

**PARKS AND RECREATION STRATEGIC PLAN
SUMMARY OF PROPOSED SCOPE OF WORK**

Task	Title	Description
1	Project Management and Coordination	<ul style="list-style-type: none"> • Prepare and facilitate kickoff meeting with staff to refine the work plan and schedule. • Conduct monthly (and additional) project meetings, manage subconsultants and provide regular reports for City staff.
2	Establish Plan Vision, Goals, and Objectives	<ul style="list-style-type: none"> • Incorporate themes of sustainability, inclusion, environmental stewardship, safety, preservation, accessibility, and historical and cultural character. • Consider future trends and planning best practices for use of public space for recreation, wellness, and community-building.
3	Background Review	<ul style="list-style-type: none"> • Review City and State laws, regulations, and documents related to parks, open space, trails, and recreation programming. • Review City Code and Council policies to identify key policies and standards.
4	Community Outreach	<ul style="list-style-type: none"> • Develop and implement a robust community engagement plan with opportunities for stakeholders and residents to provide input.
5	Inventory and Assessment	<ul style="list-style-type: none"> • Compile an inventory and assessment of the existing parks, facilities, trails, open space, and athletic fields. • Develop an assessment of each planning area including a list of open space facilities, demographic data, residential density, proportion of multi-family housing, and needs of open space. • Perform a comparative analysis of the parks and recreation systems with communities of a similar size and density. • Analyze the park and recreation systems usage, needs, desires, and interests of the community today and 15 years from today. • Review the five-year CIP and recommend priority parks and recreation capital projects. • Identify emerging trends and needs from national and regional studies, regional collaborations, and stakeholder input. • Complete an assessment of parks and recreation facilities and athletic fields.
6	Calculation of the City's Open Space	<ul style="list-style-type: none"> • Recommend changes to the existing list of open spaces counted toward the City's total open space acreage. • Define the different types of parks and open space available within the City and recommend how to calculate this acreage into the City's total open space.

Task	Title	Description
7	Anticipated Open Space Needs and Long-Term Funding Strategies	<ul style="list-style-type: none"> • Determine the amount of park space needed to meet the City's existing goal of providing three acres of open space per 1,000 residents in the next 15 years. • Determine a cost estimate to create new park acreage to meet the existing goal. • Recommend creative funding strategies for acquisition, development and renovation of parks and open space. • Recommend how to meet the above goal given the amount of land available for new parks. • Complete a thorough review of the Park Land Dedication Ordinance, evaluate any impacts from 2020 Census data, and provide recommended changes to the Ordinance.
8	Park Accessibility Goals	<ul style="list-style-type: none"> • Recommend accessibility goals by reviewing State and National park access initiatives and best practices.
9	Recreation Division Programming	<ul style="list-style-type: none"> • Review existing Recreation programs and services and recommend changes to and/or new Recreation programs based on feedback from the community and gaps in service. • Recommend changes to policies and practices related to the facility rental program.
10	Fees and Recreation Cost Recovery Policy	<ul style="list-style-type: none"> • Recommend changes to the Recreation Cost Recovery Policy and existing fees. • Recommend any changes to the existing Financial Assistance Program.
11	Use of City's Parks, Open Space and Facilities	<ul style="list-style-type: none"> • Recommend changes to the City's existing policies and procedures for use of facilities and athletic fields, including the Athletic Field Use Policy. • Recommend changes to the times fields are available for organized use and clearly define the different types of organized sports programs.
12	Staffing and Maintenance Standards	<ul style="list-style-type: none"> • Recommend appropriate staffing levels for Parks and Recreation Divisions. • Recommend new maintenance and operations standards including regular park renovations and replacement schedules. • Reference the progress on the Biodiversity Plan and Urban Forestry Plan to determine if any recommendations will impact future staffing levels.
13	Accreditation of Park and Recreation Agencies	<ul style="list-style-type: none"> • Integrate the Commission for Accreditation of Park and Recreation Agencies (CAPRA) objectives, methods, and standards where applicable. • Make recommendations on actions with long-term goal of achieving CAPRA certification.
14	A Living, Action-Oriented, Outcome-Driven Document	<ul style="list-style-type: none"> • Recommend timelines for periodic review over the life of the Plan.
15	Vision and Goal-Setting	<ul style="list-style-type: none"> • Develop a vision and mission statement for the Community Services Department with staff involvement.

Task	Title	Description
16	Draft and Final Parks and Recreation Strategic Plan	<ul style="list-style-type: none"> • Document the engagement process, key findings from the existing conditions analysis, prioritized project list, and all other aspects of the Plan into an accessible and easy-to-read graphic report.
17	Presentations	<ul style="list-style-type: none"> • Prepare and deliver presentation materials throughout the Plan development process.