRecreation.org](http://AVRecreation.org)

After School Program	# of Participants		Facility Visits
	Monthly	Year to Date	Year To Date
	2021-2022	2021-2022	2021-2022
AAE	N/A	N/A	N/A
Rio Vista Elementary	N/A	N/A	N/A
Sitting Bull Academy (K-4)	N/A	N/A	N/A
Sitting Bull Academy (5-8)	N/A	N/A	N/A
Sycamore Rocks	N/A	N/A	N/A
Vanguard Preparatory (K-4)	N/A	N/A	N/A
Vanguard Preparatory (5-8)	N/A	N/A	N/A
<b>Total</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

n/a - Figures not applicable    min - Minimum participation not met    NO - Not offered



# Aquatics

# 6

July 2021

July	Monthly Registered 2021-2022	Monthly Visits 2021-2022	Year to Date Registered 2021-2022	Yearly Visits 2021-2022
100 Mile Swim Club:	20	320	40	640
AV Swim Club:	30	360	43	516
AV Swim Club - Try-Outs:	20	20	50	50
Jr. Lifeguard Training:			13	130
Lifeguard Training:			0	0
<b>Pool Special Events:</b>				
Summer Kick-Off:			0	0
Dive-In Movies:	25	25	91	91
Overnight Pool Party:	151	151	316	316
Cardboard Boat Regatta:	20	20	20	20
Summer Send-Off:			0	0
Reverse Triathlon:			0	0
Swim Lessons- Group (3 days):	118	708	222	1332
Swim Lessons- Group (5 days):	250	2500	426	4260
Swim Lessons- Private (3 days):	33	198	66	396
Swim Lessons- Private (5 days):	30	300	60	600
Water Aerobics - 3 days:	13	260	29	580
Water Aerobics - 2 days:	33	396	62	744
Water Aerobics - Drop In:	18	18	29	29
Lap Swim - Evening:	120	120	282	282
Lap Swim - Morning:	343	343	527	527
Public Swim - Afternoon:	9081	9081	19004	19004
Public Swim - Evening:	1481	1481	2703	2703
AVUSD Practice:			0	0
AVUSD Games:			0	0
Pool Rentals:	50	50	100	250
<b>TOTAL</b>	<b>11836</b>	<b>16351</b>	<b>24083</b>	<b>32470</b>

# Special Events

# 7

July 2021



(Left) The American Flag Retirement Ceremony at the 2021 Freedom Festival.

Special Events	Year-to-Date	
	2020-2021	2021-2022
# Participants/Attendees		
Firecracker Run	n/a	153
Freedom Festival	n/a	7500
Sunset Concert Series	n/a	3900
<b>Total:</b>	<b>n/a</b>	<b>11553</b>

## *2021 Freedom Festival*



n/a - Figures not applicable    min - Minimum participation not met    NO - Not offered



# Volunteers

# 8

July 2021



*(Left) Due to the COVID-19 Pandemic, the Recreation Dept. has not been able to accept volunteers for our Teen Zone program. We plan on starting the program up again soon.*

	# of Volunteers Monthly 2021-2022	# of Volunteers Year-to-Date 2021-2022	# of Hours Year-to-Date 2021-2022
Volunteers/Volunteers	n/a	n/a	n/a
Coaches	26	26	208
<b>TOTAL</b>	<b>26</b>	<b>26</b>	<b>208</b>

## Instructor Classes Offered

We are currently hosting many classes and looking for Instructors for several additional classes.

- Tap & Ballet
- Yoga
- Thai Chi
- Zumba
- Teen Drivers Education
- Video Game Design
- Bully Proof Class
- Women Empowered
- Gymnastics
- Karate
- Swing Dance
- Guitar lessons
- Dog Obedience



# User Group Participation

9

July 2021

	Year-to-Date # of Participants 2021-2022	Monthly Facility Visits 2021-2022	Year to Date Facility Visits 2021-2022
Youth Baseball	1500	12000	12000
Youth Football	800	4000	4000
Youth Soccer	2400	9600	9600

User Group Usage	Reserved Uses	
	Monthly	Year To Date
	2021-2022	2021-2022
Youth Baseball	64	64
Youth Football	11	11
Youth Soccer	151	151
<b>TOTAL</b>	<b>226</b>	<b>226</b>





## Parks and Recreation Commission Agenda Report

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Date: October 21, 2021 Item No. 3

To: Parks and Recreation Commission

Subject: CDBG & GRANTS UPDATE

From: David C. Coleman, Parks and Recreation Manager

Submitted by: Debbie S. Rivera, Sr. Administrative Assistant

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION:

For Discussion.

### SUMMARY:

Park & Recreation Manager, David Coleman, will provide an update on CDBG and Grants currently being processed by the department.

### **CDBG**

- **Mendel Park Restroom - Update**
- **JWCC Camera Project – Update**
- **Park Playground Project- Update**

### **Prop 68 – California State Park Grants**

- **Apple Valley Adventure Park (Standing Rock) – Update**
- **Pahute Park – Update**
- **James Woody Park Renovation - Update**



## Parks and Recreation Commission Agenda Report

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Date: October 21, 2021 Item No. 4

To: Parks and Recreation Commission

Subject: POLICIES AND PROCEDURES & MUNICIPAL CODE REVIEW

From: David C. Coleman, Parks and Recreation Manager

Submitted by: Debbie S. Rivera, Sr. Administrative Assistant

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION:

For Review and Discussion.

### SUMMARY:

Park & Recreation Manager, David Coleman, will provide details on the current Policies and Procedures and Municipal Codes for the parks in Apple Valley. He will advise the commission of the needs for additional policies and for changes to the current Municipal Codes as well.

### ATTACHMENTS:

- A. Parks and Recreation Policies and Procedures
- B. Municipal Code



# Town of Apple Valley

## **POLICIES AND PROCEDURES**

### **PARK AND RECREATION DEPARTMENT**

## **POLICIES & PROCEDURES**



**Apple Valley Park and Recreation Department**

- 
- PR1 SPORTS USER GROUP FIELD AND FACILITY SCHEDULING POLICY**
- 
- PR2 EXCHANGE OF SERVICES POLICY**
- 
- PR3 FINERPRINTING POLICY**
- 
- PR4 INCIDENT REPORT POLICY**
- 
- PR5 CASH HANDLING POLICY**
- 
- PR6 BALL FIELD LIGHT KEYS POLICY**
- 
- PR7 UTILITY CART POLICY**
- 
- PR8 REQUESTS FOR TIME OFF – PARKS DIVISION**
- 
- PR9 RETURNED CHECKS POLICY**
- 
- PR10 CIVIC CENTER PARK AQUATIC CENTER POOL COVER**
- 
- PR11 OVERTIME and COMPENSATORY TIME POLICY**
- 
- PR12 RECOGNITION PLAQUES and MEMORIALS**
- 
- PR13 SPORTS EVENT PARKING REVENUE SHARING**
- 
- PR14 UNIFORMS – FACILITIES DIVISION**
- 
- PR15 AMPHITHEATER USE**
- 
- PR16 CORPORATE CREDIT CARD - CHECK OUT POLICY**
- 
- PR17 NAMING/RENAMING GUIDELINES**
- 
- PR18 RECREATIONAL SEASONAL EMPLOYEE MINIMUM HOUR REQUIREMENTS AND INACTIVE POLICY**
- 
- PR19 PERMIT TO GATHER POLICY**
- 
- PR20 HEALTHY MENU POLICY - HOT SHOTS AND PEE WEE SPORTS**
- 
- PR21 P & R REFUND POLICY**
- 
- PR22 SPECIAL EVENTS FUA**
-

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**PR23 TENNIS COURT USE**

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# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPORTS USER GROUP FIELD AND FACILITY SCHEDULING POLICY</b>	<b>NO. PR1</b>
<b>APPROVED BY: PARK and RECREATION COMMISSION</b>	<b>DATE: 11/21/02 Amended 12/03/09</b>

The demand for field usage by the community exceeds the Park and Recreation Department's ability to permit unlimited and/or unscheduled use by all participants. This policy modifies the previous BallField Scheduling Policy – R1. This policy creates a priority group list for use in situations where reservations exceed capacity and provides continuing sports user groups with consistency and a mild sense of security that their successful programs will have a place in the Town's parks and facilities from year to year.

## **SECTION A – Incumbent Sports Users Groups**

Incumbent sports user group programs based in Apple Valley including school programs, non-profit recreation programs as well as club programs that have developed an ongoing relationship with the Town, participate in the exchange of service program and are in good standing with regard to their accounts payable and exchange of service requirement will have the security of knowing the equitable field space will be available year to year on an ongoing basis.

- In the event that an incumbent group's participation numbers substantially increase, the Town offers no guarantees but will make every effort to find space for expansion.
- In the event that an incumbent group's participation numbers substantially decrease, the Town will make adjustments as requested or warranted.

### **EXCEPTION NOTES:**

\*\* In the event that field space becomes unavailable due to expansion of Town services, the Town will make every effort to accommodate the requested use at other sites.

\*\* In the event that the Town is unable to secure additional sites and allotted field space does not support all of the incumbent groups, the hierarchy and seasonal priority listed in Section B and Section C of this policy will be used to determine field allocation.

## **SECTION B – Sports Allocation Hierarchy**

**Ballfields and sports facilities within the Town of Apple Valley with regard to new or sporadic programming shall be scheduled as follows:**

1. Park and Recreation Department sponsored youth and adult sports programs.
- 2a. Apple Valley Unified School District and other Local School uses honoring reciprocal use agreements. Before 5:00 p.m., Monday – Friday.
- 2b. Non-profit youth recreational athletic programs (entry level sports programs serving the community-at-large) that have no less than 75% of their participants residing as Town residents. After 5:00 p.m. Monday – Friday and all day Saturday and Sunday.



# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPORTS USER GROUP FIELD AND FACILITY SCHEDULING POLICY</b>	<b>NO. PR1</b>
<b>APPROVED BY: PARK and RECREATION COMMISSION</b>	<b>DATE: 11/21/02 Amended 12/03/09</b>

## SECTION B – Sports Allocation Hierarchy continued...

3. Non-profit youth “club” athletic programs (competitive sports programs serving smaller segments of the community that have no less than 75% of their participants residing as Town residents).
4. Resident-based adult recreational and competitive athletic programs that have no less than 75% of their participants residing as Town residents.
5. All other resident and non-resident uses (first-come, first served).

## SECTION C – Seasonal Prioritization

**Since demand for fields exceeds availability and numerous sports organizations operate on a year-round schedule, field usage will be prioritized on a traditional sports schedule as follows:**

Spring/Summer – Baseball

Late Summer/Fall – Soccer and Football

Any sports organizations operating a secondary season will have a lower priority status when the secondary season conflicts with another group’s primary season. Every effort will be made to accommodate all groups to some degree; however, the Park and Recreation Department reserves the right to request rosters and verify league participation numbers to ensure that field requests are based on actual needs.

## SECTION D – Other Considerations

No two user groups will be allowed to hold registrations for the same sport at the same location and time. If two or more user groups request the same location, date and time the user group with the longest tenure will get priority. However, the goal will be for each existing user group to have an equal and fair ability to have registrations at any one location.

### Field Utilization Meetings

The Park and Recreation Department will schedule Field Utilization Meetings, which will be held **twice a year**, once in **the fall for January through June** and once in **early spring for July through December**. These meetings will allow the Department to get a better grasp of anticipated participation numbers, field needs and schedules as well as allow for coordination of registration and discuss exchange of service requirements. Letters of invitation will be sent to all existing field-use groups requesting their attendance.



**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.



**TITLE: EXCHANGE OF SERVICES POLICY**

**NO. PR2**

**APPROVED BY: PARK and RECREATION COMMISSION**

**DATE: 3/26/03**  
**AMENDED 10/07/04**  
**AMENDED 12/07/06**

**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.



**TITLE: EXCHANGE OF SERVICES POLICY**

**NO. PR2**

**APPROVED BY: PARK and RECREATION COMMISSION**

**DATE: 3/26/03**  
**AMENDED 10/07/04**  
**AMENDED 12/07/06**

**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 user group.
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 15<sup>th</sup>.



# POLICY & PROCEDURE

Apple Valley Park and Recreation Department

<b>TITLE: FINGERPRINTING POLICY</b>	<b>NO. PR3</b>
<b>APPROVED BY: Jennifer Clarke, Park &amp; Recreation Manager</b>	<b>DATE: 10/27/03</b>

## FINGERPRINTING POLICY FOR YOUTH VOLUNTEERS AND YOUTH CONTRACT INSTRUCTORS

**Purpose:** To comply with Penal Code Section 11105.3. **Fingerprinting shall be required of** all contract instructors/sports officials and volunteers who exercise direct supervision over minors in Town sponsored Park and Recreation programs.

### **Frequency:**

#### **Volunteer Coaches**

1. New volunteer coaches must be fingerprinted prior to the beginning of the program or sport offered.
2. Returning volunteer coaches must repeat the fingerprint process every two years. (Ex. Winter Basketball 2003 - fingerprinting required. Winter Basketball 2004 – Fingerprinting not required. Winter Basketball 2005 – Fingerprinting required.)

