

**Best Practices**

The Florida Recreation and Park Association adopted a comprehensive Strategic Plan in 2015. That Plan is based on four foundational pillars – Health, Community Building, Environmental Sustainability and Resiliency, and Economic Impact/Development.

The Association is in search of Best Practices in each of these four areas, which can serve as a resource for parks and recreation professionals. We realize that “Best Practice” can be broadly applied and the meaning varies depending on the environment and industry one works within.

For the purposes of the FRPA Strategic Plan, the Association’s Board of Directors has adopted and will apply the following definition:

FRPA Strategic Best Practices – Methods, professional guidance, benchmarks and technical expertise centered around a FRPA strategic pillar (Health, Environment, Community Building, Economic Impact) that are evidence-based or proven through experience to support positive results and may be replicated or utilized by other parks and recreation agencies toward achieving a similar desired outcome.

“Evidence-based or proven through experience” indicates that the best practice has had some research, or long term monitoring conducted to show that the practice is having a positive outcome when applied. For example: When applying the best practice of mowing and over-seeding in this manner, for a period of one year, we have been able to extend the life of our turf by 6 months thus reducing expenses $X; OR When integrating physical activity and nutrition education in our after school programming, we partnered with the University of XYZ to measure increased health of participants, and have shown a 24% reduction in BMI of participants.

We realize that there may be a plethora of “success stories” that are not evidence based, but have produced positive results for an agency, and may also have value as a shared resource.

Submissions will be evaluated by the Best Practice Workgroup to determine if the submission meets the criteria of “Best Practice” as we have defined, or if it should be catalogued as a “success story”.



**Best Practice Submission**

Agency: Broward County Parks and Recreation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Area of Best Practice:** ECONOMIC IMPACT PILLAR:

Attracting/creating opportunity for local vendors to conduct business on park property

**Summary of Best Practice:** (include description of the practice, reason for adopting/implementing best practice, measurement of effectiveness of the practice, what is your evidence that the practice is working, etc.):

2009 Broward County Board of County Commissioners signed a policy for all vendors who conduct business in Broward County Parks must go through a vendor registration process. The registration process and paperwork is available on the Parks website. ([www.broward.org/parks](http://www.broward.org/parks))

The process consists of the vendors to provide the following:

* A vendor Application
* An Affidavit of Criminal Background Check (this is performed by searching the website [www.fdle.state.fl.us](http://www.fdle.state.fl.us) and [www.nsopw.gov](http://www.nsopw.gov))
* An Insurance Certificate of Liability listing Broward County as additional insured and as Certificate Holder
* A Vendor’s Permit Fee

Once this process is complete, the registered vendor is placed on a list for all patrons to view. This list is available on our website and updated weekly. As part of the policy, all patrons who hire vendors must hire registered vendors.

The vendor’s information is entered into RecTrac. The vendor is registered for one year pending the expiration date the application. Monitoring of the vendor’s status is performed through RecTrac and any lapse in insurance or application renewal leads to removal from the list.

The vendor is required to contact the park, where they are doing business, at least forty-eight (48) hours in advance for a park pass. This allows the park to know which vendor is conducting business in the park and what types of apparatus to expect.

This was adopted as part of a Broward County Policy and implemented across our Parks system. Effectiveness is measured by the number of vendors registering and renewing, since January 2016 we have had 550 registrations or renewals.

In addition to the registered vendor process, we allow special event promoters to bring in their own selected vendors by paying a concession fee. These vendors go through a similar process, but do not have to pay a fee to Broward County which can encourage some of the more local vendors (such as a neighborhood restaurant that might not normally cater) to participate at our Parks.

**Frequency Best Practice is Applied:** Daily

**Who Performs the Best Practice Function within your Agency:** In-house Business Operations staff

**Positive Outcome of the Best Practice** (please summarize the evidence based benefit that has been derived by the agency from the best practice)**:** Provides a complete resource for patrons looking for local vendors that can provide services and has vendors identified by service provided. If a vendor passes their renewal period and receives a follow-up call, they often remark something to the effect of “oh we had noticed we were getting fewer calls” which suggests that the list is encouraging business to these vendors. By having a registered vendor process, patrons and regular field staff at the parks can feel more comfortable knowing that there is a level of screening and requirements that are understood by the vendors. By incorporating the data in RecTrac, it allows for better tracking of vendors and ease of use for staff for creating park access passes and to have trackable notes on vendor behaviors to increase accountability.

**Awards/Recognitions/Designations Received as a Result of the Best Practice** (please share any awards or designations received, or publications that have featured this best practice)**:**

**Grants or Funding Received (if any):** N/A

**What other Best Practices would you suggest we collect?**

Procedures and guidelines for special events and requirements of sponsors/event promoters (ie are sponsors that are onsite handing out promotional papers required to submit insurance as a vendor would be?)

**Submit this Form electronically to** [**charla@frpa.org**](mailto:charla@frpa.org)

Type directly onto this document, and submit as a Word Document. Please DO NOT pdf the form.