

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and the City of Placerville, a City organized under the laws of the State of California (hereinafter referred to as "City");

WITNESSETH

WHEREAS, City has retained Foothill Associates to prepare a parks and recreation master plan in order to determine the facilities and improvements necessary to serve the users of the City's parks system; and

WHEREAS, the City estimates that up to 75% of its park users reside outside of the City limits; and

WHEREAS, County desires to collaborate with City in efforts to identify facilities and improvements to serve park users; and

WHEREAS, County and City have agreed to share the costs of the master plan.

NOW THEREFORE, the parties do hereby agree as follows:

For services described in Exhibit "A", attached hereto, County will pay City the sum of \$41,185. Payment shall be made on a percentage complete basis, within thirty (30) days of County's receipt and approval of invoices from City stating the percentage of the project completed by Foothill Associates. City shall include a copy of the current invoice from Foothill Associates with its invoice for payment.

The County employee with responsibility for administering this MOU is George Sanders, Interim General Services Director, or successor.

REQUESTING CONTRACT ADMINISTRATOR/DEPARTMENT HEAD CONCURRENCE:

By: _____ Dated: _____
George Sanders
Interim General Services Director

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding the day and year first below written.

-- COUNTY OF EL DORADO --

Dated: _____

By: _____
Rusty Dupray, Chairman
Board of Supervisors
"County"

Attest:
Cindy Keck, Clerk

By: _____ Date: _____
Deputy Clerk

-- CITY OF PLACERVILLE --

Dated: _____

By: _____
Carl Hagan, Mayor
"City"

Attest:
Susan Zito, Clerk

By: _____ Date: _____
Deputy Clerk

Exhibit A - Scope of Work

1 Initial Scoping Meeting

The focus of this meeting will be to refine the proposed scope of work and schedule, introduce the project team to City and County staff, and establish project team communication and reporting procedures.

Data/Input from the City and County:

- Identify any changes to Scope of Work and/or schedule

Deliverables:

- Final Scope of Work and schedule

2 Needs Assessment

2.1 Demographics

One very important factor in evaluating how well park facilities are meeting current needs and predicting demand for future recreation facilities and programs is the demographic profile of the City's population during the plan period. Using existing demographic data available from SACOG and the State Department of Finance, we will describe the existing demographics and project demographic changes in Placerville and the unincorporated areas served by Placerville parks through 2022.

We will also work with the local school districts to identify how enrollment projections may change youth demand for City recreation facilities and programs. Changes in school enrollment may also be a factor in how the City structures its future joint use agreements with the school districts if availability of school facilities changes. Demographic data will be combined with information from the General Plan Housing element to arrive at a comprehensive analysis of how the City's population is likely to change and where new population will be housed.

Data/Input from the City:

- Vacant Lands Inventory
- Projected Annexations/SOI
- Projected changes to infill density

Deliverables:

- Technical Memo summarizing Existing and Projected Demographics

2.2 Existing Parks Analysis

The project team will evaluate the condition of existing parks and open space based on the inventory provided by the City and County. We will begin to develop preliminary ideas for repairs and enhancements to complement those already identified in the current Parks and Facilities Capital Improvement List, and any corresponding information available from the County. The analysis will include the relative urgency, value, and cost for each potential renovation. To the extent that individual park plans are available, these will be checked for accuracy with existing site conditions. El Dorado County parcel data will be used to develop a GIS data layer showing existing park and open space parcels.

Data/Input from the City and County:

- Any existing park plans, survey data, etc.
- Parks/Facilities Inventory and Condition Assessment
- Participate in review of GIS parcel maps

Deliverables:

- Technical Memo summarizing Existing Park Analysis
- GIS data layer of park boundaries based on El Dorado County parcel data

2.3 Other Recreation Resources

Placerville area residents enjoy recreation benefits through the use of trails, open space, and facilities owned by El Dorado High School, Placerville Unified School District, EID, other area school districts, and private recreation providers.

A representative inventory of these facilities will be developed that will identify their existing uses and their potential to complement the City's facilities.

Data/Input from the City and County

- Joint use agreements with Schools
- List of City programs that use non-City facilities
- List of non-City programs that use City facilities



Deliverables:

- Technical Memo summarizing Other Recreation Resources

2.4 Community Survey

A survey should be conducted to determine attitudes in the community population at large towards parks and recreation.

JD Franz Research, Inc. will conduct a phone survey of a statistically significant number of residents selected at random from within the plan area. Questions will be structured to require responses from a finite list of options with qualitative modifiers. Questions that are too open-ended or imply options that are not realistic will be avoided. The phone survey will yield 370 complete surveys, with a $\pm 5\%$ margin of error at the 95% confidence level. The survey instrument will be developed in coordination with City and County staff and the project team to optimize response rates and the value of the information derived from the survey results. The survey will last from 5 - 10 minutes, and will include a written report describing methods, findings, and conclusions.

