



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

DEPARTMENT: Public Services

MEETING DATE: March 13, 2018

PREPARED BY: Katie Distelrath,
Recreation Manager

AGENDA LOCATION: AR-1

TITLE: Recommend Approval of the Citywide Park Master Plan

OBJECTIVE: To recommend approval of the Citywide Park Master Plan for City Council's consideration.

BACKGROUND: In early 2016, the City participated in the County of Los Angeles' Park Needs Assessment. This process was effective and the findings were valuable; it was determined that the next step towards providing Monrovia with premier parks and services would be to develop a comprehensive citywide Park Master Plan. As a part of the FY 16/17 budget development, City Council allocated funding to recruit and hire a consultant to assist with the Park Master Plan process.

In March 2016, Staff developed and issued 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 surveyed*
 - c. *Stakeholder Discussions*
 - d. *Community Workshop*
 - e. *mySidewalk – Web based Community Engagement*
4. Community Needs Assessment
5. Preliminary Plan Development
6. Plan Review and Approval

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.

On September 11, 2017, Staff presented a revised draft of the Park Master Plan that included the comments and revisions provided by the Commission during the August 8, 2017 meeting. Commission reviewed the revised plan and provided Staff with final revisions and comments.

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ANALYSIS: The proposed Park Master Plan outlines a framework for the improvements of the parks and amenities as it relates to the specific needs of the community. This framework clarifies the program objectives, development goals, and sets a long-range vision for the City with clear action plans and strategies for implementation over the next five to ten years.

The plan is broken down into six separate sections. The first section is an overview of the community and describes the steps used to build the Plan. The next step provides some background as it relates to historic park development plans as well as explores the benefits of parks and open space. In the third section, the report fully outlines the public involvement in the plan development. The fourth section outlines the park assessment, providing an inventory and description of all park amenities. In the fifth section, Strategic Goals and Action Items are provided, laying a foundation for Plan implementation. And the final section provides key project recommendations and summarizes estimated project costs.

Assuming the Commission recommends approval of the Park Master Plan, the City Council will review the final document at the April 17 meeting.

FISCAL IMPACT: Funds for the project have been allocated in the 2016/2017 CIP Budget.

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

1. Recommend approval of the citywide Park Master Plan for City Council's consideration.
2. Do not recommend approval of the citywide Park Master Plan and provide Staff with further direction.

COMMISSION ACTION REQUIRED: Staff recommends Option 1, to approve the Citywide Park Master Plan for City Council's consideration.