



## PARKS AND RECREATION

**To: Mayor and Town Council**

**From: Dan Baker, Director of Parks and Recreation**

**Through: Mario Canizares, Town Manager  
Robyn Battle, Executive Director**

**Re: PSA for Parks, Recreation, and Open Space Master Plan Update**

**Town Council Meeting – January 9, 2024**

**Strategic Visioning Priority: 4. Provide Excellent Municipal Services**

---

**Agenda Item:**

Consider and act upon approving a Professional Services Agreement between Dunaway Associates, L.P. and the Town of Prosper, Texas, for the preparation of a Parks, Recreation & Open Space Master Plan, and authorizing the Town Manager to execute documents for the same.

**Description of Agenda Item:**

The current Parks, Recreation, and Open Space Master Plan was developed and adopted in 2015. It is customary for municipalities to update their Parks Master Plan every 5 years. This professional services proposal is to update the plan. This will be a year-long process involving an inventory, needs assessment, population and recreation program analysis, a benchmarking study, an action plan with priority rankings, and a final updated master plan.

The Parks, Recreation, and Open Space Master Plan will serve as a guide to help the Town prioritize future capital improvement projects and bond projects. The preliminary schedule for the project shows the estimated completion of the Master Plan in December 2024.

**Budget Impact:**

This project was estimated at \$140,000 in the FY 2023-2024 budget. The total cost of services is \$129,340. Funding for this contract is available in account 100-5410-60-01-PK.

**Legal Obligations and Review:**

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the standard form of agreement as to form and legality.

**Attached Documents:**

1. Professional Services Proposal
2. Preliminary Schedule
3. Professional Services Agreement

**Town Staff Recommendation:**

Town Staff recommends approving a Professional Services Agreement between Dunaway Associates, L.P. and the Town of Prosper, Texas, for the preparation of a Parks, Recreation & Open Space Master Plan, and authorizing the Town Manager to execute documents for the same.

**Proposed Motion:**

I move to approve a Professional Services Agreement between Dunaway Associates, L.P. and the Town of Prosper, Texas, for the preparation of a Parks, Recreation & Open Space Master Plan, and authorizing the Town Manager to execute documents for the same