

# Memorandum



**To:** Mayor and City Council  
**From:** Kay Okey, Parks & Recreation Director  
**Date:** October 12, 2020  
**Re:** RFP for Park Master Plan

## **Purpose/Action Requested**

Authorize staff to issue RFP for Park Master Plan

## **Summary**

Major categories of services needed are:

Update an inventory of existing parks and provide a condition report for each park and their facilities

Develop and implement a public participation and engagement strategy for the process

Review community demographics as they relate to the park system

Identify unmet current and future needs in the parks system, including location, scope and budget for each of the assets listed below:

- Shelters
- Skatepark
- Playgrounds (include recommendations for accessibility)
- Athletic fields
- Restrooms
- Picnic Shelters
- Parking
- Community Center

Prioritize additional park improvements and development, including a community center

Identify staff and funding needs and strategies. Attention should be given to reducing long term maintenance costs.

Identify potential grant funding and/or partnership opportunities

## **Attachments:**

RFP solicitation for bids

Respectfully submitted by

Kay Okey  
Parks and Recreation Director