



**PARKS COMMISSION
HEMAN PARK COMMUNITY CENTER
975 PENNSYLVANIA**

**Tuesday, September 21, 2021
6:30 p.m.**

On March 20, 2020, City Manager Gregory Rose declared a State of Emergency for the City of University City due to the COVID-19 Pandemic. Due to the ongoing efforts to limit the spread of the COVID-19 virus, those who are not fully vaccinated are asked to wear face coverings.

AGENDA

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA (*Delete Agenda Item, Table Agenda Item, Move Agenda Item*)

D. APPROVAL OF MINUTES

1. July 20, 2021

E. CITIZEN PARTICIPATION

Citizens' comments: Comments limited to five (5) minutes. A comment form must be filled out by anyone wishing to speak. General comments may be made at this time. Comments related to specific agenda items may be made at this time or at the time the agenda item is discussed.

F. DEPARTMENT REPORT

G. COUNCIL LIAISON REPORT

H. COMMISSION MEMBERS PARK INSPECTIONS REPORT

A. UNFINISHED BUSINESS

- 1) Parks Special Event Policy Update
- 2) University City Swim Club Agreement

B. NEW BUSINESS

- 1) Golf Programming Services Agreement
- 2) Trail Naming Policy
- 3) Proposed Cell Tower
- 4) ID Cards
- 5) Management Policies

C. COMMISSION COMMENTS

D. ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF THE
PARK COMMISSION
CITY OF UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
TUESDAY, JULY 20, 2021**

Agenda Item A: Call Meeting to Order

Park Commission President, Carl Hoagland called the meeting to order at 6:39 pm.

Agenda Item B: Roll Call

Those in attendance included Commission President Carl Hoagland, Commission Members Su Schmalz, Lisa Hummel, Meg Ullman, and James Crowe. Also, in attendance was Director of Parks, Recreation and Forestry Darren Dunkle and City Council Liaison Steve McMahon. Those not in attendance included Commission Vice President James Wilke and Commission Member James Redd,

Agenda Item C: Approval of the Agenda

Commission Member Hummel motioned, and Commission Member Ullman seconded to approve the agenda. The motion was approved with a 5-0 vote.

Agenda Item D: Approval of the Minutes

Commission Member Hummel motioned, and Commission Member Ullman seconded to approve the Minutes of June 15, 2021. The motion was approved with a 5-0 vote.

Agenda Item E: Citizen Comments

- 1) Kevin Taylor – See attached.

Agenda Item F: Department Report

Director of Parks, Recreation and Forestry, Darren Dunkle mentioned the submittal of the July Department Report. He further highlighted Personnel, Ackert Park Project, Playground Surfacing Projects, UCity In Bloom Contract.

Agenda Item G: Council Report

Council Liaison McMahon reported the following:

- 1) Annex and Trinity Buildings – City Council has approved the design and are moving forward with the plan to move the Police from trailers to the Annex. He further stated that the process should be completed by 2023.
- 2) Costco Development – Developer/Contractor is moving forward with the demolition of buildings.

Agenda Item H: Commission Members Park Inspection Report

- 1) Golf Course (Su Schmalz) – Course is in good shape; Tree damage due to storm; Flowers looking good; Bench repair needed at 8th hole.
- 2) Ruth Park Woods (Lisa Hummel) – Removal of construction ribbon; rutting on trail; poison ivy along trail; small trees have been planted in the clearing.

- 3) Millar Park - (Lisa Hummel) – Due to the storms, trees and utility wires were down. Playgrounds and Restrooms were clean.
- 4) Rabe Park - (Lisa Hummel) – Swing needs to be fixed or replaced. Drinking Fountain turned off.
- 5) Kingsland Park (Meg Ullman) – Good Condition. Not much use.
- 6) Eastgate Park (Meg Ullman) – Good Condition. Not much use.

Agenda Item I: Unfinished Business

- 1) Parks Special Event Policy – Brief discussion took place in regard to the Special Event Policy. Commission President Hoagland suggested that a sub-committee be formed to review the current policy and bring back a recommendation to the Commission as a whole. It was discussed that James Wilke, Lisa Hummel and James Crowe would make up the committee.

Commission Member Hummel made a motion to create the subcommittee to review the current policy and bring back a recommendation to the Commission as a whole, the motion was seconded by Commission Member Crowe. The motion was approved 5-0.

- 2) Greensfelder Park Plan - Discussion took place in regard to where the City and Commission were at on the Greensfelder Park Plan. Comments were made regarding flooding and drainage issues; utilization of the park; opportunity to build a new park and move forward; If it was developed, would it be used; need.

Commission Member Schmalz made a motion to move forward with the review and development of a new Concept Plan, the motion was seconded by Commission Member Hummel. The motion was approved 5-0.

- 3) Pickleball Courts – Discussion took place in regard to the painting of pickleball lines on the tennis courts at Kaufman Park. Mr. Dunkle stated that it was staff's plan to add this as an alternate in the Flynn Park tennis court repair and painting bid.
- 4) Flynn Park Tennis Courts - Commission President Hoagland stated that a system should be developed in which individuals could indicated that they were next in line to use a court. He further stated that new rules/instructions should be developed and displayed on the process of court use and lessons.

Discussion took place in regard to how the City could enforce the rules and regulations since they do not have Park Rangers or staff to patrol or manage the courts. Even though an ordinance could be adopted it could be tough to enforce. It was suggested that the new signage could indicated the rules and that all lessons be limited to the Heman Park tennis courts since there is more courts at that location.

Agenda Item E: New Business

None.

Agenda Item K: Commission Comments

- 1) Commission Member Schmalz stated that she didn't like closing the pool and Centennial Commons at 7 pm.
- 2) Commission Member Schmalz stated that she didn't like the ID policy or procedure to use the Pool or Centennial Commons for daily admission and requested that the subject be placed on the September Agenda for review and discussion.

- 3) Commission Member Schmalz stated that she had witnessed that food, drinks and even beer was being consumed on the pool deck.
- 4) Commission Member Schmalz stated lifeguards were eating dinner at the guard table near the entrance.
- 5) Commission Member Schmalz stated that the lifeguards were using a low stand instead of a high stand at the deep end and that the umbrella was blocking their vision to the diving boards.

Agenda Item L: Adjournment

Commission Vice President Hummel made a motion at 8:31 pm, seconded by Commission Member Ullman to adjourn. The motion was approved with a 5-0 vote.

MINUTES SUBJECT TO PARKS COMMISSION APPROVAL.

DOA

Citizens Comment
Parks Commission
July 20, 2021 Meeting

Non-Agenda Item

University City Swim Club

Kevin Taylor

7022 Canton Avenue

Citizen Comments

These are the comments, insulting as they are to the African American citizens of U City, made by one of the University City Swim Club instructors, and posted on social media. Using the "race card" is what the Ad Hoc Committee used and this thinking and this practice continues by those in the swimming community with those in the swimming community, they all understand the coded words used. Please read this insertion and ask yourself if it fits the Mission, Values, Community Centered, and Life Skills of University City Swim Club, or an attempt to inject fear, the old boogeyman playbook stoked with racial overtones and fear, talking about the mistreatment by the type the people of privilege use to get their way with other people of privilege.

Long important to me post---U City is reducing access at recreation facilities as they open in a manner that disproportionately affects Black residents. **WHY DOES SHE KEEP SAYING RESIDENTS, DO NON-RESIDENTS NOT MATTER OR DO THEY NOT EXIST IN HER WORLD OR THINKING, PERHAPS SHE IS RESORTING TO THE OLD DAYS WHEN U CITY KEPT NON-RESIDENTS OUT BY ANY MEANS POSSIBLE)?**

"Dear University City Parks and Recreation Commission Members,
Because of a long aquatics career based here in University City (UCHS swim and water polo coach, USA Swimming coach and innovative private swim lesson provider), I see the patterns of pool usage over time at Heman and the Natatorium. Additionally, When I consciously learned about the violent racist history of our sport and leisure upon integration of nearby Fairground Park Pool **(JIM CROW LAWS AND SUBTLE SEGREGATION IMPACTED THIS, NOT JUST IN A SWIMMING POOL, BUT IN JOBS, HOUSING, RECREATION, HOTELS AND EATING ESTABLISHMENTS, ETC)** it informed my aquatics practice greatly.

My swim lesson clients bravely tell me their stories **(ARE HER CLIENTS BLACKS THAT TELL HER THE BLACK EXPERIENCE, OR WHITES)** and truths about experiences at pools and beaches and rivers, I therefore know secondhand the many horrors and real barriers that exist to Black people's attendance and confidence in the water **(ARE HER CLIENTS BLACKS THAT TELL HER THE BLACK EXPERIENCE, OR WHITES)**. Disrupting the horrific reality of racial trauma of swimming/pools and eliminating accidental drowning is my life work.

While I believe intent and mission of Parks and Recreation Department is to include all safely in the reopening of Centennial Commons and Heman Park Pool, the impact of the publicly announced restrictive policies at opening, declare "Whites Only" without ever placing a sign. These same policies decrease public safety and reduce revenue for the department.

Drowning is a leading cause of death nationwide and since I have lived in U City, I know of of eight drowning fatalities by our residents to my knowledge only one victim was white. This disparity in rates of drowning between races and the City's past role in training youth and adults, make it critically important to allow access to ALL for Heman Pool and the Commons **(NOW DOES THIS APPLY TO RESIDENTS AND NON-RESIDENTS)**.

From the regular meeting of the Recreation and Parks Commission last night I learned both Centennial Commons and Heman Pool reopening policies restrict entrance to pass holders only with no daily access or programming. The banned programs at opening include: camp/daycare/team usage, swim lessons, fitness classes and the open (basketball) use of the gym---recreation assets that are heavily used by Black and younger residents **(NOW DOES THIS APPLY TO RESIDENTS AND NON-RESIDENTS).**

The restrictive pattern you set with your opening policies exclude Black residents more than white residents. **(NOW DOES THIS APPLY TO RESIDENTS AND NON-RESIDENTS).** While all residents pay the capital costs for City assets like Heman and the Commons yet many are denied access to programming by not having a daily pass. (I am aware of scholarships in the city; however, it is the daily pass program that allows any resident to use our historic and spectacular facilities, not just those with the proper "papers", time and money to pursue scholarships or even the annual pass. **(NOW DOES THIS APPLY TO RESIDENTS AND NON-RESIDENTS). REMEMBER WE HAD A POLICY WHERE NON-RESIDENTS HAD TO COME AS A "GUEST" OF A RESIDENT OR THEY COULD NOT GET IN)**

University City has an opportunity to use their pool to specifically address these deadly disparities in drowning and create effective training programs for employment as Lifeguards or aquatics career development path. **We are adjacent to a near public pool desert. (CLAYTON, RICHMOND HEIGHTS, MAPLEWOOD POOLS ARE PUBLIC AND AR WITHIN 15 MINUTES DRIVE, SHREWSBURY, MARYLAND HEIGHTS, BRIDGTON AND MAYBE A 20 MINUTE DRIVE, IS THIS THE DESERT)** This tragic lack of aquatic opportunity creates an opportunity to be different and do better by expanding wellness opportunities, creating jobs and most importantly reducing early death due to drowning. The geography and demography of University City make it an excellent home, in fact for this critical opportunity.

I am also concerned about the conflicting double speak regarding staffing of the Pool from the meeting. The recreation department report and Director stressed the restrictive policies were for a safe opening after an extended closure due to Covid 19 and a staffing shortage. However, during a general discussion about outsourcing of services, Commissioner Redd questioned whether Heman Park Pool would open on time since the staffing shortage seems to have been the crux of the restrictive policies/outsourcing discussion. Mr. Dunkle answered that the pool is absolutely opening on time and the staffing is fine for the vendor and there are no concerns for the pool.

With the exception of lessons requiring trained staff, there is no need for added staffing or training expenses to include daily users, camps, daycares, teams. These programs have always run within the existing safe staffing of the pool, which at any level of opening requires an extraordinary number of guards because of the massive surface area and sightlines and glare. To be clear, these "group" pool users pay fees to obtain entrance by passholder fees or contracts with pool management---**why are we leaving that revenue out even for a few weeks?(SOME HVE TAKEN TO SOCIAL MEDIA TO POST APPROVAL TO MAKING ENTRY FREE, DOES THAT LEAVE OUT REVENUE, WHAT ABOUT INDIVIDUALS WHO ASK FOR AND GET A REFUND ON THEIR MEMBERSHIP SINCE THE POOL IS FREE, IS THAT LEAVING REVENUE BY MAKING IT FREE)** People establish their summer pool wellness and recreation routines before Memorial Day. If we open with restrictive policies, folks will make other choices for their recreation outside the City will not return for this season, perhaps never. **Residual revenue lost in this crucial moment. SOME HVE TAKEN TO SOCIAL MEDIA TO POST APPROVAL TO MAKING ENTRY FREE, DOES THAT LEAVE OUT REVENUE, WHAT ABOUT INDIVIDUALS WHO ASK FOR AND GET A REFUND ON THEIR MEMBERSHIP SINCE THE POOL IS FREE, IS THAT LEAVING REVENUE BY MAKING IT FREE)**

In light of clear programming gaps at the Commons and Heman pool, can staff be directed by your commission to explore partnerships with existing service providers in order to meet real community needs? Many of the programs presently restricted require no added staff or capital

costs--continue daily admissions, allow Basketball at Commons, certify camps and teams for use. Each of these, in fact could increase revenue by added fees for attendance. Most of these potential partners also operate with appropriate liability insurance policies and enter into contracts as part of their business models.

Last night's meeting informed me that the city is allowing programming with other City owned assets, excepting the Commons and Heman Pool. There were clear talks of partnerships with baseball groups (Redbird Rookies), tennis lesson providers and the ways they are properly operating within the city. Why are similar programming partners at the Commons and the Pool not being sought? **Programming partners increase revenue. (SEE THE POLICY FOR AFFILIATED AND NON-AFFILIATED CONTRACTORS USING CITY FACILITIES, DOES THE UCSC FIT, DO THEY PAY FEES FOR USE)** Best practices in aquatics revenue management is to have upper-level programming revenue pay for community access.

I was part of a School District and City ad hoc committee about 8 years ago to explore creating seamless year-round aquatics wellness programming in University City through a City and School District partnership. The report created by that group, which included current Council Members Smotherson and McMahon, has an excellent roadmap for fiscally responsible operation of the two pools in University City. I am happy to assist in any way in seeking and establishing partners and resources to operate the pool in a fiscally responsible way.

I look forward to hearing from each of you with any concerns, questions or proposals.
Sincerely, Mary Nani Lhotak."

Mission

University City Swim Club teaches and trains youth and adult swimmers, supporting their athletic and personal development and helping them to develop a love of swimming through skilled instruction, opportunities to compete, an accessible and flexible program, and a supportive community of swimmers and their families.

Values

Access: We strive to offer participation and support to all members of the community regardless of where they live, their ability to pay, race, religion, or gender, or any aspect of their background.

Equity: We make it possible for all to succeed at UCSC, reducing disparities in access to high-quality swim training and attending to the reality that swimming pools have historically been unwelcoming, even dangerous, places for people of color

Pursuit of excellence: As a USA Swimming sanctioned team, we provide elite instruction, preparing our athletes to develop and compete at their highest potential.

Community-centered: We build a supportive community of diverse UCSC participants and their families, and we value the connection to our home community of University City.

Youth-centered: We believe in the potential and ability of all youth who are in our care, and we respect them and their families as they pursue their swimming goals.

Love of swimming: Our goal is for every participant to develop a love of swimming that will last a lifetime.

Life skills: We believe that swim team participation offers a medium to develop skills that serve swimmers throughout their lives – adaptation, perseverance, teamwork, and more.

Citizens Comment

Parks Commission

July 20, 2021 Meeting

Non-Agenda Item

University City Swim Club

Kevin Taylor

7022 Canton Avenue

Citizen Comments

The City Manager is considering closing Centennial Commons due to the increased COVID positivity rate reaching or exceeding 10% for St. Louis County, based on a recommendation from Dr. Sam Page, and the CDC announcement/recommendations, yet Heman Pool will remain open. As a Commission, please have the discussion to consider options, instead of closing Centennial Commons, perhaps U City can implement a hybrid level of the COVID-19 plan that was presented to City Council and well as the Parks Commission.

PLEASE ASK FOR CLARIFICATION TO THE STATEMENT MADE DURING THE JULY 12TH CITY COUNCIL MEETING. ARE THESE ACTIONS BEING TAKEN UNDER THE STATE OF EMERGENCY PROVISIONS GIVEN TO THE CITY MANAGER BY CITY COUNCIL, THIS IS WHY THERE IS NO PARKS COMMISSION RECOMMENDATIONS NEEDED OR REQUIRED?

Here is the Parks Commission Duties & Responsibilities from the Charter & City Code
Section 120.040. Park Commission. [R.O. 2011 §2.28.040; Ord. No. 6192, 1999; Ord. No. 6848 §3, 2-28-2011]

The Park Commission is an advisory body whose duties are to survey and plan for an adequate system of parks and recreational facilities, approve Park Department rules and regulations, and advise and investigate problems in administration of the parks. There are seven (7) members on the Commission, and all must have been residents for two (2) years prior to appointment. The term of office is three (3) years. For more information, see Article VI of this Chapter.

