



**CITY OF MONROVIA
COMMUNITY SERVICES COMMISSION
AGENDA REPORT**

DEPARTMENT: Public Services

MEETING DATE: September 11, 2017

PREPARED BY: Katie Distelrath,
Recreation Manager

AGENDA LOCATION: AR-1

TITLE: Recommend City Council Approval of the Citywide Park Master Plan

OBJECTIVE: To recommend approval to the City Council of the Citywide Park Master Plan

BACKGROUND: In early 2016, the City participated in the County of Los Angeles' Park Needs Assessment. This process was effective and the findings valuable; it was determined that the next step towards providing Monrovia with premier parks and services would be to develop a comprehensive Park Master Plan.

In March 2016, Staff began to develop a Request for Qualification to solicit qualified consultants to assist with the development of the Park Master Plan. Six (6) proposals were received and after a comprehensive interview process, Conservation Technix, LLC. was recommended by the Community Services Commission as the consultant that would be the best fit for this project.

On September 20, 2017, City Council approved the Consultant Services Agreement with Conservation Technix LLC. Conservation Technix and Staff worked together over the next several months to accomplish the following six (6) tasks that were used in the development of the plan.

1. Project Initiation and Management
2. Existing Conditions and Baseline Analysis
3. Community Engagement
 - a. Community Services Commission Discussion
 - b. Community Survey- random selection of 2,500 households were surveyed
 - c. Stakeholder Discussions (6)
 - d. Community Workshop (1)
 - e. mySidewalk – web based Community Engagement
4. Community Needs Assessment
5. Preliminary Plan Development
6. Plan Review and Approval

ANALYSIS: On August 8, 2017, Steve Duh from Conservation Technix, Inc. presented a draft of the Citywide Park Master Plan during the regularly scheduled Commission Meeting. The Commission took the next two weeks to review the document and provide staff with revisions, questions, and comments. The current draft incorporated feedback from both Commission and Staff.

CEQA: Staff continues to work on the Open Space CEQA Elements. These items will be taken to City Council separate from the Park Master Plan.

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FISCAL IMPACT: Funds for the project have been allocated in the 2016/2017 CIP Budget. In addition, funds for the update to the Open Space Element are available in the Community Development Operation Budget.

RECOMMENDATIONS: The following options are provided for the Commission's consideration:

1. Recommend City Council Approval of the Citywide Park Master Plan.
2. Do not approve the Citywide Park Master Plan and provide Staff with further direction.

COMMISSION ACTION REQUIRED: Staff recommends Option 1; recommend City Council approval of the Citywide Park Master Plan.