

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Kim C. Chudoba, Senior Management Analyst *Kc*

**DATE:** April 6, 2006 (CC Special Meeting of 4/26/06)

**SUBJECT:** Consider Agreement with Moore Iacofano Goltsman, Inc. for Park Planning Services and Resolution Amending the Fiscal Year 2005/06 Budget by Appropriating \$50,000 from the Park Improvement Community Wide Fund

**BACKGROUND**

In September 1986, the City Council adopted a Parks and Recreation Master Plan to provide the City Council, the Parks and Recreation Commission, staff, and the public with a guide for acquiring and developing park and recreation facilities. The goal was to periodically revise the guidelines to reflect changing community needs. While staff surveyed residents on specific issues over the years, limited resources precluded a comprehensive update.

The City Council is being asked to authorize the City Manager to execute an agreement with Moore Iacofano Goltsman, Inc. (MIG) for park planning services. MIG has extensive experience in preparing master plans for park and recreation facilities, open space and trails, programs, and services. The firm promotes public input throughout the planning process.

**DISCUSSION**

MIG will evaluate the park system, look at physical and demographic trends, assess park and facility needs, prepare a layout of future park sites, review (and if needed revise) the park classification system, refine park design standards, and develop a capital improvement strategy for consideration by the Parks and Recreation Commission and the City Council. The firm will visit each park to assess system strengths and weaknesses, and the ratio of park land by type compared to similar communities. Data will be gleaned from staff, sports groups, the public, and similar cities. A stakeholders' forum will help forecast community needs and facility use.

MIG will create Moorpark-specific standards expressed in terms of a ratio of acres or facilities per 1,000 people. The firm will compare recommended standards (levels of service) with existing supply to identify current and future needs. In addition, MIG will analyze the need for major new facilities, such as an aquatic center, sports complex, or recreation center, as well as recommend changes, additions, or improvements to existing parks. The firm will develop a seven-year capital improvement plan, prioritizing projects based on need, cost, and funding source.

MIG will complete the scope of work for a fixed fee of \$44,675. The plan has been funded by North Park Village Limited Partnership as part of its agreement with the City when the North Park project was placed on the ballot. Staff recommends that the City Council appropriate \$50,000 from the Park Improvement Community Wide Fund, allowing for a \$5,325 contingency. The attached resolution will amend the budget and appropriate the necessary funds.

**STAFF RECOMMENDATION (Roll Call Vote Required)**

Authorize the City Manager to execute an agreement with Moore Iacofano Goltsman, Inc., subject to final language approval by the City Attorney and City Manager, and adopt Resolution No. 2006-\_\_\_\_.

Attachment 1: Resolution No. 2006-\_\_\_\_  
Attachment 2: Scope of Work

# ATTACHMENT 1

RESOLUTION NO. 2006-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FISCAL YEAR 2005/06 BUDGET BY APPROPRIATING \$50,000 FROM THE PARK IMPROVEMENT COMMUNITY WIDE FUND (2100) FOR PARK PLANNING SERVICES

WHEREAS, on June 15, 2005, the City Council adopted the budget for Fiscal Year 2005/06; and

WHEREAS, on April 26, 2006, a staff report has been presented to the City Council requesting a budget increase in the aggregate amount of \$50,000 for park planning services; and

WHEREAS, Exhibit "A," attached hereto and made a part hereof, describes said budget amendment and its resultant impacts to the budget line items.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. A budget amendment in the aggregate increase of \$50,000, as more particularly described in Exhibit "A," attached hereto is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 26th day of April, 2006.

\_\_\_\_\_  
Patrick Hunter, Mayor

ATTEST:

\_\_\_\_\_  
Deborah S. Traffenstedt, City Clerk

Attachment: Exhibit "A" - Budget Revision

000028

EXHIBIT "A"  
BUDGET REVISION

BUDGET AMENDMENT FOR PARK PLANNING SERVICES

A. Fund Allocation

| Fund Number | Fund Name                            | Amount   |
|-------------|--------------------------------------|----------|
| 2100-5500   | Park Improvement Community Wide Fund | \$50,000 |

B. Budget Appropriation

| Account Number      | Budgeted | Revised  | New Budget |
|---------------------|----------|----------|------------|
| 2100-7800-7026-9103 | \$0      | \$50,000 | \$50,000   |

Approved as to form: 

## MOORPARK PARK MASTER PLAN PROPOSED WORK PROGRAM April 4, 2006

### TASK 1 PROJECT INITIATION

#### 1.1 Project Initiation / City Meeting #1

The MIG Planning Team will meet with City staff to discuss contract administration, finalize the project scope, time schedule, budget, roles and responsibilities, end products, and public involvement strategies in order to tailor and refine the planning process. Based on this discussion, MIG will revise the project scope and schedule, if needed.

