

**A RESOLUTION APPROVING AND ADOPTING THE CHESTERFIELD PARKS MASTER PLAN .**

WHEREAS, the City's desires to maintain a current Parks Master Plan to provide guidance in the development, operation and maintenance of City Parks; and

WHEREAS, The Parks Master Plan was last reviewed and updated in 2004; and

WHEREAS, The City is required to submit a current, approved Parks Master Plan in support of the parks accreditation effort; and

WHEREAS, the Parks and Recreation Committee has reviewed and unanimously recommended approval and adoption of the Chesterfield Parks Master Plan; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THIS CITY OF CHESTERFIELD, MISSOURI AS FOLLOWS:

The City Council hereby approves and adopts the Chesterfield Parks Master Plan, dated August 2010 A copy of which is hereby attached hereto and incorporated herein by reference.

This resolution passed ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this 20th day of September, 2010.

ATTEST:

*Judith A. Naggar*  
City Clerk

*[Signature]*  
Mayor

# MEMORANDUM

*[Handwritten signature]*  
8/19/10  
→ PARKS/REC  
COMMITTEE

**TO:** Michael G. Herring, City Administrator  
**FROM:** Mike Geisel, Director of Planning and Public Works  
**DATE:** August 19, 2010  
**SUBJECT:** Executive Summary - Parks and Recreation Comprehensive Master Plan and Strategic Action Plan

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Submitted herewith is the updated "Draft" of the *Parks and Recreation Comprehensive Master Plan (Master Plan)* and the *Parks and Recreation Strategic Action Plan (Strategic Action Plan)* for the City of Chesterfield, Missouri. The current Master Plan and Strategic Action Plan was last adopted in 2004. With the successful initiation and implementation of Proposition P, significant physical and environmental changes have occurred. As a matter of practice, the Department conducts a thorough review and assessment of the *Master Plan* and subsequent *Strategic Action Plan* every five years. Any necessary updates or changes required to reflect current conditions, goals, objectives, trends, needs, finances, staffing, or recommendations would be incorporated as part of these scheduled updates. Furthermore, as part of the accreditation process, the Parks and Recreation Department is required to submit a *Master Plan and a Strategic Action Plan which has been* officially adopted by the appropriate governing body.

## MASTER PLAN

### OVERVIEW

The primary purpose of the *Master Plan* is to establish a planning tool that will serve as a guideline for the development and improvement of the parks and recreation system and the creation of new opportunities. This *Master Plan* is expected to be an achievable goal that will provide the Chesterfield Community with a parks and recreation system that will not only meet, but exceed the City's Mission Statement.

The *Master Plan* is intended to provide a structure for the development of the recommended enhancements and the acquisition of parkland based on priorities that have been established by Council, Staff, Parks and Recreation Citizens Advisory Committee, and Citizen Involvement. This *Master Plan* is also designed to be an aid in the development of community awareness with regard to both existing and future park lands and enhancements within the City.

The Department's Director and Staff have the responsibility to guide the Department in a direction of maximum service to its constituents, providing responsible recreation

programming, timely leadership, and a commitment to encourage dialogue with citizens of the community. The *Master Plan* provides a framework for effective, responsible public services that works for the community to make the City of Chesterfield a better place to live, work and play.

The *Master Plan* is the benchmark policy document for the City's Parks and Recreation service delivery. It is intended to provide a consistent continuum of ideas, beliefs, and values, which define the mission, and vision for the parks and recreation system. It is the blueprint for decision making, because it identifies parks, facilities, trails, and services that could be provided and guides the City in allocating resources.

## **MISSION STATEMENT**

The Parks and Recreation Department's mission is to contribute to a healthy community through an integrated system of exceptional parks, facilities, trails, recreation services, cultural, and environmental stewardship. A series of objectives relating to the parks and recreation system further define and support this mission:

- Strive to be leader in the progressive development, maintenance and operations of parks and recreation facilities.
- Commitment to provide a balance of active and passive parks and recreational facilities that enhance and preserve the conservation of environmental and natural resources.
- Develop partnerships with community organizations and agencies.
- Provide programs so people can grow, develop character, mature, learn skills, and respect for themselves and others.
- Work with citizens and community leaders to enhance its position as a premier place to live, work, and play.

