

OVERVIEW OF PARK PLANNING PROCESS FOR MEADOWS PARK

STEPS	DATE	RESPONSIBILITY	COMMENTS
PART 1. PLANNING REVIEW			IDENTIFY ISSUES
A. Initial meeting with staff	COMPLETE	Staff/SRF/PMDI	
B. Gather Site Background	IN PROGRESS	SRF/PMDI	
C. Establish Vision and Goals	IN PROGRESS	Staff/SRF/PMDI	
D. Prepare Base Map	IN PROGRESS	SRF/PMDI	
E. Site Issues Plans	IN PROGRESS	SRF/PMDI	
PART 2. COMMUNITY/BOARD/COMMISSION INPUT			GATHER INPUT/VISION
A. Meet with City Council	OCT. 28, 14*	Staff/SRF/PMDI	
B. Attend meetings with partner groups	NOV 1, 14 – JAN 30, 15	Staff/SRF/PMDI	
C. Meet with Park & Recreation Advisory Board	NOV. 20, 14; JAN 15, 15	PRAB/Staff/SRF/PMDI	
D. Meet with Planning Commission	DEC 2014	PC/Staff/SRF/PMDI	
E. Community meeting(s)	NOV. 19, 14; JAN 21, 15	Staff/SRF/PMDI	Central Location TBD
PART 3. PARK MASTER PLAN			PREPARE CONCEPTS
A. Establish Design parameters, property line – sketch plans	NOV. 6, 14 – Dec 5, 14	SRF/PMDI	
B. Develop alternative design concepts	NOV. 6, 14 – Dec. 31, 14	SRF/PMDI	
C. Board review	JAN 2 – 30, 15	Boards/Staff/SRF/PMDI	GATHER INPUT
D. Review with City Staff and City Council	JAN 2 – 30, 15	Council/Staff/SRF/PMDI	
E. Refine concept alternatives into preferred master plan	FEB 2 – FEB 27, 15	SRF/PMDI	PREPARE FINAL PLAN
F. Prepare preliminary cost estimate	FEB 2 – APRIL 3, 15	SRF/PMDI	
G. Prepare maintenance plan	FEB 2 – APRIL 3, 15	SRF/PMDI	
H. Present final master plan to City Council	APR 14, 15	SRF/PMDI	PRESENT MASTER PLAN
PART 4. BUDGET FORMATION			FUND MASTER PLAN
A. Formulate FY General Parks Budget (2016/2017 & beyond)	MAY 2015	PW/Admin	
B. CIP Amendment (Construction)	MAY 2015	PW/CD/Admin	
C. Present Recommendations to City Council	JUN 2015	PW	
D. Preliminary Plan & Financing Approved by Council	JUL 2015	PW	

PART 5. PROJECT IMPLEMENTATION**IMPLEMENT MASTER PLAN**

A. Prepare RFP for Design	MAY 2015	PW
B. Advertise RFP	JUN 2015	PW
C. Award Design Services	AUG 2015	Council
D. Construction Design	AUG – NOV 2015	Consultant/PW
E. Review with Preliminary Design/Cost w/Council & PRAB	SEP 2015	Council/PRAB/PW/Consultant
F. Final Design/Cost to Council & PRAB	NOV 2015	Council/PRAB/PW/Consultant
E. Council Design Approval and Advertise for Construction Bids	DEC 15 – JAN 16	PW
F. Open Bids	JAN 2016	PW
G. Award Construction Contract	MAR 2016	Council/PW
H. Construction Start	MAY 2016	PW/Contractor
I. Construction Completion	JUL 2016	PW/Contractor