#### **Contract Instructors**

1. Contract instructors who teach individuals under the age of 18 must be fingerprinted prior to the first class date. Contractors who take a 3-month or longer leave from teaching will be required to fingerprint before starting to teach again at their expense.

#### **Contract Sports Officials**

1. Contract sports officials who officiate year-around will be required to fingerprint every two years. Contract officials who officiate one season yearly will be required to complete the fingerprinting process every year at the time they renew their contract.

The Park and Recreation Department will record the frequency of contract instructor/volunteer /official fingerprinting history. The Town of Apple Valley reserves the right to request background checks/fingerprints of any contract instructor/volunteer/official at any time.



# POLICY & PROCEDURE

Apple Valley Park and Recreation Department

TITLE: FINGERPRINTING POLICY	NO. PR3
APPROVED BY: Jennifer Clarke, Park & Recreation Manager	DATE: 10/27/03

## Procedure:

1. A Live Scan form for fingerprinting must be obtained from the Recreation Department by the contract instructor/official/ volunteer.
2. The contract instructor/official/volunteer must make an appointment at the Apple Valley Police Department. Appointments are available on Wednesdays.
3. The Live Scan form must be taken to the Police Department to be completed by the technician doing the fingerprinting. Two copies of the completed live scan form will be given to the contract instructor/sports official/coach at the time fingerprinting is completed. It is the responsibility of the contract instructor/sports official/coach to return one copy to the Recreation Department prior to working, scheduling the first practice, class or game. Failure to return a copy to the Recreation Department may delay the contractor/volunteer from participating or teaching programs, classes or sports.
4. No contract instructor/sports official or volunteer will be permitted to provide their service until the **results** from the Department of Justice have been received by the Park and Recreation Department.
5. Violations or attempted violations of Section 220, 261.5, 262, 273a, 273d or 273.5 or any sex offense listed in Section 290, (except for the offense specified in subdivision (d) of section 243.4) as identified in Penal Code Section 11105.3, will **not** be permitted to volunteer or contract for services with the Town of Apple Valley. All other penal code violations will be subject to the review of Town staff for consideration.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: INCIDENT REPORT POLICY</b>	<b>NO. PR4</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 1/12/05</b>

## **Purpose:**

To provide continuity and accuracy in completing Incident Reports.

- Blank Incident Reports for Recreation Leaders are located in the binders found at all sites where Recreation activities take place (i.e. Day Camp, ASAP, Youth Sports Leagues, etc).
  - Blank Incident Reports for Maintenance Staff are located in the maintenance office on the bulletin board.
1. Incident Reports are to be completed by the staff person(s) who witnessed or were told about any incident that:
    - A. Involves an injury
    - B. Involves blood
    - C. Involves a fight
    - D. Involves a complaint or conversation that is expressed to you by a member of the public
    - E. Involves a confrontation at the site
    - F. Any incident that is out of the ordinary (includes incidents that are non-department sponsored)
  2. A parent or guardian must be called if the incident involves a minor (under the age of 18) if the incident is related to a Town-sponsored program.
  3. Incident Reports must be completed away from the public eye; they are for department use only. A copy of the Incident Report is never to be given to anyone involved in the incident. If a copy is requested, refer the request to your supervisor. Do not release the report to the customer.
  4. Incident Reports must be filled out completely and thoroughly:
    - A. Date, Time & Location
    - B. Type of Incident
    - C. Type of Activity
    - D. Names of person(s) involved
    - E. Description of the incident (no opinions)
    - F. Witnesses to the incident
    - G. If the incident involved property damage, or not
    - H. The corrective action taken

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: INCIDENT REPORT POLICY</b>	<b>NO. PR4</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 1/12/05</b>

5. The Incident Report must be turned in to the Recreation Coordinator/Parks Supervisor within 24 hours of the incident. If the incident occurs over the weekend the staff may either:

For Recreation Staff:

- A. Put the incident report in the drop box.
- B. Bring the incident Report to the Town Hall Recreation Center at 7:30a.m on Monday morning.

For Maintenance Staff:

- A. Give the incident report to the Maintenance Worker III in charge.
- B. Call the Parks Supervisor or Park and Recreation Manager if the incident is urgent or critical.

6. If the incident is serious (major injury, 911 called, police called, fight, major park or maintenance problem etc) a phone call must be made to the Recreation Coordinator/Parks Supervisor immediately. If either Recreation Coordinator/Parks Supervisor cannot be reached, a phone call to the Park and Recreation Manager must be made.



# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: CASH HANDLING POLICY</b>	<b>NO. PR5</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 1/20/05</b>

## **Purpose:**

To ensure that change funds and revenue are accounted for at special events:

1. A change fund for Special Events will be issued to the Recreation Coordinator by clerical staff after approval by the Park and Recreation Manager.
2. Clerical staff will count the change fund to Recreation Coordinator who will place change fund in a waist pack. Clerical staff will record data on Change Fund Log Sheet (see attached).
3. The Recreation Coordinator will assign specific staff to be responsible for collecting revenue at each special event.
4. Each Recreation Leader responsible for collecting revenue will count and verify their change fund with the Recreation Coordinator prior to accepting any money from the public.
5. Each Recreation Leader responsible for collecting revenue will be required to wear a waist pack. All money must be carried in the waist pack at all times.
6. In order to properly track revenue, each Recreation Leader collecting revenue will log their proceeds on an income receipt log (see example attached).
7. At the completion of the event, the Recreation Leaders responsible for collecting revenue will be required to count their proceeds (out of sight from the public) to ensure that the monies collected accurately reflect the total on the income receipt logs. The Recreation Leader will then initial the income receipt log to verify the correct amount.
8. The Recreation Leader will return the waist packs to their Recreation Coordinator at the completion of the event who will also count the proceeds to ensure that the money collected accurately reflects the income receipt logs. The Recreation Coordinator will then also initial the income receipt log to verify the correct amount.
9. The Recreation Coordinator will turn the change fund and revenue into clerical staff on the next business day along with the corresponding income receipt logs. Clerical staff will count the change fund and record that it was returned on the Change Fund Log Sheet.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: BALL FIELD LIGHT KEYS POLICY</b>	<b>NO. PR6</b>
<b>APPROVED BY: Jennifer Clarke, Parks and Recreation Manager</b>	<b>DATE: 04/13/05</b>

## PURPOSE:

To provide the Town of Apple Valley and youth sports users groups with a more efficient method of ball field operation.

1. Light keys shall be issued to organized youth sports groups at the beginning of their seasons' scheduled games and must be returned within 48 hours of the last scheduled game of the season (in which the keys were issued) or upon request of the Recreation Department.
2. A refundable \$150 deposit will be required at the time the light key is issued. The deposit will be forfeited if keys are lost, stolen or not returned by the requested date. An additional charge for new locks will also be billed to the sports group if a key and/or lock is lost, stolen or not returned by the requested date.
3. The Park and Recreation Manager will approve key requests and keys will be issued and recorded on the Key Checkout Form by the clerical staff in charge of keys. The president of the organization will sign for the keys.
4. Two keys will be issued to the president of the board or their designee. It is incumbent upon the group to issue the key to people within their organization who are trustworthy and responsible. Requests for additional keys must be submitted in writing to the Park and Recreation Manager with an explanation stating why additional keys are needed. The Park and Recreation Manager will notify the President of the organization if request is approved. An additional refundable deposit may be required for additional keys requested.
5. Under no circumstances are groups to duplicate keys. If keys are duplicated, locks will be changed, charged to the organization and the ball field light rental fee will be doubled to include the cost of a custodian to turn the lights on and off for the remainder of the season. In addition, the group will forfeit the ball field light key checkout procedure indefinitely.
6. Light bills will be reconciled monthly. The honor system will be utilized; however it is imperative that the sports groups submit an accurate light log. A log sheet will be provided to each group and must be turned in to the recreation department office by the first Monday of each month. Failure to do so may result in loss of ball field light key privileges. Town staff will continue to record light usage on each field nightly. If there is a discrepancy between the Town's light logs, the sports group's light log and the game schedules attached to the approved FUA's, the Town light log will

# **POLICY & PROCEDURE**



**Apple Valley Park and Recreation Department**

<b>TITLE: BALL FIELD LIGHT KEYS POLICY</b>	<b>NO. PR6</b>
<b>APPROVED BY: Jennifer Clarke, Parks and Recreation Manager</b>	<b>DATE: 04/13/05</b>

prevail for billing. Continued light usage discrepancies and/or failure to turn in light logs by the required date may result in key privileges being revoked.

7. The Town reserves the right to revoke keys that were issued and charge lights at double the light use rate if it is determined that a group is abusing the light key privilege. In addition, the group will forfeit the ball field light key checkout procedure indefinitely.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UTILITY CART POLICY</b>	<b>NO. PR7</b>
<b>APPROVED BY:</b>	<b>DATE: 12/27/05</b>

## I. PURPOSE

This policy establishes procedures regarding the safe and effective use of utility carts in the Town of Apple Valley Parks Department.

## II. ASSIGNMENT OF RESPONSIBILITY

- A. The Parks Supervisor shall keep a list of all employees who have been trained in the operation of Town owned utility carts.
- B. Employees who have not been trained in the operation of the utility cart may not operate the utility cart.
- C. The Parks Supervisor shall coordinate all required training and maintain related records.
- D. The Parks Supervisor, or his responsible designee, shall be responsible for overseeing the utility cart training and ensuring that employees who require such training are in attendance.
- E. Maintenance Worker III's and the Parks Supervisor shall routinely monitor the cart operation of each employee during the course of performing the employee's job-related driving responsibilities.
- F. The Parks Supervisor is responsible for the general operation of the Town's park equipment, including receiving notification from any employee who reports unsafe conditions or defects in any Town equipment. Upon receiving such notification, the Parks Supervisor, or responsible designee, shall determine whether or not the equipment is unsafe for continued operation.
- G. The Utility Cart operator is responsible for reporting any accidents during the operation of Town-owned utility carts. Any accident shall be reported to a Maintenance Worker III or the Parks Supervisor immediately who will then report this immediately to the Park and Recreation Manager. An incident report will also be completed immediately.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UTILITY CART POLICY</b>	<b>NO. PR7</b>
<b>APPROVED BY:</b>	<b>DATE: 12/27/05</b>

### III. DEFINITIONS

- A. Utility Cart: any non street legal self propelled gas or electric powered vehicle, having four wheels, owned by the Town, and used primarily off highway in the maintenance of public parks and facilities. Vehicles commonly referred to as “Quads” are not covered under this definition.
- B. Operation: having care and control over the use of a utility cart in the manner prescribed in training and as prescribed by the manufacturer.
- C. Operator: any employee who has care and control of a Town owned utility cart on Town business.
- D. Town Business: activities that require the use of a utility cart and are authorized by the employee’s supervisor.

### IV. EMPLOYEE OPERATING INSTRUCTIONS

- A. Every employee who operates a utility cart shall be required to check the cart prior to operation each day.
  - 1. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the cart must be documented on the vehicle inspection form and reported to the employee’s supervisor.
  - 2. The cart will be tagged as inoperable.
  - 3. Employees shall not operate a Town owned utility cart that has been tagged as being inoperable.
  - 4. Repairs shall not be performed on any utility cart until arrangements have been made to reduce the probability of injury to repairmen, and others, caused by sudden movement or operation of such equipment or its parts.
- B. Securely fasten your seat belt if the utility cart is so equipped.
- C. Where possible, avoid operating the utility cart near ditches, embankments, and holes.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UTILITY CART POLICY</b>	<b>NO. PR7</b>
<b>APPROVED BY:</b>	<b>DATE: 12/27/05</b>

- D. Speed shall be appropriate for the operating environment. The California basic speed law states that “No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic, and the surface and width of the highway, and in no event at a speed which endangers the safety of any persons or property.” These same guidelines will apply to the operation of utility carts in Town parks and facilities.