Section 120.390. Park Commission — Powers and Duties Generally. [R.O. 2011 §2.35.040; Ord. No. 6860 §1, 8-8-2011]

A. The Park Commission shall have the power and shall be required to:

1. Survey and make plans for the maintenance of an adequate system of parks and recreational facilities and activities, and for the enlargement, improvement or acquisition of parks or recreational areas and activities and make recommendations therefor;
2. Approve rules and regulations for the administration of the parks and recreation activities of the Departments of Public Works and Parks and Community Development, which rules shall become effective when approved by the Council;

3. Advise the Council and the Director of Public Works and Parks on problems concerning the administration of the parks;
4. Make any investigation which it may consider desirable with reference to the administration of the parks and report to the Council at least once a year its findings, conclusions and recommendations;
5. Review that portion of the annual budget of the City pertaining to parks and recreation in the Departments of Public Works and Parks and Community Development, and make recommendations thereon directly to the City Manager and the Council; **THIS IS THE ONLY AREA SOME MEMBERS OF THE PARKS COMMISSION CARE ABOUT, AND IT IS STILL NOT DONE CORRECTLY**
6. Perform such other duties with reference to the administration of parks and recreational activities of the Departments of Public Works and Parks and Community Development, not inconsistent with the Charter, as may be provided by this Code or by ordinance.

Citizens Comment
Parks Commission
July 20, 2021 Meeting

Agenda Item Greensfelder Park Master Plan

Kevin Taylor
7022 Canton Avenue

Citizen Comments

Your recommendations impact our community for decades, please do not take this responsibility lightly, your names will be associated with these decisions, you will have to live with the good and bad decisions, try not to make bad decisions, please make informed decisions, please ask questions, please verify the data.

Greensfelder is a neighborhood park, why is it becoming the City's "slush" park? Was this flood mitigation or tree nursery presented to the residents/neighbors as a valid amenity?

Have the Parks Commission calculated the reduction in "Green Space" from Greensfelder, it will be between 25- 35% LESS green space, maybe the name should change to Littlegreensfelder or Lessgreensfelder?

Any concerns about the impact these changes will have on the property values, good or bad, and studies?

Please ask for the documentation from the Director of Public Works concerning the flooding at Greensfelder Park, has the members of Parks Commission seen this or any reports supporting this claim of flooding?

Please ask for the documentation presented by or provided by the Storm Water Commission involving the flooding to the neighborhood home in the Greensfelder Park area.

Please ask for documentation showing the community engagement reports or surveys showing acceptance to the Greensfelder Park Plan by residents of the neighborhood.

Why isn't or hasn't Greensfelder been placed on the list of parks under review for support for flooding by MSD, what was the criteria used to place the other U City parks on the MSD list, please ask for clarification and documentation?

I, as well as both Third Ward Councilmembers are vehemently against this plan, it is not honest or well thought out, it is deceptive in what it is leaving out. The claims of flood mitigation have never been documented or presented to the Parks Commission for review and discussion, this is only been a verbal report, no documentation has ever been provided.

Several requests have been made to move the proposed flood mitigation storage area into the surrounding or bordering tree line and leave the open green space of the park in tact, those requests were never addressed in any revisions to the plan showing how moving the flood storage area to the trees would work.

Lastly, why is there a rush to place a tree nursery area in Greensfelder Park, when the Parks, Recreation and Forestry staff created a place to plant and grow starter trees across from the

Dog Park and the Community Center on Vernon and Pennsylvania Avenues. What was the rationale for creating this area? Did it come to Parks Commission for a recommendation to City Council? Why has this NOT been shared or presented to Parks Commission? Does the Parks Commission know about this area?

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Citizens Comment
Parks Commission
July 20, 2021 Meeting

Non-Agenda Item

University City Swim Club

Kevin Taylor

7022 Canton Avenue

Citizen Comments

Please read this insertion and ask yourself as Parks Commission members, why are we allowing this violation of accepted, approved policies?

FACEBOOK POST

[Mary Nani Higgins Lhotak](#)

July 7 at 4:25 PM ·

Heman Swim Lessons are starting!! Small group lesson cohort starting next week for 3 weeks. Thank you for your patience with many challenges to our restart.

Starting July 12 or July 13

3:45 for beginners (4 students max per teacher) and

4:15 for advanced (5 students max per teacher)

6 Lessons are m/w or t/th for three weeks.

PLEASE ASK FOR CLARIFICATION TO THE STATEMENT, LESSONS ARE BY SWIM STUDIO LLC, MY PRIVATE SWIM LESSON COMPANY, WHO IS GETTING THIS \$72.00 MONEY, AND WHAT IS BEING PAID TO THE CITY OF UNIVERSITY CITY FOR THE USE OF OUR POOL BY SWIM STUDIO LLC, PLEASE ASK THE QUESTIONS, PLEASE GET CLARIFICATION?

72.00 per child, some partial scholarships

Heman Pool

Priority for U City residents for enrollment.

Coach Mary Nani Lhotak and Coach John Ruland of the University City Swim Club are the instructors—With other USA Swimming and USMS coaches as substitutes.

Recommended age-entering 1st grade. Exceptions possible

DOES THIS VIOLATE POLICY 025, PLEASE ASK FOR A LEGAL OPINION OR AT LEAST DISCUSS IT AS A COMMISSION? THIS IS NOT ALLOWED AT CENTENNIAL COMMONS FOR PERSONAL TRAINERS, OR AT RUTH PARK FOR GOLF LESSONS, WHY DO YOU ALLOW IT AT HEMAN POOL?

Message to be put on the roster, enrollment details and questions. Lessons are by Swim Studio LLC my private swim lesson company. Public post please please share. (Adult class meets 7:15 am message for info)

PLEASE ASK FOR CLARIFICATION TO THE STATEMENT, LESSONS ARE BY SWIM STUDIO LLC, MY PRIVATE SWIM LESSON COMPANY, WHO IS GETTING THIS MONEY, AND WHAT IS BEING PAID TO THE CITY OF UNIVERSITY CITY, PLEASE ASK THE QUESTIONS, PLEASE GET CLARIFICATION?

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POST from UCSC Facebook pages

We've been working hard to get the swim club back up and running. We are excited to announce that University City Swim Club is having an 8 week summer session starting Monday, June 21 - Thursday, August 12.

All swimmers will have practice Monday - Thursday at Heman Park Outdoor Swimming Pool (7210 Olive Blvd, St. Louis, MO 63130).

QUESTION: IF THE FEE IS \$130 PER CHILD, HOW MUCH IS THE UCSC PAYING THE CITY OF U CITY FOR THE USE OF ITS POOL? PLEASE ASK FOR PROOF OF PAYMENT FOR THE USE OF THE POOL TO TEACH THESE SWIM LESSAONS?

The cost will be \$130 per child for 8 weeks, plus the \$68 USA Swimming Fee (required for all swimmers.) Please reach out if you qualify for Outreach.

During the first week, we are asking all swimmers to attend practice from 5:15-6:15 p.m.

During that week, our coaches will evaluate each swimmer's ability. We anticipate that some of our swimmers will be ready for longer practices, while others will need shorter practices. After this first week, we will have staggered practice times to allow for this (all practices would start no earlier than 5:15 pm and end no later than 6:45 pm). Each swimmer will be assigned a practice time and a primary coach based on their ability at the end of the week. You will be notified of this assignment no later than Friday, June 25. Our coaches will also be available after practice each day during the first week if you have any questions or concerns. We appreciate your flexibility and patience.

Registration is currently open to our current members only, but tomorrow, Friday, June 18, we will open registration to the public. You will be able to register here -

<https://www.teamunify.com/team/moucsc/page/legacy...>

Thank you very much for your patience with us!

Citizens Comment

Parks Commission

July 20, 2021 Meeting

Non-Agenda Item Affiliated & Non-Affiliated Contractors Use of Facilities Policy 025

Kevin Taylor

7022 Canton Avenue

Citizen Comments

Is this policy still in effect? Why hasn't it been applied to University City Swim Club? Do they have the "Privilege?"

Image of the Policy Document



University City
Parks, Recreation and Forestry



MANAGEMENT POLICIES AND PROCEDURES	
AFFILIATED AND NON-AFFILIATED CONTRACTOR'S USE OF FACILITIES	Number: 025
Approved By: Park Commission	Effective Date: October 27, 2009
	Page 1 of 2

- I. PURPOSE:** to establish guidelines and regulations for outside private instructors and contractor's use of Centennial Commons and other City University City Parks & Recreation facilities.
- II. REVISION HISTORY**
- III. REFERENCES**
- IV. PERSONS AFFECTED:** City employees, current contract instructors.

I don't hide behind my "affinity's skirt, but I know who does.



MEMORANDUM

TO: Parks Commission

FROM: Darren Dunkle, Director of Parks, Recreation & Forestry

DATE: September 16, 2021

SUBJECT: Parks Monthly Report - September

ADMINISTRATION

1) Departmental Policies and Procedures

Continued to work on the development of a more formal documented system of policies and procedures. Once these policies and procedures have been developed, they will be submitted to the appropriate governing authority for review, comment, and approval when necessary.

2) Legal

- a) Legal counsel in review of recommended "Park Ordinances".
- b) Legal counsel in review of recommended "Park Policies".
- c) Legal counsel reviewed recommend "UCity Swim Club Agreement".
- d) Legal counsel reviewed recommend "Golf Programming Agreement".

3) Maintenance Investment/Improvement Plan, Capital Investment/Improvement Plan, Refurbishment/Replacement Plan.

Continued to work on the development of an overall plan to identify the maintenance and operational needs of the department. This plan will include itemized work, life cycles, estimated costs, etc.

4) Personnel

- a) Recreation Supervisor (Sports, Health & Fitness) – Vacant. Currently accepting applications.
- b) Recreation Supervisor (Programs and Special Events) – Vacant. Currently accepting applications.
- c) Deputy Director of Park Maintenance – Mr. Todd Strubhart has been hired and will start on September 13th.
- d) Parks Crew Leader – Vacant. Currently accepting and reviewing applications.
- e) Centennial Commons – The Recreation Division continues the process of recruiting, hiring, and training of part-time staff.
- f) Golf Course – Staff continues the process of recruiting, hiring, and training of part-time staff.

5) FY22 Capital Improvement Projects

- a) Ackert Park Renovation (Construction) – Council awarded bid on 8/9/21 to Ideal Landscape Group in the amount of \$664,096.99. Work is scheduled to begin in late September to early October and is scheduled to be completed in May of 2022.
- b) Ackert Park Renovation (Site Amenities) – Council awarded bid on 9/13/21 to Landscape Forms in the amount of \$30,974.37.
- c) E.A.B. Program – Council awarded bid on 9/13/21 to Arbor Masters in the amount of \$74,290.00.
- d) Asphalt Trail Repairs at Heman Park – Council awarded bid on 9/13/21 to Pavement Solutions in the amount of \$106,445.96.
- e) Pool Painting at Heman Park – Council awarded bid on 8/9/21 to All-American Painting in the amount of \$85,104.60.
- f) Dog Park Pavilion/Shade Structure – Bid in late winter to early spring. Construction spring/summer of 2022.
- g) Driving Range Repairs (Engineering) – Currently In design. Bid in late fall to early winter.
- h) Driving Range Repairs (Construction) – Construction winter/spring of 2022.
- i) Hazardous Tree Removal – Under Contract.
- j) Centennial Commons Painting.
- k) Centennial Commons Turf Replacement - Bid in late winter to early spring. Construction spring/summer of 2022.

6) Parks Work Plan – Continued to Work on the preparation of the FY22 Parks Work Plan.

7) Snow Rodeo – Working on the agenda for the Snow Rodeo scheduled to be held in November.

8) Department Retreat - Working on the agenda for a Department Management/Supervisor Retreat scheduled to be held in October.

RECREATION OPERATIONS

1) Heman Park Pool – Pool closed for the season on September 7th.

2) Fees and Charges – Based on the procedures outlined in the Revenue and Pricing Policy, staff continued to review the existing pricing.

3) Software Upgrades – Staff continued to work with IT and vendor on preparation of upgrading the current RecTrac/GolfTrac recreation software.

4) UCity Swim Club –With the assistance of the City attorney, developed an agreement based on the Parks Commissions recommendation.

5) Athletic Fields – Continued to Work with outside organizations on the scheduling of fields for football and soccer.

6) FY22 Equipment & Improvement Projects

- a) Centennial Commons Cabinet Replacements.
- b) Centennial Commons Floor Replacement.

- c) Centennial Commons Locker Room Improvements.
- d) Centennial Commons Security Cameras. Council awarded bid on 9/13/21 to Will Electronics in the amount of \$22,173.74.
- e) Centennial Commons Cardio Weight Replacements.
- f) Centennial Commons Fitness Equipment Replacements.

PARK OPERATIONS

- 1) In-House Mowing – Staff continued mowing selected sites.
- 2) Outsourced Mowing – Continued to monitor contracted mowing.
- 3) Athletic Fields –
 - a) Working on bids for the purchase of soil amendments for the Heman Park baseball fields.
 - b) Working on bids for the purchase of grass seed and fertilizer for parks.
- c) Storm Clean up – Assisted Forestry and the Street Department on the cleanup of trees and limbs.
- d) FY22 Equipment & Improvement Projects
 - a) Flynn Park - Tennis Court Resurfacing – Bid in late winter to early spring. Construction spring/summer of 2022.
 - b) Fogerty Park – Parking Lot and Trail Sealing – Bid in late winter to early spring. Construction spring/summer of 2022.
 - c) Majerus Park – Trail Sealing – Bid in late winter to early spring. Construction spring/summer of 2022.
 - d) Heman Park – Bid in late winter to early spring. Construction spring/summer of 2022.
 - e) Lewis Park Playground Renew – Scheduling project with contractor.
 - f) Metcalfe Park Playground Renew – Working on contractor quote.
 - g) Rabe Park Playground Renew – Working on contractor quote.
 - h) Aerator/Seeder Replacement – Placed order with vendor.
 - i) Vacuum Attachment – Placed order with vendor.
 - j) Walk Behind Mower Replacement.
 - k) Mower Hoist Lift.

GOLF OPERATIONS

- 1) Attendance and Revenue Numbers –
 - a) 4,638 Rounds in August compared to 5,621 Rounds last August.
 - b) A total of 9,623 Rounds in FY22 compared to 10,756 total Rounds in FY21.
 - c) \$28,668.00 in Driving Range Fees in August compared to \$34,766.00 last August.
 - d) \$69,438.00 in greens fee revenue in August compared to \$70,176.00 last August.
 - e) \$30,103.00 in cart revenue in August compared to \$25,663.00 last August.
 - f) \$14,830.94 in misc. sales in August compared to \$15,112.80 last August.
- 2) Programs and Lessons – Received Request for Proposals for outside contracting of lessons and programs. With the assistance of the City attorney, developed an agreement.

3) FY22 Equipment & Improvement Projects

- a) Greens Mower Replacement - Council awarded bid on 9/13/21 agreed to switch the replacement of a Greens Mower with a Cushman Truckster Utility Cart.
- b) Club House Outside Painting – Working on bid specifications.

4) Golf Course Management Plan - Have developed a “Draft” of an overall Golf Course Management Plan.



PARKS AGENDA ITEM COVER

MEETING DATE: September 21, 2021

AGENDA ITEM TITLE: Special Event Policy

AGENDA SECTION: Unfinished Business

PREPARED/SUBMITTED BY: Darren Dunkle, Director of Parks, Recreation and Forestry

BACKGROUND REVIEW:

The current Special Events Policies and Procedures were last updated and approved by the City Council on October 12, 2020. Since its adoption, the City has received request for use of our parks and facilities from groups and organizations that do not necessarily fit or meet the current policy guidelines.

RECOMMENDATION:

City Manager recommends discussion and direction of the policy by City Council, and send all discussion items, recommendations, etc. to the Parks Commission for their review and discussion.

ACTION:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission.

ATTACHMENTS:

1. None



PARKS AGENDA ITEM COVER

MEETING DATE: September 21, 2021
AGENDA ITEM TITLE: Golf Programming Agreement
AGENDA SECTION: New Business
PREPARED/SUBMITTED BY: Darren Dunkle, Director of Parks,
Recreation and Forestry

BACKGROUND REVIEW:

The City currently provides limited golf lessons and various golf programming to our residents and patrons at the Ruth Park Golf Course. These services have been provided in a number of ways over the years with both inhouse staff as well as contractual staff and instructors.

In reviewing our operations over the past two years, staff has determined that there is need that exists for lessons and programming for both youth and adults alike that is far more encompassing that what we are able to effectively provide through the Golf Manager alone.