## **STRATEGIC ACTION PLAN**

### **OVERVIEW**

The *Strategic Action Plan* is a means to carry out the *Parks and Recreation Department's Comprehensive Master Plan*. The *Strategic Action Plan* serves as a work plan that identifies goals that the Parks and Recreation Department will focus on over the next five years and beyond, and outlines specific action strategies that will help accomplish these goals.

In developing our parks and recreation system, considerable time and emphasis has been placed on developing a comprehensive vision that will shape the legacy for future generations. In order to carry out this vision, the Department has identified ten "Focus Areas" (Funding; Land Acquisition; Development; Natural Resource and Environmental Stewardship;

Maintenance Operations; Recreation Services and Programs; Partnership Opportunities; Historic, Cultural and Art Resources; Staffing; and Safety and Security) where the Department proposes to focus attention in order to meet the short- and long-term needs of the community. These ten "Focus Areas" have been analyzed to determine their impacts on the overall parks and recreation system and to explore or identify opportunities.

This *Strategic Action Plan*, when put into action over the next five years, will add to the bold vision for the parks and recreation system that has directed the City over the past sixteen years, and the will expand the proud legacy of parks and recreation opportunities available for future generations.

## **GUIDING THEMES**

These Guiding Themes constitute fundamental underpinnings which run through the *Strategic Action Plan's* visions, goals, and action strategies, and tasks.

### **Fostering Effective Partnerships**

Chesterfield's Parks and Recreation Department recognizes that many partners are necessary to support our parkland, facilities, trails, program services, and historic, cultural and arts programs and services. In some cases partners may be better able to leverage expertise, skills, and resources to provide a program or service. Specific partnership opportunities are identified throughout the *Strategic Action Plan*.

### **Natural Resources and Sustainability**

Protecting Chesterfield's natural systems is critical in preserving the quality of life and community values. Protecting healthy natural systems requires acquiring and preserving key parcels of different habitat types so that wildlife has adequate and appropriate areas to feed, live, breed, and migrate. Although our daily living conditions have changed significantly, our need to connect with our natural environment through passive and active recreational opportunities remains important to our physical and mental well-being.

### **Land Acquisition and Development**

Land acquisition is dependent on availability and affordability. Because of increasing development pressures on remaining vacant land, suitable and affordable land should be explored to provide open space, create greenways and trails, create community and neighborhood parks, and to provide a balance between active and passive opportunities.

### **Maintenance and Operations**

The success of the parks and recreation system is ultimately measured on the ability to provide a high level of parks operations and maintenance. To a large extent this will be governed by the ability of the Department to effectively incorporate the management of the operation standards into the ongoing operations. These operation standards should continue to address the general upkeep of the parks as well as determining staffing needs to

adequately carry out the maintenance operations.

Ongoing operations and maintenance must also be considered in conjunction with proposed capital projects. Accordingly, operations and maintenance funding plans should accompany any proposed construction and/or land acquisition.

## **Funding**

A key component for implementing the *Master Plan* involves understanding funding opportunities, identifying the options, and developing strategies. While there are a variety of revenues that fund the Department, they are not immune from fluctuations in the local and regional economy. The current economic slowdown affects the Department's ability to support current and future operations. Continued economic slowdown will limit available funding for future years, so the Department must look for alternative means of financing capital projects if it wants to further implement the *Master Plan*.

## **FOCUS AREAS**

### **I. FUNDING**

#### **Vision Statement**

As identified in the *Master Plan*, additional funding alternatives will be needed to augment existing revenues. While funding solutions are needed for capital projects (land acquisition, development, redevelopment and renovation), funding sources for ongoing operations and maintenance must also be considered prior to initiating new capital projects. Accordingly, operations and maintenance funding plans will need to accompany proposals for new facilities and/or land acquisition.