Under all conditions the following shall apply:

1. Reduce speed to a walking pace when making a sharp turn, approaching a blind corner, crossing uneven terrain, and on rough, slick, or muddy surfaces.
  2. Only cross slopes/hills when no other path of travel is available to cart operator. Stay off slopes/hills too steep for safe operation. Whenever crossing any slope/hill, speed must be reduced to a walking pace to safely accomplish the crossing. Remember! – someone or something could be on the other side.
  3. Operator must always be able to stop within one-half ( $\frac{1}{2}$ ) their range of vision.
- E. Watch where you are going, especially over hills, at blind corners, near play areas, and anywhere park patrons or pets are present.
- F. Do not permit others to ride anywhere on the cart other than the designated passenger seat.
- G. Items/equipment cannot hang from the cart and must be carried in the cargo area.
- H. When carrying items in the cargo area they should not extend more than one (1) foot beyond the sides of the cart and no more than half the length of the cargo bed to the rear. It is the responsibility of the driver to gauge the width of any paths of travel. Items cannot drag on the ground.
- I. Operate the utility cart smoothly, no jerky turns, starts, or stops.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UTILITY CART POLICY</b>	<b>NO. PR7</b>
<b>APPROVED BY:</b>	<b>DATE: 12/27/05</b>

- J. Hitch only to the drawbar and hitch points recommended by utility cart manufacturer.
- K. When the utility cart is stopped, set brakes securely and use park lock if available.
- L. Employees shall be prohibited from stunt driving or horseplay while operating a utility cart.
- M. Any cart operator observed driving in a reckless/inappropriate manner or in any manner contrary to this policy, will have operating privileges suspended; which ultimately affects the employee's work performance.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UTILITY CART POLICY</b>	<b>NO. PR7</b>
<b>APPROVED BY:</b>	<b>DATE: 12/27/05</b>

## EMPLOYEE ACKNOWLEDGEMENT OF UTILITY CART USAGE POLICY

This is to acknowledge that I have received a copy of the Town of Apple Valley Utility Cart Usage Policy and that I have read the policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations. The Town will exercise due diligence in providing employees with an updated and current policy, should it be revised

My signature below further signifies that I have read this policy and that I accept and will abide by all of its provisions. Furthermore I understand that failure to follow any part of this policy may result in disciplinary action up to and including termination.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_



# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: REQUESTS FOR TIME OFF – PARKS DIVISION</b>	<b>NO. PR8</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 12/21/06</b>

## I. PURPOSE:

To establish standard policies and procedures in granting leave requests to ensure that the Parks Department provides the optimum staff available for scheduling to meet the needs of the Town.

## II. GENERAL:

It is the policy and purpose of the Parks and Recreation Department to encourage the use of vacation time as a means of promoting motivation and morale. However, it is the responsibility of the department to assure a continual high level of maintenance. To ensure that both high morale and timely completion of tasks can be accomplished, the following policies relate to the application and approval of leave time. All leave requests will be granted based on adequate staff coverage of department maintenance, projects, events and activities. Should any request create a hardship on the department, in the opinion of the Parks Supervisor and/or Park and Recreation Manager, the request shall be denied. The Park and Recreation Manager reserves the right to waive/modify any of the guidelines above if, in the opinion of the Manager, the modification will better meet the needs of the Town.

## III. REQUESTS:

### A. Vacation, Comp, and Floating Holiday:

#### 1. MAINTENANCE AIDES/MAINTENANCE WORKER I's/MAINTENANCE WORKER II's:

No more than one employee (full-time or part-time) may be granted time off on the same day within each individual crew (North, South or Facilities).

#### 2. MAINTENANCE WORKER III's:

- Time off will only be granted on those days that no other maintenance staff within the MW III's crew is scheduled to be off.
- No more that one MW III within the entire Parks Division may be off at one time.
- Time off will not be approved if the day off requested has already been granted to the Parks Supervisor.

#### 3. PARKS SUPERVISOR:

Time off will not be approved if the day off requested has already been granted to one of the MW III's.

4. When working the weekend rotation, Vacation/Comp/Floating Holiday time may only be granted on Monday – Friday workdays. Staff working a Saturday and Sunday shift cannot request any leave time, in order to be off on either day of the weekend.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: REQUESTS FOR TIME OFF – PARKS DIVISION</b>	<b>NO. PR8</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 12/21/06</b>

5. Employees working a fixed schedule that includes Saturday and Sunday may request Vacation/Comp/Floating Holiday time for Saturday or Sunday at any time.
6. All **Requests for Time Off** must be submitted no less than two weeks in advance.
7. Requests for Time Off will be accepted no more than 6 months in advance of the date requested.
8. Employees will be permitted to trade schedules, as long as two weeks notice is provided and the immediate supervisor approves it in writing, providing no overtime is incurred.
9. All employees must complete a **Request for Leave Supplemental Form** noting all events and activities scheduled during the requested time off and who will cover their duties.

## **B. Absences due to illness:**

A doctor's note is required as follows:

1. Absences when assigned to work Saturdays and/or Sundays.
2. Absences on Holidays when the employee is scheduled.
3. Absences when assigned to special events.
4. Absences of three days or more or when requested.

## **C. Holidays:**

Every effort will be made to grant employees designated holidays on the day they are observed, however, at times operational needs may prevent this from occurring. Should an employee be required to work a holiday, the Manager shall either re-schedule the holiday within the pay period or request that the employee "bank" their holiday hours, to be used at a later date, the outcome of which depends on the status of the workload of the department at the time (Manager's discretion).

## **D. Freedom Festival and Round-Up Days:**

Due to the fact that the Freedom Festival and Round-Up Days events require extended hours and/or multiple days of scheduled coverage in addition to normal park maintenance duties, excluding any emergencies, **all staff (Parks and Facilities) will be required to be available to work these events.**

1. Should it be evident that the department can spare a staff member off during these events, approximately two weeks prior to the events occurring, time off will be granted (one person per day).
2. Staff members requesting a day off will be selected by use of a rotating seniority system.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: REQUESTS FOR TIME OFF – PARKS DIVISION</b>	<b>NO. PR8</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 12/21/06</b>

3. The employee currently at the top of the rotating list will be offered the first opportunity to have a day off.
  - a) Once the employee either chooses or declines the day off that is offered, their name will then be rotated to the bottom of the list.
4. Should the Freedom Festival event fall on a weekend, those employees working the weekend rotation of Saturday and Sunday are not eligible to request the day off, as previously stated in **III, A, 4** above.
  - a) If the employee working the rotating Saturday and Sunday shift would have been the senior employee, their seniority on the list will be preserved until they are able to choose according to section **III, D, 3**. The day off will then be offered to the next person on the list.

## IV. APPROVAL:

- A. Vacation time is not considered approved without both the Parks Department Supervisor and Park and Recreation Manager's signature on the ***Request for Leave*** form.

**POLICY & PROCEDURE**



Apple Valley Park and Recreation Department

<b>TITLE: REQUESTS FOR TIME OFF – PARKS DIVISION</b>	<b>NO. PR8</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 12/21/06</b>

**EMPLOYEE ACKNOWLEDGEMENT OF REQUESTS FOR TIME OFF POLICY**

This is to acknowledge that I have received a copy of the Town of Apple Valley Park and Recreation Department’s Requests for Time Off Policy and that I understand the policy.

My signature below further signifies that I have read this policy and that I will accept and abide by all of its provisions. Furthermore, I acknowledge that I have received a copy.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

# POLICY & PROCEDURE



<b>TITLE: RETURNED CHECKS POLICY</b>	<b>NO. PR9</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 03/20/07</b>

## PURPOSE:

The purpose of this policy and procedure is to outline the process of returned checks that have been submitted for payment of fees for park and recreation services.

## POLICY:

Receipt of a returned check from any person will result in the person becoming ineligible to pay by check for additional park and recreation services until the returned check has been redeemed and/or cancellation of any rental services.

## PROCEDURE:

1. Any person that tenders a dishonored check for payment of services must redeem the check and a \$25.00 fine in order to continue paying **by check** for additional park and recreation services.
2. Stop payments are considered returned checks and are subject to all penalties.
3. A Notice of Returned Check will be sent by the Finance Department to the address on the returned check advising that the check must be cleared within two weeks of the date of the notice. If the returned check is not paid by the due date, a Final Notice is sent by the Finance Department advising that the check must be paid immediately. If the returned check is still not paid, the individual will remain ineligible to pay by check for additional park and recreation services. Copies of all notices will be forwarded to the Park and Recreation Department by the Finance Department, including notification when payment is made.
4. Upon receipt of the Notice Returned Check, the Notice of Returned Check routing slip (see attached) will be completed by the Department Secretary with the following action taken:
  - An alert preventing the check-writer from submitting another check will be placed on the account.
  - The check-writer will be added to the Returned Checks Master List which is the department's comprehensive record of all individuals who have written checks with insufficient funds.
  - The notice and routing slip will be copied to the appropriate staff (Recreation Coordinators, clerical staff processing instructor pay, etc).
  - The notice and completed routing slip will be forwarded to the Park and Recreation Manager.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: RETURNED CHECKS POLICY</b>	<b>NO. PR9</b>
<b>APPROVED BY: Jennifer Clarke, Park and Recreation Manager</b>	<b>DATE: 03/20/07</b>

5. Dishonored checks for any park or facility rental fees will subject the rental to cancellation if the dishonored check is not cleared within 5 days of the date of the Notice of Returned Check. Clerical staff will notify the renter immediately upon receipt of the Notice of Returned Check.
6. Payments for returned checks plus a \$25.00 fine can be remitted to the Finance Department by:
  - Sending a money order or cashier's check by mail for the full amount due.
  - Paying in full by cash or credit card at Town Hall during business hours.
7. Once payment for the returned check and a \$25.00 fine has been remitted by cash, check or credit card to the Finance Department, a notice of payment will be forwarded to the Park and Recreation Department by the Finance Department.
8. Upon receipt of the Notice of Returned Check, the Notice of Payment routing slip (see attached) will be completed by the Department Secretary with the following action taken:
  - The alert will be removed from the check-writer's account.
  - The check-writer will be removed from the Returned Checks Master List.
  - The notice and routing slip will be copied to the appropriate staff (Recreation Coordinators, clerical staff processing instructor pay, etc).
  - The notice and completed routing slip will be forwarded to the Park and Recreation Manager.
9. Checks submitted for payment for department sponsored programs and services will then be accepted.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: CIVIC CENTER PARK AQUATIC CENTER POOL COVER</b>	<b>NO. PR10</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 09/04/07</b>

## PROCEDURE:

Civic Center Park Aquatic Center pool covers must be pulled on every night.

In the event that something precludes you from pulling on the pool covers, contact Management staff in the order listed below for possible solutions.

1. Andy Shoup, Recreation Coordinator 760-269-5359
2. Lena Quinonez, Recreation Supervisor 760-403-5423
3. Ralph Wright, Community Services Manager 760-403-5146

If no alternate solution is found and the pool covers are not pulled on, an incident report must be filled out with the date, time, reason, and who authorized the approval.

The incident report is to be submitted to Andy Shoup, Recreation Coordinator immediately.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: DEPARTMENT PROCEDURE TO LIMIT OVERTIME PAY AND COMPENSATORY TIME</b>	<b>NO. PR11</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 10/17/07</b>

## Background:

The Town of Apple Valley, in an effort to operate as efficiently as possible, will only authorize overtime pay or compensatory time when it is deemed necessary by a supervisor or a department head.

Section 6.6 in the TOAV's Personnel Policies and Procedures Manual defines overtime hours as those hours that exceed forty (40) hours worked in a seven (7) day work week. Overtime and compensatory time are not based on an employee's daily schedule.

The Park and Recreation Department, as with all Town departments, is charged with limiting costs and operating as efficiently as possible.

## Procedure:

In this light, employees that work hours in excess of their regularly daily scheduled hours may be asked by their supervisor to take time off in the latter part of the week to ensure that employees are not receiving compensatory or overtime pay. In instances where this procedure is not feasible due to work requirements, employees will be compensated at the appropriate time and one half their regularly hourly rate of pay for each and every hour worked in excess of forty (40) hours.



**POLICY & PROCEDURE**



Apple Valley Park and Recreation Department

<b>TITLE: DEPARTMENT PROCEDURE TO LIMIT OVERTIME PAY AND COMPENSATORY TIME</b>	<b>NO. PR11</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 10/17/07</b>

**EMPLOYEE ACKNOWLEDGEMENT OF OVERTIME AND COMPENSATORY TIME POLICY**

This is to acknowledge that I have received a copy of the Town of Apple Valley Park and Recreation Department's Overtime and Compensatory Time Policy and that I understand the policy.

My signature below further signifies that I have read this policy and that I will accept and abide by all of its provisions. Furthermore, I acknowledge that I have received a copy.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: RECOGNITION PLAQUES and MEMORIALS</b>	<b>NO. PR12</b>
<b>APPROVED BY: Town Council</b>	<b>DATE: 01/08/08</b>

The Town Council believes it appropriate to memorialize, recognize and thank individuals and organizations for services and/or donations made to the Town park system. This can be accomplished through the mounting of appropriate plaques within the park or facility.

The plaque should detail the following:

1. The name of the individual or organization being recognized.
2. The reason the individual or organization is recognized.
3. The specific date the facility was dedicated or the individual or organization was recognized.
4. All memorial donations must be applied to the programs or facilities that are of a current interest to the Town. Such interests may appear in the Master Plan or have been discussed and deemed appropriate by Town Council action.
5. All memorial plaques must be financially tied to a specific term or program in addition to the plaque itself. Items such as benches, group areas, furniture, trees, drinking fountains, planters etc., are standard types of memorial items.
6. All costs related to the memorial must be covered by the group or individual making the request. This may include the cost of the memorial item, the plaque, other materials and the cost of installation by Town Staff or independent contractors.

## **Procedures and Guidelines**

All requests for the placement of memorial items or plaques should be made in writing to the Town of Apple Valley, Attention: Community Services Manager

Requests should contain the following information at a minimum:

- Name and contact information of the person making the request
- The name of the individual/organization being recognized.
- A description of the memorial item and its proposed placement.