It remains to be a challenge to recruit, hire, train and keep part-time staff, and even more so with the COVID pandemic. This along with the responsibility of running the day-to-day operations of the golf shop and driving range it consumes the majority of the time of the Golf Manager. As such, staff issued a Request For Proposals (RFP) for Golf Programming Contracted Services. As part of the RFP, the City invited qualified golf instruction providers to submit proposals for a contractual arrangement to provide exclusive Golf Instructional Programs and related services (This would replace our current practice of providing non-exclusive contract services) at our Ruth Park Golf Course. This would not only allow the City to provide quality lessons and programs, but it would allow for better marketing and coordination of these programs and lessons.

Only one contractor responded to the RFP, and as such, staff has developed the attached "Golf Programming Agreement", in which St. Louis Golf Lessons (SLGL) would conduct golf instructional lessons and mutually agreed upon programs for both youth and adults. This relationship is similar in nature to the contractual relationships that the City has with Contractors who provide swim lessons, swim programs, fitness instruction and fitness programs.

If approved, the City would not only be able to provide a better variety of programs but would be able to better serve our patrons with a variety of instructors, times, and dates in the delivery of golf lessons.

RECOMMENDATION:

The Parks, Recreation of Forestry Department ask for the Parks Commission support for the Golf Programming Agreement with St. Louis Golf Lessons.

ACTION:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission. If the motion is approved by the majority of the members, the recommendation will be forwarded to the City Council for their review and consideration.

ATTACHMENTS:

1. Golf Programming Agreement

GOLF PROGRAMMING AGREEMENT

This Golf Programming Agreement ("Agreement") is entered into and made this ____ day of _____, 2021, by and between St. Louis Golf Lessons, a Missouri corporation, and the City of University City, Missouri ("City"), a Missouri municipal corporation.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, St. Louis Golf Lessons and the City agree as follows:

CITY

1. The City agrees to provide St. Louis Golf Lessons access to the Ruth Park Golf Course -Driving Range and other approved areas for the exclusive right to conduct private and group programming ("Services"). The Services shall be provided as follows: 2021- _____ through December 31st, with the City's option to pick up three additional years (2022 - January 1st through December 31st; 2023 - January 1st through December 31st; 2024 - January 1st through December 31st) on an annual basis under the same terms and conditions.
2. The City agrees to provide St. Louis Golf Lessons an opportunity to provide a link to the website for Services provided at Ruth Park Golf Course.
3. The City agrees to provide St. Louis Golf Lessons an opportunity to provide marketing materials and signage at the Ruth Park Golf Course at no expense and must be approved by the City before posting or placement.
4. The City agrees to allow St. Louis Golf Lessons access to the Ruth Park Golf Course -Driving Range for mutually agreed upon City programming events. It shall be St. Louis Golf Lessons' responsibility to collect all registrations and payments for said events. Each participant will be responsible for the purchase of their own driving range golf balls used in conjunction with said programs.

ST. LOUIS GOLF LESSONS

1. St. Louis Golf Lessons shall provide instructors to teach private lessons at the Ruth Park Golf Course at times and dates as mutually agreed upon by both parties. St. Louis Golf Lessons shall collect all registrations and payments for said lessons. Each participant will be responsible for the purchase of their own driving range golf balls used in conjunction with their lessons from the Ruth Park Golf Course.
2. St. Louis Golf Lessons shall provide instructors to teach mutually agreed upon group programming for both youth and adults at the Ruth Park Golf Course at times and dates as mutually agreed upon by both parties. In general, these mutually agreed upon programs shall be conducted in the spring, summer, and fall. St. Louis Golf Lessons shall collect all registrations and payments for said programming and provide the City with a roster of all participants. St. Louis Golf Lessons shall provide the City with twenty (20%) of all revenues generated by each participant. Said revenues and rosters shall be submitted to the City at the conclusion of each program session. Furthermore, each participant will be responsible for the purchase of their own driving range golf balls, greens and cart fees and any other fees that may be used in conjunction with each program from the Ruth Park Golf Course.
3. St. Louis Golf Lessons shall provide all equipment and supplies necessary to conduct the Services as outlined in this Agreement.
4. St. Louis Golf Lessons shall be provided the opportunity and right to conduct club fittings.

5. St. Louis Golf Lessons shall act as an independent contractor, and nothing in this Agreement shall be interpreted to create any employment, partnership, or joint venture relationship.
6. St. Louis Golf Lessons shall indemnify and hold harmless the City and its officers, directors, employees, and agents from and against all claims, costs, losses, and damages arising out of or relating to the performance of the Services.
7. St. Louis Golf Lessons agrees to provide a one (1) million-dollar Certificate of Liability and Endorsement Page and name the City of University City as additional insured.
8. St. Louis Golf Lessons agrees to provide the City with valid background checks on all instructors providing Services at the Ruth Park Golf Course.
9. St. Louis Golf Lessons shall comply with all driving range and golf course rules and regulations.
10. St. Louis Golf Lessons shall comply with all City, state, and federal laws, rules, and regulations applicable to this Agreement.

This Agreement shall be subject to termination by the City in the event of sale or destruction of the facilities; because of misfeasance or malfeasance by the operator; or because of reasons related to public health and safety. The City may also terminate this Agreement for repeated non-compliance with requirements as set forth and specified in this Agreement. The City reserves the right to terminate the Agreement for any reason with a thirty (30) day written notice.

The City also reserves the right, by the Agreement, to cancel in part or all of the same for failure by St. Louis Golf Lessons to follow terms of the Agreement, and licensing, health and safety standards and regulations required by ordinances of the City of University City, St. Louis County, State of Missouri, or federal laws will be required of St. Louis Golf Lessons.

This Agreement and all of the covenants hereof shall inure to the benefit of and be binding upon the City and St. Louis Golf Lessons' respective successors, assigns and legal representatives. Neither the City nor St. Louis Golf Lessons shall have the right to assign, transfer, or sublet their interests or obligation hereunder without consent of the other party.

This Agreement constitutes the entire agreement between the parties with regard to its subject matter, supersedes all previous agreements on this subject matter, and may be modified only by written agreement of the parties, and shall be governed by the laws of the City of University City and the State of Missouri.

This Agreement shall be administered by the City Manager and the Director of Parks, Recreation and Forestry or their designees, and St. Louis Golf Lessons shall work cooperatively with them at all times.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

City of University City, Missouri

St. Louis Golf Lessons

By: _____
 Gregory Rose
 City Manager

By: _____
 Maria Palozola
 President



AGENDA ITEM COVER

MEETING DATE: September 21, 2021

AGENDA ITEM TITLE: Cell Tower Consideration

AGENDA SECTION: New Business

PREPARED/SUBMITTED BY: Darren Dunkle, Director of Parks, Recreation and Forestry

BACKGROUND REVIEW:

The City has been approached by a contractor who represents a major cell phone company in regards to the possibility of placing a telecommunications tower in Heman Park. The contractor is asking for a footprint of at least 40' x 40' and would require vehicle and utility access.

After meeting with the contractor and reviewing their site area (see attached) it has been determined that the best location for a tower would be on east side of the park in front of the Public Works maintenance yard just north of the Community Center Drive (see attached). This would not only provide them with their needed vehicle and utility access, but it would provide the opportunity to blend in with the surrounding uses.

RECOMMENDATION:

The Parks, Recreation of Forestry Department ask for the Parks Commissions review, discussion and consideration of the proposed site for a telecommunications tower.

ACTION:

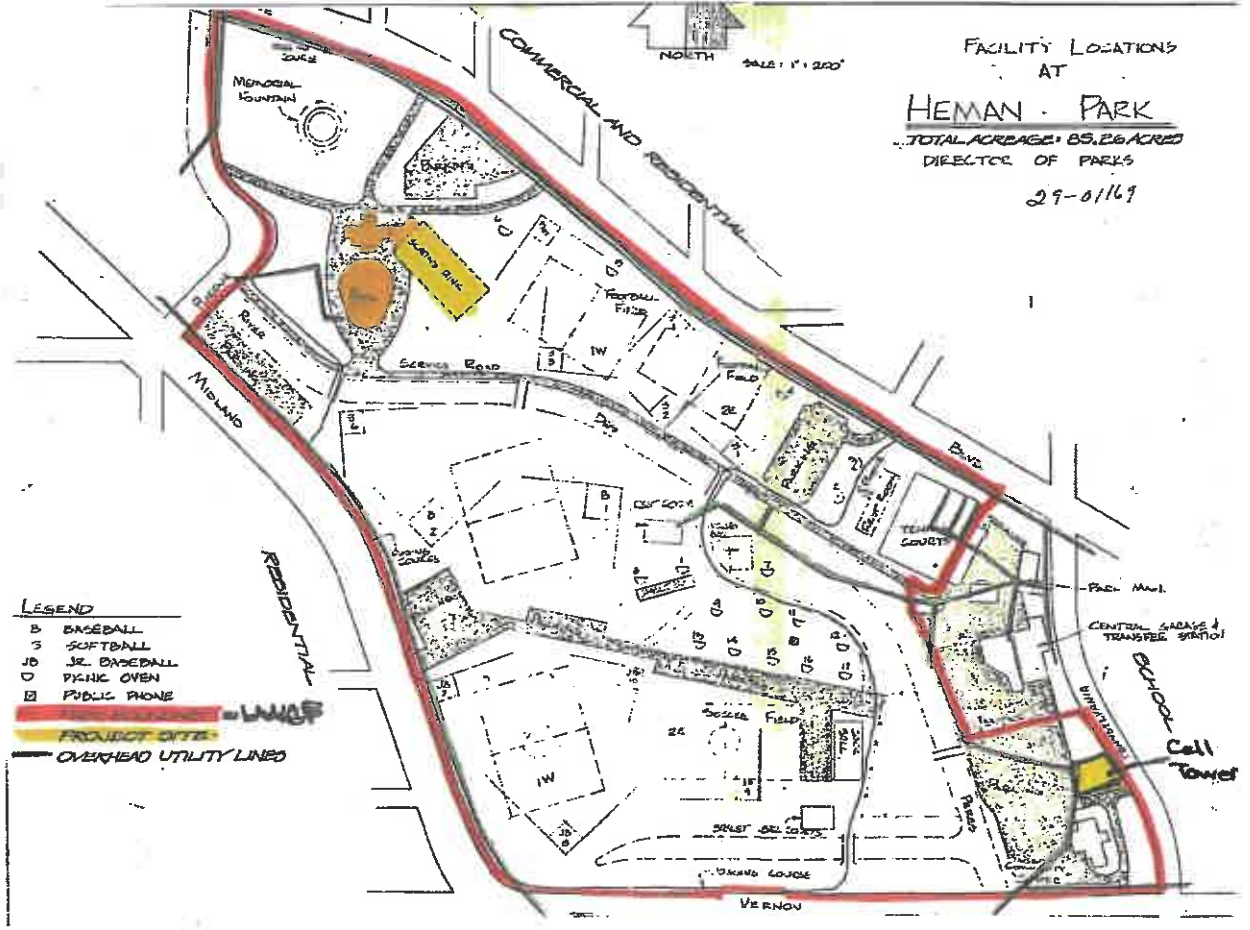
There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission. If the motion is approved by the majority of the members, the recommendation will be forwarded to the City Council for their review and consideration.

ATTACHEMENTS:

- 1) Proposed Cell Tower Location Maps



FACILITY LOCATIONS
 AT
HEMAN PARK
 TOTAL ACREAGE: 85.26 ACRES
 DIRECTOR OF PARKS
 29-01169



- LEGEND**
- B BASEBALL
 - S SOFTBALL
 - JB JR. BASEBALL
 - O PICNIC OVEN
 - PUBLIC PHONE

— OVERHEAD UTILITY LINES



PARKS AGENDA ITEM COVER

MEETING DATE: September 21, 2021
AGENDA ITEM TITLE: Golf Programming Agreement
AGENDA SECTION: New Business
PREPARED/SUBMITTED BY: Darren Dunkle, Director of Parks,
Recreation and Forestry

BACKGROUND REVIEW:

The City currently provides limited golf lessons and various golf programming to our residents and patrons at the Ruth Park Golf Course. These services have been provided in a number of ways over the years with both inhouse staff as well as contractual staff and instructors.

In reviewing our operations over the past two years, staff has determined that there is need that exists for lessons and programming for both youth and adults alike that is far more encompassing that what we are able to effectively provide through the Golf Manager alone.

It remains to be a challenge to recruit, hire, train and keep part-time staff, and even more so with the COVID pandemic. This along with the responsibility of running the day-to-day operations of the golf shop and driving range it consumes the majority of the time of the Golf Manager. As such, staff issued a Request For Proposals (RFP) for Golf Programming Contracted Services. As part of the RFP, the City invited qualified golf instruction providers to submit proposals for a contractual arrangement to provide exclusive Golf Instructional Programs and related services (This would replace our current practice of providing non-exclusive contract services) at our Ruth Park Golf Course. This would not only allow the City to provide quality lessons and programs, but it would allow for better marketing and coordination of these programs and lessons.

Only one contractor responded to the RFP, and as such, staff has developed the attached "Golf Programming Agreement", in which St. Louis Golf Lessons (SLGL) would conduct golf instructional lessons and mutually agreed upon programs for both youth and adults. This relationship is similar in nature to the contractual relationships that the City has with Contractors who provide swim lessons, swim programs, fitness instruction and fitness programs.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

City of University City, Missouri

St. Louis Golf Lessons

By: _____
 Gregory Rose
 City Manager

By: _____
 Maria Palozola
 President



PARKS AGENDA ITEM COVER

MEETING DATE: September 21, 2021

AGENDA ITEM TITLE: ID Cards

AGENDA SECTION: New Business

PREPARED/SUBMITTED BY: Darren Dunkle, Director of Parks, Recreation and Forestry

BACKGROUND REVIEW:

To access the Heman Park Pool and Centennial Commons, individuals (3 and above) must present either a membership card or Recreation ID. Residents with proof of University City residency (valid Occupancy Permit) may purchase a Recreation ID for \$5.00. Non-Residents may purchase a Recreation ID for \$7.00.

The purpose of the ID Cards is twofold: 1) To keep track of who is utilizing our facilities as well as tracking attendance; and 2) To provide contact tracing in case of an emergency.

RECOMMENDATION:

Commission Member Schmalz questioned the reasoning of requiring ID Cards for daily admission to the Pool and Centennial Commons and wanted a review and discussion by the Parks Commission.

ACTION:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission. If the motion is approved by the majority of the members, the recommendation will be forwarded to the City Council for their review and consideration.

ATTACHMENTS:

None



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Identification Cards	Number: 005
Approved By: Park Commission	Effective Date: May 1, 2004 Page 1 of 2

I. PURPOSE

To clarify the necessity for identification to department facilities and programs by residents and or non-residents

II. REVISION HISTORY

May 1, 2004 – Adopted
July 24, 2007

III. REFERENCES

Fees and Charges Policy 001
Discipline Policy 017

IV. PERSONS AFFECTED

Department Staff, residents and non-residents who are specifically allowed an identification card.

V. POLICY

- A. Identification cards are issued by the city to prove payment of fees for admittance, admittance to certain programs, and to determine residency.
- B. Residents may receive a general residency photo identification card to receive resident daily rates at the golf course, swimming pool and admission to department functions; such as youth dances.
- C. Residents and non-residents may purchase a swimming pass or a Centennial Commons membership. The department’s automated registration system will establish for each household a database of information and record in the system allowable access to one or more services. Individuals with multiple access features will swipe the card and the system will allow access as long as fees are up to date.
- D. Identification Cards may be revoked for a day, week, month or a year if there is a failure to follow the rules.
- E. For facilities such the natatorium, a list of cardholders with active pool access will be kept on site and referred to by staff in allowing admittance.
- F. Identification cards will not be kept on site by City staff.

- G. Lost identification cards may be re-issued at the established fee.
- H. Identification cards are needed for access to the swimming pools as an annual pass holder, Centennial Commons as an annual member and for those card holders who have purchased limited predetermined access (i.e., a pass good for 10 visits). Without the identification card, no admittance will be allowed unless payment is made for daily admission.
- I. To receive a resident identification card the person or household members will present identification and a University City occupancy permit (if the household is not shown on the computer based system). Photos will be taken and the pass processed, payment received and card(s) issued.
- J. Identification cards are not needed to reserve the Community Center, to register for programs, or to access the public areas of Centennial Commons before the control desk.
- K. Use of an identification card by someone other than card holder to use the card will be denied permission to access the facility or program, the identification card will be kept and access for the cardholder will be:
 - i. Revoked if given willingly
 - ii. Returned to the card holder if it is believed to have been taken by the unauthorized user
- L. Identification cards are not needed to reserve a picnic shelter. However, resident may only rent picnic shelters and proof of residency is required.
- M. University City business primary owner is eligible for an individual resident identification card and the resident rates for any programs and facilities. Any other owners of the sale business and the employees may purchase at a special rate annual access to Centennial Commons and purchase at a special rate daily access to the Heman Pool without having to be accompanied by a resident.

VI. DEFINITIONS

Resident – a person who physically resides in a household with a University City address and is on the city issued occupancy permit. Students residing away from the homes are considered residents until they no longer are a student as long as they remain on the occupancy permit.