The Community Survey will need to be initiated as early as possible to allow sufficient time for development, distribution, and tabulation before development of the Master Plan document.

Data/Input from the City and County::

- Participate in defining survey objectives
- Review draft survey
- Review sampling strategy
- Assist with survey publicity

Deliverables:

- Draft/final survey objectives
- Draft/final survey instrument
- Technical Memo summarizing survey methodology and results

2.5 Park and Recreation Interest Group Survey

The goal of this survey, as distinct from the Community Survey described in Task 2.4, is to identify the needs of the subset of residents who are actually park and recreation users. These people are likely to have more specific ideas about

recreation needs and will provide more detailed information about trends and preferences.

The survey will be developed in collaboration with City and County staff, and will be made available to residents through the web and in hard copy format. The City and County will help identify appropriate venues for distribution and collection of the hard copy format, including providing copies at City Hall, the library, and other public buildings; to recreation programs participants; and to target populations at group meetings and events.

As with the Community Survey, questions will be structured to require responses from a finite list of options with qualitative modifiers. Questions that are too open-ended or imply options that are not realistic will be avoided. Questions on this survey will be more focused on specific park and recreation issues that are only relevant to people who are actually park or recreation program patrons. The survey instrument will also include information about the Master Plan process, and it will ask recipients if they wish to be notified of future workshops and events. It will also provide contact names and numbers and potentially a web address for additional information.

The survey will also include marker questions to group respondents by sub-planning area, demographic characteristics, and special interests. This strategy will allow cross-tabulation of results to identify correlations between groups and facility use and to reveal skewing in the results that may result from disproportionate representation by a certain group of people.

The City and County will coordinate survey publicity to let people know web address for the online survey and locations where hard copies are available. Suggested publicity opportunities include notice in the *Mountain Democrat*, public service announcements on select local radio stations, at Master Plan workshops, and by contacting local sports groups and community organizations.

This survey task will also need to be initiated as early as possible to allow sufficient time for development, distribution, and tabulation before development of the Master Plan document.



Data/Input from the City and County

- Participate in defining survey objectives
- Review draft survey
- Assist with survey administration, collection, and tabulation
- Print surveys and provide pre-survey publicity

Deliverables:

- Draft/final survey objectives
- Draft/final survey instrument (hard copy and web version)
- Technical Memo summarizing survey methodology and results

2.6 Project Web Site

A web site will be developed to publicize the Master Plan effort and to provide ongoing information to the community throughout the project. The content could include information about upcoming meetings, copies of the technical memos, survey results, contact information, and any other information the City and County wanted to release. The site can be hosted on a Foothill Associates server and accessed by a link on the City's and County's web site, or it can reside on the City's or County's web site. Examples of similar web sites are available at: <http://www.foothill.com/greenway/>, <http://www.foothill.com/drycreek/>, or <http://www.foothill.com/rcmrp>.

Data/Input from the City and County:

- Participate in defining web site content
- Provide link to website
- Provide contact information for web site

Deliverables:

- Web site

2.7 Community Workshop

During the Needs Assessment phase of the Master Plan project, it would be useful to hold two (2) community workshops independent of the two (2) Recreation and Parks Commission (RPC) public workshops specified in the Master Plan RFP. The focus of these meetings would be to get input from the community to supplement the survey findings. This input would be gathered through a variety of participatory activities and discussions. The workshops would also expose residents to the views of other members of the community and provide a forum to educate residents about the

Master Plan process. The meeting locations will be determined by the City and County in order to make it more convenient for residents from the entire plan area to attend.

Data/Input from the City and County:

- Identify meeting place
- Press release and meeting notification

Deliverables:

- Meeting agenda
- Overview of Master Plan process
- Workshop activities and facilitation

2.8 Needs Assessment Review

A comprehensive Needs Assessment chapter will be written for the Master Plan based on the technical memos generated throughout the assessment process. The Needs Assessment will include a discussion of relative priorities to help guide the subsequent consideration of facility improvements. This chapter will be reviewed by City and County staff and the RPC before facility recommendations are developed in the next phase of the project. This is a **critical path** task.

Data/Input from the City and County:

- Provide consolidated comments from City and County staff and RPC on Needs Assessment

Deliverables:

- Twenty (20) hard copies of the Needs Assessment and two (2) CDs with a PDF version

3 Facility Recommendations and Phasing

Based on the findings of the Needs Assessment, the project team will evaluate how well existing park facilities are meeting the current and future recreation demand. The preliminary ideas for repairs and enhancements that were developed during the Existing Parks Analysis will be revisited and refined. If new facilities are needed, these will also be quantified and characterized.