## **Assessing and approving memorial item or plaque requests**

Upon receipt of a naming request to the Town of Apple Valley, the Community Services Manager will review the request to ensure its adherence to the policies of the Town of Apple Valley and if applicable organize an informational meeting between the requesting party and appropriate town staff to discuss the proposal.

After the informational meeting, the proposal will be taken to the Park and Recreation Commission for review and recommendation. Lastly, the proposal will be taken to the Town Council for review and approval.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPORTS EVENT PARKING REVENUE SHARING</b>	<b>NO. PR13</b>
<b>APPROVED BY: Town Council</b>	<b>DATE: 01/08/08</b>

## Background

With the recent improvements to Brewster Park, the Town of Apple Valley has new opportunities to host large sporting events. To maintain a safe environment, protect the Town's facilities and look for alternative revenue streams, the Town of Apple Valley Community Services Department is looking to adopt a sports event parking revenue split with its user groups.

## Procedures

When a user group proposes a large scale sporting event, the Community Services Department will work with the group to set up the parking procedures for the particular event.

- A. Prior to the tournament, Town staff will meet with user group providing volunteers to staff tournaments and ensure all procedures are understood and followed.
- B. Town staff will collect and secure all revenues.
- C. A split of the collected parking revenues will be divided between the Town and the user group with the Town receiving 60% of the proceeds and the user group receiving the remaining 40%.
- D. The user group that participates with the Town for sports event parking will be required to have a minimum of five (5) volunteers assigned for the entirety of the event. The exact number of volunteers required will be determined by the Community Services Manager.
- E. Volunteers will check in with Town Staff to receive assignments prior to their shifts.
- F. The revenue split with the user group will be done so provided the user group supplies the required number of volunteers.
- G. To constitute a large sporting event, the proposed event must be of significant size and have the need for organized parking.
- H. The benefits to the Town must be commensurate with the proposed revenue generated for the user group.

The user group that is hosting the event will have the first opportunity to participate in the revenue sharing. In the event that the host user group is unable or unwilling to participate, the Community Services Department has the right to work with other Town of Apple Valley sports user groups at its discretion.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UNIFORMS – FACILITIES DIVISION</b>	<b>NO. PR14</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 02/12/08</b>

## I. GENERAL:

The uniformed employee reflects the image of the Town of Apple Valley to the public. The entire organization may be evaluated by the first impression and appearance that is presented. It is the policy of this department that all members of the Facilities staff shall be required to possess and wear the uniform specified for his or her position. The Town will continue its practice of providing uniforms in accordance with this policy.

### A. COMPLIANCE:

1. All employees should remember that when you are in uniform, the public perceives you as on duty and a representative of the Town. Your appearance and conduct should reflect this.
2. Each employee will arrive to work each day wearing a clean uniform that is intact and free of damages.
3. All affected employees shall strictly adhere to this uniform policy. Wearing of other apparel will not be allowed.
4. The proper uniform will be worn at all times when working in the Town or on official business outside of the Town, unless otherwise directed by the appropriate supervisor.
5. The uniform, or any part of it, is only to be worn during working hours and in traveling between work and home. ***Employee uniforms, which include all items described in this policy, are not to be worn at any other time.***

### B. UNIFORM DESCRIPTION:

1. Facilities Division
  - a) Shirts: a short-sleeved, collared, light blue shirt with the Town of Apple Valley patch and a name patch identifying the employee. (Solid white or navy long sleeve T-shirts may be worn under the light blue work shirt)
  - b) Pants: Navy work pants. Employees are allowed to wear a plain black belt with their pants.
  - c) Jacket: A Town issued jacket with the Town of Apple Valley logo.
  - d) Hat: A Town issued baseball-style cap, with the Town of Apple Valley logo, is permissible for wear.
  - e) Beanie/Watch Cap: A Town issued orange, woven, beanie/watch cap, with the Town of Apple Valley logo.
  - f) Straw Hats: The Town will supply straw hats to assist with UV protection from exposure to the sun to those employees that may need the protection.
  - g) Shoes: Unless otherwise directed, employees in the Facility Division must wear solid black shoes that are appropriate for work. Unless directed otherwise, tennis shoes are acceptable. No open toe shoes are acceptable. Employees will be expected to wear shoes that are not excessively worn or damaged.
  - h) Safety Shoes/Boots: Risk Level I safety shoes must be waterproof.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UNIFORMS – FACILITIES DIVISION</b>	<b>NO. PR14</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 02/12/08</b>

## II. UNIFORM PANTS AND SHIRTS PROVIDED THROUGH UNIFORM SERVICE:

The Town currently contracts with a uniform supply service and provides uniforms for all uniformed employees.

### A. ISSUANCE OF UNIFORMS:

All employees who are currently required to wear uniforms shall receive no less than eleven (11) clean sets of uniforms per ten (10) working days. Town Hall custodial staff shall receive no less than twelve (12) clean sets of uniforms per ten (10) working days.

### B. UNIFORM CARE, REPAIR AND REPLACEMENT:

It is the responsibility of each employee to keep all parts of the uniform in a clean, presentable condition. Repairs and replacements will be according to the contract with the uniform service.

1. The uniform supply company provides laundering service.
  - a) Employees are required to turn in uniforms for laundering and are not allowed to launder their own uniforms.
  - b) Employees must turn in a number of uniforms on uniform laundering day, equal to the number of days worked prior to uniform laundering day.
  - c) Exceptions are required to be approved by the Senior Maintenance Worker.
2. Employees are not allowed to make repairs to their uniforms. The uniform supply company provides repair services.
  - a) The employee must immediately notify their supervisor of any damage to their uniform.
  - b) Employees are required to complete a “**uniform repair tag**” and attach it to the garment requiring service.
3. Repairs and replacements will be according to the contract with the uniform service.
  - a) Employees are responsible for notifying their supervisor if their uniform is in any condition that does not present a professional appearance as a representative of the Town of Apple Valley.
  - b) If an employee does not wear the appropriate Personal Protective Equipment and damages/destroys their uniform, they may be subject to disciplinary action. If an employee is found to have been negligent with the care of their uniform, they may be required to absorb the cost of the damaged uniform.
4. When any part of the uniform becomes worn so that it can no longer be used as a part of the uniform, that part shall be brought to the Senior Maintenance Worker for replacement through the current uniform supply service in accordance with the current contract.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UNIFORMS – FACILITIES DIVISION</b>	<b>NO. PR14</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 02/12/08</b>

### III. UNIFORM JACKETS AND HATS:

All Facilities Division employees will be issued uniform jackets and hats.

- A. Jackets and hats will be replaced as deemed necessary by the Community Services Manager.
  - 1. If an employee does not wear the appropriate Personal Protective Equipment and damages/destroys their jacket or hat, they may be subject to disciplinary action. If an employee is found to have been negligent with the care of their jacket or hat, they may be required to absorb the cost of the damaged jacket or hat.
  - 2. Replacement will be at the discretion of the Senior Maintenance Worker and require the approval of the Community Services Manager.

### IV. SAFETY FOOTWEAR PROGRAM

#### A. POLICY STATEMENT

It is the policy of the Town of Apple Valley to require the use of safety shoes where foot hazards exist as a significant part of the job. Employees shall not be permitted to work in areas where foot or slip/fall hazards exist unless properly protected.

#### B. DEFINITIONS

- 1. Risk Level I - Job duties that involve a high degree of potential foot hazards. Working on uneven and slippery surfaces, handling heavy objects, equipment, or tools potentially causing injuries from crushing or penetrating actions. A black steel toe safety boot with a 6" upper is required.
- 2. Risk Level II - Job duties that involve a lesser degree of foot hazard risk potential. Handling heavy objects, equipment, or tools potentially causing injuries from crushing. An appropriate black steel toe safety shoe is required.
- 3. Fair wear and tear - A determination that shoe wear has deteriorated to the point that replacement is necessary.

**Note:** An evaluation is also made if shoes have been used properly.

**Note:** Level I categories must be waterproof and possess non-skid protection for exposure to slippery work surface conditions.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UNIFORMS – FACILITIES DIVISION</b>	<b>NO. PR14</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 02/12/08</b>

## C. GENERAL INFORMATION

1. The Town of Apple Valley will provide a new pair of safety shoes to an employee based upon “fair wear and tear” of existing shoes. Except in unusual circumstances, safety shoes will not be purchased for an employee more frequently than once a year.
2. Although the Town of Apple Valley will provide safety shoes for employees. Employees may be allowed to purchase and wear safety shoes obtained from sources other than the contract vendors, provided they receive approval from the Senior Maintenance Worker prior to the purchase.
  - a. The cost of the Risk Level I safety shoe purchased in excess of the maximum of \$150.00 and the cost of Risk Level II safety shoe purchased in excess of \$70.00 will be the responsibility of the employee. **(These amounts may be adjusted annually based on the current costs associated with safety shoes.)**
  - b. All Risk Level I safety shoes must be waterproof, have a 6” upper with “steel reinforced toes,” and meet the standards set forth by the American National Standards Institute (ANSI) or the ASTM Standards F 2412-05 and F2413-05.
  - c. All Risk Level II safety shoes must have “steel reinforced toes,” and meet the standards set forth by the American National Standards Institute (ANSI) or the ASTM Standards F 2412-05 and F2413-05.
  - d. No tennis shoes, cowboy boots or slip-on boot or shoe styles will be allowed as safety shoes.
  - e. Level requirement determinations and fair wear and tear evaluations will be made by the Senior Maintenance Worker or Community Services Manager.

## D. PROCEDURE

1. The Senior Maintenance Worker is authorized to approve shoe purchases.
2. The Community Services Manager will establish a list of employees requiring Risk Level I or Risk Level II safety shoes, in compliance with the above Policy Statement, General Information, and Definitions. The list will be updated as needed and kept on file in the Community Services

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UNIFORMS – FACILITIES DIVISION</b>	<b>NO. PR14</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 02/12/08</b>

Department.

3. The Community Services Manager and the Senior Maintenance Worker will determine a brand and style of shoe(s) to be worn by Facilities Division employees. If employees would like to wear a different shoe, the employee must show a compelling reason for the change. They must submit the information to the Senior Maintenance Worker for approval.
4. If shoes show considerable wear, the Senior Maintenance Worker will evaluate new safety shoe requests determining if resoling and/or re-heeling is appropriate. If so, the employee will be directed to have the shoes repaired and return the repair receipt for reimbursement.
5. Prior to new safety shoes being purchased, the Community Services Manager or his/her designee will verify by his/her signature the following points:
  - a. The employee is eligible to receive shoes.
  - b. The safety shoe style is appropriate for the work performed.  
**Note:** If the employee's termination or retirement is imminent, the supervisor will assess the shoe condition to determine cost benefit prior to approving a new purchase.
6. The Senior Maintenance Worker will ensure that employees obtain the correct safety shoes.
7. After the employee obtains the correct shoe, the Senior Maintenance Worker or the Community Services Manager will verify that the shoe is in compliance.  
**Note:** The employee is responsible for selecting the correct shoe in compliance with this policy. Failure to comply with this policy may result in disciplinary action up to and including termination.
8. After verification, the employee will purchase appropriate shoes and turn in an invoice from one of the contract vendors or if approved, a receipt from a vendor of the employee's choice along with a reimbursement request form, to the Senior Maintenance Worker.
9. The Senior Maintenance Worker will forward the receipt from the employee to the Community Services Manager for payment or reimbursement.



# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: UNIFORMS – FACILITIES DIVISION</b>	<b>NO. PR14</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 02/12/08</b>

10. If applicable, where a Town of Apple Valley charge account is available, the employee will pay for any incurred costs over the maximum allowance at the time of the transaction with the vendor.
11. Upon receipt of the completed invoice, the Community Services Manager shall validate the completed transaction and, if applicable, forward it to the Finance Department.

## **E. ENFORCEMENT**

1. The Senior Maintenance Worker will enforce employee compliance with the program, as employees will not be allowed to work without wearing the appropriate shoe.
2. It is the employee's responsibility to make sure his/her safety shoe is clean and well maintained. This may include buffing and or shining of the boots.
3. No employee shall be allowed to purchase safety shoes while on duty unless authorized by their supervisor.

## **F. EMPLOYEE RESPONSIBILITY FOR MAINTENANCE AND REPLACEMENT INTERVALS FOR SAFETY FOOTWEAR**

1. Replacement of lost or damaged shoes will not be reimbursed unless the employee can show reasonable cause for loss or damage.
2. Employees are responsible for maintaining and safekeeping their safety footwear in such a manner that it is usable for at least one (1) year.
3. All premature, unusual wear or damage must be reported to the Senior Maintenance Worker. If appropriate, the Senior Maintenance Worker will investigate the situation and determine correction for the problem.

## **V. RETURN OF UNIFORMS AND PATCHES:**

1. All uniforms, hats, jackets (including patches) will be returned to the Town upon the employee's separation from Town employment.

