

# Memorandum

**To:** Michael O. Geisel, City Administrator  
**From:** Tom McCarthy, Director of Parks, Recreation and Arts  
**Date:** January 4, 2017  
**Re:** **Parks, Recreation and Arts Policies 21, 29, 39 and 43**



As directed, we have reviewed the Parks, Recreation and Arts' policies and would like to make the recommended changes. As you are aware, the compilation of Parks policies are included in the Public Works section of the City's Policy Manual, reflecting the original organizational structure of the City. I request and recommend that the following four policies be forwarded to the Parks, Recreation and Arts Committee of Council for review and approval to move forward to the Council as a Whole.

**PW Policy 21 Parkland Criteria:** This policy addresses Parkland Criteria and I recommend no changes.

**PW Policy 29 Donations for Park Improvements:** Currently the policy states, Donations for Park Improvements can either be accepted through Friends of the Parks or directly by the City. I recommend that this policy be updated and modified to read as follows: Proposed donations of real estate for park purposes should be forwarded to the Director of Parks, Recreation and Arts for review and recommendation. The Director's recommendation should be forwarded to the Parks, Recreation, and Arts Committee of Council for review and recommendation to the full Council.

**PW Policy 39 Park Rules and Regulations:** This Policy could be eliminated and we will update the Park Ordinance No.2738 that established the rules and regulations.

**Policy 43: City Employee Admission to the Family Aquatic Park:** No changes recommended.

This completes the Department of Parks, Recreation and Arts policy and procedure updates.

Forward to PRA  
for review & action  
meo  
1/11/2017

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 21**

**SUBJECT Parkland Criteria**

**INDEX PW**

**DATE  
ISSUED 2/07/1994**

**DATE  
REVISED**

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**POLICY**

**Guidelines for evaluation of parkland sites:**

- A. Minimum size of three acres; less if contiguous to existing public land (e.g. school, park, etc.). Accessibility to a public street, unless an addition to an existing public property with access.
- B. At least twenty-five percent of the area contain grades of not more than four percent. However, when a site's uniqueness lends itself to a special park plan, i.e. trails or passive, it may be acceptable.
- C. Free of controllable environmental contamination.
- D. Any neighboring areas disturbed during construction activity will appropriately restored and ground cover established.

**RECOMMENDED BY:**

*McL...*  
Department Head/Council Committee (if applicable)

3/10/99  
Date

**APPROVED BY:**

*Michael S. Jennings*  
City Administrator

3-10-99  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC WORKS</b>		<b>NO.</b>	<b>29</b>
<b>SUBJECT</b>	<b>Donations for Park Improvements</b>	<b>Index</b>	<b>PW</b>
<b>DATE ISSUED</b>		<b>DATE REVISED</b>	

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**POLICY**

Proposed donations of real estate for park purposes should be forwarded to the Director of Parks, Recreation and Arts for review and recommendation. The Director's recommendation should be forwarded to the Parks, Recreation and Arts Committee of Council for review and recommendation to the full Council.

**RECOMMENDED BY:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC WORKS**

**NO. 43**

**SUBJECT** City Employee Admission to the Family  
Aquatic Park

**INDEX PW**

**DATE  
ISSUED** 6/1/1998

**DATE  
REVISED** 9/8/1998

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**POLICY**

Free admission to the Family Aquatic Park will be given to year-round, full-time City employees and Police Reserve Officers. City employees and Police Reserve Officers may purchase a family pass for \$25. Elected officials are excluded from this policy.

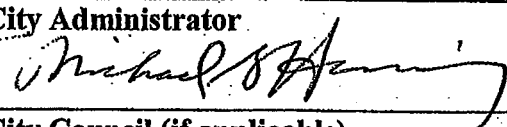
**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

2/13/01  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date

2/13/01  
Date