#### **Goal**

*Continue to seek alternative revenue sources to support increases in services.*

#### **Action**

- Evaluate and update user fees annually.
- Seek grants for specific projects.
- Seek partnership opportunities.

### **II. LAND ACQUISITION**

#### **Vision Statement**

Land acquisition (purchase, lease, donation, easements) has played a major role over the past five years, as the Department has acquired more than 120 acres during this

period. However, the pace of future land acquisition will be restricted by a complex set of variables: prioritization, demonstrated need, need to preserve critical land, and available funding. Given the City's recent and projected funding constraints, it is presumed that future land acquisition will occur in a very deliberate fashion.

While the geographical distribution of parks, facilities, and trails is important, the Department's goal is to ensure that the overall parks and recreation system offers a wide variety of passive and active recreation opportunities throughout the City. The availability of contiguous parcels of land and the protection of sensitive areas should be considered more important determinants when locating parks, facilities and trails than nearby population or specific ward.

### **Goal**

*Department shall continue to explore acquisition of land for Neighborhood and Community Parks.*

### **Action**

- Additional Park sites should be explored and/or acquired based on their accessibility, affordability, and visibility.
- The City should concentrate on contiguous parcels of land and the protection of sensitive areas.

### **Goal**

*Department shall continue to explore acquisition of land for Trails.*

### **Action**

- New acquisitions should be focused on the Utility Corridor, Wild Horse linkage to the Levee Trail, East Conservation/Wetlands, and On-Road Bicycle/Pedestrian opportunities.
- Additional sites should be acquired based on their accessibility, affordability, and visibility.
- The Parks and Recreation Department should also coordinate with the Planning and Public Works Department such that trails and/or parks is considered during any development review.

### **Goal**

*Department shall continue to preserve and connect sensitive areas via a series of open spaces, greenways, and wildlife corridors.*

### **Action**

- Explore the feasibility of acquiring linkages between existing parkland, major wildlife corridors and habitats and open space buffers.

- Connect different sites via streets, trails, and natural areas.
- Additional sites should be acquired based on their accessibility, affordability, and visibility.

### III. DEVELOPMENT

#### Vision Statement

A significant level of funding and time is required to implement the recommendations identified in both the “Public Engagement Process”, as well as in the *Master Plan*. The City has adopted the philosophy that the capital improvements/enhancements would have to be broken down into multiple phases. Each phase would only be considered and acted upon when sufficient funding was available. As such, the City has moved forward and has identified specific capital improvements/enhancements and funding for “Phase One and Phase Two”. Although, Phase One and Phase Two address several of the high profile capital improvements and/or enhancements, there are still several capital improvements and/or enhancements, as well as replacements/refurbishments that could be considered and acted upon when sufficient funding becomes available over the next twenty years.

Aggressive, creative management strategies will be imperative in order to implement the remaining park development program. Grants, donations and sponsorships will need to augment traditional funding and management approaches.

#### Goal

*Department shall continue to explore acquisition and development of Community Parks.*

#### Action

- Complete Phase Two improvements to existing parks such as Central Park and the CVAC.
- New Development and/or improvements and refurbishments should be explored for Railroad Park, Central Park, Wetland Preservation areas and the Chesterfield Valley Athletic Complex.
- Additional Park sites should be explored and/or acquired based on their accessibility, affordability, and visibility.

#### Goal

*Department shall continue to explore acquisition and development of Neighborhood Parks.*

#### Action

- New Development and improvements should be explored for Eberwein Park and

Rockwood Park.

- Additional Park sites should be explored and/or acquired based on their accessibility, affordability, and visibility.

### **Goal**

*Department shall continue to explore acquisition and development of Trails.*

### **Action**

- Priority should be given to completing the Monarch-Chesterfield Levee Trail, Central Park Lake Trail, Stream Walks and Section I of the Riparian Corridor Trail.
- The Department shall continue to seek funds for the development of remaining sections of the Riparian Corridor Trail, an internal trail within Eberwein Park, and an internal trail within Rockwood Park.
- New acquisitions and development should be focused on the Utility Corridor, Wild Horse linkage to the Levee Trail, East Conservation/Wetlands, and On-Road Bicycle/Pedestrian opportunities.
- Additional sites should be considered for acquisition based on their accessibility, affordability, and visibility.