**POLICY & PROCEDURE**



Apple Valley Park and Recreation Department

<b>TITLE: UNIFORMS – FACILITIES DIVISION</b>	<b>NO. PR14</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 02/12/08</b>

**EMPLOYEE ACKNOWLEDGEMENT OF UNIFORMS - FACILITIES DIVISION POLICY**

This is to acknowledge that I have received a copy of the Town of Apple Valley UNIFORMS – FACILITIES DIVISION Policy and that I have read the Policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations. The Town will exercise due diligence in providing employees with an updated and current policy, should it be revised.

I also understand that the policy and practice of providing uniforms to Town employees will be considered annually as part of the budget process. Uniforms are provided for specific employees to promote community awareness of Town efforts as well as to ensure safety. Nothing included herein is intended to represent an additional benefit to any Town employee.

My signature below further signifies that I have read this policy and that I accept and will abide by all of its provisions. Furthermore I understand that failure to follow any part of this policy may result in disciplinary action up to and including termination.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: AMPHITHEATER USE</b>	<b>NO. PR15</b>
<b>APPROVED BY: Town Council</b> <i>Amended 06/24/08 per Ordinance 384</i>	<b>DATE: 03/25/08</b>

## **Purpose:**

As a public facility unique in Apple Valley and the High Desert, and in accordance with earlier commitments to local theater groups and other performance groups, the Town desires to make the amphitheater available for rent for private and public functions to individuals, businesses and organizations. This policy establishes guidelines and rules for such use. Failure to abide by any rules or conditions provided in this policy, or within another policy, permit application or agreement referenced in this policy, could result in cancellation of the event, eviction from the park, and prevent further use of Town facilities by the applicant.

## **Definitions:**

The amphitheater refers to the grassy, sloped seating area, as well as the stage, stairs, rails, wing walls and other portions that make up the stage facility. The amphitheater has no fixed seating. Maximum capacity is 1000.

## **Conditions of use:**

All rentals will require a Facility Use Agreement (Community Services Department) and a Special Event Permit (Planning Department), and will be subject to all conditions and fees provided therein. At the discretion of the Community Services Manager, an on-site meeting may be required between the applicant and Town staff to review conditions of the rental. These conditions may include but are not limited to:

- Security and insurance requirements
- Temporary restrooms and trash disposal needs
- Maximum capacity and expected attendance
- Parking requirements and traffic control
- Lighting and signage limitations
- Use and location of canopies, stakes, tarps and generators
- Parking fees and revenue sharing
- Fire District and Health Department requirements
- Other conditions as determined during the permit process

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: AMPHITHEATER USE</b>	<b>NO. PR15</b>
<b>APPROVED BY: Town Council</b> <i>Amended 06/24/08 per Ordinance 384</i>	<b>DATE: 03/25/08</b>

## Rules

Use of the amphitheater shall adhere to the policies and procedures set forth in the **Park Rental and Application Procedures** brochure, as well as Municipal Code **Chapter 11.68: USE OF PARK AND RECREATION FACILITIES**. Specifically, and not excluding additional rules found in the above mentioned publications, the following rules are in effect in all public parks, including the Amphitheater:

- All dogs and cats must be on a leash and in full control of their owner.
- No personal barbecues or any type of fire is allowed.
- The possession (open and closed containers), consumption, sale, transportation or disbursement of alcoholic beverages is prohibited in Town parks and facilities unless permission is obtained and approved in writing by the Town Manager or his designee, and in that event only in compliance with the conditions and restrictions of a permit from the Department of Alcohol and Beverage Control.
- Any items being moved in, out, or within the amphitheater area shall be transported in a manner so as not to cause any damage to surfaces, including but not limited to the concrete stage, pathways, and landscaping beds.
- Use of vehicles within the amphitheater and/or park (excepting established parking lots) is prohibited without specific written authorization, and under no circumstance will motor vehicle use be authorized to occur on the landscape and turf areas of the facility.

## Access to Amphitheater

Individual renters must be aware that the amphitheater is a public facility located in a public park. There is no controlled access, and fencing the facility is not permitted. A playground area is located immediately adjacent to the amphitheater. Any function held in the amphitheater may be observed by children, families and other members of the public who may be using other features of Civic Center Park. Rental of the amphitheater does not imply exclusive use of the other park facilities, and no guarantee is made that members of the public will not approach, pass through or attend the event.

## Use of the Stage

The raised stage, stairs, rails, wing walls and other portions that make up the “stage” facility in the amphitheater is intended for use as a platform for performances, speeches or demonstrations only, and not as a play area.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: AMPHITHEATER USE</b>	<b>NO. PR15</b>
<b>APPROVED BY: Town Council</b> <i>Amended 06/24/08 per Ordinance 384</i>	<b>DATE: 03/25/08</b>

## **Power Supply**

The stage is equipped with standard 110 outlets both on the stage and on the back of the rear wall. Additionally, conduit exists from the front of the stage to a concrete pad that can be used as a location for a sound booth. Electrical cords may not lie across the sidewalk in front of the stage without appropriate cord covers. Use of electrical power may not exceed the load capacity of 125 amps. Users may be required to provide a list of all equipment to be plugged in, along with the electrical load of each item. At the discretion of the Community Services Manager, an on-site meeting may be required between the renter and staff to discuss power needs.

## **Entertainment and Performances**

Entertainment, bands, dancers and other forms of performances held in the amphitheater or any public park shall conform to standards suitable for a family atmosphere. No vulgar, profane or other offensive written, visual or audible communications which are likely to be harmful to or cause damage to young children will be permitted. The Town reserves the right to request a playlist or other documentation that demonstrates the type of music or performance proposed. If such prohibited conduct occurs, the Town reserves the right to stop the performance, and may stop the entire event and require that all present disperse, without a refund of fees or other compensation for loss of revenue or any other monetary damages claimed.

## **Use of Amplified Sound**

The use of public address systems, amplified instruments or percussion instruments is allowed within the boundaries of the amphitheater. Such equipment shall be used in such place and manner that they will not unduly interfere with or be an annoyance to other groups or individual people who may be using the park at the same time or to the surrounding neighborhood. In no case may the amplified sound continue past 11 p.m.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: CORPORATE CREDIT CARD – CHECK OUT POLICY</b>	<b>NO. PR16</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE:</b>

## BACKGROUND:

In an effort to allow our staff to make purchases with a vendor's credit card, the following procedures have been put in place to ensure that the credit cards are monitored and appropriately used and the receipts are returned and properly coded in a timely fashion.

## PROCEDURE:

- 1) All credit cards are to be stored in the safe.
- 2) Employees may check a corporate credit card out by going to the front counter of the Recreation Center and requesting the applicable card.
- 3) The employee checking out the card will fill out the log sheet including printing and signing their name, listing which card they are taking, and noting the time of the checkout.
- 4) After the employee uses the card, they are to immediately return the card to the front counter and initial the return of the card on the log sheet. At this same time, a member of the clerical staff must also initial that the card has been returned and note the time.
- 5) The returned card is to be placed in the safe immediately.
- 6) A copy of the receipt needs to be delivered to Clerical when the card is returned and the original must be turned into your immediate supervisor.
- 7) At the end of business, a member of the clerical staff must check the card folder to ensure all cards are accounted for.
- 8) In the event a card cannot be accounted for, an email must immediately be sent to the Administrative Secretary as well as the Parks and Recreation Manager.

\*\*Failure to adhere to this policy will result in progressive discipline.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: CORPORATE CREDIT CARD – CHECK OUT POLICY</b>	<b>NO. PR16</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE:</b>

## EMPLOYEE ACKNOWLEDGEMENT OF CORPORATE CREDIT CARD – CHECK OUT POLICY

This is to acknowledge that I have received a copy of the Town of Apple Valley Park and Recreation Department’s Corporate Credit Card – Check Out Policy and that I understand the policy.

My signature below further signifies that I have read this policy and that I will accept and abide by all of its provisions. Furthermore, I acknowledge that I have received a copy.

PRINT FULL NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPONSORSHIP OF PROGRAMS and FACILITIES, INCLUSIVE OF FACILITY NAMING/RENAMING GUIDELINES</b>	<b>NO. PR17</b>
<b>APPROVED BY: Apple Valley Town Council</b>	<b>DATE: 01/24/12</b>

## PURPOSE:

The purpose of this policy is to allow the Town of Apple Valley to actively seek alternate revenue sources to maintain or enhance current facilities and services through sponsorships.

This policy provides guidelines that shall apply to the Town’s participation in sponsorship and naming rights agreements (“Sponsorship Agreements”). A Sponsorship Agreement is a contract between the Town of Apple Valley and an external party that may be an individual, corporation, partnership, or other business entity or organization (“Sponsor”), by the terms of which the Sponsor provides funds, goods or services to the Town of Apple Valley as consideration for recognition, acknowledgement, or other promotional considerations or benefits, in respect to a Town facility, property or program.

Sponsorship Agreements are distinct from individual, business or other donations or gifts to the Town for which there may be no consideration or recognition. This policy also establishes a consistent approach, criteria and guidelines specific to exclusive right to use the names of Town of Apple Valley facilities or events as a means of acknowledging a Sponsor.

## POLICY:

### Section 1. Sponsorship Opportunities

Opportunities for sponsorships include, but are not limited to:

1. Park/Facility Development (New– financial or in-kind support associated with the design, construction or improvements of a particular facility such as playgrounds, picnic areas, dog parks, tennis courts, buildings (new or renovated).
2. Events – financial or in-kind support for events or special programs organized by the Town.
3. Naming rights – annual financial support associated with a long term contractual agreement, or significant contribution to the development of a new facility or amenity.
4. Recreation programs – financial or in-kind support of existing programs such as youth sports, running events, aquatics programs, et al; or contributions to offer a new program if it is determined to fit within the goals and objectives of the Town.
5. Other recurring or one-time programs, projects and events presented by the Town.



# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPONSORSHIP OF PROGRAMS and FACILITIES, INCLUSIVE OF FACILITY NAMING/RENAMING GUIDELINES</b>	<b>NO. PR17</b>
<b>APPROVED BY: Apple Valley Town Council</b>	<b>DATE: 01/24/12</b>

## Section 2. Sponsorship Agreements

1. Town staff may actively solicit proposals for sponsorships, including naming rights, for municipal facilities or events, with the prior approval of the department manager under whom the program or facility falls.
2. Sponsorship Agreements must safeguard the Town's assets and interests, and result in benefits to the Town and its residents.
3. The Town will only enter into Sponsorship Agreements that are consistent with the Town's character, values and service priorities.
4. No Sponsorship Agreement will impair or diminish the authority of the Town and its responsibilities in respect to any municipal facility or event that is the subject of the Agreement.
5. All Sponsorship Agreements shall be subject to all state, federal and local laws, ordinances, rules, and regulations.
6. Sponsorship Agreements that will generate more than \$25,000 in annual revenue or in-kind goods or services to the Town and all naming rights agreements, regardless of dollar amount, will be subject to the approval of the Town Council.
7. The Town shall always have the right and opportunity to reject any submitted proposals.
8. The Town shall also have the right at any time to suspend or terminate a Sponsorship Agreement if circumstances arise whereby the continued arrangement would no longer satisfy the selection criteria by which the Sponsorship was initially evaluated and approved.
9. Sponsorship Agreements shall define the type of recognition, commensurate with the level of support. These may include renaming of a facility or program, short and long-term signage, publicity through Town outlets and other media, and name and logo usage on marketing materials for the facility or program.

## Section 3. Selection Criteria

The Town will determine and use selection criteria, based upon the nature and character of each proposed Sponsorship Agreement, to evaluate potential Sponsorship Agreement opportunities. The selection criteria used to evaluate a prospective sponsor ("Prospective Sponsor") may include, but shall not be limited to:

1. Consistency of the Prospective Sponsor's products, customers and promotional goals with the Town's character, values and service priorities;

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPONSORSHIP OF PROGRAMS and FACILITIES, INCLUSIVE OF FACILITY NAMING/RENAMING GUIDELINES</b>	<b>NO. PR17</b>
<b>APPROVED BY: Apple Valley Town Council</b>	<b>DATE: 01/24/12</b>

2. The Prospective Sponsor's historical participation and association with community projects, events and continued willingness to participate;
3. Community support for, or opposition to, the proposed sponsorship;
4. The operating and maintenance costs associated with the proposed sponsorship;
5. Anticipated public perception of the association of the Town and the Prospective Sponsor;
6. The Prospective Sponsor's regard for and demonstrated success in valuing diversity;
7. The Prospective Sponsor's regard for and demonstrated success in environmental stewardship.

The Town may not enter into Sponsorship Agreements with any of the following, based upon review of the resulting benefit, perception and best interest of the community:

1. Business or non-profit entities not currently providing goods and/or services to the citizens of the Town.
2. Businesses that are subject to regulation or monitoring by local, state or federal law enforcement agencies, including the Apple Valley Police Department, for regulatory compliance (e.g. sexually oriented businesses, bars, massage facilities, gun shops, manufacturers or sellers of firearms or weapons).
3. Religious or political organizations.
4. Commercial enterprises whose business is substantially derived from the sale or manufacture of alcoholic or tobacco products.
5. Individuals or commercial enterprises having past, present, or pending business agreements or associations with the Town, if a Sponsorship Agreement would have an appearance of impropriety.
6. Any Sponsorship Agreement that will or may promote tobacco products, alcohol, gambling, sexually related products or services, the sales or manufacturing of firearms or weapons, or products or services that are contrary to the interest of public health, safety or welfare.

