

Proposal to

# UPDATE THE PLACERVILLE AREA PARKS AND RECREATION FACILITIES MASTER PLAN AND PARK IMPACT FEE STUDY



## SUBMITTED TO:



City of Placerville  
Community Services Department  
September 29, 2016

## SUBMITTED BY:



**FOOTHILL ASSOCIATES**

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# 1 PROJECT UNDERSTANDING AND SCOPE OF WORK

## 1.1 Project Understanding

The City of Placerville wishes to update the 2009 Placerville Area Parks and Recreation Facilities Master Plan (Master Plan) to reflect the current and future user needs, demographics, programs demand, facility conditions, and financial strategies. The 2009 Master Plan examines parks and recreation needs and facilities within the City of Placerville as well as the surrounding unincorporated communities of Coloma, Lotus, Gold Hill, Diamond Springs, Camino, Pollock Pines and portions of Rescue (the Plan Area). This is because the City of Placerville provides both programs and facilities that are used by residents of these unincorporated areas. There are also several El Dorado County park facilities within the Plan Area, including Henningsen Lotus Park and Joe's Skate Park, that are used by Placerville residents for unique recreation options not available at City parks. It is important to continue to reflect these unincorporated communities in the Placerville Area Master Plan update in order to understand the degree to which the City of Placerville is providing parks and recreation services to County residents and the potential for effective partnering with El Dorado County in providing these services.

In order to manage costs for this project, our approach to the Master Plan update is to only replace those portions of the document that are time sensitive and no longer reflect current conditions. This will also provide the City with a template to use for future periodic updates of sections that can be made by City staff, such as annual updates to recommended projects and capital priorities.

Once the Master Plan is updated, the City also wishes to update the level of development impact fees and land dedication or in-lieu fees that may be collected within the City of Placerville to fund future park improvements. Development fees for the unincorporated communities in the Plan Area are assessed and collected by the County of El Dorado. Park impact fees for the City of Placerville are currently set at \$1,320 per dwelling unit and have not been updated for many years. The 2009 Master Plan identified the need to revisit and increase this fee to more realistically reflect the City's costs of providing parks and recreation facilities to new residents to preserve the level of service for existing residents. New residential development is also required to dedicate land for active park use to preserve the City's 5 acres per 1,000 population standard or pay fees in-lieu of the land dedication. The land dedication requirement should be reaffirmed through the evaluation of the existing level of active park land that will be part of the Master Plan update.

The Master Plan prepared seven years ago included extensive public engagement to gauge public needs and priorities, including public workshops, a web/written survey, a phone survey, and meetings of the Parks and Recreation Commission and City Council. Given the nature of this update, it is expected that limited additional public outreach will be required beyond presentations to the Parks and Recreation Commission and City Council. Provisions for a public workshop and Planning Commission meeting have been included for this reason.

## 1.2 Scope of Work

### PHASE 1: MASTER PLAN UPDATE

The first phase of this project will address updating the Placerville Area Parks and Recreation Facilities Master Plan so that the information upon which the fee studies will be based is current and accurate. This update will also provide City staff with the opportunity to revise project priorities and the 10-year CIP. As each chapter is updated, it will be shared with City staff for review and comment.

### ***Task 1.1: Project Initiation***

The project will begin with a scoping meeting to review proposed approach to the work, schedule, and optional tasks. The project team will provide City staff with a list of data needed for the project, and will review expected involvement of City staff for each task as applicable. Materials provided by the City will be reviewed to make sure they are complete and include the necessary information for moving ahead with the project.

#### **Deliverables**

- Final scope and schedule
- List of materials to be provided by City

### ***Task 1.2: Park Inventory***

Public parks, facilities, and trails owned and/or managed by the City of Placerville or El Dorado County within the Plan Area will be examined to identify potential capital projects including repairs, renovations, or expansions. A breakdown of the number of facilities and the type/purpose of each such facility will be reviewed and updated to reflect current conditions. New facilities will be added as needed to provide a comprehensive and current inventory. Information about ownership and acreage, including development status and suitability for active or passive recreation uses, will also be updated. Coordination with El Dorado County Parks and Trails Division will be required to obtain current information on parks and facilities in the unincorporated part of the Plan Areas. This information will update the relevant sections of Chapter 3 of the current Master Plan.

#### **Deliverables**

- Updated sections of Chapter 3 related to park inventory

### ***Task 1.3: Programs***

Information about City run recreation programs will be updated to reflect deleted and added programs since 2009. Participation in programs from 2009 to 2015 will be captured from data gathered by City staff and used to assess current demand. Recommendations for new programs will also be developed based on industry and regional trends, and staff experience. This information will update the relevant sections of Chapter 3 of the current Master Plan.

#### **Deliverables**

- Updated sections of Chapter 3 related to recreation programs

### ***Task 1.4: Demographics***

Current and projected demographic information will be developed for Placerville and each of the communities in the Plan Area. This will include analysis of population, age distribution, cultural and economic factors as these data tend to have a bearing on demand for and use of parks and recreation facilities and programs. This information will update Chapter 4 of the current Master Plan.

