

Community Engaged Resources

Application and Review Criteria, Rochester Parks & Recreation

Rochester Parks & Recreation Mission Statement

Providing traditional, innovative and affordable quality services (activities, programs and facilities) for Rochester's residents and visitors.

Overview

Community Engaged Resources can include money and supplies for projects or activities with the park system initiated by Rochester residents and approved by the Park Commissioners. This annual funding source is dedicated from the 2020 Park Referendum that was passed by Rochester voters. Annually there is \$100,000 available but project proposals could be as small as a \$100. Proposals can be submitted at any time but will be reviewed in a Parks & Rec. Board meeting in April and October. Connect with your Park Commissioner (Park Commissioners Contacts) to develop the project proposal. This is a pilot project we expect future improvements.

Applications Criteria

All applications should be 2 single spaced text pages and including the information below, images can be submitted as additional supplemental materials.

	Project leader/s first and last name/s
	Project leader/s contact information including email address and phone number
	Brief background of community engagement about this proposed project
	Narrative of the project idea including intended:
	☐ Project description
	☐ Facilities affected
	□ Need being addressed
	☐ Benefits and intended audience
	☐ Timeframe for implementation and expected project duration
	☐ Permits required
	Short description of how this project fits within the <u>Rochester Parks & Recreation System Plan</u> . Specific references
	to the plan are helpful and addressing many of the issues on the Project Review Process (Implementation Section
	starting on page 6-13).
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Rev	iew Criteria
	Is the project idea and proposal submitted by the community? Priority will be given to youth (residents under 18
	years of age) and <u>underrepresented groups</u> .
	Does the proposal meet an unmet community need?
	Is the proposal environmentally sustainable?
	Will the proposal support healthy living and choices?
	Does the proposal inspire community pride?
	What are the operational sustainability impacts of this project?

IDEA EVALUATION PHASE

Idea Generation

- » Idea may come from Park Board, public, stakeholders, or staff
- » Idea proposal should include: description of project, facilities affected, need, benefits, costs, funding sources, timeframe, permits, market study (if applicable/needed), permits needed, availability to the public, and description of how meets criteria set forth in decision checklist



Baseline Evaluation by Staff

- » Test idea against master plan recommendations and decision principles
- » Depending on the scope of the idea, decision can be made by staff or introduced to the Park Board



Decision Principle Checklist

- O Does the proposal serve an unmet need
- O Does the proposal provide a new recreational opportunity?
- O Is the proposal economically sustainable in the short and long term?
- O Is the proposal environmentally sustainable in the short and long term?
- O Have life cycle and operational costs been adequately addressed?
- O Have partnership and volunteer opportunities for the proposal been sufficiently evaluated?
- O Will the proposal be a catalyst for private sector investment?
- O Will the proposal build community awareness and advocacy for parks and recreation?
- O Does it contribute to the making the parks welcoming?
- O Will the proposal advance outreach, communication, and community building with minority groups?
- O Does the proposal improve efficiency of services?
- O Will the proposal support healthy living and choices?
- O Will the proposal encourage community gathering?
- O Does the proposal inspire community pride?
- O Does the proposal fulfill other city goals or policies?
- O Does the proposal address a geographic or programming need identified in the system planning process?



Park Board Review

- » Review focus if the idea has merit, how it relates to polices and broad based fiscal implications
- » Depending on scope of the idea, decision can be made here

PLANNING PHASE

Planning

- » Concept refinement
- » Preliminary plan
- » Final plan
- » Program timetable



Program Prioritization

» Project is prioritized based on policy decisions, public needs, and other initiatives



Funding Allocation

- » Funding for all aspects of the program/project are approved and annual operations and maintenance and staffing costs are addressed
- » Board Action: authorize funding

IMPLEMENTATION PHASE

Implementation

- » Construction documents
- » Construction
- » Program delivery
- » Method for measuring success is defined



Operation of Facility or Programs

- » Facility or program is now serving the public need
- » Board Action: authorize development and operation, award contracts
- » Reporting provided to Board