

OVERVIEW OF PARK PLANNING PROCESS FOR MEADOWS PARK

| STEPS | DATE | RESPONSIBILITY | COMMENTS |
|--|--------------------------|------------------------|-----------------------------|
| PART 1. PLANNING REVIEW | SEPT 16 – OCT | | IDENTIFY ISSUES |
| A. Initial meeting with staff | COMPLETE | Staff/SRF/PMDI | |
| B. Gather Site Background | COMPLETE | SRF/PMDI | |
| C. Establish Vision and Goals | COMPLETE | Staff/SRF/PMDI | |
| D. Prepare Base Map | COMPLETE | SRF/PMDI | |
| E. Site Issues Plans | COMPLETE | 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; FEB 11, 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 – PHASE I**IMPLEMENT MASTER PLAN**

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|--|-----------------|----------------------------|
| 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 |