



Staff Report

TO: City Council
FROM: Doug Story, Community Services Director
DATE: August 1, 2023
SUBJECT: Parks and Community Services Master Plan – Quarterly Update of Capital Improvement Project P-17

Description Strategic Plan – Priority Level 2, Target 5, Goal 3

Background and Analysis:

On March 21, 2023, a Professional Services Contract was awarded to RHA Landscape Architects (RHA) to provide the City with a Park and Community Services Master Plan.

The objectives of the plan include identifying the needs of the community, providing a citywide vision for park and recreation facilities, establishing priorities for implementation, and developing a strategic direction for future improvements and a funding strategy.

RHA Landscape Architects-Planners proposes a 12–18-month project which will generally entail three phases:

- 1) completion of a site inventory and analysis and program/needs assessment;
- 2) community and stakeholder engagement; and
- 3) development of a series of master plan recommendations and documents.

To date the City has begun meeting with RHA bi-weekly to begin the process of crafting community surveys that will be used to gather valuable information from residents. These surveys will be collected in person at events, through mass mailings with utility bills, and through a randomized process using a third-party company to select residents and contact them via phone and text message to set up times to take the survey.

Surveys will be rolled out into the community in the late fall and then followed up again after the holiday season. The survey results will be compiled along with analysis and findings from RHA to craft data points and trends documented within the community.

The first few meetings with RHA have also been focused on creating a landing page for the website that will consist of a new web address that can be easily shared with

residents to show progress on the master plan process. This website will show events, meetings, community forums, as well as follow up from these events. This event will also allow residents to sign up for updates pertaining to the master plan process.

The entire master plan process is estimated to take 12-18 months. In the months ahead it is anticipated that the following tasks will be completed:

- Facility Assessments (Parks and Recreation Facilities)
- Level of Service Standards Analysis
- Demographic and Trends Analysis
- Website Completion

Fiscal Impact:

The estimated cost to prepare this report is \$125.

P-17 Master Park Plan Project Accounting Summary				
Funding Summary				
Funding Year	Funding Source		Amount	
22/23	CFD		\$250,000	
Total Project Funding =			\$250,000	
Budget Summary				
Project Component	Budget	Encumbered	Paid to Date	Remaining Budget
Project Management	\$0	\$0	\$0	\$0
Preliminary Services	\$0	\$0	\$0	\$0
Environmental	\$0	\$0	\$0	\$0
Design	\$250,000	(\$249,980)	(\$360)	\$20
Construction	\$0	\$0	\$0	\$0
Construction Management	\$0	\$0	\$0	\$0
Permits	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Project Summary Totals	\$250,000	(\$249,980)	(\$360)	\$20

Recommended Action:

Receive and file this staff report and provide any feedback on the Parks and Community Services Master Plan process.