



OFFICE OF THE CITY MANAGER

AGENDA ITEM REPORT

TO: Honorable City Council

FROM: James A. Gallup, City Manager
Kevin Bolden, Parks & Recreation Director

DATE: October 3, 2025

SUBJECT: Recommendation to Contract with McGill Associates for Recreation Master Plan

BACKGROUND:

- In order to be eligible to apply for the 2025/2026 State Grants for Outdoor Recreation, staff was advised that a comprehensive master plan was a prerequisite. The city had applied for the 2025 Outdoor Recreation Planning Grant to complete a master plan but had not heard back from the State after their grant announcements at the end of July.
- Staff moved forward with a Qualification Based Selection Process based off state requirements and advised council that McGill Associates scored highest to be the most qualified firm to complete the scope of the project.
- The day after staff updated the council, the city was notified that we were awarded the planning grant.

FISCAL IMPACT:

- The Outdoor Recreation Planning Grant is an 80/20 Match up to \$60,000
- This would require a budget amendment of \$12,000 for the city's match

REQUEST/RECOMMENDATION:

- Staff recommends accepting the attached proposal from McGill Associates built around the scope required by the State to complete a comprehensive 10-year Master Plan.
- Additionally, staff requests Council approval to amend the budget by \$12,000 for the city's required match for the recreation planning grant.

ATTACHMENTS:

- Notification of Award – 2025 Outdoor Recreation Planning Grant
- Proposal from McGill Associates