

**City Council
Agenda Memo**



TO: Larry D. Gilley, City Manager

**City Council
Meeting Date: 08/22/13**

FROM: James W. Childers, Director of Community Services

SUBJECT: Oral Resolution Authorizing Execution of Professional Services Contract for Parks Master Plan

GENERAL INFORMATION

The Parks Master Plan serves as the strategic blueprint for the continued development of the City's Parks and Recreation System. In addition to serving as a strategic development tool, the Parks Master Plan allows the City to qualify for State grant funding when our plan is updated every five years. The last Parks Master Plan Update was in 2008. Previous to 2008, the City operated over a decade without an update to the plan.

SPECIAL CONSIDERATIONS

Staff members from the Community Services and the Planning and Development Services Departments reviewed the proposals submitted and selected Halff Associates for this project. Halff is the same firm that prepared the 2008 Parks Master Plan.

FUNDING/FISCAL IMPACT

Funds for this project are available in the budget.

STAFF RECOMMENDATION

Staff recommends that the City Council approve an oral resolution authorizing the City Manager to execute a Professional Services Contract with Halff Associates for a fixed fee of \$77,500.

BOARD OR COMMISSION RECOMMENDATION

Parks Board approved sending the contract for City Council approval at the August 6, 2013 meeting.

ATTACHMENTS

NA

Prepared by: Name <u>James W. Childers</u> Title <u>Director of Community Services</u>	Item No. <u>6.12</u>	Disposition by City Council <input type="checkbox"/> Approved Ord/Res# _____ <input type="checkbox"/> Denied <input type="checkbox"/> Other _____ City Secretary
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