### **Goal**

*The Department shall continue to preserve and connect sensitive areas by preserving a series of open spaces, greenways, and wildlife corridors.*

### **Action**

- Classify and regulate native growth protection areas as permanent open spaces.
- Explore the feasibility of acquiring linkages between existing parkland, major wildlife corridors and habitats and open space buffers.
- Connect different sites via streets, trails, and natural areas.
- Additional sites should be acquired based on their accessibility, affordability, and visibility.

### **Goal**

*Department shall continue to develop Recreation Facilities.*

### **Action**

- First priority should be given to completing Phase Two improvements to existing parks such as Central Park and the CVAC.
- Development of new facilities should take place at Eberwein Park, Wetland Preservation areas and Railroad Park.
- Development should be based on their accessibility, affordability, and visibility.

## IV. NATURAL RESOURCE AND ENVIRONMENTAL STEWARDSHIP

### Vision Statement

Natural Resource and Environmental issues are now as relevant to the public as other key social and political issues. As such, Natural Resource and Environmental quality remains a high priority. Although our daily living conditions have changed significantly, our need to connect with our natural environment through passive and active recreational opportunities remains important to our physical and mental well-being. Protecting Chesterfield's natural systems is critical in preserving the quality of life and community values.

### Goal

*The Department must preserve or enhance natural resources.*

### Action

- Preserve Open Space.
- Create Greenways and Wildlife Corridors
- Expand and maintain the Department's tree inventory and canopy.
- Increase planting of native species where appropriate.
- Choose species
- that will reduce watering needs, reduce soil erosion, and reduce the need for fertilizers and herbicides.
- When appropriate and feasible, use native plants and/or plants of merit.
- Manage storm water according to the specifications described in the MSD Landscape Guide for Storm Water Design.
- Control and manage invasive species in established areas.
- Carry out the "Natural Resource Management Plan".

### Goal

*The Department should explore designating specific areas for wildlife habitat.*

### Action

- Identify areas where native habitat should be improved to protect wildlife and enhance wildlife corridors.
- Certify parks within the municipal parks and recreation system as a certified "Backyard Wildlife Habitat".
- Seek "Cooperative Sanctuary Program" certification through Audubon International.
- Seek "Habitat Stewards Host" with the National Wildlife Federation".
- Carry out the "Natural Resource Management Plan".

## **Goal**

*Expand green management practices to reduce Parks and Recreation's carbon footprint and enhance habitat.*

## **Action**

- Continue to reduce the use of pesticides.
- Support efficient watering practices.
- Continue to install high efficiency fixtures in all facilities.
- Evaluate equipment and vehicle needs and priority levels to support long-term energy efficiency and reduce green house gas emissions.
- Evaluate all installed mechanical equipment against lowest life-cycle cost methodology.
- Work to reduce, reuse, and recycle wastes generated.
- Use electronic documents and communications over paper versions.
- Use environmentally preferable purchasing methods.
- Continue the parks recycling program.
- Carry out the "Natural Resource Management Plan".

## **V. MAINTENANCE AND OPERATIONS**

### **Vision Statement**

The Department manages over 400 acres of park and open space property. Included in this inventory are Parks, Rights-of-Ways, and Public Facilities. These parks and facilities are carefully managed and maintained to ensure they are safe and enjoyable places for the public. A combination of sound management policies, ongoing maintenance, and periodic renovation and/or refurbishment of grounds and structures are needed to protect public resources and ensure long-term functioning of the parks and recreation system. This commitment to a properly maintained and safe parks and recreation system is expected by Chesterfield citizens and remains a high priority of the Department. Future implementation of the *Master Plan* recommendations will provide the City of Chesterfield new and improved park amenities and recreation facilities. The success of the parks and recreation system is ultimately measured on its' ability to provide a high level of parks operations and maintenance.