Non-Resident – a person who does not physically reside in a household with a University City address and cannot be issued or listed on a city issued occupancy permit.

Business owners and employees – a business with a University City address who pays property taxes to University City

VII. RESPONSIBILITIES

All department staff

VIII. PROCEDURES



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
FEES AND CHARGES	Number: 001
Approved By: CITY COUNCIL	Effective Date: February 15, 2004
	Page 1 of 6

I. PURPOSE

Parks and Recreation services are essential for an urban government to provide its residents and visitors. The City's General Fund contribution for support of department programs and services are limited. Accordingly, the community, as a whole, should support the services and be supplemented by participant fees. In order to continue providing and expanding the quality and quantity of services, fees and charges are necessary.

II. REVISION HISTORY

February 15, 2004	Adopted
January 24, 2006	Revised
July 24, 2007	Revised
April 21, 2008	Revised

III. PERSONS AFFECTED

All Department staff

IV. REFERENCES

Scholarship Policy #002
Membership Cancellation Policy # 020

V. POLICY

- A. **Basis for fees and charges:** In general, those who benefit from the goods or services provided should pay in proportion to the benefits they receive. The fundamental basis for fees and charges decision making is a determination of who benefits from the service. It is recognized that pricing decisions may be influenced by practical considerations such as collections costs, market effects,

legal constraints, or ability to pay. To the extent that participants can afford to pay they can be asked to pay.

- B. **Determining Community Benefit:** In general, if all or substantially all, of the benefits accrue to the community as a whole (a “Public Good”), the community as a whole should pay for the service through taxes. “Public good” is a value determined by U City citizens and established by City Council policy and budgetary appropriations. If all, or substantially all, of the benefits are to an individual or group that is to consume the good or service, not for the benefit of the general public, fees & charges should be paid whether by the individual or group or other means such as donations, scholarships etc. Consideration must be given of the extent that the community desires programs that will attract participants which will benefit the community as well as the individual (i.e. overall community/individual health and/or safety).
- C. **Scholarship Program:** All U City residents, who desire access to programs and services, will have the opportunity to participate. Therefore, a scholarship program should be in effect for those U City residents who do not have the ability to pay either all or part of the established fee or charge. The scholarship policy will establish a program which provides staff the guidelines and procedures to provide reduced fees for those residents who do not have the means to pay in full. The guidelines will be based upon established standards, such as the Federal rules for school free lunch program. The guidelines will respect the privacy of the individual/family and will be applied consistently. There will be certain programs and activities where it is impractical to implement a scholarship program; for example drop in programs like daily open swim.
- D. **Cost to Collect Fee:** The revenue collected from fees and charges must always be greater than the costs of collection of the revenue.
- E. **Social Implications:** It may be desirable to use the fees & charges system to encourage particular behaviors which enhance the recreational experience for all users; e.g., alter demand patterns, encourage reasonable uses of staff time, or alter behaviors which disturb other participants.
- F. **Fee Establishment:** City Council will establish all fees and charges during the adoption of the annual budget. Flexibility is needed to accommodate changing factors which impact the approved budget and fees. The department must respond to market trends in a timely manner. If during the fiscal year the costs or demand for a particular program or service needs to be adjusted staff will modify the fee after consultation with the Park Commission. When a new program is offered staff will follow this policy in establishing the program fee and the Park Commission will be notified at their next meeting.

- G. **Park Usage:** Parks are generally free and open to the public for general park use. Fees for specialized facilities in parks, and additional services beyond the normal park use itself, will be assessed. The use of public recreation areas and facilities by private groups should be considered secondary to general public use or usage by nonprofit recreation or service organizations. Only under unusual circumstances should a private use hamper ongoing Department programs, general park use or recreation facility rental. The community has a right to profit on the use of its facilities when public resources are utilized by profit-motivated individuals, organization, or businesses.

- H. **Special Interest Groups:** Individuals and special interest groups will not receive special or preferential treatment in the waiving or reduction of fees that is inconsistent with established policy. Groups offering desirable parks and recreation services, that if not provided by them would need to be provided by U City, are not considered special interest groups.

- I. **Costs:** When establishing fees and charges, all costs will be considered.

PROGRAM AND SERVICE COST ALLOCATION:

1. **Financing Park Facilities:** Costs for the provision (acquisition, development and routine maintenance) of traditional park facilities will not be factored in when determining fees. However, rental facilities will include the cost of maintenance when determining the appropriate fee. Also, (individuals or organizations) desirous of specialized and/or new facilities beyond existing city resources may be required to pay the costs for the acquisition, development, operation, maintenance and program costs associated with the new facility.

2. **Recreation Programs:** Recreation programs; including leisure education, special events, fitness, and athletic programs will, when considered in their entirety, generate 100% of direct, indirect and overhead costs. Some programs may generate less than 100% as long as other programs generate over 100% and make up the overall difference in a fiscal year.

3. **Day Camps:** In general. Day camps will generate enough revenues to cover 100% of direct, indirect and overhead costs.

4. **Community Center:** The Community Center will generate enough revenues to cover 75% of direct, indirect and overhead costs but not any debt service for the development and future capital needs

5. **Aquatics:** Aquatics will generate enough revenues to cover 50% direct, indirect and overhead costs but not any debt service for the development and future capital

needs. Aquatic programs such as swim lessons and aquatic aerobics will generate enough revenues to cover 100% of the direct, indirect and overhead costs.

6. **Centennial Commons:** Centennial Commons will generate enough revenues to cover 75% of direct, indirect and overhead costs but not any debt service for the development and future capital needs
7. **Golf:** Golf will generate enough revenues to cover 100% direct, indirect and overhead costs as well as any debt service for the development and future capital needs.
8. **New Programs:** To encourage participation in new programs a lower fee may be initially established and/or minimum participation requirements may be waived.

Miscellaneous

- a) **Meeting Community or Neighborhood Needs:** Occasionally, the Director of Parks, Recreation and Forestry may reduce or waive fees and charges for activities/events which benefit the overall community and/or meet specific neighborhood needs. An organizer must be a not-for-profit agency with 501(c)3 status, community or neighborhood organization recognized or affiliated with the City. The Park Commission will be advised when this has occurred.
- b) **Meeting Targeted Needs:** Programs specifically provided for those who are unable to pay will generate enough revenue, through fees, scholarships and other methods, to cover the direct costs.
- c) **Meeting Department or City Needs:** Some programs and services which serve as a marketing tool for the department, or the City as a whole, may be offered free or with reduced fees to the public. When collaborating or co-sponsoring a program or service, the costs attributed to all parties will be factored in when determining fees and charges. An equitable distribution of revenues will be maintained.
- d) **Gifts and Donations:** Corporate and individual sponsorships, gifts and scholarships can be accepted to reduce or offset the costs of a program, service or facility.
- e) **Satisfaction Guarantee:** With the exception of child care programs, sports leagues, open swim or medical conditions, any participant not completely satisfied with a program will receive a full refund. As our customer we are committed to providing you the highest quality of services. If you are not satisfied with the program or service a refund will be provided. Membership Cancellation Policy #020 covers the Centennial Commons memberships. Request for class refund due to medical conditions will be granted only with

documentation from a licensed physician. The individual will incur a \$5.00 class refund service charge or no service charge if refund is credited to their household account. Refunds will be prorated based on the number of remaining classes.

- f) **Early Bird Discount:** To encourage customers to register prior to or by the established deadline for class cancellation the department may establish an early bird discount. The fee for the program will be established and published as the “early bird” rate and any registration received after the deadline will be charged a higher fee based upon the overall cost of the program. For example: for a recreation class a \$5 fee could be charged and for a softball league team a \$30 fee would be charged.

- g) **Equal Opportunity & Non Discrimination :**The fees and charges policy and implementation will comply with the city’s equal opportunity and non-discrimination policy. The City does not discriminate on the basis of race, color, national origin, gender, religion, sexual orientation, age or disability.

- h) **Resident vs. Non-Resident Fees and Charges:** For the establishment of fees and charges, there are circumstances which warrant a non-resident fee or reduction in fees for residents.
 - 1. When demand for recreational services exceeds the resources available, a non-resident fee can be established; for example, picnic and facility rental. When a program or facility can be fully utilized by residents, or there is a need to limit use, a non-resident fee can be established. Special services for residents may be provided including preferential registration times or special discounts such as season swim passes.
 - 2. Scholarships provided for individual or families should be limited to U City residents.
 - 3. When demand for leisure education programs exceeds resources available, with pre-registration required, there can be different fees for non-residents. In general, a 50% increase for non-residents should be charged to non-residents.
 - 4. Programs or services which are in the introductory stage may not differentiate between resident and non-residents in order to build interest in a new activity.
 - 5. Programs that serve the region as a whole, such as a jointly sponsored program with the neighboring communities, should not have a non-resident fee.

6. A drop-in program where it is impractical to require identification should not have non-resident fees.
7. When the costs to administer a different fee system are greater than the revenues produced there should not be non-resident fees.
8. When facility operation and maintenance is subsidized with General Fund tax dollars, a non resident fee can be established.

VI. DEFINITIONS

Direct

These are costs which if the program or service were not offered, would not be expended.

Indirect

Costs which support the provision of the program or service such as office support for registration, supervisory and/or administrative staff to plan, supervise and evaluate programs/services, marketing and advertising costs associated with the program/service.

Overhead

Costs which support the overall department operations which cannot be attributed to any particular program or service the department offers.

VII. RESPONSIBILITIES

All department staff

VIII. PROCEDURES



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Scholarship Policy	Number: 002
Approved By: City Council	Effective Date: January 1, 2005
Page 1 of 5	

I. PURPOSE

There may be instances, due to limited income, where residents of the City of University City are unable to participate in Parks, Recreation and Forestry Department programs. A limited scholarship program is available to those that qualify based on income requirements. The following procedures will determine scholarship awards:

II. REVISION HISTORY

- April 19, 2004 Adopted
- July 24, 2007
- March 1, 2009
- May 17, 2010

III. REFERENCES

- Fees and Charges Policy
- Federal Free and Reduced Lunch Guidelines
- Affiliated and Non-Affiliated Contractor's Use of Facilities

IV. PERSONS AFFECTED

Residents who meet income requirements

V. POLICY

- I. Scholarships may be available to all individuals and families who are residents of the City of University City* (proof of residency is required). The scholarship award amount will be based on any and all of the income sources listed below: Both individual and family scholarships are granted based on total household income. This applies to all individuals living within a household regardless of relationship.

- a. Monetary compensation for services including wages, salary, commissions for fees**;
- b. Net income from self employment**;
- c. Social Security;
- d. Public assistance or welfare payments;
- e. Alimony or child support payments;
- f. Regular contributions from persons not living in the household***;
- g. Other cash income.

* Youth enrolling in before and after-school are not required to be City of University City residents but need to be enrolled at the University City elementary school where the program is held.

** This amount is calculated as income before deductions for income taxes, employees Social Security taxes, insurance premiums, bonds and other employee deductions.

*** In applying the guidelines for university/college/post secondary students, the City shall include tuition, room and board, and other related education expenses, paid by the parents, guardian, and/or grant, as a regular contribution from persons not living in the household.

II. Scholarships will be determined on a sliding scale as indicated on Table A. The amount given for a qualifying scholarship will be awarded at the rate of 25%, 50%, or 75% off the programs adopted fee.

III. Scholarships are available for:

- a. Youth before and after school programs, and city operated full day recreation programs;
- b. Scholarships for leisure education classes, lessons and senior social activities will be limited to 2 (two) per person per fiscal quarter (July 1-Sept 30, Oct 1-Dec 31, Jan 1-Mar 31, Apr 1-June 30);
- c. Swimming passes and Centennial Commons memberships.
- d. Affiliated Organization youth sports player fees

IV. Scholarships are not available for:

- a. Adult athletic teams
- b. Non-Affiliated Organization youth sports player fees
- c. Adult public swim sessions

- d. Daily admission for swimming pools and recreation facility
 - e. Recreation facility, community center and park rentals
 - f. Golf greens fees
- V. The benefits of parks, recreation and forestry are provided to all citizens. Any modification requested due to a qualified disability will be assessed on an individual basis in compliance with the American Disabilities Act (ADA). Additional information may be needed to address the request.
- VI. Funding for scholarships is limited. Scholarships are on a first-come, first served basis. If funds are available, the following will occur: A scholarship level is assigned to the family/applicant requesting service. If funds are not available, the family/applicant requesting funding will be placed on a waiting list and the family/applicant will need to pay the full program price until funds are available to allow them to utilize the reduced scholarship rate. Funding is program and time specific.

VI. DEFINITIONS

Not Applicable

VII. RESPONSIBILITIES

Applications will be reviewed by Division Managers and a recommendation prepared for the Director.

VIII. PROCEDURES

Applications for scholarship assistance will be accepted at any time during the year and remain in effect for the current City of University City Fiscal Year, July 1 until June 30. Approval is based on the information submitted on the application. Proof of residency is required (i.e., occupancy permit. Applicant(s) shall be required to substantiate annual income by producing one of the following documents (W2 form, DCFS form, SSI form, Social Security, and/or Unemployment Annual Statement or Federal Income Tax return form). Further, the City of University City reserves the right to request updated financial/qualifying information from applicants at any time throughout the year.

Personal financial information will remain confidential. It is the primary responsibility of the interviewer and department director to maintain a level of privacy about the applicant's financial status.

It will be the judgment of the interviewer to determine scholarships, appeals may be made to the Director of Parks, Recreation and Forestry.

It will take approximately 10 business days to review a scholarship request. Applicants will be notified by mail or telephone of their scholarship status. There are no refunds for payments received prior to scholarship notification.

Table A

**Federal Income Eligibility Guidelines
Household Size and Annual Income effective July 1, 2008 to June 30, 2009**

<p align="center">ONE</p> <p>BELOW 75% \$10,400 50% \$10,401 to \$13,520 25% \$13,521 to \$19,240 0% \$19,241 and ABOVE</p>	<p align="center">TWO</p> <p>BELOW 75% \$14,000 50% \$14,001 to \$18,200 25% \$18,201 to \$25,900 0% \$25,901 and ABOVE</p>	<p align="center">THREE</p> <p>BELOW 75% \$17,600 50% \$17,601 to \$22,880 25% \$22,881 to \$32,560 0% \$32,561 and ABOVE</p>
<p align="center">FOUR</p> <p>BELOW 75% \$21,200 50% \$21,201 to \$27,560 25% \$27,561 to \$39,220 0% \$39,221 and ABOVE</p>	<p align="center">FIVE</p> <p>BELOW 75% \$24,800 50% \$24,801 to \$32,240 25% \$32,241 to \$45,800 0% \$45,881 and ABOVE</p>	<p align="center">SIX</p> <p>BELOW 75% \$28,400 50% \$28,401 to \$36,920 25% \$36,921 to \$52,540 0% \$52,541 and ABOVE</p>
<p align="center">SEVEN</p> <p>BELOW 75% \$32,000 50% \$32,001 to \$41,600 25% \$41,601 to \$59,200 0% \$59,201 and ABOVE</p>	<p align="center">EIGHT</p> <p>BELOW 75% \$35,600 50% \$35,601 to \$46,280 25% \$46,281 to \$65,860 0% \$65,861 and ABOVE</p>	<p align="center">Each Additional Family Member add</p> <p>BELOW 75% \$3,600 50% \$4,680 25% \$6,660</p>

Based upon the Federal Governments Income Eligibility Guidelines for Poverty, Free Meals and Reduced Priced Meals

Note – Households at 185% of the federal poverty level are eligible for 25% scholarships, those at 130% are eligible for 50% scholarships, and those at 100% or less of the poverty level are eligible for 75% scholarships.



**CITY OF UNIVERSITY CITY
SCHOLARSHIP APPLICATION**

Scholarship request for (check one):

Youth Recreation Program Adult Leisure Class Heman Pool or Centennial Commons membership

Household Members (all family members must be indicated on occupancy permit):

(Check box for family member to receive scholarship)

Name	Date of Birth	Social Security Number	Ethnicity

Address _____ Zip _____

Phone: home _____ office _____ alternative _____

Annual Household Income (see scholarship policy for definitions):
(Copy of Occupancy Permit and Household Income documentation must accompany application)

Monetary compensation for services including wages, salary, commissions for fees	\$ _____
Net Income from self-employment	\$ _____
Social Security	\$ _____
Public Assistance or Welfare Payments	\$ _____
Alimony or Child Support Payments	\$ _____
Regular contributions from persons not living in the household	\$ _____
Other cash income	\$ _____

By my signature below, I acknowledge that the above income is fully and accurately disclosed. I also understand that the request for documentation is at the sole discretion of the City of University City.

Signature _____ Date _____

For Department Use	
Date Received: _____	Documentation Received: _____
Reviewed by: _____	W-2 or Federal Tax Return: _____
Percentage Recommended: _____	DCFS Documentation: _____
Directors Approval: _____	SSI: _____
Directors Denial Reason: _____	Annual Unemployment Statement: _____
Date Notice Mailed to Household: _____	



**University City
Parks, Recreation and Forestry**



MANAGEMENT POLICIES AND PROCEDURES	
FACILITY DAYS OF OPERATION	Number: 003
Approved By:	Effective Date: March 1, 2004
Park Commission	Page 1 of 2

I. PURPOSE

To identify official holidays that department facilities are closed for programs and rentals.