#### 1.2 Community Tour

With the assistance of a City representative (preferably a recreation staff member or parks maintenance person), MIG will tour the community to observe the character of the City and take a cursory look at the park system. MIG will return to look at the parks in more detail later.

#### 1.3 Document Review

MIG will collect and review relevant past reports, such as the City's General Plan, the old Park and Recreation Plan, and other documents that could provide important information to the planning study.

#### Task 1 Products

- Revised scope of work
- Refined time schedule

### TASK 2 COMMUNITY PROFILE

#### 2.1 Base Map Preparation

Using mapping information provided by the City, MIG will prepare a base map of the planning area. This map will later be used to analyze the existing park system, assess park and facility needs, and develop a layout plan of future park sites.

#### 2.2 Community Analysis

MIG will analyze physical and demographic characteristics of the community that may affect recreation interests, needs and participation, including an age profile. The MIG Team will study existing demographic information, such as the 2000 Census, population forecasts and other statistics. In addition, the Team will analyze the Moorpark Community in terms of growth areas, natural recreation resources, land use patterns, political boundaries and other features. The MIG Team will present a summary of this information to the City as Discussion Paper #1. Discussion Paper #1 will be reviewed by City staff for comments prior to being finalized.

#### Task 2 Products

- Discussion Paper #1 (Community Profile)
- Base map

### TASK 3 ANALYSIS OF THE PARK AREAS AND OTHER RECREATION FACILITIES

#### 3.1 Park Classification System

MIG will review the City's current classification system in the Parks Master Plan and recommend changes if appropriate. If changes are proposed, MIG will review with City staff at the project initiation meeting. The purpose of classifying the parks is to make comparisons with other similar communities and develop design standards according to their function and size.

### **3.2 Park Inventory**

MIG will visit each park managed by the City and evaluate them according to:

- Overall evaluation of the park system including its strengths and weaknesses
- Ratio of park land by type and compared to other similar communities

### **3.3 Sport Facilities**

MIG will inventory and evaluate public and private sport facilities found in the community, including Moorpark Unified School District facilities.

### **3.4 Existing Park System Layout**

MIG will prepare an "Existing Parks and Facilities" map illustrating the location of all existing parks, schools, specialized recreation facilities and other related areas. MIG will include the site of known future parks, recreation facilities, and schools in the map. The map will also be used to help assess parkland needs in Task 4.

### **3.5 Discussion Paper #2 (Analysis of the Park System and Operations)**

MIG will prepare Discussion Paper #2, which will analyze the current park and recreation facilities managed by the City. This report will be sent to the City for their review and check for accuracy.

### **3.6 City Staff Meeting #2**

MIG will meet with staff to discuss the results of the first two Discussion Papers and prepare for the Open House meeting, which will occur that evening (see Task 4.1).

#### **Task 3 Products**

- Discussion Paper #2 (Analysis of the Park and Recreation Assets)
- Staff Meeting

## **TASK 4 RECREATION NEEDS ASSESSMENT**

The recreation needs assessment is an analysis of parkland need, facilities and other specialized recreation areas stated in quantifiable terms. This information will be collected from a number of sources including city staff, a public workshop meeting, input from sport groups and information derived from past MIG surveys. The recommended level of service will be coordinated to ensure it is a level the City believes it can afford. Needs will be quantified for specific land areas and facilities and will be expressed as a standard or ratio to a population base. The standards will be formulated specifically for Moorpark and will be derived from mathematical models developed by MIG. MIG will also assess the location of park and recreation facilities related to population centers.

### **4.1. Public Open House**

With input from the City, MIG will organize and facilitate a public meeting to discuss park and recreation issues and needs. The City will determine the appropriate location and time for the meeting that will facilitate the attendance of the greatest number of Moorpark residents. MIG will develop flyers and other publicity materials, which the City will distribute. City staff, the Park and Recreation Commission and local stakeholders will be encouraged to attend this meeting. Some of the information we expect to be developed includes:

- Perceived park land issues and needs
- Recreation issues
- Suggested park facilities
- Funding preferences

### **4.2 Sports Group Survey**

MIG will coordinate with Moorpark Recreation staff and other organized sport groups to obtain specific information about the needs of organized sports. Information collected will include the existing and future projections for sports facilities based on frequency of play and practice, seasons of play and other factors. The MIG Team will use this data to identify desired service levels for sport facilities and subsequently develop demand standards for each type of sport facility needs.

