

# Parks & Recreation

City of Missoula • 600 Clegg Lane • 721-PARK

## PARK ENTERPRISE FUND – Adopted 2009

The Park Enterprise (PE) funds were developed by the Parks and Recreation Department, and approved by Administration and City Council, as a tool to help meet some of the needs of special interest user groups. Past Enterprise funds have been used to resurface tennis and outdoor basketball courts, purchase trees, improve softball, soccer, and ropes course facilities, and build both sand and lawn volleyball courts. In addition the Ropes Course Enterprise fund supports annual inspections and required improvements.

The Park Enterprise funds are collected by designating approximately twenty five percent of the total facility rental fee with the exception of tennis rental fees which have eighty percent of the rental fees are earmarked as enterprise funds. Currently, PE funds are available for tennis, softball, basketball, soccer, ropes course, and volleyball.

As of October 2009 the Missoula Parks and Recreation Department and Advisory Board will adopt the policy outlined below to govern the use of the PE funds.

### Policy Guidelines:

1. The Recreation Division, with support of Parks Administration, will keep an accurate accounting of all PE funds collected through program and rental fees, donations, or budget transfers.
2. Any special interest group wishing to utilize PE funds must submit a Park Enterprise Fund Request Application outlining in detail the use their project and requested amount of PE funds.
3. All requests will be reviewed and projects selected based on the following criteria:
  - a. Does request complement the Parks and Recreation Master Plan and/or specific Park Master Site Plan?
  - b. Identification of how many users will benefit from the request. Documentation that the request has the support of a simple majority of the identified major stakeholders who contribute significantly to the fund through their rental fees.
    1. Major stakeholders are identified as organizations or individuals who contribute an excess of \$800 per year toward a Park Enterprise fund either through fees or donations.
  - c. Does the group have matching funds, or services, land, in-kind donations available in exchange for PE funds.
  - d. PE requests from groups will be accepted throughout the year and will be reviewed semi-annually by the Parks and Recreation Director, Recreation Manager, Park Superintendent, and at least one other manager who would have pertinent input depending on the project being proposed.
  - e. Requests will receive points based on the necessary labor, equipment, PE funds, matching contributions and other items essential to complete the request.
4. The Parks and Recreation Department may request funds from the PE fund.
  - a. This process includes filling out the Park Enterprise Request Form including the simple majority support by the major stakeholder who contribute significantly to the fund through their rental fees. The Request Form is reviewed internally by the Parks and Recreation Management team and then presented to the Parks and Recreation Board where it is either approved or denied.

- b. In the absence of support by the major stakeholder if the Parks and Recreation Department and the Board feel the expenditure is warranted to be proactive in risk management or enhanced service to public they can approve the expenditure without stakeholder's approval.

5. Scoring Applications with a total of 100 points.

- a. Effect on users. 0 – 20 points
- b. Matching funds, in-kind donations or other commitments 0 – 40 points
- c. Parks & Recreation can meet the needs of the request 0 – 20 points
- d. Fits Parks & Recreation Master Plans and overall benefit to parks, programs and the city 0 – 20

Each member of the selection/review team will review the request, be involved in a discussion or presentation of the request, and then assess points to the request. Points will be added and the total divided by 4 to determine the requests final score.