#### **Deliverables**

- Updated Chapter 4

### ***Task 1.5: Land Use and Growth Projections***

Working with the City of Placerville and El Dorado County planning staffs, an analysis will be prepared showing pending development projects and potential for future residential development in the Plan Area based on current zoning and land use. The potential number of new residents associated with this development will be estimated. This information will be added to Chapter 4 of the current Master Plan as a new section.

#### **Deliverables**

- New section on land use and growth in Chapter 4

### ***Task 1.6: Existing Level of Service***

Based on the City of Placerville and El Dorado County adopted park planning standards, the existing levels of service for the City and unincorporated portions of the Plan Area will be separately established. Existing levels of service are to be determined for active parkland acres per 1,000 population and facilities per 1,000 population. Developed active parkland acres will also be identified along with replacement costs per acre for existing improvements. This information will update the relevant sections of Chapter 6 of the current Master Plan.

#### **Deliverables**

- Updated sections of Chapter 6 related to Level of Service

### ***Task 1.7: Strategies and Recommendations***

Strategies and recommendations in the current Master Plan will be reviewed and revised if needed based on the current conditions. New strategies and recommendations may be added, and those that are no longer relevant will be omitted or revised as appropriate. At this point in the process, the City of Placerville will determine whether or not a separate public outreach process is needed to review or clarify recommendations. This information will update Chapter 7 of the current Master Plan.

#### **Deliverables**

- Updated Chapter 7

### ***Task 1.8: Cost Analysis***

The updated Cost Analysis will assign capital costs to all proposed improvements and will be used as the basis for a new 10-year Capital Improvement Plan. Non-capital projects and their associated costs will also be identified. This information will update Chapter 8 of the current Master Plan.

#### **Deliverables**

- Updated Chapter 8

### ***Task 1.9: Financial Plan***

A new 10-year Financial Plan will be developed showing both expected expenses and revenues required to implement the CIP. The amount of revenues required from the various available funding sources will be identified. This information will update Chapter 9 of the current Master Plan.

#### **Deliverables**

- Updated Chapter 9

### ***Task 1.10: Draft Master Plan***

Once all updated sections are complete, a draft Master Plan document will be provided to the City for review in PDF and Word digital format and 5 hard copies. Comments from City staff will be incorporated as needed before the Draft Master Plan is presented in the next task.

#### **Deliverables**

- Draft Master Plan in PDF and Word digital format and 5 hard copies

### ***Task 1.11: Present Draft Master Plan***

The Draft Master Plan will be presented to the Placerville Parks and Recreation Commission, and then to the Placerville City Council in separate meetings. Comments from the public, Commissioners, and Councilmembers will be captured.

#### **Deliverables**

- Powerpoint presentation summarizing updates to the Master Plan
- PDF Copy of presentation to include in staff report
- Summary of PRC and City Council meeting comments and public input

#### ***Task 1.12: Final Master Plan***

The comments from the public, elected officials, the Parks and Recreation Commission will be reviewed with City staff prior to making final edits to the Draft Master Plan. The final Master Plan will be provided in PDF and Word digital format and 5 hard copies.

#### **Deliverables**

- Final Master Plan in PDF and Word digital format and 5 hard copies

#### ***Task 1.13: Public Workshop***

A separate community workshop will be held to get additional public input for the Master Plan update. The workshop will be facilitated and structured to capture public input on the specific areas of concern or issues that have been identified. A flyer and meeting materials will be prepared for the workshop, and all input will be documented and reviewed with City staff. We will also help identify the best strategy to maximizing participation in the meeting. It is assumed the workshop will be held at Town Hall or some other City facility in Placerville, and that the City will publicize the event through various e-mail lists and stakeholder groups.

#### **Deliverables**

- Public workshop flyer in PDF format
- Graphic materials for workshop
- Summary of public input

#### ***Task 1.14: Planning Commission Meeting***

An additional meeting with the Planning Commission will occur in coordination with the presentations to the Parks and Recreation Commission and City Council (Task 1.11) when the Draft Master Plan is presented.

#### **Deliverables**

- See Task 1.11 above

### **PHASE 2: PARK IMPACT FEE AND QUIMBY LAND DEDICATION/IN-LIEU FEE STUDIES**

This second phase of the project will develop studies for both the Park Impact Fee (PIF) Nexus and the Quimby Land Dedication/In-Lieu Fees (Fee Studies). Both of these studies are necessary to identify the separate components that may be assessed on new development to fund park and recreation facilities. The regulations governing how these components are established arise from separate legislation and so they are best examined individually. In addition, different restrictions apply to how the fees collected from both programs may be used. SCI Consulting will act as a subconsultant to Foothill Associates for this phase of the project. Both firms will work closely together throughout the project to make sure the Master Plan document and Fee Studies are appropriately integrated and reflect the City's intent.

