

CITY COUNCIL MEMORANDUM

AGENDA ITEM

A professional services contract with Halff & Associates to prepare a Parks Master Plan

ORIGINATING DEPARTMENT

Community Services

BACKGROUND INFORMATION

Parks and Recreation drafted and finalized a parks master plan in 2009. The document provides guidance in the overall development of park facilities and related amenities. Killeen's parks master plan has not been updated since 2009. Parks and Recreation has completed twelve of the twenty four projects identified to occur from 2009-2015. In addition, Parks and Recreation has completed an additional six projects not identified in the plan.

Because it is recommended that master plans be updated every 2-3 years, Parks and Recreation issued a Request for Qualifications (RFQ) for another parks master plan, November through December of 2014. Two firms submitted responses: Halff & Associates and Asakura Robinson Company, LLC. The two RFQ's were scored by the Director of Community Services, Assistant Director of Parks and Recreation, and City Planner using a pre-determined scoring methodology. Halff & Associates received the higher overall ranking. Staff then proceeded to negotiate a contract for consideration with Halff & Associates.

DISCUSSION/CONCLUSION

Parks and Recreation seeks to engage Halff & Associates to draft and finalize a comprehensive parks master plan. Halff & Associates will draft and finalize a document that will be reflective of city council, community, and management input secured through surveys, town hall meetings, and focus groups. This input will then be integrated with a comprehensive review of the strengths and weaknesses of existing facilities and recommended improvements designed to better serve the community. Halff & Associates will also provide a comparison of existing parks and open space standards with actual conditions of Killeen parks and open spaces.

The final document will provide cohesive insight from the aforementioned groups, a detailed audit of existing park facilities, parks needs assessment, a funding plan, and an implementation plan. Halff & Associates will file the final document with the Texas Parks and Wildlife Department for review and comments and will address any comments provided by Texas Parks and Wildlife Department.

A comprehensive parks master plan will assist the City in pursuing grant opportunities, particularly those offered through the Texas Parks and Wildlife Department. Additionally, the parks master plan will better define future funding needs for parks and recreation facilities.

FISCAL IMPACT

Funds in the amount of \$74,900 are available in account number 348-3490-800.58-89.

RECOMMENDATION

Staff recommends City Council authorize the city manager to enter into a professional services contract with Half & Associates in the amount of \$74,900 to provide parks master plan services.