## Section 4. Naming Criteria

### Naming/Renaming associated with a contribution:

1. An existing Town recreation area, park, facility or event may be named after an individual, corporation, or other entity as recognition for financial support, where such naming is consistent with applicable Town guidelines and policies.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPONSORSHIP OF PROGRAMS and FACILITIES, INCLUSIVE OF FACILITY NAMING/RENAMING GUIDELINES</b>	<b>NO. PR17</b>
<b>APPROVED BY: Apple Valley Town Council</b>	<b>DATE: 01/24/12</b>

2. If a proposed Sponsorship Agreement will result in a name change to an existing facility, the history and legacy of the current municipal facility name should be taken into consideration and/or incorporated within the proposed new name.
3. A proliferation of names for different parts of the same facility should be kept to a minimum.
4. Town-owned land or facilities shall not normally be named after living persons unless it is deemed appropriate to take such action on the basis of a significant contribution, monetary or otherwise, which warrants deviation from this policy guideline.
5. Town-owned land or facilities may not be named after a seated elected or appointed official, or for a period of time less than three years from vacating the seat.
6. Town-owned land or facilities may not be named after a person whose contribution was a part of that person's normal duties as an employee of the Town.
7. To be named after an individual, family or organization, that entity must have:
  - a. Made a lasting and significant contribution to the betterment of a facility or park
  - b. Made substantial contributions to the advancement of recreational opportunities within the Town

## Naming/renaming not associated with a contribution:

The following principles will apply:

1. Geographic location
2. Unique, significant and/or historical feature or people pertaining to the site, or have historical, social or cultural significance for future generations
3. Commemorate places, people or events that are of continued importance to the Town
4. Have broad public support

## **Section 5. Responsibilities**

**Department:** A department considering a potential Sponsorship Agreement shall prepare a proposal setting forth the scope of a sponsorship program or project, including a

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPONSORSHIP OF PROGRAMS and FACILITIES, INCLUSIVE OF FACILITY NAMING/RENAMING GUIDELINES</b>	<b>NO. PR17</b>
<b>APPROVED BY: Apple Valley Town Council</b>	<b>DATE: 01/24/12</b>

description of the community benefit, financial goals, means of recognition and potential interested sponsors.

**Town Manager:** All sponsorship proposals must be reviewed and approved by the Town Manager or his designee.

**Town Attorney's Office:** The Town Attorney's Office will provide legal review of Request for Sponsorship documents and will review and approve the terms and conditions of proposed Sponsorship Agreements more than \$25,000.

**Parks and Recreation Commission:** The Parks and Recreation Commission shall review Sponsorship Agreements or other proposals that would result in the renaming of any parks and recreation facility or program.

**The Town Council:** The Town Council will consider approval and authorization of all Sponsorship Agreements that are anticipated to generate more than \$25,000 in annual revenue or in-kind goods or services to the Town, and all naming rights, regardless of the dollar amount.

## PROCEDURE:

The general procedures for the Town's participation in Sponsorship Agreements are as follows:

1. The department considering a Sponsorship Agreement will prepare a written proposal, defining the scope of a sponsorship program or project, including a description of the community benefit, financial goals, means of recognition and potential interested sponsors. Proposals will then be submitted to the Town manager or designee for approval.
2. If a proposed Sponsorship Agreement will result in a name change to an existing facility, the history and legacy of the current municipal facility name should be taken into consideration and/or incorporated within the proposed new name.
3. The Sponsorship Agreement will take into consideration the valuation of the potential sponsorship.
4. Valuations should consider the following:
  - a. All tangible assets that are the quantitative benefits arising from a sponsorship package, such as media advertising, or printed ticket logos, or other publications; and
  - b. All intangible assets, which are the qualitative benefits that may arise from such a sponsorship, such as audience loyalty, audience recognition and

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: SPONSORSHIP OF PROGRAMS and FACILITIES, INCLUSIVE OF FACILITY NAMING/RENAMING GUIDELINES</b>	<b>NO. PR17</b>
<b>APPROVED BY: Apple Valley Town Council</b>	<b>DATE: 01/24/12</b>

prestige of the organization's marks and logos and standing in the community; and

- c. Geographic reach/market impact factors, such as the number, size and value of the market(s) in which the sponsor will promote its affiliation with the facility, or event, or the desirability of Town property to a particular sponsor category.
5. If the sponsorship valuation indicates that the proposed Sponsorship Agreement may potentially result in more than \$25,000 in annual revenue, or goods or services to the Town, the initiating department will develop a Request for Sponsorship ("RFS").
6. Following the receipt of proposals, the department that initiated the Sponsorship Agreement proposal will review and evaluate all responsive proposals. The proposal for a Sponsorship Agreement that is most responsive and advantageous to the Town will be submitted to the Town Council for its consideration and possible approval.
7. If a proposed Sponsorship Agreement is anticipated to result in less than \$25,000 in annual revenue, or goods or services to the Town, and does not involve naming rights, the department may contract directly with a Prospective Sponsor, without issuing an RFS. The Town may elect to issue an RFS for Sponsorship Agreements that may result in annual revenue less than \$25,000, if it is deemed appropriate considering the circumstances, or is otherwise deemed to be in the best interest of the Town.
8. The Town shall always have the right and opportunity to reject any submitted proposals. The Town shall also have the right at any time to suspend or terminate a Sponsorship agreement if circumstances arise whereby the continued arrangement would no longer satisfy the selection criteria by which the Sponsorship was initially evaluated and approved.
9. For naming/renaming requests not associated with a contribution, a request consisting of the proposed name, strong, compelling reasons for the proposal, and justification for a name change (if applicable) shall be submitted to the Parks and Recreation Manager, for review by the Parks and Recreation Commission. The Town Council shall have final review.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: RECREATIONAL SEASONAL EMPLOYEE MINIMUM HOUR REQUIREMENTS AND INACTIVE POLICY</b>	<b>NO. PR18</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 08/08/12</b>

**PURPOSE:** Recreation Leaders and Lifeguards employed by the Town of Apple Valley are designated as seasonal employees. Seasonal employees are required to commit to working a predetermined number of hours, shifts or days per week. From time to time, it might be beneficial to the Town and or the employee to allow an employee that is unable to commit to the minimum work requirement, to be placed on inactive status. Inactive status is a leave of absence without pay for a limited predetermined time period.

### **MINIMUM AVAILABILITY REQUIREMENT:**

**Recreation Leader I-** Must be able to commit 6 hours per week during school session and 8 hours during Day Camp session.

**ASAP Recreation Leader II -** Must be able to commit 17.5 hours per week during school session and 18 hours per week during Day Camp session.

**Non-ASAP Recreation Leader II-** Must be able to commit 6 hours per week.

### **Lifeguard**

Winter Season: Must be able to commit at least two days per week, *and* be able to work a minimum of 7 hours.

Summer Season: Must be able to commit at least 3 days per week, *and* be able to work a minimum of 15 hours.

The following will apply to all Recreation Leaders and Lifeguards interested in going on inactive status.

### **PROCEDURE:**

#### **Inactive Status will only be considered if**

- 1) School or family commitments preclude the employee from meeting the minimum availability requirements.
- 2) The Town does not have to recruit to fill the employee's position.
- 3) Employees give the Town a minimum of two-weeks' notice prior to resigning their position

**Non-ASAP Recreation Leader II and Recreation Leader I -** May go on inactive status for a period of no more than 3 months.

Inactive status must be approved by the immediate supervisor.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: RECREATIONAL SEASONAL EMPLOYEE MINIMUM HOUR REQUIREMENTS AND INACTIVE POLICY</b>	<b>NO. PR18</b>
<b>APPROVED BY: Ralph Wright, Parks and Recreation Manager</b>	<b>DATE: 08/08/12</b>

**ASAP Recreation Leader II-** In the event they are unable to commit to 17.5 hours per week, they may be reassigned to non-ASAP programs, a Recreation Leader I or resign their position. ASAP Recreation Leader II positions are responsible for hosting an ASAP site and if the employee cannot commit 17.5 hours per week a new staff would need to be hired. ASAP Recreation Leader II would be eligible for inactive status during summer day camp season only.

**Lifeguard** - Lifeguards will be eligible for inactive status no more than one consecutive season. Normally, Lifeguards will only be allowed to go on inactive status for the winter season. Inactive status must be approved by the immediate supervisor.

Employees approved for inactive status will receive a letter documenting the status change and will include the end date for the inactive status. Employees that do not contact the Town and request to be brought on to active status by the stated deadline will be terminated. However, employees will be able to apply for any open recruitment at a later date.

**Activation Procedure:**

Employees wishing to be brought back on to active status must make this request with their immediate supervisor prior to the deadline. If positions, shifts or hours are available, the employee will be activated and added to the schedule based on availability at the sole discretion of the Town.

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: PERMIT TO GATHER POLICY</b>	<b>NO. PR19</b>
<b>APPROVED BY: Parks and Recreation Commission</b>	<b>DATE: 06/06/13</b>

**I. PURPOSE:**

To establish a standard policy for what uses of a park represent a Permit to Gather and what uses will require a more formal rental/reservation of a facility.

**II. BACKGROUND:**

Per the Apple Valley Municipal Code, Section 11.68.040 (p). No person, company, society, organization, gathering or group of more than twenty-five persons shall hold or conduct any picnic, celebration, parade, event, gathering, assembly or meeting in any park within the Town without first obtaining a written permit to do so by the Town Manager, and no person shall attend, take part in or be a participant in any such picnic, celebration, parade, exercise, gathering, assembly or meeting in a park unless the permission has first been obtained.

**III. RULES:**

A Permit to Gather will be issued to a customer for a use that has a group of twenty-five persons or more, the use does not require a specific area in a facility and the use does not conflict with the criteria listed below.

**PERMITS TO GATHER WILL NOT BE ISSUED IF:**

1. The proposed use is deemed inappropriate for the chosen facility;
2. The proposed use will affect public safety;
3. The proposed use will significantly impact the general public's ability to access the facility;
4. Large items are to be brought into the park with the use. I.E. bounce houses, large numbers of chairs and/or tables, gazebos etc.
5. The proposed use blocks potential revenue opportunities for the selected facility, unless the request is within two weeks of the scheduled date of use.





<b>TITLE: HEALTHY MENU POLICY – HOT SHOTS AND PEE WEE SPORTS</b>	<b>NO. PR20</b>
<b>APPROVED BY: Parks and Recreation Commission</b>	<b>DATE: 10/03/13</b>

**I. Purpose:**

To establish healthier alternatives for end of season team parties for our Hot Shot and Pee Wee sports programs.

**II. Background:**

The Town of Apple Valley is concerned about the health of its citizens and established a Healthy Apple Valley Coalition in 2009. This coalition, comprised of community leaders, established a goal of promoting healthy activities and healthy eating. As part of this initiative, the Town would like to ensure that the programs offered to its citizens align with those goals. Establishing a Healthy Menu policy will begin the process of ensuring the snack and food offerings to our participants are healthier and hopefully encourage parents to look at healthier food options for children six years of age and under.

**III. Policy:**

This policy is established for all Pee Wee and Hot Shot end of season sport parties hosted by the Town of Apple Valley. This policy requires that food and beverages served at Town of Apple Valley Pee Wee and Hot Shot parties include grains, dairy and fruit and minimize excess calories and sugar levels.

An example of the new menu is as follows:

**1) Breakfast Standard:**

- a. Nature Valley Granola Thins or any grain item that meets the below standard.

Calories < 100	Sugar < 7
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- b. Dannon Light & Fit Yogurt or any other dairy item that meets the below standard. Serving size may be adjusted. (Example serving for Dannon is 1/3 cup.)

Calories < 60	Sugar < 6
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- c. ½ cup any fresh fruit

**2) Lunch Standard**

- a. Little Caesar’s cheese pizza easy sauce
- b. ½ cup any fresh fruit

**3) Beverage Standards**

- a. Water only, no sugar sweetened beverages.



<b>TITLE: Refund Policy</b>	<b>NO. PR21</b>
<b>APPROVED BY: Parks and Recreation Commission</b>	<b>DATE: 10/7/2014</b>

**I. Purpose:**

The purpose of this policy is to ensure that participants in the department’s programming and those renting facilities from the Town are consistently delivered exemplary customer service and when a program or facility does not meet the customer’s needs, we have a defined refund policy in place.

