

EXHIBIT A



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Sara L. Hensley, CPRP, Director  
Austin Parks and Recreation Department

**DATE:** June 4, 2012

**SUBJECT:** Update for Resolution 20120405-052 - Park Master Planning and Implementation

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On April 5, 2012, Council approved a resolution directing the City Manager to make recommendations on a public process for the review and consideration of new proposed uses for parkland that has no adopted park master plan, that has no identified use in an adopted park master plan or for which proposed uses may be inconsistent with an adopted park master plan.

The following proposal outlines the type of park operations that would be considered Administrative Approval and those requiring a higher level of review prior to implementing park improvements.

### Administrative Approval

The park operations below are considered "Normal Park Operations" and will be under the discretion of the Director or their designee:

1. **Maintenance:** Required maintenance of park and building facilities for continued park operations. These include irrigation systems, routine mowing, replacement or resurfacing of courts, replacement of fixtures and individual playscape components.
2. **Health and Safety:** Temporary or permanent closure of a park, building facilities or trail due to health and safety concerns.
3. **Park Furnishings:** Implementation of park furnishings including sidewalks, drinking fountains, benches, picnic facilities.
4. **Special Event or Rental:** Temporary closure of a park due to a special event or rental of the park.
5. **Implementation of park amenities consistent with a Park Concept or Master Plan\*.**  
*\*Park Concept/Master Plan is a planning process that includes collaboration with neighborhood stakeholders to identify desired park use. Staff will also review other adopted or recognized plans for consistency with the proposed park amenity.*

### Council Approval

The completion of a park concept or master plan of a pocket, neighborhood, district, metropolitan park or trail system will be presented before the Parks & Recreation Board, then to Council for approval.

Staff will submit a memo to Council that will include the Parks Board recommendation to seek Council's desire for more public discussion prior to implementation.

The implementation of park amenities will be under the discretion of the Parks & Recreation Board and Mayor & Council:

1. A park without a park concept or master plan: The Board & Council shall review those projects that meet at least ONE of the following criteria:
  - a. Requires a significant number of added parking to the park
  - b. Requires an adjustment to the existing maintenance plan, operation or program budget for the park
  - c. Park improvement is greater than \$55,000.
2. An amenity that is inconsistent with a recognized Park Concept Plan or Master Plan: The Board & Council will review the proposed park amenity, requested either from staff or neighborhood stakeholders, and provide a recommendation.
3. Repurposing of a park amenity: The Board & Council will review and provide a recommendation.

The recommendations will be presented to the Parks and Recreation Board on June 26<sup>th</sup> and to the City Council on June 28<sup>th</sup>.

Should you have any questions, please contact our office at 974-6717.

Cc: Marc A. Ott, City Manager  
Bert Lumbreras, Assistant City Manager  
David Juarez, P.E., Assistant Director, Parks and Recreation Department  
Ricardo Soliz, Division Manager, Parks and Recreation Department