

## PARK AND RECREATION BOARD MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** August 4, 2025  
**SUBJECT:** Review of the Park Amenity Request Policy and Process  
**PRESENTER:** Tanner Arwine, Assistant Director of Parks and Recreation

### **SUMMARY:**

Mr. Tanner Arwine will provide a summary of the Park Amenity Request Policy and review the Park Amenity Requests process that is monitored and conducted during each calendar year and leading up to the preliminary development of the annual fiscal year capital improvement program budget.

### **GENERAL DESCRIPTION:**

Preparation for the annual fiscal year Capital Improvement Program Budget begins in November and December of each year. The *Park Amenity Request Policy* outlines the criteria and methodology for responding to requests for additional park amenities and improvements in existing parks. Park Amenity Request forms are submitted, collected and saved during the calendar year. The regular December Park Board meeting provides a list of submitted Park Amenity Requests and staff recommendations based on multiple criteria. Some requests that are deemed to incur minimal cost impact or planning can be considered for immediate implementation or addition. Other requests may need further research and planning.

According to the *Park Amenity Request Policy*, applications received will be evaluated by Parks and Recreation Department Staff by a variety of criteria, including:

1. Compliance with the 2007 Parks, Recreation and Open Space Master Plan and 2016 Updated List of Priorities.
2. Current principles and methods of park planning and design.
3. Capital costs for the requested improvements.
4. Long term fiscal impacts related to maintenance and operations for the requested improvements.
5. Impacts on other prioritized projects in the CIP Budget with regards to introduction of the funding and time schedules associated with the request.

The Parks and Recreation Facilities Development Capital Improvement Program is supported by a ½-cent sales tax revenue. Sales Tax projections are expected to continue



to impact cash flow capabilities. Funding may not be available for introducing new requests in the CIP Budget until a future fiscal year. The Park and Recreation Board is requested to review these Park Amenity requests and provide direction to staff on considering these projects as a part of the annual development of the draft proposed fiscal year capital improvement project budget for the ½-cent sales tax funded projects.