



PARK AMENITY REQUEST POLICY

Purpose of the Park Amenity Request Policy

The Park Amenity Request Policy was adopted in January 2008 to provide a sound and consistent framework for responding to requests for additional park amenities and enhancements to developed parks and trails.

The Park Amenity Request Policy herein adopts a series of philosophies and guidelines to respond to requests for park improvements in a fiscally responsible manner and continue to ensure compliance with the priorities established as a part of the *2007 Parks, Recreation and Open Space Master Plan* and *2015 Updated List of Priorities*, yet be flexible enough to deal with unique situations.

A Little History

The *2007 Parks, Recreation and Open Space Master Plan* was adopted by the North Richland Hills City Council to guide and direct the orderly development of the park system. This plan, which was developed from an extensive assessment and prioritization of our community's parks and recreation needs, is the basis for the future development and fiscal planning of the park system.

Since adoption of the *Parks, Recreation and Open Space Master Plan* in 2007, many of the top identified needs have been accomplished. In December 2015, City Council adopted a resolution updating the *Parks, Recreation & Open Space Master Plan* with an updated list of ranked priorities. The update to the master plan will guide financial decisions related to future park renovation and development and align with the values and direction of our evolving city and City Council.

Authority and Responsibility

It is the policy of the City of North Richland Hills Parks and Recreation Department to receive and appropriately respond to all requests for additional park amenities and improvements from individual citizens and homeowner associations in a timely manner. Requests necessitating allocation of Capital Improvement Program funds are evaluated on an annual basis by appropriate staff and shall be submitted to the Parks and Recreation Board for their review and recommendation prior to inclusion in the annual Capital Improvement Program Budget, which is then submitted to City Council for their consideration.

Statement of Philosophy

The North Richland Hills Parks and Recreation Department has a mission to offer diversified, quality parks and recreation services, facilities and amenities with an emphasis that all citizens have equal opportunity to participate. The Department recognizes, however, that demand for providing park facilities and amenities exceeds the City's ability to appropriate funds to support the demand, making it necessary to prioritize amenities and selectively determine the suitability of amenities that may provide limited or individual benefits. Considerations shall include, but not be limited to compliance with the *2007 Parks, Recreation and Open Space Master Plan, 2015 Updated List of Priorities*, long-term impacts on maintenance and operations, donations and in-kind services, budgetary constraints and allocation of resources.

General Guidelines

- A. Applications for additional park amenities or park improvements should be submitted to the Director of Parks and Recreation. The application form will identify the name(s) of the requesting individual or association, description of the amenity or improvement requested, descriptive justification of the request, extent of support and participation from the association or community, anticipated sources of funding (donations).
- B. Applications will be evaluated by Parks and Recreation Department staff in terms of:
 - Compliance with the *2007 Parks, Recreation and Open Space Master Plan and 2015 Updated List of Priorities*
 - Current principles and methods of park planning and design
 - Capital Costs for the requested improvements
 - Long-term fiscal impacts related to maintenance and operations

- Impacts on other prioritized projects in the CIP Budget with regards to introduction of the funding and time schedules associated with the request.
- C. Amenities and improvements involving design and construction of structures and landforms will be purchased, designed and installed or constructed by the City of North Richland Hills in accordance with the City's Purchasing Policies and Procedures regardless of funding sources.
- D. Requests necessitating the allocation and expenditure of City resources will be submitted to the Parks and Recreation Board for consideration on an annual basis prior to the preparation of the Capital Improvement Program Budget, in March of each year. Upon concurrence of the Parks and Recreation Board, funding for approved requests will be considered by the City Council as a part of the annual Capital Improvement Program Budget, which is adopted in September each year. Time schedules for design and construction will be included as a part of the request for funding.
- E. Approval of requests not necessitating the allocation and expenditure of City resources will be considered after staff has appropriately reviewed and evaluated the request. If the request involves design and construction in accordance with the City's Purchasing Policies and Procedures, scheduling and timing of the project may be contingent on approval of the revision to the Capital Improvement Program Budget by City Council, depending on the cost.

Application Submission

Please complete the attached Park Amenity / Improvement Request Application and submit to the NRH Parks and Recreation Department or email to nrhpard@nrhtx.com.

For additional information, you may contact the Parks and Recreation Department at 817-427-6620.



PARK AMENITY / IMPROVEMENT REQUEST APPLICATION

DATE OF SUBMISSION: _____

FIRST NAME: _____ LAST NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ CELL #: _____

EMAIL ADDRESS: _____

AFFECTED PARK OR FACILITY: _____

REQUESTED AMENITY OR IMPROVEMENT: (Please provide as much detail as possible)

FUNDING SOURCE(S): _____

Please return form to the North Richland Hills Parks and Recreation
Department or email to nrhpar@nrhtx.com.

North Richland Hills Parks and Recreation
4301 City Point Drive
North Richland Hills, TX 76180