



## PARKS AND RECREATION DEPARTMENT

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### PARKS AND RECREATION COMMISSION STAFF REPORT

Meeting: April 1, 2021

#### Subject

Fiscal Year 2021-22 Community Funding Application Evaluations and Recommendation to City Council – Continued.

#### Recommended Action

Continuation of Item #3 for the purposes of consideration of evaluations, and decisions to provide funding recommendation for Council.

#### Discussion

##### *Background*

At the March 4 Parks and Recreation Commission meeting, the 17 applicants for the Fiscal Year (FY) 2021-22 Community Funding Grant Program had the opportunity to attend, provide additional information on their request, and answer any clarifying questions from Commissioners. Prior to the meeting, staff reviewed all submitted applications for completeness and eligibility, determined by compliance to the Community Funding Policy. The Commission was provided with all applications as well as the staff evaluation forms (Attachment A).

##### *Evaluation Process*

At the April 1 regular meeting, the Commission will facilitate the evaluation process and will provide a funding recommendation to City Council. After receiving public comment on the item, there will be a brief recess to allow for the Commissioners to complete their evaluation form (Attachment B) before providing their total out of 100 for each application. Staff will take the totals from each Commissioner and compile them into the evaluation totals form (Attachment C). The Commission will proceed with other business on the agenda to allow staff time to organize the data provided by the Commissioners. When the Commission returns to the item, there will be another opportunity for public comment, specifically regarding evaluations. The Commission will continue to discussion of the data utilizing the evaluation totals

form, will have the opportunity to adjust rankings accordingly, and will determine a funding recommendation for City Council.

#### *Eligibility*

Staff concluded that seven applications fully met eligibility requirements and ten applications were pending eligibility, requiring further consideration by the Commission. This is reflected in the Community Funding Applications Summary (Attachment D). Final eligibility of applications will be determined by the Commission during the evaluation process. The Commission will be able to review the scores during the evaluation process and discuss eligibility further as a group.

#### Sustainability Impact

No sustainability impact.

#### Fiscal Impact

The Commission will review application evaluations and provide a recommendation regarding funding to City Council for final approval.

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Prepared by: Whitney Zeller, Administrative Assistant

Reviewed by: Joanne Magrini, Director of Parks and Recreation

Approved for Submission by: Joanne Magrini, Director of Parks and Recreation

#### Attachments:

A – Community Funding Applications & Staff Evaluation Forms

B – Commissioner Community Funding Evaluation Form

C – Evaluation Totals Form

D – Community Funding Applications Summary