II. REVISION HISTORY

July 24, 2007

III. REFERENCES

IV. PERSONS AFFECTED

All departmental staff

V. POLICY

- A. All parks are open every day of the year.
- B. The Heman Park Community Center and Centennial Commons are closed for rentals and programs on Thanksgiving and Christmas days.
- C. Ruth Park Golf Course is open everyday except Christmas weather depending. Weather may close the course if it is below 30°, snow, ice, and rain forecasted to last all day. The course opening time may be delayed if there are front conditions on the greens. The course will be closed during the warnings for lightening and tornadoes. Rain checks will not be issued if play has commenced.
- D. Heman Swimming pool may be closed if temperatures are forecasted to be below 65° for the entire day or if raining with a forecast of continued rain. Closing will depend upon the time of day with decisions made for morning afternoon, and evening swim sessions. Depending upon the forecast the pool may reopen during the afternoon session. The pool will be cleared if lightening is witnessed. Rain checks will not be issued.
- E. Parks and facilities may be closed in the interest of public safety upon approval from the Director
- F. If a school closes for weather any city programs in schools will be cancelled

VI. DEFINITIONS

None

VII. RESPONSIBILITIES

Division Managers, facility managers and staff

VIII. PROCEDURES

Division Managers and supervisors will schedule staff on the days noted above.

The Golf Maintenance Superintendent, in consultation with the Golf Pro determine if the golf course will be open that day, a delayed start or open for a portion of the day. In addition, the Golf Maintenance Superintendent will determine if and where golf carts are to be allowed on the course.

The Recreation Supervisor over aquatics will determine if the pool will be open that day, a delayed start or open for a portion of the day. The Recreation Supervisor will notify the Superintendent of Recreation.

In the event that Centennial Commons, Community Center, or any park or portion of a park is planned to be closed, on a day normally open, the Director will be consulted prior to any decision.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
U City Sports Association and Soccer Club	Number: 004
Approved By:	Effective Date: March 1, 2010
Park Commission	Page 1 of 2

I. PURPOSE

To explain the relationship between the City of University City and the University City Sports Association and the University City Soccer Club

II. REVISION HISTORY

Adopted May 1, 2004
Revised March 1, 2010

III. REFERENCES

Fees and Charges Policy

IV. PERSONS AFFECTED

Departmental Staff, Sports Association, and Soccer Club leadership

V. POLICY

- A. The Sports Association and Soccer Club provide youth sports for children and are supported by the City of University City in the following manner:
 - i. As affiliate organizations, both will be required to pay the established field reservation fee of \$5 per field and \$7.50 per field for light field reservation requests.
 - ii. The city will schedule fields in an equitable manner and assist in resolving issues between the two organizations. However, it is the responsibility of each organization to control coaches, participants, and spectators.
 - iii. The Soccer Club has first choice of dates and times for games at Heman Park indoor soccer facility. After December 28, any open dates or hours may be used by others. All soccer team practices are to be scheduled by the team and the team pays the established rental fee.
 - iv. The Sports Association has first choice of dates and times for baseball, softball, tee-ball, and machine pitch for games and practices. After April 5, any open dates and hours may be used by others.
 - v. The Sports Association and the Soccer Club have first choice for football and soccer fields. After August 15, any open dates and hours may be used by others.

- vi. The Sports Association and Soccer Club will coordinate and collaborate on the use of outdoor fields used for soccer and football. Every effort will be made to develop a schedule of games and practices that reduce conflicts.
- B. The Sports Association and the Soccer Club have first option at providing concessions at their respective outdoor games. If desired, a permit will be issued by the department outlining the permitted location (s), dates approved for operations, insurance and licensing requirements, and any restrictions. A permit fee of \$250 will be assessed for each sports season. If more than one concession is operated by the organization within the same park or at different parks on the same day, an additional permit will be required.
- C. The Sports Association may store a limited amount of sports equipment in an assigned storage area owned by the city. The key will be issued to the Association President and may not be duplicated without city permission. The City retains the right to change the lock and secure the equipment if it deems it is in the best interest of current and future players.
- D. In an effort to increase resident youth participation, The City will provide its limited scholarship program to affiliate organizations for its sports programs.
 - i. Scholarships may be available to all City of University City resident youth whose family qualifies based on income requirements.
 - ii. If approved, scholarships will be determined on a sliding scale, with the qualifying award rate of 25%, 50% or 75% off the affiliate organization registration fee. Documentation will be presented to parent verifying scholarship award percentage.
 - iii. Percentage amount of scholarship award will be deducted from affiliate organization's field reservation fee total. Parent will pay difference directly to affiliate organization for child's registration fee.

VI. DEFINITIONS

None

VII. RESPONSIBILITIES

Sports Association and Soccer Club director and organizers will plan their sports, communicate their needs to the city, and provide a positive atmosphere for the players. The City of University City will assist as outlined above.

VIII. PROCEDURES

None



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Identification Cards	Number: 005
Approved By: Park Commission	Effective Date: May 1, 2004
	Page 1 of 2

I. PURPOSE

To clarify the necessity for identification to department facilities and programs by residents and or non-residents

II. REVISION HISTORY

May 1, 2004 – Adopted
July 24, 2007

III. REFERENCES

Fees and Charges Policy 001
Discipline Policy 017

IV. PERSONS AFFECTED

Department Staff, residents and non-residents who are specifically allowed an identification card.

V. POLICY

- A. Identification cards are issued by the city to prove payment of fees for admittance, admittance to certain programs, and to determine residency.
- B. Residents may receive a general residency photo identification card to receive resident daily rates at the golf course, swimming pool and admission to department functions; such as youth dances.
- C. Residents and non-residents may purchase a swimming pass or a Centennial Commons membership. The department’s automated registration system will establish for each household a database of information and record in the system allowable access to one or more services. Individuals with multiple access features will swipe the card and the system will allow access as long as fees are up to date.
- D. Identification Cards may be revoked for a day, week, month or a year if there is a failure to follow the rules.
- E. For facilities such the natatorium, a list of cardholders with active pool access will be kept on site and referred to by staff in allowing admittance.
- F. Identification cards will not be kept on site by City staff.

- G. Lost identification cards may be re-issued at the established fee.
- H. Identification cards are needed for access to the swimming pools as an annual pass holder, Centennial Commons as an annual member and for those card holders who have purchased limited predetermined access (i.e., a pass good for 10 visits). Without the identification card, no admittance will be allowed unless payment is made for daily admission.
- I. To receive a resident identification card the person or household members will present identification and a University City occupancy permit (if the household is not shown on the computer based system). Photos will be taken and the pass processed, payment received and card(s) issued.
- J. Identification cards are not needed to reserve the Community Center, to register for programs, or to access the public areas of Centennial Commons before the control desk.
- K. Use of an identification card by someone other than card holder to use the card will be denied permission to access the facility or program, the identification card will be kept and access for the cardholder will be:
 - i. Revoked if given willingly
 - ii. Returned to the card holder if it is believed to have been taken by the unauthorized user
- L. Identification cards are not needed to reserve a picnic shelter. However, resident may only rent picnic shelters and proof of residency is required.
- M. University City business primary owner is eligible for an individual resident identification card and the resident rates for any programs and facilities. Any other owners of the sale business and the employees may purchase at a special rate annual access to Centennial Commons and purchase at a special rate daily access to the Heman Pool without having to be accompanied by a resident.

VI. DEFINITIONS

Resident – a person who physically resides in a household with a University City address and is on the city issued occupancy permit. Students residing away from the homes are considered residents until they no longer are a student as long as they remain on the occupancy permit.

Non-Resident – a person who does not physically reside in a household with a University City address and cannot be issued or listed on a city issued occupancy permit.

Business owners and employees – a business with a University City address who pays property taxes to University City

VII. RESPONSIBILITIES

All department staff

VIII. PROCEDURES



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Group Use of Heman Pool	Number: 006
Approved By: Park Commission	Effective Date: May 1, 2004
Page 1 of 2	

I. PURPOSE

To provide a process for large groups to use Heman Pool and to allow a discount

II. REVISION HISTORY

- Revised April 1997
- Revised April 2004
- Revised April 2006

III. REFERENCES

Fees and Charges Policy

IV. PERSONS AFFECTED

Organizations who desire to bring large group to the Heman swimming pool

V. POLICY

- A. Large groups must reserve in advance to come to the Heman Park Swimming Pool.
- B. Reservations can be made through the Recreation Supervisor over Aquatics
- C. The Recreation Supervisor will provide an equitable distribution of access for all groups and resolve conflicts with groups requesting the same dates
- D. A maximum of 2 days per week per group
- E. Only one large group may be scheduled per day
- F. One supervisor for every 6 children is required and are required to stay in the immediate area with the children
- G. Large group assess is not available on weekends or holidays
- H. Large groups must purchase a city identification card which will allow their group to receive a discount. University organizations members will then be considered residents. Large groups will receive a 50% discount on the daily pool admission
- I. Every effort will be made to reschedule group visitations which are cancelled because of weather

VI. DEFINITIONS

Large Group is 10 people or more from a University City organization such as, church or synagogue groups, day care centers, etc.

VII. RESPONSIBILITIES

- A. The Recreation Supervisor over aquatics to process reservations
- B. Heman Pool Manager to greet group, determine the number of people in the group, collect the discounted fee, determine that the supervisor to adult ratio is correct, and monitor supervision while the group is at the pool

VIII. PROCEDURES

- A. Reservations will be taken beginning the first Monday in March.
- B. In May the groups will be assigned the dates for pool visitation.
- C. Groups will be notified by mail of approved dates.
- D. Requests for group visitation received after May 1 will be on a first-come, first-served basis on any date not previously reserved.
- E. The group reservation schedule will be posted and updated as needed in the pool managers office



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES

Fitness - Teens and Youth

Number: 007

**Approved By:
Parks Commission**

Effective Date: July 26, 2004

Page 1 of 2

I. PURPOSE

To provide a process for sport team members, under the age of 16, to utilize the fitness equipment at Centennial Commons. To establish a system where non athletic team youth ages 12 – 15 may use selected fitness equipment under the supervision of an adult. Youth body development can be harmed if the fitness equipment is used incorrectly or overused. Youths may not have the maturity of judgment to be unsupervised in the fitness areas.

REVISION HISTORY

April 27, 2004 – Adopted by Park Commission
Revised July 26, 2005
Revise July 24, 2007

II. REFERENCES

III. PERSONS AFFECTED

Centennial Commons Staff

IV. POLICY

- A.** The youth fitness area can be used by those ages 8 and older without adult supervision.
- B.** Athletic team members under the age of 16 may utilize the fitness equipment at Centennial Commons under the follow requirements.
 - i. Have a resident I.D. card.
 - ii. Pay the daily admission or be a member of the facility.

- iii. Completed a Youth Fitness orientation class for 14 & 15 year olds or be accompanied by the adult delegate as the responsible party for the group (i.e. coach or athletic trainer.)
- C. Non athletic team member youths 12-13 may use the equipment only when supervised at all times by an adult 18 or older and after completing a parent/child fitness orientation.
 - i. Have a resident I.D. card.
 - ii. Pay the daily admission or be a member of the facility.
 - iii. Completed with at least one parent or guardian a parent/child fitness orientation.
 - iv. Is supervised at all times by an adult 18 years or older when using the fitness equipment.
- D. Times will be designated to prevent overcrowding of the facility as established by the Superintendent of Facilities.

V. DEFINITIONS

Sports team are defined as any team affiliated with the University City High School, the University City Swim Club, Track Club, Sports Association, Soccer Club or other recognized athletic groups.

VI. RESPONSIBILITIES

Assistant Superintendent of Recreation to maintain this policy and assign group dates and times, schedule orientation and monitor use of Centennial Commons fitness areas to assure compliance with the policy.

VII. PROCEDURES



University City
Parks, Recreation and Forestry

MANAGEMENT POLICIES AND PROCEDURES	
Lighted Sports Fields	Number: 008
Approved By:	Effective Date: January 1, 2004
Park Commission	Page 1 of 1

I. PURPOSE

Control of expenses and authorization for utilization of sports field lights

II. REVISION HISTORY

January 1, 2004 – Adopted by Director
 April 28, 2004 – Approved by Park Commission
 July 24, 2007

III. REFERENCES

Fees and charges policy

IV. PERSONS AFFECTED

Department staff

V. POLICY

- A. Field lights may only be operated by department staff
- B. All light boxes are to be kept locked and only staff to have the key
- C. Reservations for field lights will be made at Centennial Commons
- D. Fees for use of field lights will be charged as established by the Fees and Charges policy.
- E. Use of field lights by University City School District, the University City Sports Association and the University City Soccer Club are at no charge.

VI. DEFINITIONS

None

VII. RESPONSIBILTIES

Centennial Commons' staff will schedule and operate the lights at Heman Fields

VIII. PROCEDURES



University City
Parks, Recreation and Forestry

MANAGEMENT POLICIES AND PROCEDURES	
SWIMMING POOL RULES AND REGULATIONS	Number: 009
Approved By:	Effective Date: May 1, 2004
Park Commission	Page 1 of 2

I. PURPOSE

To establish rules for the health and safety of pool users

II. REVISION HISTORY

April 2y, 2004 – Approved by Park Commission

III. REFERENCES

These regulations are a combination of University City Parks Department rules and those required by the Department of health

IV. PERSONS AFFECTED

V. POLICY

A. General Pool Rules

- i. Admissions to the pool shall be refused to all patrons having infectious conditions, contagious disease, unhealed abrasions or having his/her body plaster cast and tape or bandages. The Parks Department retains the right to refuse admission.
- ii. All swimmers are required to shower, including rinsing hair, before entering the pool
- iii. No food, drink, gum, or tobacco is allowed in the pool area. Eating and drinking, are only allowed in the concession area. **SMOKING AND ALCHOLIC BEVERAGES ARE NOT ALLOWED IN THE POOL FACILITY.**
- iv. Street shoes are not allowed on the pool deck.
- v. Personal conduct in the pool and bathhouse must be such that the safety of self and others is not jeopardized.
- vi. No rough or boisterous play or running on deck will be allowed
- vii. There will be no socializing with lifeguards while on duty. No one is permitted in the guard chairs, except the lifeguards.
- viii. Persons using abusive language or profanity are subject to ejection
- ix. Swimsuits are required.
- x. Floats, rafts, etc. will be allowed at manager’s discretion

- xi. Hard objects such as frisbees, etc. will NOT BE ALLOWED in the pool.
- xii. Children 12 and under MUST be accompanied by and SUPERVISED by an adult 18 OR OLDER.
- xiii. No diving or flips from the side of the pool
- xiv. **NO DIAPERS are allowed** in the pool. Individuals who would normally wear a diaper and or training pants are **REQUIRED TO WEAR A SWIM DIAPER.** (See front desk for assistance.)

B. Diving Area Rules

- i. Swimming across diving area is not permitted
- ii. No diving off the side of the pool or diving board
- iii. Divers will be asked to demonstrate their swimming ability, by swimming one lap of the pool, before being allowed to use the diving area.
- iv. Only one (1) diver may be on the board at a time.
- v. One (1) bounce per dive allowed.
- vi. All divers, after entering the water, are to swim to the ladders for a safe exit from the pool.

C. Baby Pool Rules

- i. All children MUST be accompanied and SUPERVISED by an adult 18 OR OLDER.
- ii. No running or rough play allowed in the baby pool
- iii. **NO DIAPERS** allowed in the baby pool. Individuals who would normally wear a diaper and or training pants are **REQUIRED TO WEAR A SWIM DIAPER.** (See front desk for assistance.)
- iv. No foods, drink, gum or tobacco allowed in the baby pool area.
- v. Children 8 or over are NOT allowed in the baby pool area.

D. Lap Swim

- i. No swimming in the deep end
- ii. Passes must be shown to guard, or admission paid, before entering the pool
- iii. Please keep swimmers to the right side when swimming laps

The Parks Department reserves the right to modify or add rules when deemed advisable for the protection of the health and safety of its patrons.

All persons who choose to disregard these rules are subject to temporary or permanent ejection.

VI. DEFINITIONS

None

VII. RESPONSIBILITIES

Pool Manager and pool staff

VIII. PROCEDURES

None



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
City Sponsored Programs Free Use of Parks and Recreation Facilities	Number: 010
Approved By:	Effective Date: May 1, 2004
Park Commission	Page 1 of 2

I. PURPOSE

To establish when city sponsored programs may have free access to city facilities

II. REVISION HISTORY

April 27, 2004 – Approved by Park Commission
July 24, 2007

III. REFERENCES

Fees and charges policy

IV. PERSONS AFFECTED

All city departments

V. POLICY

A. Certain city department organize activities and events for residents such as the police department DARE program, the Library summer reading program and the Recreation Division day camps and special events

B. Free access to city operated facilities by these groups is permitted if:

- i.** Existing programs and services are not eliminated or significantly altered to accommodate the group
- ii.** Use of the facility is reasonable and does not cause a significant impact on the department budget
- iii.** Participants are identified and were involved with the city sponsored program

C. Free access is not permitted for:

- i.** Golf Course (except the introductory golf program incorporated in the department’s summer day camps)

- ii. For rental facilities that require building staff to attend, the building attendant's hourly rate and benefits will be charged but the normal rental rate is waived. This does not apply to neighborhood associations and other city sponsored use of the Community Center.