### **Goal**

*Reaffirm consistent maintenance standards for all Parks and Recreation facilities.*

### **Action**

- Continue to implement the Department's "Maintenance Operation Standards" for the parks and recreation system. These operation standards should continue to address the general upkeep of the parks as well as determining staffing needs to adequately carry out the maintenance operations. These operation standards will also serve the Department in projecting maintenance and staffing needs in future

parks projects and budgeting.

### **Goal**

*Identify and categorize current and ongoing park and facility maintenance and renovation or refurbishment needs.*

### **Action**

- Continue implementation of the "Maintenance Investment Plan".
- Continue implementation of the "Capital Investment Plan".

### **Goal**

*Manage equipment and vehicles to reduce costs and environmental impacts.*

### **Action**

- Continue the implementation of the "Capital Vehicle/Equipment Replacement Determination Plan".
- Provide the necessary equipment and vehicles necessary to maintain efficiency and economical service delivery.
- Test and evaluate innovative technologies in equipment and vehicles that could reduce green house gas emissions, reduce gas consumption, and other environmental impacts.
- Explore options for reducing vehicle miles traveled and equipment run-times.

### **Goal**

*Ensure that current and future growth is effectively and efficiently incorporated into current staffing and maintenance operations.*

### **Action**

- The Department shall use the Maintenance Staffing Standards and the Maintenance Standard Classification System as a guide in developing staffing levels and maintenance costs for new projects/developments implemented in the future.
- Provide ongoing staff training to ensure the highest level of maintenance and efficiency.
- Continue to provide a mix of part-time and full-time staff, and contractors when responding to specific workload demands throughout the parks and recreation system to ensure all maintenance and renovation needs can be met in a timely manner.

## VI. RECREATION PROGRAM SERVICES

### Vision Statement

Recreation Program Services shall provide recreation opportunities for individuals and families that support a healthy community. Our programs and services shall encourage health and fitness; promote lifelong play, discovery, creativity, and learning. The Department will focus on: encouraging health and wellness; promoting environmental appreciation and enjoyment; supporting arts, culture, and imaginative play; and evaluating and improving all recreation programming.

### Goal

*Encourage and create opportunities for health and wellness.*

### Action

- Encourage healthy and active lifestyles.
- Continue to offer hiking, biking and walking programs.
- Continue to offer the annual Turkey Trot 5k walk run.

### Goal

*Foster environmental appreciation and enjoyment through programming.*

### Action

- Develop materials, such as trail maps and brochures that support opportunities for the public to observe and enjoy nature.
- Partner with Schools, CCE, Beautification Committee and the Parks and Recreation Citizen Advisory Committee to offer environmental education opportunities.

### Goal

*Promote creativity through opportunities in arts, culture, and imaginative, improvisational play.*

### Action

- Continue to contract with Chesterfield Arts to provide arts and culture related programs and services that engage the public.
- Collaborate and explore new arts and cultural programming opportunities at the Amphitheater.

- Explore new unstructured play opportunities through Playful Cities USA Program.

### **Goal**

*Evaluate current programs, services and outcomes.*

### **Action**

- Review existing program participation data to determine community needs.
- Identify and examine trends and opportunities.
- Inventory programming provided by other organizations to avoid duplication and to ensure coordination.
- Review best management practices of organizations offering similar programs and services to determine if different approaches would increase our success.

### **Goal**

*Department shall continue to develop programming partnership opportunities.*

### **Action**

- Establish and implement new approaches to outreach and relationship building.
- Effectively communicate Parks and Recreation services.
- Provide volunteer opportunities and community projects.
- Identify partnerships that support efficient and effective service and program delivery.
- Continue to work with neighboring jurisdictions.
- Continue to work with school districts.
- Continue to work with other public entities.
- Continue to work with private entities.

