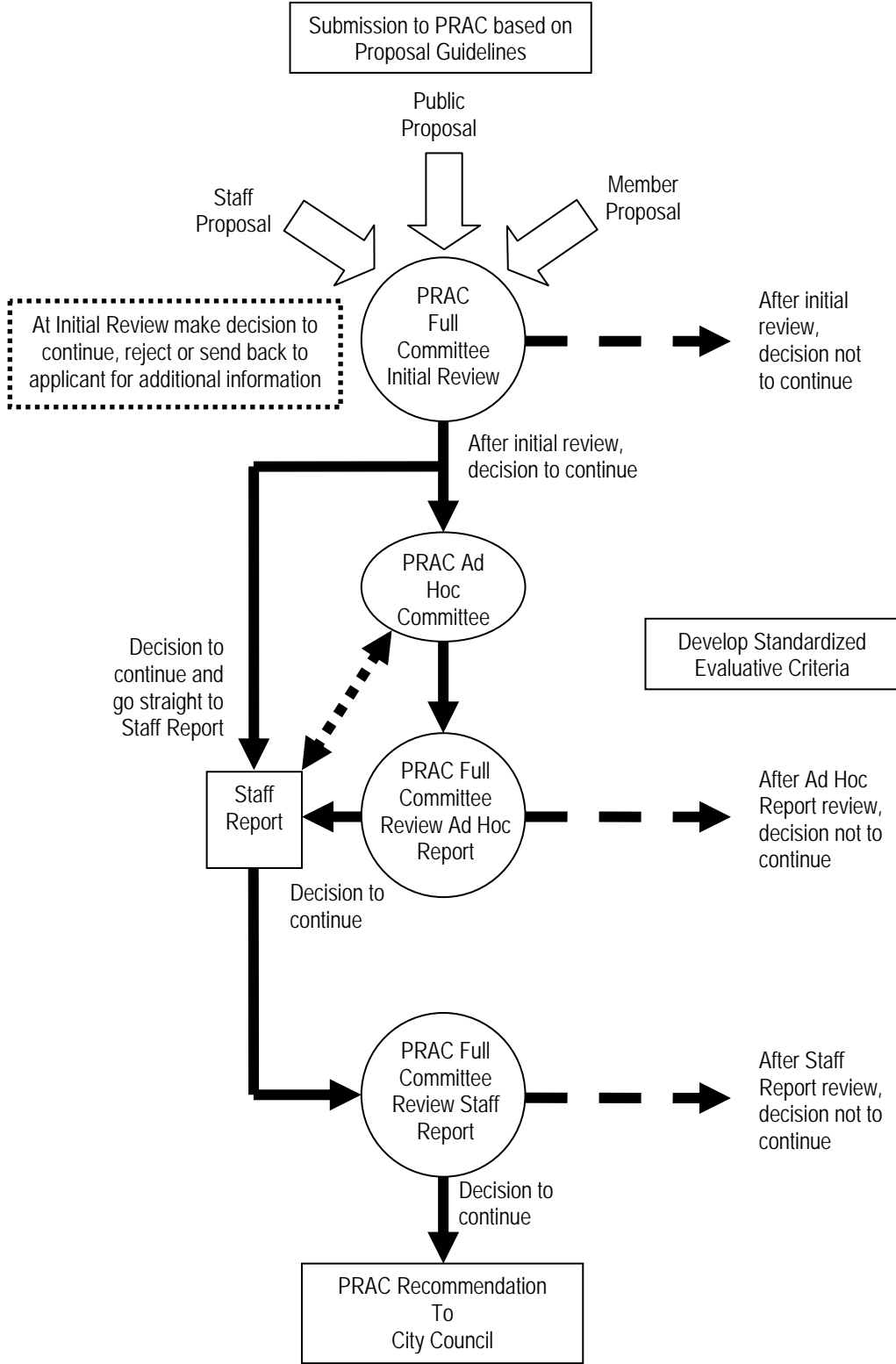


City of Paso Robles Parks and Recreation Advisory Committee Proposal Process Diagram

Parks & Recreation adopted 3/14/06



City of Paso Robles Parks and Recreation Advisory Committee Proposal Guidelines

Parks & Recreation adopted 3/14/06

These guidelines and attached Proposal Process Diagram are intended to aid the prospective applicant in preparing a submission to the Parks and Recreation Advisory Committee. It is the intent of these guidelines to identify the necessary steps to place an item on the PRAC agenda as well as give the applicant an idea of the kinds of issues the committee will consider in reviewing their proposal. Proposals that address all issues identified below as completely as possible will assist the PRAC in making timely decisions.

To place an item on the agenda submit a formal written proposal addressing the evaluative criteria below to the Director of the Department of Library and Recreation Services at least two (2) weeks prior to the regular monthly Parks and Recreation Advisory Committee meeting. The PRAC meetings are the second Tuesday of every month at 4 p.m. at Centennial Park.

Each written proposal should address the following evaluative criteria:

1. Provide the purpose of the facility or program and identify all potential user groups, both public and private.
2. If the proposal involves the use of a city owned park or recreation facility, identify the facility and necessary improvements or modification required to support the proposal.
3. Identify all costs associated with the proposal including:
 - a. Initial funding and start up costs
 - b. Property improvements and program operations
 - c. Ongoing costs such as maintenance, utilities, security, etc.
 - d. funding sources for necessary improvements , program operations and ongoing costs
 - e. revenue generated and recipient of those revenues
4. Demonstrate value to and support of the community. This support may take the form of endorsement from established organizations such as the Paso Robles Chamber of Commerce, Main Street, etc. or endorsed from a group of individuals who have signed a petition of interest or support for the proposal.
5. Identify if the proposal is a City Council goal or is consistent with adopted City Council goals.
6. Identify if the proposal is consistent with the General Plan.
7. Discuss whether the facility, function or service to be provided by the proposal is available at another city park, available nearby or in an adjacent town or through the County facilities.
8. Discuss whether the facility, function or service to be provided by the proposal is available through a commercial interest or if it will compete with a commercial interest.
9. Identify potential legal and liability issues that may result from the proposal.