- iii. Departmental staff social events. Any citywide event such as the holiday luncheon is permitted.

VI. DEFINITIONS

VII. RESPONSIBILITIES

Superintendent of Recreation

VIII. PROCEDURES

- A. Request will be reviewed by the Superintendent of Recreation and scheduled in the department reservation/registration system.
- B. The Superintendent will coordinate with other department staff to assure that the facility is open, staffed at the appropriate level and any building monitor fees are deposited.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Tennis Courts	Number: 011
Approved By:	Effective Date: May 1, 2004
Park Commission	Page 1 of 2

I. PURPOSE

To establish utilization of city owned tennis courts to retain access for drop in use

II. REVISION HISTORY

April 27, 2004 Approved by Park Commission
July 24, 2007

III. REFERENCES

IV. PERSONS AFFECTED

Departmental staff

V. POLICY

- A. Tennis courts are used for lessons, leagues, tournaments, and free play.
- B. Department sponsored tennis programs has first priority, University City School District has second priority, free play has third priority and lessons, leagues, tournaments are fourth priority.
- C. When city staff schedules use of city tennis courts for the School District, lessons, leagues and tournaments staff will retain a percentage of the park courts which are available for free play as per the table below:

Park	Total	Available for Free Play
Flynn	5	2
Fogerty	2	1
Heman	8	3
Kaufman	4	2

- D. No rental fees will be charged for free tennis lessons offered to University City residents.
- E. University City School District will not require a tennis court rental fee.
- F. A per court fee for reserving tennis courts for tennis leagues, paid tennis lessons and tournaments will be charged.
- G. Any request (except for City Sponsored programs) for reserving all the tennis courts at a park or parks will be to the Director of Parks, Recreation and Forestry.

VI. DEFINITIONS

None

VII. RESPONSIBILTIES

Director of Parks, Recreation and Forestry will schedule all tennis courts as per this policy.

PROCEDURES



**University City
Parks, Recreation, and Forestry**



MANAGEMENT POLICIES AND PROCEDURES	
Swimming Pool Capacity	Number: 012
Approved By:	Effective Date: May 1, 2004
Park Commission	Page 1 of 1

I. PURPOSE

To have a plan when the swimming pool is at capacity

II. REVISION HISTORY

April 27, 2004 -- approved by Park Commission

III. REFERENCES

IV. PERSONS AFFECTED

Swimming Pool Staff

V. POLICY

- A. Anytime the swimming pool reaches capacity, no additional patrons may be admitted. For each person that leaves the pool one additional patron can be admitted. Priority for admission will be:
 - i. Residents – pass holders
 - ii. Residents – daily admission
 - iii. Non – Residents – pass holders
 - iv. Non – Residents – daily admission
- B. If a family or group is next in line waiting for admission, individuals or smaller groups will not be allowed to gain access to the pool prior to the larger family or group.
- C. Staff will maintain a count of pool patrons entering the facility via the RecTrac system. As the pool nears capacity, the pool manager will maintain a system to keep track of patrons leaving the pool so that other waiting patrons can be permitted into the pool.

VI. DEFINITIONS

None

VII. RESPONSIBILITIES

Pool Manager is to maintain the capacity policy

VIII. PROCEDURES



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Use of the Heman Park Community Center and Centennial Commons Meeting Rooms	Number: 013
Approved By:	Effective Date: April 1, 2005
City Manager	Page 1 of 3

I. PURPOSE

To establish a fair and equitable system of determining who, when, and at what cost groups can access the Heman Park Community Center and Centennial Commons meeting rooms.

II. REVISION HISTORY

July 24, 2007

III. REFERENCES

- Fees and Charges Policy 001
- City Sponsored Programs Free Use of Parks and Recreation Facilities 010
- Lease with MEAAA

IV. PERSONS AFFECTED

Groups and organizations desiring access to City Facilities

V. POLICY

A. Heman Park Community Center

- i. 1st priority for use of the Heman Park Community Center shall be city sponsored programs and services including boards and commissions. No fees will be charged. There shall be no limit on facility use.
- ii. University City organizations that have a collaborative affiliation, when the use of the facility is specific to the affiliation no fees will be charged. For example University City in Bloom, University City Sports Association (meetings and registration), University City Soccer Club (meetings and registration), University City Symphony (rehearsals) and recognized neighborhood associations meetings. Facility use is generally limited to once per month except the Symphony which practices weekly..
- iii. Other University City governmental organizations such as the University City School District, Board of Elections, and University City Library etc. No fees will be charged for elections. If Heman Park Community Center is

already planned to be open and staffed, there will be no fee for use of the facility. If Heman Park Community Center would normally be closed and city staff will be needed for the building use (set up, clean up and/or monitoring use), the direct costs for the use shall be assessed. There shall be no limit on facility use.

- iv. University City based agencies which, through use of the facility, are providing or supporting an identified University City government (departmental or Council) program or project (examples: home repair, utility aid and medical). Facility use is free and use is limited to quarterly.
 - v. Private rentals will pay the established rental rates. There shall be no limit on facility use.
 - vi. University City based agencies which, through use of the facility, are not providing or supporting an identified University City governmental need or priority. They will pay the established rental rates. There is no limit on facility use.
- B. Political, religious, fund raising events, that are fee based, will pay the full established rates. Fund raising events for the University School District, University City Sports Association, University City Soccer Club and recognized Neighborhood Associations will pay the custodial costs. The use is limited to once per calendar year per organization.
- C. All recognized Neighborhood Associations special events (i.e. holiday parties, recognition ceremony/dinner, etc.) will pay the custodial hourly rate. Use is limited to once per calendar year per Neighborhood Association.
- D. Duplicate bridge and the Square Dance Club will pay ½ non profit rate.
- E. University City Symphony concerts will be charged the established not-for profit rate.
- F. Unless an emergency is declared, which requires the use of the facility, the facilities shall be reserved on a first-come, first-served basis.
- G. Reservations must be made in advance and required rental and security deposits paid prior to approval for use.
- H. Reservations will be accepted one year in advance. On- going uses (i.e. regular weekly or monthly city meetings) will be reserved one year in advance. Changes for on-going uses will be allowed only if space is available.

B. Centennial Commons Meeting Rooms

- i. 1st priority for use of Centennial Commons shall be city sponsored recreation programs. No rental fees will be charged. There shall be no limit on facility use.
- ii. City sponsored programs and services including boards and commissions when there is no space available at the Heman Park Community Center or City Hall. No fees will be charged and facility use is limited to once per month. The Park and Arts and Letters Commissions will meet at Centennial Commons.
- iii. University City organizations that have a collaborative affiliation with the Parks and Recreation Department, when the use of the facility is specific to the affiliation¹ (example the University City Sports Association, University City Soccer Club, U City Park Foundation and U City in Bloom). No fees will be charged. Facility use is limited to once per month.

- iv. University City governmental organizations such as the University City School District, elections, University City Library, etc. No fees will be charged for elections. If Centennial Commons is already planned to be open and staffed there will be no fee for use of the facility. If Centennial Commons would normally be closed and city staff will be needed for the building use (set up, clean up and/or monitoring use), the direct costs for the use shall be assessed. There shall be no limit on facility use.
 - v. University City based agencies which, through use of Centennial Commons, are providing or supporting an identified University City government (departmental or Council) program or project (examples: home repair, utility aid and medical). Reservation will be allowed when there is no space available at the Heman Park Community Center or City Hall. Facility use is limited to quarterly.
 - vi. Private rentals will pay the established rental rates. There shall be no limit on facility use.
 - vii. University City based agencies which, through use of the facility, are not providing or supporting an identified University City government (departmental or Council) program or project. Established rental rates shall be charged and no limit on facility use.
- C. Political, religious, fund raising events will pay the full established rates.
- D. Unless an emergency is declared, which requires the use of the facility, the facilities shall be reserved on a first-come, first-served basis.
- E. Reservations must be made in advance and required rental and security deposits paid prior to approval for use.
- F. Reservations will not be accepted until after the recreation program planning deadlines. Upon the program registration deadline or if a program is cancelled, reservations can then be accepted.

Reservation Dates	Reservations Accepted
January 1 – May 30	November 15th
May 31 – August 31	April 1st
September 1 – December 31	July 15th

- G. Access to other facility rooms beyond the control point or the babysitting services are not included.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
City Employees	Number: 014
Approved By:	Effective Date: March 10, 2005
City Manager	Page 1 of 2

I. PURPOSE

To establish a policy on the use of city facilities and fees and charges for City employees use of Parks and Recreation facilities

II. REVISION HISTORY

Employee Handbook of 2004
 May 8, 2006 – clarification on use of Community Center
 July 24, 2007

III. REFERENCES

Employee handbook
 Fees and Charges as modified by City Council

IV. PERSONS AFFECTED

All full-time city employees and part-time city employees of the parks and recreation department

V. POLICY

- A. Full time city employees, spouse and families are to be considered residents and eligible for resident fees.
- B. Full-time city employees may play one 9 hole round of golf per week but must pay for use of a pull or motorized cart
- C. Full-time city employees are eligible for free Centennial Commons' memberships and ½ off membership fees for family members for membership to Centennial Commons, Heman Pool and the Natatorium.
- D. Daily rates for admittance to Centennial Commons or the pools are at the established rates with no discounts.
- E. Part-time employees or contractual swimming pool staff working at the swimming pools may use the pool at no charge before or after their work hours and if the pool is still open to the general public and a life guard is on duty.

- F. Part-time employees or contractual fitness staff working at Centennial Commons may use the facility at no charge before or after their work hours if the facility is open to the general public.
- G. City employees (full or part-time) will not receive free or reduced rates for Cub Care babysitting services, rental of the multi-purpose rooms, board room, or any commodities sold at Centennial Commons.
- H. City employees (full or part-time) will not receive free or reduced rates for any leisure education programs or special events offered by the department.

VI. DEFINITIONS

Full-time employees are any employees of the City of University City who works a regular schedule of 35 or more hours per week and receives benefits.

Part-time employees are any employee of the City of University City who is not considered full-time.

Contractual staff are not considered city employees and will not receive any special consideration beyond those expressly noted in this policy

VII. RESPONSIBILITIES

Reservations, memberships, and facility use shall be approved and monitored by Parks, Recreation and Forestry staff and the Ruth Park Golf Professional. Any concerns regarding this policy shall be referred to the Director of Parks, Recreation and Forestry.

VIII. PROCEDURES

Reservations and memberships will be recorded using Rec Trac which will note all city employees' uses and discounts. The Golf Professional will keep records of free rounds of golf played by city employees.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Reciprocal Use U City Schools	Number: 016
Approved By: DRAFT	Effective Date: Page 1 of 2

I. PURPOSE

To establish in writing the long held cooperation between the city and the school district.

II. REVISION HISTORY

None

III. REFERENCES

Policy 013- Use of Heman Park Community Center and Centennial Commons Meeting Rooms

IV. PERSONS AFFECTED

City and school staff, students, faculty and residents.

V. POLICY

- A. City and school facilities were built and are maintained by tax dollars.
- B. By sharing the use of each entity’s facilities, tax payers save by not having to replicate some facilities.
- C. First priority use for school facilities will be school district programs and services and first priority for city facilities will be city programs and services.
- D. Second priority for school facilities will be city programs and services and second priority for city facilities will be school district programs and services. Private schools with in University City shall receive third priority for use of city facilities ahead of other users.
- E. The city and the school district will not charge fees for the use of each others respective facilities unless the facility would normally be closed, no staff is available to monitor facility, or the proposed use can be accommodated in the organizer’s own facility. Direct expenses may be charged to open, close and monitor a facility opened for the other entity’s use.
- F. Private schools will be charged the established not-for-profit rate for facility use.
- G. University City Sports Association (UCSA) and University City Soccer Club (UCSC) have an affiliate relationship to the City. Reasonable access to school fields shall be coordinated at least two months in advance of the respective sports season. No use fee will be assessed the UCSA or the UCSC unless Policy E is in effect.
- H. Parent Teacher Organizations (PTO) have an affiliate relationship to the Schools. PTO meetings and events shall be scheduled at their respective schools or other school district facility. However, access to city facilities will be approved if no

school site is available. This shall be coordinated at least two months in advance of the requested date of use. No use fee will be assessed the PTO unless policy E is in effect.

- I. Fund raising events sponsored by the School District or a recognized PTO shall be scheduled at their respective schools or other school district facility. However, access to city facilities will be approved if n school site is available. The PTO will pay the custodial cost for use of the Community Center.
- J. The school district may reserve field use with the City and shall be given priority when use is requested at least two months in advance of the respective sports season.
- K. School alumni groups will pay the established rental rates for city facilities.
- L. After school recreation programs and summer day camps serve the youth of the community through organized programming and life time leisure skills development. School facilities will be available to the city for after school recreation clubs and school breaks for day camps. The city will schedule use of the school facilities at least two months in advance.
- M. Other city recreation programs and services may utilize school facilities by requesting use in advance.
- N. Recognized city neighborhood groups may utilize school facilities for meetings only with no fees charged.
- O. Reservations for the respective facilities will be made on the forms provided to each entity.
- P. If it is known that a facility will not be available for the planned use the facility owner will contact the other entity and either reschedule or relocate the program or service. There may be times that a program cannot be rescheduled or relocated.
- Q. Conflicts will be discussed and alternatives pursued between city and school staff. If the conflict cannot be resolved the Superintendent of Schools and the City Manager will make the final decision.
- R. Each entity shall provide insurance when using each other's facilities and shall hold each other harmless.
- S. Any damage caused to the facility by the other entity shall be corrected at that entity's cost.
- T. All utilities shall be the responsibility of the facility owner.
- U. The Natatorium is owned and maintained by the School District. The City programs a limited number of lap swim and open swim hours from September to May. The city provides the life guards during those times at the city's expense. The city is responsible for opening and closing the pool at times when the school district does not have staff on duty.



**University City
Parks, Recreation and Forestry**



MANAGEMENT POLICIES AND PROCEDURES	
DISCIPLINE	Number: 017
Approved By:	Effective Date: August 9, 2005
Park Commission	Page 1 of 3

I. PURPOSE

Public parks and recreation areas and facilities are for the enjoyment of the people. On occasion the behavior of individuals or groups of individuals diminishes the enjoyment for others. It is necessary to have a formalized disciplinary policy for department staff to administer in a fair and equitable manner.

II. REVISION HISTORY

July 30, 2005
July 24, 2007

III. REFERENCES

City Code

IV. PERSONS AFFECTED

Park patrons and department staff

V. POLICY

- A. Progressive discipline will be administered by staff based upon the severity of the incident, frequency of incidents, and age of the individual.
- B. Severity of the incident may result in one day, three day, one week, one month or one year expulsion of the individual from the facility, park or parks.
- C. Individual behavior modification plans will be developed for staff on a case by case basis for those individuals needing special accommodations under the American Disability Act.
- D. Any expulsion of one week or longer must be documented and a report kept on file at the facility.

- E. A written notice of expulsion must be sent within 24 hours to the home of the individual. If the address or name of the person is unknown the notice will be given to the individual if they appear in the park or at the facility. The notice will provide information regarding appealing the expulsion.
- F. Any expulsion of one week or longer may be appealed to the Director of Parks and Recreation if made within 5 working days of the notice mailing or it being handed to the individual.
- G. For youth, age 15 and under, a parent or guardian should be notified of the suspension.
- H. One day expulsions are meant to teach the individual regarding expected behaviors. Verbal warning should be considered along with instructions that continued behaviors will result in suspension.
 - i. Failure to follow safety rules or facility rules
 - ii. Rudeness or disrespectfulness to staff and persons affected
 - iii. Profanity or obscene gestures
 - iv. Spitting, or other behaviors that are offensive to the general public and are intentionally done to offend others.
 - v. Sneaking someone into the facility or sneaking into the facility.
- I. Three day expulsion is warranted for repeating the behaviors which lead to a prior one day suspension within the preceding 30 day period. Three day suspensions are warranted for the following offences.
 - i. Repeated rough housing, yelling, shouting, pushing and/or shoving behaviors by those 8 years and older when told to cease the behaviors will result in a three day suspension.
 - ii. For children under age 8 the parents will be notified and instructed that continuing behaviors will result in a 3 day suspension.
 - iii. When administering a one day suspension and an individual is disrespectful to staff or argumentative the one day expulsion can be increased to three days.
- J. One week suspension can be administered upon an individual who has repeated the behaviors which lead to a prior three day suspension within the preceding 60 day period. Documentation is required, sent to or given to the individual, and appeal process is established. One week suspensions are warranted for the following offenses.
 - i. Destruction or intentional damaging of city property of less than estimated \$50 value.
 - ii. Unwarranted or imprudent statement or action to an employee or other patron of a sexual, racial, ethnic, or religions nature.
 - iii. Fighting.
 - iv. Intimidation, threats, or coercion towards other individuals or staff.
 - v. Gambling, solicitation for bookmaking or similar offenses of a similar nature.
 - vi. Smoking in the facility.
- K. One month suspension can be administered upon an individual who has repeated the behaviors which lead to a prior one week suspension within the preceding 60

day period. Documentation is required, sent to or given to the individual, and appeal process is established.