#### **4.3 Identification of Park and Facility Needs**

Based on information derived from past MIG surveys, the public workshop, the sports group survey, input from City staff, and mathematical models previously developed by MIG, the MIG Team will develop demand standards specific to Moorpark. These standards will be expressed in terms of a ratio of acres or facilities per 1,000 people. The recommended standard (often referred to as the *Level of Service*) will then be used to compare with the existing supply to identify existing and future needs in terms of acres, miles or number of facilities. The Needs Assessment Report will include:

- A discussion on national recreation trends
- A comparison of land/facilities with other similar cities
- Input data from public open house meeting
- Input from special interest groups
- A description of how each demand model was developed and what it means in terms of additional land or facilities.

#### **4.4 Brainstorming Session (Held next day after the Public Meeting)**

MIG will host a half-day brainstorming session the day after the Public Open House (Task 4.1) with key city staff people to discuss potential recommendations and policies in the Plan.

#### **Task 4 Products**

- Public Meeting
- Discussion Paper #3 (Needs Assessment)
- Brainstorming Session with Staff

### **TASK 5 RECOMMENDATIONS AND POLICIES**

#### **5.1 Design and Development Standards**

MIG will prepare design and development standards for each type of park proposed in the city's park system. The purpose of these standards is to clarify the types of facilities appropriate for various park types.

#### **5.2 Layout Plan**

Based on the conclusions formed in Tasks 4, MIG will prepare a park and facility layout plan that describes the general location of future park sites and other facilities.

#### **5.3 New Major Facilities**

MIG will analyze the need for major new facilities, such as an indoor recreation center, sports field complex, aquatic complex or other specialized facilities.

#### **5.4 Recommendations to the Existing Park System**

MIG will recommend changes, additions, or improvements needed to existing parks and will provide associated cost for each.

#### **Task 5 Products**

- Park design and development standards
- Outline of recommendations and policies
- Analysis of proposed major new facilities
- Park and Facility Layout Plan

### **TASK 6 FINANCING AND CAPITAL FACILITIES PLAN**

#### **6.1 List of Capital Projects**

MIG will list all capital projects and actions recommended in the Plan and prioritize them according to need and funding possibilities.

## **6.2 Funding Options**

MIG will identify and evaluate various funding options the City could use for capital development.

## **6.3 Capital Facility Plan**

A short-term 7-year capital improvement plan will be developed listing projects in their priority, their cost and funding source.

### **Task 6 Products**

- List of all proposed capital projects recommended in the Plan
- List of funding options
- Capital Facilities Plan

## **TASK 7 ADOPTION AND DOCUMENTATION**

### **7.1 Draft Master Plan**

MIG will prepare draft report of the entire Parks and Recreation Master Plan and send one reproducible copy to the City for reproduction and distribution.

### **7.2 City Staff / Park and Recreation Commission Hearing**

MIG will review the draft report with City staff and then meet with Park and Recreation Commission in a public hearing to receive comments.

### **7.3 City Council Meeting / Public Hearing**

MIG will attend a City Council meeting or public hearing on the Park and Recreation Master Plan.

### **7.4 Final Master Plan**

Making revisions based on input from the City staff, Park and Recreation Commission, and the City Council, MIG will finalize the Master Plan. Final documents will include:

- One unbound hardcopy of the final plan, 5 bound hardcopies, and 1 CD containing an electronic PDF file. The Final Master Plan will include maps and text that provides the following information:
  - Description of the planning process
  - Summary of the community profile information
  - Assessment of parks and programs offered
  - Park and facility needs assessment
  - Park design standards
  - Recommendations and policies
  - Implementing and funding recommendations
- One full-sized and one reduced version colored copy of the Existing Parks and Facilities Map and the Park Layout Plan.

## FEES

Our fees to complete your study as outlined in the scope of work will be \$44,675 based on a lump sum and includes all expenses and direct costs. A breakdown of the fees by task is shown below.

|                  |                                       |                 |
|------------------|---------------------------------------|-----------------|
| TASK 1           | Project Initiation                    | \$4,380         |
| TASK 2           | Community Profile                     | \$2,445         |
| TASK 3           | Analysis of Park Areas                | \$5,785         |
| TASK 4           | Recreation Needs Assessment           | \$9,240         |
| TASK 5           | Recommendations and Policies          | \$4,610         |
| TASK 6           | Financing and Capital Facilities Plan | \$6,045         |
| TASK 7           | Adoption and Documentation            | \$12,170        |
| <b>TOTAL FEE</b> |                                       | <b>\$44,675</b> |