### **Goal**

*Evaluate fees and charges policies for programs and services.*

### **Action**

- Continue to evaluate current fee structures and establish fee policies that consider equity, cost recovery, consistency, and clear understanding for the public.

## **VII. PARTNERSHIP OPPORTUNITES**

### **Vision Statement**

Increasing service demand and decreasing funding capabilities means the Department must seek innovative ways to maintain existing parks and facilities and to increase recreation opportunities. Developing partnerships with other public agencies, school districts, and private organizations will help meet increased demands for service. In addition, partnerships enable the Department to serve a broader clientele, offer new services, and provide existing services more effectively and efficiently than could be provided individually. Many recreational opportunities are most efficiently provided on a regional or sub-regional basis. Working together with neighboring jurisdictions will help to identify each jurisdiction's role and responsibility in contributing to regional needs, provide a greater variety of park and recreation services, avoid duplication, and promote distribution of facilities.

### **Goal**

*Department shall continue to seek and develop partnership opportunities.*

### **Action**

- Establish and implement new approaches to outreach and relationship building.
- Effectively communicate Parks and Recreation services.
- Provide volunteer opportunities and community projects.
- Identify partnerships that support efficient and effective service and program delivery.
- Continue to work with neighboring jurisdictions.
- Continue to work with school districts.
- Continue to work with other public entities.
- Continue to work with private entities.

## **VIII. HISTORIC, CULTURAL, AND ART RESOURCES**

### **Vision Statement**

Our historical and/or cultural buildings, artifacts and the landscapes that surround them are our legacy from the past and our gift to the future. The Department recognizes the importance of preserving and commemorating its past through these sites and facilities. Preserving and interpreting our area's history and culture provides invaluable educational opportunities and helps provide the framework for our Department's development and cultural resources.

Opportunities for the citizens to enjoy contemporary cultural and arts resources are also important. Many of our parks and facilities provide cultural events and arts programs. For example, public and private art are displayed in some City parks through a partnership with Chesterfield Arts.

### **Goal**

*Department shall continue its role in preserving and/or interpreting some of the City's historic and cultural resources as appropriate.*

### **Action**

- Actively pursue partnership opportunities to help protect the City's historic and cultural heritage within the parks and recreation system as deemed appropriate.
- Continue to work with the City's Historical and Landmark Preservation Committee's.

### **Goal**

*Continue being an active partner with other public and private organizations in expanding the City's arts and cultural opportunities.*

### **Action**

- Continue to work with Chesterfield Arts in providing recreational art programs, activities and events.
- Continue to work with public and private organization to place public art in parks and facilities where appropriate.
- Work with the School District's in providing theater, choir, or other activities at the Amphitheater.
- Work with the "Y" in providing theater, choir, concerts or other activities at the Amphitheater.
- Work with public and private organizations in providing theater, choir, concerts or other activities at the Amphitheater.

## **IX. STAFFING**

### **Vision Statement**

The viability and success of the Department is undeniably linked to the staff members responsible for the parks, trails, facilities, programs and services. Without qualified administrators, managers, supervisors, secretaries, and maintenance workers, the Department would find it very difficult to fulfill the mission and achieve goals and objectives

### **Goal**

*Produce the level of quality the City has come to expect.*

### **Action**

- The Department must employ qualified staff. Qualified personnel bring to the Department the knowledge, skills and abilities in specialized areas that are needed to design and deliver the “benefits” that the residents seeks from recreation and park experiences. If the Department continues to employ staff members who are qualified and capable of packaging and delivering recreation benefits, the Department will attract and retain a strong and satisfied customer base.
- It should be the Departments’ goal for personnel in each Division and/or discipline to be certified in their area of expertise, and to continue educational training appropriate with each position and/or discipline.

**Goal**

*Insure that Phase Two development is effectively and efficiently incorporated into current operations.*

**Action**

- As funding allows, carry out staffing levels for Phase Two as adopted in the “5-Year Budget for 2010 -2014”.