- L. One year suspension can be administered upon an individual who has repeated the behaviors which lead to a prior one month suspension within the preceding 60 day period. Documentation is required, sent to or given to the individual, and appeal process is established. One year suspensions are warranted for the following offences.
 - i. Fighting which results in serious injury.
 - ii. Destruction or intentional damaging of city property greater than \$50.
 - iii. Theft of city property or the property of other persons in the park or facility.
 - iv. Bringing in or possession of a weapon in a park or facility.
 - v. Possession or sale of illegal drugs.
 - vi. Sexual harassment
- M. Suspensions for greater than one year may be considered based on the seriousness of the incident(s) and the criminal history of the individual.

VI. DEFINITIONS

A weapon is any object that is intended to cause physical harm i.e. a gun, b-b-gun, explosives, and a knife with a blade longer than 3 inches or any other objects customarily considered a weapon.

VII. RESPONSIBILITIES

Departmental staff will know the policy and administer it in a fair and equitable manner. The Director of Parks, Recreation and Forestry shall serve as the appeal officer. The police department shall enforce the laws and assist the Parks, Recreation and Forestry Department in the implementation of the policy.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Group Use of Centennial Commons	Number: 018
Approved By: Park Commission	Effective Date: May 1, 2006
Page 1 of 2	

I. PURPOSE

To provide a process for large groups to use Centennial Commons and to allow a discount

II. REVISION HISTORY

July 24, 2007

III. REFERENCES

- Fees and Charges Policy 001
- Group Use of Heman Pool 006
- Residential Group Home Use of Centennial Commons 019

IV. PERSONS AFFECTED

Organizations who desire to bring large group to Centennial Commons

V. POLICY

- A. Large groups must reserve in advance to come to Centennial Commons.
- B. This policy does not cover the outdoor swimming pool. See Policy 006 for Group Use of Heman Pool.
- C. This policy does not cover birthday parties or sports leagues.
- D. This policy does not cover Residential Group Homes. See Policy 019.
- E. Reservations can be made through the Assistant Recreation Superintendent.
- F. The Assistant Recreation Superintendent will provide an equitable distribution of access for all groups and resolve conflicts with groups requesting the same dates.
- G. Only one large group may be scheduled per day.
- H. One supervisor for every 6 children is required and is required to stay in the immediate area with the children.
- I. Large group assess may not be available on weekends or holidays but is dependent on other programs or activities scheduled at Centennial Commons on the requested date.
- J. Large groups must provide proof that they are a University City organization.
- K. Large groups will receive a 20% discount on the daily admission.

VI. DEFINITIONS

- A. Large Group is 10 people or more from a University City organization such as, church or synagogue groups, day care centers, etc.

VII. RESPONSIBILTIES

- A. The Assistant Recreation Superintendent to process reservations
- B. The supervisor on duty is to greet group, determine the number of people in the group, collect the discounted fee, determine that the supervisor to adult ratio is correct, and monitor supervision while the group is at Centennial Commons.

VIII. PROCEDURES

- A. Reservations will be taken throughout the year.
- B. The group reservation schedule will be posted on the RecTrac calendar.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Residential Group Home Use of Centennial Commons	Number: 019
Approved By: Park Commission	Effective Date: May 1, 2006
Page 1 of 2	

I. PURPOSE

To provide a process for residential group homes to use Centennial Commons.

II. REVISION HISTORY

July 24, 2007

III. REFERENCES

- Fees and Charges Policy 001
- Group Use of Heman Pool 006
- Group Use of Centennial Commons 018

IV. PERSONS AFFECTED

Organizations who desire to bring residential group home residents to Centennial Commons

V. POLICY

- A. This policy includes use of the outdoor swimming pool.
- B. This policy does not cover birthday parties or sports leagues.
- C. Reservations are not required for regular use of the facilities at Centennial Commons.
- D. One supervisor for every 6 youth is required and is required to stay in the immediate area with the youth.
- E. Residential group homes must be in University City.
- F. Residential group homes located in University City must purchase a family membership at the established rate.
- G. This membership will provide for 2 adults membership cards (with no photo). Each youth living in the group home will be issued a photo membership card. When attending Centennial Commons each individual adult and youth will swipe into the RecTrac system. Adults attending but not issued one of the 2 membership cards will need to pay the daily resident fee but no resident or non-resident ID will be required. The ID cards issued can only be used while supervising the youth from the residential group home.

H. When a youth is no longer living at the residential group home the photo identification card will be returned to the city.

I. The residential group home must submit, on a monthly basis, a roster of residents in order to maintain their family membership.

VI. DEFINITIONS

Residential group home is a home for youth whom are not related which exists to assist the youth through the provision of housing and social services.

VII. RESPONSIBILTIES

A. The Superintendent of Recreation will to process the memberships for residential group homes



**University City
Parks, Recreation and Forestry**



MANAGEMENT POLICIES AND PROCEDURES	
Membership Cancellation/Suspension Policy	Number: 020
Approved By:	Effective Date: July 1, 2007
City Council	Page 1 of 3

I. PURPOSE

There may be instances, due to a specific circumstance, when a member may be unable to fulfill their contractual obligation of membership at Centennial Commons. A limited and specific member will qualify for cancellation or suspension based on circumstances beyond their control. The purpose of this policy is to discourage members from cancelling or suspending memberships without substantial cause. The following procedures will determine if a contract cancellation or suspension will be granted:

II. REVISION HISTORY

May 17, 2010

III. REFERENCES

Membership Contracts

IV. PERSONS AFFECTED

Centennial Commons' members requesting cancellation or suspension of any type of membership contract (i.e. adult, senior, family, youth)

V. POLICY

Any membership may be cancelled within 72 hours (3 days) with no penalties. Requests for membership cancellations after 72 hours will have to be made in writing at least thirty (30) days in advance. The requests will be submitted to the Director of Parks, Recreation and Forestry of the City of University City for approval. Cancellations that are approved are considered as requests to break a contractual agreement and therefore will incur a two month membership fee penalty or 25% of the total membership cost, whichever is greater.

VI. DEFINITIONS

Membership fees that are paid by electronic funds transfer (EFT) will incur a two month membership fee as a penalty if the cancellation is granted within the first year. After one year of EFT payments a member may cancel without penalty with 30 days notice.

Members' monthly payments must be current in order to request a cancellation.

Membership fees that have been paid upfront will incur a 25% penalty if the cancellation is granted. No penalty will be assessed in the case of death.

Cancellation will be granted when the member is deceased. A copy of the death certificate is required within 90 days of the date of the certificate. Individual membership refunds will be made to the family of the deceased. Senior couple membership will be refunded the difference in the membership fee for senior couple and senior individual. Family membership will only be refunded if the membership included only 2 persons and will be refunded the difference in the membership fee for the surviving individual. All cancellations because of death will be prorated based on time left on the membership. The refund will be given to the listed emergency contact. If no emergency contact is listed any family member may make the request.

Requests for membership cancellation due to medical conditions will be granted only with documentation from a licensed physician that the membership cannot be fulfilled due to a medical condition.

Requests for membership suspension due to medical conditions will be granted only with documentation from a licensed physician that the membership cannot be fulfilled for a specified time period due to a medical condition. The member understands they are obligated to continue the membership upon their return and their extension is only for the remaining period of the membership.

Requests for membership cancellation due to military service will be granted only with documentation of a letter of deployment for military service.

Requests for membership cancellation due to relocation will be granted only with documentation for relocation at least 15 miles away from current address.

Requests for membership suspension due to relocation will be granted only with documentation for relocation at least fifteen (15) miles away from current address for a specific time period. The member understands they are obligated to continue the membership upon their return and their extension is only for the remaining period of the membership.

Requests for membership cancellations due to financial hardship will be granted only with evidence of loss of employment.

Requests for membership cancellations or suspensions for any of the above reasons or other special circumstances will be reviewed and the Department Director has the discretion to make exceptions.

For purposes of this policy memberships are non-refundable.

VII. RESPONSIBILITIES

Cancellation and suspension requests will be reviewed, approved or denied by the Department Director.

VIII. PROCEDURES

Members requesting cancellation or suspension of membership contracts must submit their written request at least thirty days prior to the date to be cancelled or suspended. Documentation for cause of cancellation or suspension must be submitted with the request to the Department Director for approval. The Department Director then has the right to request further documentation and deny the request based on the parameters defined in this policy.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
HEMAN PARK SWIMMING POOL RENTALS POLICY	Number: 021
Approved By:	Effective Date: July 24, 2007
Park Commission	Page 1 of 2

I. PURPOSE

To establish procedures for the rental of the Heman Park Swimming Pool for private parties.

II. REVISION HISTORY

Policy Adopted

III. REFERENCES

None

IV. PERSONS AFFECTED

Pool staff

V. POLICY

- A. Private pool rental are for University City Residents and Non Residents by the established rates approved by City Council.
- B. All pool rules apply
- C. Private rentals can be reserved for Fridays from 9:30- 11:30 pm, Saturdays from 9:30 pm to 11:30 pm. And Sunday through Thursday from 8:30 – 10:30 pm. There is a two hour time limit and no additional hours may be rented.
- D. There is a refundable damage deposit of \$200. Any damage caused by the private party attendees will be assessed to determine costs of repair or replacement and deleted from the refundable damage deposit.
- E. At the time of reservation, 100% of the rental fee and the entire damage deposit is required.
- F. If the City needs to close the pool before the private use starts, because of safety concerns (i.e. lightening or mechanical problems) the private party will be allowed to reschedule to another open date. If there are no open dates or the renter does not wish to reschedule a full refund will be provided. If the private party has begun and the pool needs to be closed for safety concerns no refund will be provided.
- G. Cancellation may be made up to ten (10) working days before the event with a 20% of the rental fee retained. If cancelled less than ten (10) working days 50% of the fee will be refunded.

- H. If a private party desires to set up/decorate earlier a fee of \$50/hour will be charged. No setup or decorations will interfere with the general public use of the pool.
- I. Private parties must clean up, remove any materials, and trash from the party within ½ hour of the event.
- J. All Private parties for youth (20 years or younger) MUST employ one (1) University City Police Officer. This will be arranged through the Heman Park Swimming Pool staff.

VI. DEFINITIONS

None

VII. RESPONSIBILITIES

The Assistant Recreation Superintendent will process application and communicate with Pool Manager to arrange for lifeguards.

VIII. PROCEDURES



**University City
Parks, Recreation and Forestry**



MANAGEMENT POLICIES AND PROCEDURES	
Golf Rangers and Pro Shop Staff Free Golf Policy	Number: 022
Approved By: Nancy E. MacCartney, Director	Effective Date: July 24, 2008
Page 1 of 2	

I. PURPOSE

The policy is put in place to clarify the approved free use of the Ruth Park Golf Course for volunteers and employees at Ruth Park Golf Course.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Full-time and part-time employees and volunteers

V. POLICY

- A. Golf rangers volunteer for 7 ½ hour shifts controlling the speed of play, answering golfer’s questions, picking up litter and other miscellaneous duties. They are not compensated in a monetary manner. If the city were to pay them minimum wage (\$6.55/hour) the daily pay would be \$49.13 before taxes. In lieu of monetary compensation they are allowed one 9 hole round of golf per day.
- B. Club house staff that are paid at an hourly rate that varies depending on responsibilities and longevity are allowed 2 9 hole rounds of golf per week.
- C. Tee times cannot be booked more than 24 hours in advance so that preference is made to paying customers.
- D. All guests of the rangers or club house staff must pay the established fees.
- E. This policy is not applicable for play during lessons, or on-course orientation.
- F. All rangers and club house staff have identification cards which are bar coded. Prior to playing a round of golf the card must be swiped into the computerized tee time system. All play can then be tracked by person.
- G. No free rounds can be carried over from month to month.
- H. Use of motorized golf carts will be \$4.50.
- I. Rangers and Club House staff will pay for food, beverage and pro shop merchandise at established rates.

- J. **Rangers and club house staff will be provided staff shirts and hats and will wear them while on duty.**

VI. DEFINITIONS

VII. RESPONSIBILTIES

The Golf Manager will be responsible for the implementation and control of this policy

VIII. PROCEDURES



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
Use of the Heman Park Community Center for Private Youth Events and Activities	Number: 023
Approved By: Park Commission	Effective Date: March 24, 2009
Page 1 of 2	

I. PURPOSE
To establish a policy on the rental and use of Heman Park Community Center for private youth events and activities.

II. REVISION HISTORY

III. REFERENCES

- Use of the Heman Park Community Center and Centennial Commons Meeting Rooms 013

IV. PERSONS AFFECTED

Persons desiring access to City Facilities for private youth events and activities.

V. POLICY

- A. All private youth (under 21 years old) event and activity rentals are limited to University City residents only.
- B. Only ½ of the Heman Park Community Center will be available for all private youth event and activity rentals. For private youth event and activity rentals, attendance will be limited to the room capacity of 125 individuals.
- C. Security deposit for private youth event and activity rentals is \$500. This deposit is fully refundable as long as the facility and kitchen are restored to their original conditions, and both reservation times and facility policies are adhered to.
- D. Unless an emergency is declared, which requires the use of the facility, the facilities shall be reserved on a first-come, first-served basis.
- E. Reservations must be made three months (90 days) in advance and required rental and security deposits paid prior to approval for use.
- F. All private youth event and activity rentals must employ four (4) off-duty University City Police Officers (this will be arranged by department staff). If four officers cannot be arranged within 45 days prior to the event, renter will be contacted and a full refund issued.

- G. All private youth event and activity rentals must have adequate chaperones (25 years or older) of 1 adult per 15 youth.
- H. Names and signatures of all chaperones are required thirty (30) days prior to the scheduled event. One chaperone is required to check guest at the facility entrance.
- I. No tickets, admission or any other fees may be charged prior to or collected at the facility for private youth event and activity rentals. Violation of this policy will result in the immediate termination of the event, forfeiture of the security deposit and future department facility rentals.
- J. Fighting or any disruptive behavior will not be tolerated. Violation of this policy will result in the immediate termination of the event, forfeiture of the security deposit and future department facility rentals.
- K. All music provided and played during private youth event and activity rentals may not contain any explicit language ("clean version" required), or insight and/or make reference to any gangs, sets, sexual or violent acts, etc.



**University City
Parks, Recreation and Forestry**

MANAGEMENT POLICIES AND PROCEDURES	
AFFILIATED AND NON-AFFILIATED CONTRACTOR'S USE OF FACILITIES	Number: 025
Approved By: Park Commission City Council	Effective Date: October 27, 2009 November 16, 2009
Page 1 of 2	

I. PURPOSE: to establish guidelines and regulations for outside private instructors and contractor's use of Centennial Commons and other City University City Parks & Recreation facilities.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED: City employees, current contract instructors, personal trainers

V. POLICY

1. No person or business shall sell or offer to show any item for commercial gain in or upon the grounds of Centennial Commons or in City of University Parks & Recreation facilities without permission from the Director of Parks and Recreation, or their representative.
2. No person shall utilize any City of University City facility to conduct any private or group instruction or conduct a service for financial gain without first obtaining written permission from the Director of Parks and Recreation, City of University City, or their representative. Permission shall be issued only to applicants meeting the requirements as outlined in item 3 of this policy.
3. Upon agreement with the City of University City Department of Parks & Recreation, an outside contractor must follow guidelines that have been established for private contractors for teaching/personal training which are as follows:

- a. All programs and services proposed by an outside contractor must meet the mission of the department: "Creating community through people, parks, and programs".
- b. Program or service proposed cannot compete with City offered programs and services.
- c. The city reserves the rights to deny any program and/or outside contractor.
- d. City reserves the right to schedule facilities and times of programs and services.
- e. Contractors requirements on chart below:

Type	Insurance	CPR & First Aid	Certifications	Pay	City provided Marketing and Registration	Other
Affiliated						
Personal Trainers	\$1 million	Required	Required	70 % of Gross	Yes	
Program Instructors	None	No	May be required depending on program	Revenue Sharing varies by program	Yes	
Sports Officials	None	No	Preferred	Games officiated, the sport and experience	Not applicable	
Non Affiliated						
Varies	\$2 Million	Required	May be required depending on program	Revenue Sharing or facility rental at City's discretion	No	City Business License

VI. DEFINITIONS

- A. Affiliated Contractors- provides a service or program that meets the department mission and has a written contract to provide that program or service, and receives the benefit of City marketing, facility use at no cost and registration is provided by the City.
- B. Affiliated Organizations are those organizations that have a Memorandum of Understanding (U City Sports Association), a long standing lease (Mid East Area on Aging and Weight Watchers), University City School District, Park Foundation, and U City in Bloom.
- C. Non Affiliated contractors or organizations have no contract or relationship with the City of University City.

