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## Memorandum

**TO:** Board of Public Works

**FROM:** Michael Lewis, Director of Public Works/City Engineer

**DATE:** December 15, 2016

**RE:** **Communication from Director of Public Works/City Engineer regarding revised Parks Policy.**

Since the Board/Council has designed Farmer's Market as a park and have authorized alcohol sales with the proper licenses, attached is the Parks Policy. If approved, we will draft it in the proper format and include it in the Policies and Procedures Manual.

At the next meeting, we will review the fees.