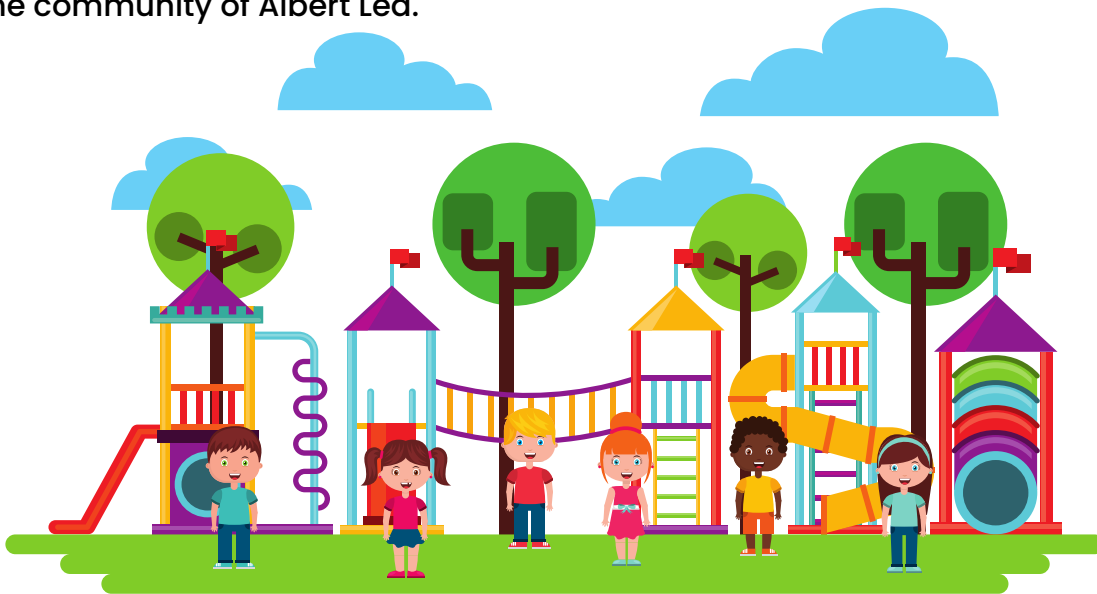


# Review of project requests

Thank you for your interest in improving our parks and recreational programs!

As an advisory board to the City Council, the Parks and Rec Board decides whether to recommend a project to the council for approval and implementation. The council makes the final decision.

Projects must meet this mission: To provide quality recreational opportunities and to plan, acquire, develop and maintain quality, attractive parks and facilities that enhance the quality of life in the community of Albert Lea.



## Criteria for deciding on whether to recommend the project:

- Estimated cost of proposed project
- Available city funding, if any
  - Placement in Capital Improvement Plan if meets criteria
- Economic impact to community
- Feasibility of completing the project
- Staff resources needed to implement and maintain proposed project
- Whether proposed project duplicates existing amenity or conflicts with existing use
- How the project helps the community be more inclusive or welcoming to people of different backgrounds, including ADA requirements
- How the project enhances local quality of life
- Impact to natural resources

# Review of project requests

## 1. Idea for Parks and Rec amenity

Booster club, sports group or other private party – the Proposer – has an idea for the city.



## 2. Proposer picks up or downloads a project application

Project application available by:

- Calling the Recreation Office at 507-377-4370
- Visiting the office at the City Arena, 701 Lake Chapeau Drive
- Downloading it from: [cityofalbertlea.org/parksproject/](http://cityofalbertlea.org/parksproject/)

## 3. Proposer completes and submits application

- Email it as an attachment to [awacholz@ci.albertlea.mn.us](mailto:awacholz@ci.albertlea.mn.us)
- Bring a hard copy to the Recreation Office, 701 Lake Chapeau Drive
- Mail a hard copy to the City of Albert Lea, Attn: Recreation Department, 221 E. Clark St., Albert Lea, MN 56007



## 4. City Project Manager reviews application

The Parks and Recreation Departments assigns a staff member to serve as Project Manager for the application.

- The Project Manager is responsible for coordinating the information and managing the process, not for doing all the work (research, seeking bids, etc.).

The Project Manager reviews the application, going back and forth with Proposer as needed until the Project Manager deems the application is complete.



## 5. Project Manager and Board Chair schedule presentation to Board

The proposal goes to the Parks and Recreation Board for review and recommendation to the City Council, which has final authority on approving a proposal.

The Board Secretary informs the Proposer of the date, time and place of the Board presentation. The Proposer is invited to attend the meeting to participate in the presentation and discussion.





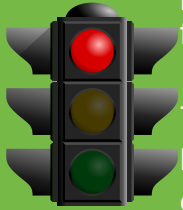
# 6 Board votes on project application

The Board reviews the application and votes to:

- Deny project, or
- Recommend project implementation to the City Council

## 7a. Sorry, no

The Board votes to deny the project. While the project may be worthwhile, it does not meet the criteria for implementation by the City or is not a high enough priority compared to other projects. Proposers may pursue their projects on private property and/or through private funding.

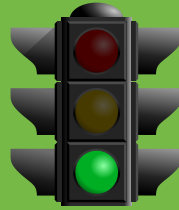


The Board Secretary informs the Proposer of the Board decision to deny the application.

## 7b. Green light for Council consideration

The Board votes to recommend the project to the City Council for consideration.

The Board Secretary informs the Proposer of the date, time and place of the Council meeting.



# 8 City Council decides

The Project Manager presents the proposal to the City Council for approval or denial, including how the project meets the criteria for implementation. The Proposer may speak during the public forum segment of the meeting.

## 9a. Sorry, no

The City Council votes to deny the project. While the project may be worthwhile, it does not meet the criteria for implementation by the City or is not a high enough priority compared to other projects. Proposers may pursue their projects on private property and/or through private funding.

The Board Secretary informs the Proposer of the Council decision to deny the application.

## 9b. Yes!

The City Council votes to approve the project.

The Board Secretary informs the Proposer of the Council decision.



# 10 Implementation

- The City Manager will assign pertinent staff to implement the project.
- City staff will update the Parks and Rec Board on the project as it's implemented.
- The Project Manager will provide a yearly update on the project to the Proposer, and more frequently as warranted.