**Goal**

*Insure that future land acquisition, and development is effectively and efficiently incorporated into current operations.*

**Action**

- The Department shall use the Maintenance Staffing Standards and the Maintenance Standard Classification System as a guide in developing staffing levels and maintenance costs for new projects/developments implemented in the future.

**Goal**

*Ensure that growth and implementation of future programs, and facility development must be taken into consideration. Activities, events and facility operations will have an immediate and long term impact on staffing levels and costs.*

**Action**

- The need for additional staffing shall be analyzed and reviewed annually and considered for future program and facility development.

**Goal**

*Interests in parks and recreational experiences change.*

**Action**

- The job duties, responsibilities, and job qualifications of those staff members performing the work must change and continually plan to realign, retrain and hire new staff members to best serve the needs of its residents.

## **IX. SAFETY AND SECURITY**

**Vision Statement**

The safety and security of the participants, employees, volunteers, facilities, parks, trails, and equipment is of the highest priority to the Department. People will not visit parks or recreation facilities or participate in programs if they do not feel safe. To enable the residents to fully enjoy the quality of the programs and facilities, care must be administered in the operations of all Divisions of the Department to provide for security.

**Goal**

*Department shall notify park/facility/trail users and visitors of rules, regulations, directions, maintenance, and safety hazards.*

**Action**

- Ensure that all parks have the appropriate signage needed, and that signs throughout the parks and recreation system are consistent and easy to read.
- Ensure that the website contains information related to rules, regulations, directions, maintenance, and safety.
- Produce annual brochures to give residents further information related to rules, regulations, directions, maintenance, and safety.

**Goal**

*Implement principles of crime prevention and public safety through design and maintenance efforts.*

**Action**

- Emphasis will be placed by the Department upon the planning, layout, and design of parks and facilities.
- Emphasis will be placed by the Department upon the ongoing maintenance of parks and facilities.

**Goal**

*Preserve and protect assets, human and material; to monitor and report trends and result, which result in the reduction of loss.*

### **Action**

- Make continuous improvements to the Risk Management Plan.
- Inspection of each facility, parks and programs of the Department.
- Repairs affecting the safety of users of facilities and parks shall be repaired immediately.
- Repairs affecting the security or operations will be repaired immediately.
- Vandalism at facilities and parks shall be repaired as soon as possible.

### **Goal**

*Ensure that programs are designed with the safety and security of the participant as the top priority.*

### **Action**

- Instructors, coaches, leaders and any employees in a programming capacity shall make themselves aware of and further instruct their participants as to the risk of the program; emergency exits; emergency phone numbers; procedures of fire drills, evacuation drills, tornado drills, etc.; hours of operation.
- Care shall be taken to schedule classes in accordance to the layout of the facility, degree of risk of the class/program, age of participants, abilities of participants, and evacuation plan.

### **Goal**

*Through the use of in-service training, Staff should understand their role in ongoing security and emergency management.*

### **Action**

- All employees shall be oriented to the Security Plan as part of their training program.
- Supervisory employees will be trained as to how to train other employees in the use of the Security Plan, the application of drills prescribed by the Security Plan and emergency procedures prescribed by appropriate operations.
- Training of participants, employees, and volunteers in facilities and parks of the Department shall be ongoing use of drills as applicable in order to practice the procedures to maintain safety and security.

- Training with personnel from the local law enforcement agencies, emergency medical management, and fire department or natural resources services shall be conducted when and if possible.

### **Goal**

*Ensure the use of City Emergency Operations Plan, and Parks/Facility Emergency Response Plans.*

### **Action**

- Department will involve other operation manuals and plans, which will serve further training tools and guides to provide general security for the participants, employees, volunteers, facilities, parks, and equipment.

### **Goal**

*Continue to require close coordination between the Police Department and the Parks and Recreation Department to address security issues.*

### **Action**

- Continue to staff a liaison from the Parks and Recreation Department to work closely with the Police Department.
- Educate the Patrol Division and volunteer Patrols on issues related to the parks and recreation system.
- Increase patrol in parks, facilities, trails, wetlands and conservation areas.