VII. RESPONSIBILITIES

- A. The Assistant Superintendent of Recreation will review all requests for affiliated and non affiliated programs and services. All program or services denied or requirement modifications may be appealed to the Superintendent of Recreation.
- B. The Assistant Superintendent of Recreation will review and approve all contracts and maintain a file of all current and expired contracts.



**University City
Department of Community Development
Recreation Division**



MANAGEMENT POLICIES AND PROCEDURES

Ruth Park Golf Course Alcohol sales and service procedures.	Number: 026
Appmved By,	Effective Dare,
	Page 1 of 2

I. PURPOSE

To clarify all sales of beer to patrons of Ruth Park Golf Course who are of the legal age and when the service maybe refused or denied due to age or the state of being intoxicated.

II. REVISION HISTORY

III. REFERENCES

IV. PE.Q:S.QNS AFFECTED

Patrons of Ruth Park Golf Course who are of the legal drinking age and wish to purchase and consume alcohol (i.e. beer, etc.) while on the premises of the Ruth Park Golf Course/Driving Range.

V. POLICY

- A. All patrons who are the age of 21 and older may purchase beer from Ruth Park Golf Course during the hours the club house and snack bar area are deemed to be open to the public.
- B. Ruth Park Golf Course beer sales before 9:00 am on Sundays are prohibited.
- C. Employees will sell the beer at the current price of \$3.00 per can or \$13.00 per six-pack. These prices are set by management and not to be sold for less than the prices indicated.
- D. Posted signage: "All private coolers are not allowed, except for those provided by the golf shop" and "All food and beverages taken on to the course must be purchased through the clubhouse" will be enforced.
- E. Patrons bringing bottled beer or any type of beverage on the course will be required to immediately return it back to their vehicle. If patron does not comply, the Ruth Park Golf Course management reserves the right to refuse the individual the privilege of playing golf at the facility or remaining on the premises.
- F. Patrons are allowed to bring containers onto the course with drinking water only.

- G. Ordinances have been established prohibiting glass beverage bottles in all University City parks and facilities.
- H. Patron servicing themselves to any alcoholic beverage will be prohibited.
- I. Staff under the age of 21 may stock and/or sell beer, but are prohibited from opening beer for patrons.
- J. The management of Ruth Park Golf Course reserves the right to refuse the sale of beer to anyone under the age of 21 (without proper identification) or who may appear to be intoxicated.
- K. Any alcohol brought onto the premises by a minor will be confiscated and the individual detained until the University City Police Department are notified. The incident will be documented and remain on file at Ruth Park Golf Course.
- L. Staff should be aware of any intoxicated persons; and understand they can and must refuse service to anyone who is visibly intoxicated.
- M. Staff will immediately notify manager when service is refused or if there is a question regarding a patron who should be refused service. If staff suspects and/or the individual appears visibly intoxicated, the University City Police Department will be immediately contacted and the individual will not be allowed to drive. If necessary, the staff member may also arrange alternate transportation for the individual.

VI. DEFINITIONS

- A. Minor, anyone under the age of 21 year of age.
- B. Signs of intoxication may include, but are not limited to the following: slurred speech, liquor on breath, red or glassy eyes, trouble walking, poor balance or no fine motor skills, short attention span or falling down drunk.

VII. RESPONSIBILITIES

The Golf Manager will be responsible for the implementation and control of this policy



**University City
Parks, Recreation**

MANAGEMENT POLICIES AND PROCEDURES	
Reservation of Golf Starting Times	Number: 027
Approved By: Lynda Taylor Director	Effective Date: May 15, 2014

I. PURPOSE

The policy is put in place to properly record starting times at Ruth Park Golf Course and that starting times are not a loss due to no shows.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

All University City Residents and patrons of Ruth Park Golf Course.

V. POLICY

- A. Starting times are strongly suggested for weekday and weekend play. Golf Shop will try to accommodate all golfers who may walk on.
- B. Starting times for all golfers can be made 7 days in advance for weekday or weekend play.
- C. Starting times can be made by either calling the golf shop or on-line through the website at www.ruthparkgolf.com.
- D. Golfers are allowed to reserve 2 starting times or space for 8 players. If that group fails for show with the correct number of players, the golf shop then will be allowed to pair other golfers with their group.
- E. No Show Policy: Golfers who reserve a tee-time and do not honor that time with their presence may be denied future reservation privileges. To cancel a time, please provide a minimum of 24 hours' notice.
- F. Any and all groups who wish to reserve more than 2 starting times may do so by prepaying for those by credit card at the date of play rate.
- G. Confirmation for the number of players must be done so two days prior of the date of play. This may be done by email or phone.
- H. In the event of weather issues or course closer a refund will be issued,

VI. DEFINITIONS

VII. RESPONSIBILITIES

The Golf Manager will be responsible for the implementation and control of this policy



PARKS AGENDA ITEM COVER

MEETING DATE: September 21, 2021

AGENDA ITEM TITLE: Naming of Trails Policy

AGENDA SECTION: New Business

PREPARED/SUBMITTED BY: Darren Dunkle, Director of Parks, Recreation and Forestry

BACKGROUND REVIEW:

At the present time, the City does not have a formal policy as it relates to the naming of trails. Therefore, staff has been given the task of researching and developing a policy that will provide the City of University City a systematic and consistent approach to naming our unnamed regional and local access trails.

Accordingly, staff has developed a "Draft" of said policy that strives to identify names for regional and local access trails that best reflects the significance of a feature and/or person and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system.

RECOMMENDATION:

City Manager recommends review and discussion of the policy by the Parks Commission.

ACTION:

There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission. If the motion is approved by the majority of the members, the recommendation will be forwarded to the City Council for their review and consideration.

ATTACHMENTS:

1. Naming of Trails Policy
2. Trail Naming Application



**University City
Parks, Recreation and Forestry**

PARK POLICIES AND PROCEDURES	
Naming of Trails	Number: 028
Approved By:	Effective Date:
Page 1 of 3	

I. PURPOSE

University City strives to identify names for regional and local access trails that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City’s parks and recreation system.

The act of naming is significant and meaningful. A name can invoke powerful emotions, create images and help to recall history. The naming of a regional or local access trail is intended to be a permanent act, and therefore should be approached in a thoughtful manner. The name of a regional or local access trail should take into consideration the past, present and future history of the land, its use, and our relationship to it.

This policy provides the City of University City a systematic and consistent approach to naming our assets. This policy addresses unnamed regional and local access trails.

II. DEFINITIONS

- A. Regional Trails Regional trails that connect University City to adjacent communities or to regionally significant natural features such as rivers and streams.
- B. Local Access Trails trails/paths in parks or contained within a natural area are considered local access trails, not regional trails. The definition is based on length and purpose, rather than on width or material.
- C. Major Donations: a donation of property, goods, or cash generally with no expectation of return. If the gift is contingent upon a special request, it is made subject to a “condition.”

III. REVISION HISTORY

IV. REFERENCES

V. GUIDING PRINCIPLES

Historic Events, People, and Places

History plays an important role in the naming of a regional or local access trail. Historical context can inform a name by honoring the city, its founders, Native American heritage, local landmarks, prominent geographical locations, and natural and geological features.

Outstanding Individuals

The City has benefited, through its evolution, from the contributions made by many outstanding individuals. Honoring these individuals through naming can remind the public of our past, inspire great actions and motivate us to become better stewards. Individuals honored through naming should have contributed significantly to the betterment of the environment, humanity and/or the City of University City.

Major Gifts

The City of University City sometimes benefit from the significant generosity of residents, businesses, and foundations. On occasion, the significance of such donations may warrant the acknowledgement of such a gift by naming.

VI. PROCEDURES AND GUIDELINES

Naming for Historic Events, People, and Places

When a regional or local access trail is associated with or located near events, people, and places of historic, cultural, or social significance, consideration will be given to naming that regional or local access trail after such events, people, and places. In considering such proposals, the relationship of the event, person, or place to the regional or local access trail must be demonstrated through research and documentation.

Naming for Outstanding Individuals

Naming a regional or local access trail for an outstanding individual is encouraged posthumously and where that person's significance and good reputation have been accepted in the City's, State's and/or Nation's history.

When considering the naming of a regional or local access trail after a person, consideration will be given when:

- The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, the City, State of Missouri, or the

United States.

- The person volunteered and gave extraordinary help or care to individuals, families, or groups, or support to the community.
- The person risked his or her life to save or protect others.

Naming for Major Donations

A significant donation made to the City that adds considerable value to the City may be recognized through naming.

The threshold for considering the naming of a regional or local access trail will include one or more of the following:

- Land for the majority of the site was deeded to the city.
- Contribution of a significant portion of the capital construction costs associated with developing the regional or local access trail.
- Creation of or contribution to an endowment for the continued maintenance and/or programming of the regional or local access trail. The contribution will provide resources to support the effort for a minimum of 20 years.

Other Considerations

- The City reserves the right to determine which amenities fall under this policy-regional or local access trail: names should be consistent with our data management systems.
- Trail segments will be labeled by staff with approval in a manner that supports the ability of users to navigate safely through the trail system.
- Names that are currently in use will not be considered.
- Names that are discriminatory or derogatory will not be considered.
- We discourage the renaming of an existing asset.
- All graphical representations within our parks system are subject to our design standards.
- The City reserves the right to rename a regional or local access trail if the name is later determined to be inappropriate, incorrect, or offensive.
- Naming regional or local access trails with a company name is not permitted, corporate logos, insignias, brands, or direct advertising text shall not be used.

Requests should contain the following minimum information:

- Name of applicant.
- Proposed name for asset.
- Background/support for proposed name.
- Demonstrated community support for the proposed name.
- Identify interested/impacted stakeholders (who will care about the name?).
- Description/map showing location.
- Include a description/map showing the location of the regional or local access trail.
- If proposing to name a regional or local access trail after an outstanding person, include documentation of that person's contribution to the City's, State's, or Nation's history.

Once the committee has identified a name, the recommendation will be presented to the City Manager in writing by the supporting staff person. A recommendation from the committee must have either the full consensus of the committee or have a 2/3 majority vote in support of the name. The City Manager may solicit feedback from the Parks Commission and/or the public to gain additional information prior to making a recommendation to City Council.

Research

It is essential that any name, especially names referencing individuals and/or families be thoroughly researched. Some suggestions for learning more about the history of a name include:

- Historic Plat Maps and Sanborn Maps.
- Missouri Archives.
- Google Search for online documents or references.
- Library Search for documents or references (ask a research librarian for assistance).
- US Census Archives.
- National Archives: <http://www.archives.gov/index.html>

DRAFT



UNIVERSITY CITY PARKS & TRAILS NAMING NOMINATION FORM

Proposed Name:

Proposal is for:

- Local Access Trail
- Regional Trail

Location of asset to be named, or current name:

Proposal is to honor/commemorate:

- Outstanding Individual
- Historical Events, Places
- Major Gifts

Please complete the following if you are nominating an individual*

Name:

Mailing address:

Date of Birth:

Phone 1:

Phone 2:

Email:

NOMINATION DETAILS:

Please explain why this asset should be considered for the name proposed. Add additional pages if necessary.

Nominator's Information

Name:

Mailing address

Phone 1:

Phone 2:

Email:

Affiliation to the nominee or site:

SUPPORTING DOCUMENTS

Please include supporting documents to such as pictures, news articles, awards, certificates, letters of support or commendation, etc. along with the application. Applications may be mail to: Attention Darren Dunkle, University City Parks, Recreation and Forestry, 6801 Delmar Blvd., University City, MO 63130, or emailed to ddunkle@ucitymo.org

I consent to the information contained in this application to be used for the purpose of allowing the City of University to receive input into the proposed naming. The information collected will be used as part of the Park and Trail Naming Policy for Parks, Trails, Facilities and Assets.

Signature: _____

Date: _____



AGENDA ITEM COVER

MEETING DATE: September 21, 2021

AGENDA ITEM TITLE: University City Swim Club Recommendation

AGENDA SECTION: Unfinished Business

PREPARED/SUBMITTED BY: Darren Dunkle, Director of Parks, Recreation and Forestry

BACKGROUND REVIEW:

On May 24, 2021, the University City Swim Club (UCSC) submitted a formal proposal to use the Heman Park Pool for their swim club practices and instruction. As part of their proposal, they would like to use the pool beginning June 7th through August 13th during the City's open Lap Swim and general Open Swim times.

The City Manager has given the UCSC temporary approval as their proposal works its way through our process. Ultimately the UCSC and the City would like to establish an agreement. As such, the City would need to obtain a recommendation from the Parks Commission on establishing the terms of an agreement.

The Parks Commission at their June 15, 2021, meeting approved a motion to recommend to City Council to approve the request of the University City Swim Club to have use of the pool during the regular business hours, but with certain limitations, such as: 1) following the City's guidelines for payment of entrance to the pool or have their own pass for entrance; and 2) exclusive use of an appropriate number of lanes as recommended by the recreation staff. They also recommended as part of the motion to drop the 75% residency rule for now, and that the Swim Club receive the resident rate, as well as and not requiring one parent per child to have to pay to enter the pool to watch practices.

Per the Parks Commission recommendation, staff has prepared a "Draft" of an agreement for review and consideration of the Commission.

RECOMMENDATION: There must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission.

ATTACHEMENTS:

- 1) University City Swim Club Contract Agreement

UNIVERSITY CITY SWIM CLUB AGREEMENT

This Agreement is entered into and made this ____ day of _____ 2021, by and between University City Swim Club ("UCSC"), a Section 501(c)3 Non-Profit, and the City of University City, Missouri ("City"), a Missouri municipal corporation.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, UCSC and the City agree as follows:

CITY

1. The City agrees to allow UCSC access to the Heman Park Swimming Pool during the normal regular hours of business for mutually agreed upon non-city sponsored instruction, swimming lessons and competitive swimming lessons and practices ("Services"). The Services shall be provided for the 2022 pool season, with the City's option to renew the Agreement on an annual basis under the same terms and conditions.
2. City shall provide UCSC exclusive use of an appropriate number of lanes as recommended by the recreation staff.
3. City shall provide UCSC the resident rates and shall allow one parent per child to enter the pool to watch lessons and practices without payment.

UCSC

1. UCSC must follow the City's guidelines for payment of entrance to the pool or have their own pass for entrance.
2. UCSC must provide the City with a roster of all participants registered in their programs at the Heman Park Swimming Pool.
3. UCSC shall be responsible to collect all registrations and payments for said lessons and programs.
4. UCSC shall provide qualified professional instructors/coaches to teach lessons and instruction for programs at the Heman Park Swimming Pool.
5. UCSC shall provide all equipment and supplies necessary to conduct the lessons and instruction as outlined in this Agreement.
6. UCSC shall act as an independent contractor, and nothing in this Agreement shall be interpreted to create any employment, partnership or joint venture relationship.
7. UCSC shall indemnify and hold harmless the City and its officers, directors, employees, and agents from and against all claims, costs, losses, and damages arising out of or relating to the said use of the Heman Park Swimming Pool for their lessons and instruction as outlined in this Agreement.
8. UCSC agrees to provide a one (1) million-dollar Certificate of Liability and Endorsement Page and name the City of University City as additional insured.
9. UCSC agrees to conduct background checks on all instructors and coaches providing lessons and instruction at the Heman Park Swimming Pool.

10. UCSC shall comply with all Heman Park Swimming Pool rules and regulations.

11. UCSC shall comply with all City, local, state, and federal laws, rules, and regulations applicable to this Agreement.

This Agreement shall be subject to termination by the City in the event of sale or destruction of the facilities; because of misfeasance or malfeasance by the operator; or because of reasons related to public health and safety. The City may also terminate this Agreement for repeated noncompliance with requirements as set forth and specified in this Agreement. The City reserves the right to terminate the Agreement for any reason with a thirty (30) day written notice.

The City also reserves the right, by the Agreement to cancel any part of the same for failure by UCSC to follow terms of said Agreement. All licensing, health and safety standards and regulations required by ordinances of the City of University City, St. Louis County, State of Missouri, or federal laws will be required of UCSC.

This Agreement and all of the covenants hereof shall be binding upon the City and UCSC and their partners, successors, assigns and legal representatives. Neither the City nor UCSC shall have the right to assign, transfer, or sublet their interests or obligations hereunder without the written consent of the other party.

This Agreement constitutes the entire agreement between the parties with regard to its subject matter, supersedes all previous agreements on this subject matter, and may be modified only by written agreement of the parties, and shall be governed by the laws of the City of University City and the State of Missouri.

This Agreement shall be administered by the City Manager or the Director of Parks, Recreation and Forestry or their designees, and UCSC shall work cooperatively with them at all times.

IN WITNESS WHEREOF the parties have executed this Agreement.

City of University City, Missouri

University City Swim Club

By: _____

By: _____

Cathy Rose
City Manager

Title: _____