An important component of this part of the Master Plan analysis will be to assign relative priorities to the various recommendations. Because resources



for capital improvements and maintenance are limited, the Master Plan will need to determine which recommendations should be implemented first.

Projects will be evaluated to determine those that 1) are necessary to preserve safety, public health, and/or the environment 2) bring facilities in compliance with state or federal regulations, 3) protect the City's and County's existing investment, 4) substantially improve the City's and County's ability meet a high level recreation demand at a feasible cost, 5) provide a means of significant revenue generation, or 6) qualify for grant funding. The results of this evaluation will form the basis for proposed phasing of improvement, with projects that rank highest targeted for earlier implementation.

The Facility Recommendations and Phasing Plan will be provided to City and County staff and the RPC for review before the first RPC public workshop.

Deliverables:

- Needs Assessment, Facility Recommendations, and Phasing Plan chapters

4 RPC Workshop #1

The first informal public workshop with the RPC will focus on a review of the Needs Assessment findings and how these have been incorporated in the Facility Recommendations and Phasing components of the Master Plan. A PowerPoint presentation will be developed to guide the discussion, with opportunities for questions and commentary from the RPC and the public. The RPC will be asked to provide the project team with direction on modifications or refinements to these three Master Plan components in preparation for developing the Financing Plan. This is a **critical path** task.

Data/Input from the City:

- Identify meeting place
- Press release and meeting notification

Deliverables:

- Meeting agenda
- PowerPoint presentation
- Summary of RPC direction

5 Financing Plan

The first step in developing the Financing Plan will be to finalize the projected costs for proposed improvements, new facilities, and incremental changes in operations and maintenance costs. We will use our extensive database of actual park development costs in the region and well as input from City and County staff to establish these costs. This information will be used to establish the nexus for development impact fees and Quimby fees.

The draft financing plan will project the level of revenues from existing funding sources (general fund, program fees, grants, impact fees and Quimby fees) that can be anticipated over the life of the plan and provide recommendations for alternative funding sources. It will also discuss limitations on the uses of funding depending on the source.

A draft Capital Improvement Plan will be developed to show how long it will take to implement the proposed improvements based on anticipated revenues.

Data/Input from the City and County:

- Prior years data for general fund, program fees, and grants

Deliverables:

- Estimated cost to implement recommended improvements
- Revised development impact fee and Quimby fee
- Revenue projections through 2022
- Capital Improvement Plan based on projected revenues

6 RPC Workshop #2

The second RPC workshop will be used to present the proposed Financing Plan and to get direction from the RPC on modifications or refinements. The format will be similar to the first workshop. This is a **critical path** task.

Data/Input from the City:

- Identify meeting place
- Press release and meeting notification

Deliverables:



- Meeting agenda
- PowerPoint presentation
- Summary of RPC direction

7 1st Administrative Draft Master Plan

After the Financing Plan is complete, the 1st administrative draft of the Master Plan will be compiled and provided to City and County staff and the RPC for review and comment.

Data/Input from the City and County:

- Consolidated staff and RPC comments on 1st administrative draft Master Plan

Deliverables:

- Ten (10) hard copies of the 1st administrative draft Master Plan and two (2) CDs with a PDF version

8 2nd Administrative Draft Master Plan

Input from City and County staff and the RPC will be used to prepare the 2nd administrative draft Master Plan. This document will be provided to City staff to distribute to the Planning Commission and City Council in preparation for separate presentations to each group.

Data/Input from the City:

- Distribute 2nd administrative draft Master Plan to City Council and Planning Commission
- Prepare staff report(s)
- Get item on City Council and Planning Commission calendars

Deliverables:

- Ten (10) hard copies of the 2nd administrative draft Master Plan and two (2) CDs with a PDF version

9 Planning Commission and City Council Meetings

A PowerPoint presentation will be developed and given at regular meetings of the Planning Commission and the City Council. The

presentation will summarize the Master Plan process, findings, recommendations, and financial implementation strategy. Comments from the Planning Commission, City Council, and the public will be solicited during the meetings.

Data/Input from the City:

- Summary of public comment

Deliverables:

- PowerPoint presentation

10 Final Master Plan

Comments from the Planning Commission, City Council and the public will be reviewed with City staff before making final changes to the Master Plan.

Data/Input from the City:

- Review comments from City Council, Planning Commission and public and provide direction on final edits

Deliverables:

- Forty (40) hard copies of the Final Master Plan, two (2) unbound camera-ready copies and two (2) CDs with a PDF version

11 Final City Council Meeting

The Final Master Plan will be presented to City Council for their adoption, along with the IS/MND, if relevant. The final PowerPoint will summarize the highlights of the Master Plan as well as any significant modifications made as a result of the previous City Council and Planning Commission meetings.

- Distribute Final Master Plan to City Council
- Prepare staff report(s)
- Get item on City Council calendar

Deliverables:

- PowerPoint presentation