**II. Policy:**

The following policy is established to ensure consistency in refunds for all programs and facility rentals within the Town of Apple Valley Parks and Recreation Department

**Refunds of Class or Program registration fees**

All Refunds or transfers, less the designated administrative fee, will be gladly made if requested prior to the **first** date of the class or program with the following exceptions:

1. If the issuance of a refund results in dropping the enrollment below the established program minimum, a refund will not be issued unless the Department is able to fill the vacancy with another participant.
2. If you are participating in a class or program for the first time and are not satisfied, please contact the Parks and Recreation Department prior to class/program’s second meeting and a refund, less the designated administrative fee will be processed. **No requests will be granted after the second class date.**
3. In the event of a one day class or event: refund and withdrawal requests must be received five business days prior to class or event. No requests will be granted the day of, or after the class or event has been held.
4. In the event of a Town sponsored excursion: refund/withdrawal requests must be received ten days prior to registration deadline. Requests will only be granted if the Town is able to fill the spot.
5. For General Swim Lessons: refund/withdrawal requests must be received ten days prior to class start date. Requests will only be granted if the Town is able to fill the spot.
6. In the event that the participant is unable to complete the registered program for documented medical reasons, the Parks and Recreation Manager or his designee may determine that a pro-rated refund is warranted.
7. Full refunds or credits will be granted for courses cancelled by the Town or Contract Instructor, unless specifically stated otherwise on the course registration receipt.

**If a participant fails to attend a program and or notify the Parks and Recreation Department prior to the start of the program, the participant is not entitled to a refund.**

**Please allow 4 weeks for refund processing. Credit Card transactions will be refunded to original card used for payment; Cash, Check, and Debit transactions will be refunded by check. No refunds will be given in cash. The Town of Apple Valley is not responsible for any fees that are made payable directly to class instructors, and not collected by the Town.**



<b>TITLE: Refund Policy</b>	<b>NO. PR21</b>
<b>APPROVED BY: Parks and Recreation Commission</b>	<b>DATE: 10/7/2014</b>

**Rentals - CANCELLATION/REFUNDS**

1. A reservation deposit (initial payment) of \$250 is required upon the issuance of the Facility Use Agreement (FUA). This secures the renters event date.
2. All other designated rental fees are due a minimum of 30 days prior to the scheduled rental.
3. If cancellation of the reservation is necessary, the Parks and Recreation Department must be notified immediately in writing by the primary applicant.
4. If the facility rental is cancelled:
  - i. A minimum of 60 days prior to the date of the event, **one-half** of the reservation deposit and all remaining paid rental fees will be refunded to the applicant.
  - ii. Within 60 days from the event date, the entire reservation deposit will be forfeited and all remaining paid rental fees will be refunded to the applicant.

**NOTE: In the event that the total rental fees due for the cancelled rental are less than the reservation deposit, the lesser of the total rental fees due or the reservation deposit will be withheld from the refund issued to the renter.**

5. In the event that the facility rental is canceled on the day of the scheduled use, due to the failure of the renter to follow the parameters set forth in the FUA the renter will forfeit the reservation deposit and all paid rental fees.
  6. If the renter chooses to conclude their use of the facility before the time designated on the FUA, there will be no refund of the rental fees.
  7. All facility rentals require a minimum of \$250 refundable security deposit. The reservation deposit can be used for this purpose. In the event the facility rental results in damage or requires excessive maintenance or cleaning of the facility, the cost of repairs or cleaning will be deducted from the security deposit prior to the issuance of a refund.
- **All applicants must be over 21 years of age.**
  - **No checks will be accepted 60 days prior to reservation.**
  - **All rental fees must be paid no later than 30 days prior to the event.**
  - **RETURNED CHECKS - There is a \$25 fee for a first time returned check; fee increases thereafter.**

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: Use of Facilities and equipment for Special Events</b>	<b>NO. PR 22</b>
<b>APPROVED BY: Ralph Wright, Park and Recreation Manager</b>	<b>DATE: 4/28/16</b>

## Purpose:

To provide continuity and accuracy in facility use reservations and equipment for large scale Town Events.

- Division contacts:
  - Parks and Recreation
    - Recreation Counter for facility reservation and availability– Christine McCaffrey and Tashina Miniszewski
    - Procedure questions – Debbie Rivera
  - Grounds – Mike Cady and Mike Atteberry
  - Facilities – Tom McKeon – [facilities@applevalley.org](mailto:facilities@applevalley.org)

## Procedures:

### 1. Facility Reservation:

- A. To secure a reservation for an indoor facility or a park, complete and submit a Facility Use Agreement to the Recreation Counter
- B. Additional requests for resources (i.e., tables, chairs, A/V system staffing, etc) must be submitted with the FUA, on the FUA itself or an additional piece of paper.
- C. Use of manpower, or items brought from one facility to another destination, must be requested with Grounds and/or Facilities as well.
  1. For Ground's, contact Mike Atteberry and or Mike Cady
  2. For Facilities, email request to [facilities@applevalley.org](mailto:facilities@applevalley.org)
  3. If there is uncertainty as to who is responsible for request, it should be sent to both divisions.

**NOTE: Until a signed FUA has been returned to the requester, consider the reservation as not secured.**

### 2. Table and chair use at other than their assigned facility:

- The priority for use of the tables and chairs assigned to a specific facility will be given to a renter of said facility, even if the rental arises after an event FUA has been approved.
- If a rental is booked and requested tables and chairs are no longer available, the Recreation Department will give notice as soon as possible. Our goal will be to give a minimum of two weeks' notice, but that is not guaranteed. (Bear Valley Rentals has stated that they are able to deliver requested tables and chairs with a minimum of two days' notice.)

**NOTE: All potential costs of chair and table rentals should be built into event budget**

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: Tennis Court Use Rules</b>	<b>NO. PR 23</b>
<b>APPROVED BY:</b>	<b>DATE:</b>

**Purpose:**

To ensure and install formalized procedures for tennis play at Town of Apple Valley Facilities.

**Background:**

The Tennis Courts at the Apple Valley Golf Course have seen an increase of play since the courts have been improved leading to the need to institute some general court rules and process for cueing of waiting players.

**Rules:**

Tennis Etiquette, as set forth in the USTA rules shall prevail at all times

**USE OF COURTS:**

- 1) Courts are open from 7:00 am -10:00 pm, on a first-come, first-serve basis;
- 2) Tennis Courts are for Tennis use only;
- 3) Priority is given to approved Town of Apple Valley Recreation programs or permitted uses;
- 4) PRIVATE LESSONS or Commercial activities are not permitted without express written approval of the Town of Apple Valley – AVMC11.68.040(m)

**PLAY RULES:**

When both courts are occupied, and people are waiting to use the courts time limits on the use will be instituted:

- 1) Individuals practicing, or rally play is limited to a maximum of 30 minutes on the court;
- 2) Singles or doubles playing a set(s) are limited to a maximum of 1 hour on the court;
- 3) The waiting line position of players is determined by the arrival of the second player;
- 4) Waiting players take the first available court;
- 5) Individuals playing on one court cannot be waiting for another court;

**GENERAL RULES:**

- 1) Animals, bicycles, skateboards, scooters and inline skates are not permitted on the courts – AVMC11.68.040(b);
- 2) Tennis or rubber soled shoes only on court surface;
- 3) Players in violation of the above rules or not displaying appropriate etiquette may lose playing privileges at the discretion of the Town of Apple Valley parks and Recreation Manager;

# POLICY & PROCEDURE



Apple Valley Park and Recreation Department

<b>TITLE: Tennis Court Use Rules</b>	<b>NO. PR 23</b>
<b>APPROVED BY:</b>	<b>DATE:</b>

**Outside organized court uses:**

Use of the Courts for organized tournaments, leagues or school matches without prior authorization by the Town of Apple Valley is not permitted.

Changes to the policy can be made by the Parks and Recreation Manager as determined.

## Chapter 11.68 USE OF PARK AND RECREATION FACILITIES

### 11.68.010 Declaration of policy.

Town parks and recreational facilities are established for the use and enjoyment of all persons in the pursuit of recreation, whether active or passive. It is the Town's responsibility to promote the health, peace, safety, welfare and convenience of all persons in regards to their use and enjoyment of any Town park. The Council finds that to give practical effect to this policy and to insure that all persons may enjoy such parks and facilities, it is necessary to regulate the use of Town parks and facilities.

### 11.68.020 Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

- a. *Park* means a park, playground, recreation center, tennis courts, swimming facilities, sports field, ballfield and/or open space or other area, structure or facility, owned or used by the Town.
- b. *Facility* means an indoor building, owned or used by the Town.
- c. *Town manager* means the Town Manager of the Town of Apple Valley or the person authorized by said Town Manager to act in his or her stead in respect to the provisions of this Chapter.
- d. *Neighborhood parks* are intended for daytime use, and have no regularly scheduled nighttime activities nor lighted facilities intended for nighttime public use.
- e. *Community parks* are intended for daytime use and have outdoor, permanent lighted facilities intended for public use during certain nighttime events.
- f. *Skate board* is a board-like object which has two axles attached to the bottom of the board-like object with one or two wheels attached to each axle and the user rides or stands upon the board-like object and may include a handlebar.
- g. *In-line skates*, also known as roller blades, are footwear containing four or more axles mounted in a straight line extending generally from or behind the heel of the footwear to or in front of the toe of the footwear with a single wheel attached to each axle.
- h. *Roller skates* are any footwear or device which may be attached to the foot or footwear to which wheels are attached and such wheels may be used by the wearer in moving.
- i. *Amplified sound* means music, sound wave, vibration or speech projected or transmitted by electronic equipment.
- j. *Daytime use* shall mean from dawn to dusk unless otherwise posted.
- k. *Vehicle* is a device by which any persons or property may be propelled, moved, or drawn upon a highway, including motorcycles.
- l. *Scheduled nighttime events* means activities formally recognized and approved by the Town Recreation Department.
- m. *Smoking* shall mean engaging in an act that generates gases, particles or vapors released into the air as a result of combustion, electrical ignition or vaporization, including from a lighted pipe, a lighted

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hookah pipe, a lighted cigar, a lighted cigarette, or an electronic or battery operated smoking device that delivers vapors for inhalation, when the purpose of the combustion, electrical ignition or vaporization is human inhalation of the gases, particles or vapors. Smoking does not include the combustion of material solely for olfactory purposes that does not contain any tobacco or nicotine. Smoking shall include smoking from every variation and type of electronic or battery operated smoking device that delivers vapors for inhalation whether they are manufactured, distributed, marketed or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah or any other product name or descriptor.

( Ord. No. 462 , § 2, 6-10-2014)

### **11.68.030 Compliance.**

No person shall enter, be or remain in any Town park unless such person complies with all the regulations and conditions set forth in this Chapter. The prohibitions of this Chapter, however, shall not apply to emergency police, fire or public utility services.

### **11.68.040 Specific acts prohibited.**

Every person who willfully within any park commits any of the acts set out in this Section or violates any other prohibition in this Chapter is guilty of a violation of this Chapter. The prohibited acts include the following:

- (a) To hitch, fasten, lead, drive or let loose any animal or fowl of any kind, except in areas which may be designated by the Town Manager, provided that this shall not apply to dogs and cats when led by a leash and under full control by its owner or custodian.
- (b) To ride or operate bicycles, skateboards, inline skates, roller skates, or similar such devices in any manner that can cause damage to persons or property. This includes but is not limited to riding, jumping, or grinding from any stage, stairs, rails, tables, benches, curbing, walls, trees, amphitheater, any building or structure, grass or other area where the operation of the device can cause damage to property.

Exceptions:

- 1. Skateboards, inline skates and roller skates operating in conformance with posted regulations in the skate park.
  - 2. Bicycles, skateboards, inline skates, roller skates or similar type devices while riding or operating in a safe manner on paved walking areas or designated paths, except when specifically prohibited.
- (c) To light or maintain any fire or to cook, any meal other than at a stove, barbecue, fire circle or other place provided for that purpose.
  - (d) To possess, carry or discharge any firearms, firecrackers, rockets, explosives or any other fireworks, air gun, bow and arrow, slingshot or any similar device or weapon; nor shall any person carry into or use any other object within a park with the intent of disturbing the peace of any person by means of noise or otherwise. This prohibition shall not apply to the engaging in or traveling to target practice conducted in accordance with appropriate standards of safety at an archery, skeet or target range authorized and provided by the Town for such purpose, nor shall this prohibition apply to law enforcement personnel acting within the scope of their official duties.
  - (e) To drive, hit or putt any golf ball or to use any golf club in any park or upon any pathway or trail, except in such areas as may be designated by the Town Manager for that purpose.



