



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** August 24, 2026

SUBJECT: Authorize the City Manager to execute an amendment to the contract with Halff Associates, Inc., increasing the total contract amount, not to exceed \$140,050, to include the remaining planning phases and specialized assessments for the North Richland Hills Parks, Recreation, and Open Space Master Plan.

PRESENTER: Adrien Pekurney, Parks and Recreation Director

SUMMARY:

Staff is requesting an increase to the contract with Halff Associates, Inc. by \$97,750 for continued professional planning services related to the city-wide Parks, Recreation, and Open Space Master Plan. The increased funding is supported by capital project savings transfer and the recently adopted Revised FY2026 project budget supported by Park Sales Tax Fund. The original contract included only Phase 1 (Discover) of the planning process. This amendment will extend contractual services through the remaining three phases (Phase 2: Assess, Phase 3: Recommend, and Phase 4: Implement), as well as incorporate two specialized assessments including a Recreational Programming Assessment and an Operational Efficiency Assessment. The revised total not to exceed contract amount is \$140,050. The services outlined in the amendment to be completed by September 30, 2027.

GENERAL DESCRIPTION:

The City is currently developing a comprehensive Parks, Recreation, and Open Space Master Plan to establish a ten-year implementation action plan that prioritizes municipal parks and recreation projects as funding is available. The last full comprehensive plan was completed in 2007 with a plan update in 2016.

The initial contract execution entered by the City with Halff Associates, Inc. was in the amount of \$42,300 for Phase 1 (Discover) encompassing project initiation, community data collection and audits, and initial community visioning—including a statistically valid mail survey, an online public survey, and a public open house.



To complete the remainder of the comprehensive planning process, staff requests this contract amendment to authorize the following remaining phases:

- *Phase 2 (Assess)*: Establishes a localized target level of service (LOS), proximity/walkability analysis, gap analysis, and park conditions assessments for up to five City parks. Additional park assessments will be completed by staff.
- *Phase 3 (Recommend)*: Creates a prioritized capital investment program and a policy guide to address parks system growth, maintenance and operational needs, and general administration of maintaining the system at a high standard.
- *Phase 4 (Implement)*: Produces the draft Master Plan, facilitates public adoption meetings with the Parks and Recreation Board and City Council, and delivers the finalized digital plan and GIS mapping data to the City.

Additionally, this contract amendment incorporates two specialized assessments to optimize municipal operations:

1. *Recreational Programming Assessment* (\$12,000 add-alternate): A high-level analysis of current special events, program lifecycles, and service classifications to optimize recreational program offerings.
2. *Operational Efficiency Assessment* (\$14,000 add-alternate): An evaluation of staffing structures and historical budgets (past 5 FY years) measured against national and regional DFW Metroplex benchmarks.

The baseline cost for the remaining phases (Phases 2, 3, and 4) is \$71,750. Adding the \$26,000 for both specialized assessments results in the contract amendment increase represented by this contract amendment of \$97,750; bringing the overall contract maximum not to exceed \$140,050. Funding is available in capital project PK2507.

RECOMMENDATION:

Authorize the City Manager to execute an amendment to the contract with Halff Associates, Inc., increasing the total contract amount, not to exceed \$140,050, to include Phase 2, Phase 3, Phase 4, and two specialized recreational and operational assessments for the comprehensive North Richland Hills Parks, Recreation, and Open Space Master Plan.