



## PARKS AND RECREATION DEPARTMENT

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### PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: January 7, 2021

#### Subject

Project Evaluation Criteria and Process

#### Recommended Action

Discuss and adopt a process and criteria for project evaluations.

#### Discussion

The Parks and Recreation Commissioners are occasionally tasked with completing evaluations to provide input on City projects and programs.

Recent evaluation projects such as park amenity improvements and community grant funding have highlighted a lack of standardization and clarity for completing, submitting, and distributing evaluations. Staff are recommending that the commissioners discuss and adopt a process and criteria for project evaluations to apply to projects and programs that come to the Commission moving forward.

Suggested topics to discuss include the following:

- Establishing due dates
  - o Consider staff time needed to process data and staff schedules
  - o Confirming with Commissioners when their evaluations are received
- Guidelines for extensions
  - o What be allowed and how will they be facilitated
  - o How will extensions be communicated
  - o Qualifications for extensions
- Methods for submitting evaluations
  - o Email vs shared folders
  - o Methods must comply with the Brown Act and City policies
- Transparency of when data and evaluations are submitted
  - o Time stamping data
  - o How and when data is published

#### Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

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Attachments:

None