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- (f) To cut, break, injure, deface or destroy any tree, shrub, plant, rock, building, cage, pen, monument, sidewalk or paved area, fence, bench or other structure, apparatus or property, or pull up, cut, take or remove any shrub, bush, plant or flower, or mark or write upon, paint or deface in any manner any building, monument, bench, sidewalk, paved area or other structure. This prohibition shall not apply to any employee or contractor while performing official duties of the Town.
  - (g) To cut or remove any wood, turf, grass, soil, rock, gravel, sand or fertilizer from a park or from any place within a park.
  - (h) To camp or lodge therein except by permission in writing by the Town Manager.
  - (i) To throw, discard, place or dispose of any garbage or refuse in any place other than in a garbage can or other receptacle maintained for that purpose.
  - (j) To operate or park any vehicle upon any turf or landscaped area, or on any park service road or pathway, except at places designed and designated for parking by the Town.
  - (k) To play or bet at or against any game which is played, conducted, dealt or carried on with cards, dice or other devices for money, chips, shells, credit or other representative of value, or maintain or exhibit any gambling table or other instrument of gambling or gaming. This prohibition shall not apply to simulated gambling games or to bingo games when conducted by a nonprofit organization during fund raising events pursuant to a permit or reservation issued by the Town Manager pursuant to this Code and in compliance with all other applicable law.
  - (l) To hold any meeting, service, concert, event or exhibition without first obtaining written permission from the Town Manager.
  - (m) To engage in any commercial activity including but not limited to the selling, offering for sale, advertising for sale, or solicitation for future delivery or performance of any goods, wares, merchandise or services, except pursuant to a specific concession or contract granted by the Town or a permit therefore.
  - (n) To interfere with the use of any scheduled group or activity that has received a permit from the Town for use of said park.
  - (o) To throw, project or propel or drive upon a lawn or across any park, public walkway or driveway within a park any missile, model airplane, model car, go-carts or other self propelled devices and vehicles not covered under the California Vehicle Code, capable of causing personal injury or damage to personal property; except at such places designated therefore by the Town Manager.
  - (p) No person, company, society, organization, gathering or group of more than 25 persons shall hold or conduct any picnic, celebration, parade, event, gathering, assembly or meeting in any park within the Town without first obtaining a written permit to do so by the Town Manager, and no person shall attend, take part in or be a participant in any such picnic, celebration, parade, exercise, gathering, assembly or meeting in a park unless the permission has first been obtained.
  - (q) Smoking is prohibited in any park, facility, neighborhood park, or community park.
  - (r) Amplified sound: The intent of this Section is to reasonably regulate the use of parks within the Town in such a manner that various groups may enjoy such parks without unduly interfering with or creating conflicts with other groups, and to insure that if public address systems, amplified instruments or percussion instruments are used within the parks, that they shall be used in such place and manner that they will not unduly interfere with or be an annoyance to other groups or individual people who may be using the parks at the same time or to the surrounding neighborhood.
  - (s) Public address systems, acoustical instruments, and/or electrically amplified instruments are prohibited unless the Town Manager finds the amplification meets the criteria stated in Subsection (r)

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above, and the amplification use is approved in writing by and in the sole discretion of the Town Manager.

- (t) The possession (open and closed containers), consumption, sale, transportation or disbursement of alcoholic beverages is prohibited in Town parks and facilities unless a permit is obtained and approved in writing by the Town Manager, and in that event only in compliance with the conditions and restrictions of that permit.

( Ord. No. 459 , § 1, 2-25-2014; Ord. No. 462 , § 3, 6-10-2014)

### **11.68.050 Designation of park hours.**

Unless otherwise approved in writing by the Town Manager:

- (a) Parks may be used during the hours from dawn to dusk. Any person who enters, remains, stays or loiters in any park between the hours of dusk to dawn is guilty of a violation of this Chapter.
  - 1. Exception: Parks, which have outdoor lighted facilities, intended for public use during certain nighttime hours may be used during the hours from dawn to 11:00 p.m. provided a scheduled nighttime event is being conducted.
- (b) Park hours subject to change as determined by the Town Manager.

### **11.68.060 Skate park facility use regulations.**

- (a) All users of the skate park facility are required to wear helmets, elbow pads and knee pads at all times while inside the fenced skate park in compliance with the requirements of California Health and Safety Code § 115800 or with any future amendments thereto.
- (b) The multi-use facility is for use by persons using BMX bicycles, skateboards, roller skates, and in-line skates only. All other uses are prohibited.
- (c) No smoking, alcohol, or drug use allowed in or around the skate park facility.
- (d) No food or drink allowed in or on the skating facility.
- (e) No graffiti or tagging of the facility is permitted. (AVMC 11.82)
- (f) The use of profanity is prohibited.
- (g) The use of amplified music is prohibited.
- (h) Due to safety concerns, spectators who are not skating may not enter the fenced skate park. Spectators must remain outside the fence.
- (i) No animals are allowed inside the fenced area of the facility, whether on a leash or not.
- (j) BMX freestyle biking, skateboarding, roller skating and in-line skating are hazardous activities. All persons using the skate park facility shall do so at their own risk.

### **11.68.070 Posting of skate park facility regulations.**

The Parks and Recreation Manager shall ensure that the skate park facility is posted with signs affording reasonable notice of the following:

- (a) Park hours of operation shall be posted as approved by the Town Manager.

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- (b) BMX freestyle biking, skateboarding, roller skating and in-line skating are hazardous activities. Bike and skate at your own risk.
  - (c) BMX bicycles, skateboards, roller skates and in-line skates only.
  - (d) Non-BMX bicycles or motorized vehicles are prohibited.
  - (e) Failure to wear helmets, elbow pad and knee pads will subject persons to citation.
  - (f) No graffiti or tagging. (AVMC 11.82)
  - (g) No glass bottles.
  - (h) No food or drink allowed on the skating surface.
  - (i) No smoking, alcohol or drug use allowed in the skate park or immediate area.
  - (j) No spectators permitted inside the fenced skate area.
  - (k) No unauthorized pieces of equipment, obstacles or apparatus may be brought into the skate area.

### **11.68.075 Dog park regulations.**

- a) All dogs shall be accompanied by a responsible person 16 years of age or older.
- b) Children under the age of 14 must be supervised by an adult.
- c) Dogs must use designated area based on their size (large or small).
- d) Users of the dog park are limited to a maximum of two dogs per person.
- e) Owners must have a leash and dogs shall be on leashes whenever entering and exiting the dog park.
- f) All dogs entering the dog park must be a minimum of four months of age, vaccinated, licensed, spayed/neutered and wear a collar with current tags.
- g) Spiked collars are prohibited.
- h) Dog owners are required to pick up after your dog and dispose of waste in provided containers.
- i) Aggressive dogs, as determined by Police, Code Enforcement, or Animal Control, are not permitted in the dog park.
- j) Dog owners are legally responsible for injuries caused by their dog.
- k) Dog owners are responsible for any damage caused by their dog to the dog park.
- l) No equipment, obstacles, or apparatus shall be brought into the dog park.
- m) Glass containers are not allowed in the dog park.
- n) Special events, contests or commercial enterprises are not allowed in the dog park without prior written authorization from the Town Manager or designee.
- o) Professional dog trainers/handlers are not permitted to use the dog park for commercial business.
- p) Food is prohibited in the dog park.

(Ord. 438, 11-13-12)

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### **11.68.080 Confining or prohibiting activities.**

The Town Manager may prohibit or confine to posted areas within a park or facility any activities to the extent necessary so that it will not be detrimental to the health, safety and welfare of the general public or damaging to the property of the Town.

### **11.68.090 Permits.**

All permits are subject to such kinds and coverage of liability insurance and security requirements, and alcoholic beverage control license (if applicable) and such other conditions and requirements imposed for the permitted event as found necessary by the Town Manager to protect the public health, safety and welfare, and in accordance with such rules and regulations as may be adopted to implement the provisions of this Chapter.

### **11.68.100 Enforcement.**

The Town Manager shall have the primary responsibility for the enforcement of this Chapter. Each Police and Law Enforcement Officer of the Town is given permission to enter the public and restricted parts of all parks and facilities to maintain public order or to prevent, remedy or take other appropriate action in respect to violations of the provisions of this Chapter or of other applicable laws or regulations.

### **11.68.110 Seizure of evidence.**

Any device used in the violation of any provision of this Chapter shall be seized by the enforcing officers, removed and stored. Property shall be returned when all fines are paid or upon completion of an administrative hearing if one is requested and when all fines are paid. Unclaimed property will be handled and disposed of in accordance with provisions of Chapter 11.90 of the Municipal Code.

### **11.68.120 Penalties.**

Every person who willfully within any park commits any of the acts prohibited by this Chapter or violates any other prohibition in this Chapter is guilty of a violation of this Chapter, punishable in accordance with Sections 1.01.200 through 1.01.230 of the Town of Apple Valley Municipal Code.

Alternatively a violation of any part of this Chapter may be issued an administrative citation as an infraction and the fine for such violation shall be as follows:

1. For a first offense, the fine shall be \$25.00.
2. For a second offense, the fine shall be \$50.00.
3. For a third or subsequent offense within any 12-month period, the fine shall be \$100.00, and the offender's right to use the park facilities shall be suspended for a period of not less than six consecutive months.
4. The parent or legal guardian having control or custody of an unemancipated minor whose conduct violates this Chapter shall be jointly and severally liable with the minor for any fines imposed pursuant to this Chapter.

### **11.68.130 Administrative citations.**

Any violation of any of the provisions of this Chapter may be, but is not required to be prosecuted as an administrative citation procedure pursuant to this Section.

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- a. Any enforcement official may issue an administrative citation to any responsible party whom the enforcement official determines has violated any section of this Chapter.
  - b. The enforcement official shall attempt to obtain on the administrative citation the signature of the responsible party. If a responsible party of person served refuses or fails to sign the administrative citation, the failure or refusal to sign shall not affect the validity of the citation or of subsequent proceedings.
  - c. The administrative citation shall contain at a minimum the following:
    1. The date and location of the violation and the approximate time the violation occurred.
    2. The Code section violated and a description of how the section was violated.
    3. The amount of the fine imposed for the violation and the time within which and the place at which the fine shall be paid.
    4. A description of the administrative citation review process, including the time within which to contest the administrative citation and the place from which to obtain a request for hearing form to contest the administrative citation.
    5. The name of the citing enforcement official.
  - d. Administrative fine. The administrative fine in the amount set forth in Section 11.68.120, or such other amount as may be set from time to time by resolution of the Town Council, shall be paid to the Town of Apple Valley within 21 days from the date of service of the administrative citation.
  - e. Any responsible party to whom an administrative citation is issued may contest the citation no later than 21 days from the date of service of the administrative citation by:
    1. Completing a request for hearing form, which may be obtained from the Town Clerk, and returning it to the Town; and
    2. Either depositing the administrative fine with the Town or providing notice that a request for an advance deposit hardship waiver has been filed.
  - f. The person requesting the hearing shall be notified in person at the time of the request or by certified mail, return receipt requested, of the time and place of the hearing at least ten days before the date of the hearing. The Town shall set the date and time for the administrative hearing not less than 15 days nor more than 30 days after the request for hearing form is filed and the administrative fine is deposited with the Town. The Town shall send notice of the date, time and place of the hearing to the person requesting the hearing by U. S. Mail at least ten days before the date of the hearing. The administrative hearing will be conducted by the Town Manager or his/her designee. If the responsible party fails to attend the scheduled hearing, the hearing will proceed without the responsible party, and he or she will be deemed to have waived his or her right to an administrative hearing.
  - g. Within ten days after the date on which the administrative hearing concludes, the Administrative Hearing Officer shall issue a written decision to uphold or cancel the administrative citation. The Administrative Hearing Officer shall set forth the reasons for the decision. The decision shall be served upon the responsible party. If the Administrative Hearing Officer upholds the administrative citation, the Town shall retain the fine deposited by the responsible party. If the Administrative Hearing Officer cancels the administrative citation, the fine deposited with the Town shall be promptly refunded. The Administrative Hearing Officer shall have the discretion to uphold the citation and to lower the fine amount. The Administrative Hearing Officer's written decision is final and he/she shall notify the responsible party of his or her right to appeal as provided herein.
  - h. As an alternative to a monetary fine the Hearing Officer may authorize community service if acceptable to the violator. The Hearing Officer shall make the determination for the appropriate amount of

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community service hours to be completed. Community service will generally be conducted with the Town's Park Department.

- i. The Town may collect any past due administrative fine by use of any available legal means.
- j. Appeal of decision of Administrative Hearing Officer. Within 20 days after service of the decision of the Administrative Hearing Officer upon the responsible party, he or she may seek review of the decision by filing a notice of appeal with the Superior Court. The responsible party shall serve upon the Town Clerk either in person or by first class mail a copy of the notice of appeal. If the responsible party fails to timely file a notice of appeal, the Administrative Hearing Officer's decision shall be deemed confirmed.
- k. Penalties. Failure to pay an administrative fine is a violation of this Code. Filing a criminal action does not preclude the Town from using any other legal remedy available to gain compliance with the administrative order.

(Ord. 253, 5-28-02; Ord. 384, 6-24-08; Ord. 418, 2-22-11)



## Parks and Recreation Commission Agenda Report

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Date: October 21, 2021 Item No. 5

To: Parks and Recreation Commission

Subject: Apple Valley Golf Course Update

From: David C. Coleman, Parks and Recreation Manager

Submitted by: Debbie S. Rivera, Sr. Administrative Assistant

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION:

For Discussion.

### SUMMARY:

Park & Recreation Manager, David Coleman, will provide an update on the Apple Valley Golf Course.