

# STAFF REPORT



Date: April 26, 2017  
To: Land and Facilities Committee  
From: Michelle Lacy, General Manager  
Re: Review and Discussion Regarding Key Issues and Scope of Services for Parks and Facilities Master Plan Request for Proposal

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## **BACKGROUND:**

At its Annual Planning Retreat in February 2017, the Board of Directors determined that it would be prudent for the District to embark on a Master Planning Process to identify future community needs and potential development opportunities at current and future park sites. The Pleasant Hill Recreation and Park District (District) completed a Recreation & Parks Master Plan in December 2003 and it is customary for public entities to update planning documents such as a Master Plan at least every 10 years. It is anticipated the updated Parks and Facilities Master Plan will provide the District with a vision for future parks and facilities development.

## **DISCUSSION:**

It is requested the Committee provide feedback regarding the draft Key Issues and Scope of Services for the Park and Facilities Master Plan Request for Proposal (RFP).

### ***Key Issues:***

1. Current parks may be underutilized
2. Two buildings at end of useful life (School House and Winslow Center)
3. Aquatics facilities are subsidized by General Fund
4. Operational and staffing plans for new development
5. New 5-acre parcel acquired
6. Development of park and facilities maintenance standards

### ***Scope of Services:***

1. Parks and facilities inventory and analysis
2. Gather input and create community needs assessment
3. Park and facilities development
4. Funding analysis and recommendations
5. Operational and staffing plan for new development