#### ***Task 2.1: Project Initiation***

While much of the work on the Fee Studies will be dependent on the findings of the Master Plan, initial work on this phase of the project will commence at the same time as the Master Plan. This will help identify specific strategies that will be used in preparing the Fee Studies and the associated information that will be needed in the Master Plan. SCI staff will participate in the Project Initiation Meeting described in Task 1.1 above. They will also review the City's current Park and Recreation Facilities Master Plan; the City's General Plan; the City's capital improvement program; and other available reports and studies related to funding park and recreational facilities.

### **Deliverables**

- Final scope and schedule
- List of materials to be provided by City

### ***Task 2.2: Draft Park Impact Fee Nexus Study***

Using information from the Master Plan, the amount of park impact fees needed for the City to offset the impact of new development on park and recreational facilities will be determined. This may be accomplished in one of several ways using either the existing level of service (LOS), or the proposed LOS. If the proposed LOS exceeds the current LOS, the City will need to have a reasonable expectation that it will have the resources to bring the current LOS up to the proposed LOS for the existing population. In order to satisfy the “nexus” requirements for establishing new or increasing development impact fees as outlined in the Mitigation Fee Act, the draft park impact fee nexus study will:

- Identify the purpose of the fee.
- Identify how the fee is to be used.
- Determine how a reasonable relationship exists between the fee’s use and the type of development project on which the fee is imposed. This may include types of development in addition to residential, such as commercial or industrial, if this is the City’s direction and a reasonable nexus can be established.
- Determine how a reasonable relationship exists between the need for the public facility and the type of development project on which the fee is imposed.
- Demonstrate a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development upon which the fee is imposed.

The study will also provide a summary of the requirements for establishing and administering park impact fees, and depositing and accounting for park impact fee revenue as required by the Mitigation Fee Act. Direction will be provided for coordinating the use of fees collected under the current park impact fee program and any fees collected under the new program. Strategies will also be recommended for periodic review and updates to keep pace with inflation and other relevant factors. The draft Nexus Study will be provided to the City for review in PDF and Word digital format and 5 hard copies.

### **Deliverables**

- Draft Park Impact Fee Nexus Study in PDF and Word digital format and 5 hard copies

### ***Task 2.3: Draft Quimby Land Dedication and In-Lieu Fee Study***

The Master Plan information will be used to establish the factors that determine the land dedication requirement and corresponding in-lieu fee for the City pursuant to the Quimby Act. Recommendations will be provided for how to restructure the Quimby ordinance for the City as appropriate, including provisions for periodic review and updates to keep pace with inflation and other relevant factors. The Draft Quimby Land Dedication and In-Lieu Fee Study will be provided to the City for review in PDF and Word digital format and 5 hard copies.

Note: The Quimby Land Dedication and In-Lieu Fee Study and the Draft Park Impact Fee Nexus Study will be provided for review at the same time since it is the combination of the two programs that comprise the total contribution expected from new development.

### **Deliverables**

- Draft Quimby Land Dedication and In-Lieu Fee Study in PDF and Word digital format and 5 hard copies

### ***Task 2.4: Present Draft Fee Studies***

The Draft PIF Nexus Study and Draft Quimby Land Dedication and In-Lieu Fee Study will be presented at two (2) meetings. One will be either a joint meeting of the Placerville Parks and Recreation Commission and Planning Commission, or just a Planning Commission meeting depending on the need as the project progresses. The second

will be to a meeting of the Placerville City Council. Comments from the public, Commissioners, and Councilmembers will be captured.

**Deliverables**

- Powerpoint presentation summarizing both Draft Fee Studies
- PDF Copy of presentation to include in staff report
- Summary of PRC/PC and City Council meeting comments and public input

***Task 2.5: Final Fee Studies***

The comments from the public, elected officials, the Parks and Recreation Commission will be reviewed with City staff prior to making final edits to the Draft Park Impact Fee Nexus Study and Draft Quimby Land Dedication and In-Lieu Fee Study. The final fee studies will be provided in PDF and Word digital format and 5 hard copies.

**Deliverables**

- Final Park Impact Fee Nexus Study in PDF and Word digital format and 5 hard copies
- Final Quimby Land Dedication and In-Lieu Fee Study in PDF and Word digital format and 5 hard copies

## 2 COST SUMMARY

Task	Description	Foothill Associates				SCI	Total Hours	Other Direct Costs			Total Cost
		K. Kirsh	P. Weller	M. Brewer	A. Perozzi	B. Aas		Mileage	Subconsultant Mark-up	Document Production	
Hourly Bill Rate		\$190	\$125	\$85	\$85	\$165					
<b>Phase 1 - Master Plan Update</b>											
1.1	Project Initiation	4	2				6	\$50			\$1,060
1.2	Park Inventory	8	12				20				\$3,020
1.3	Programs	1	4				5				\$690
1.4	Demographics	6	18				24				\$3,390
1.5	Land Use and Growth Projections	8	16				24				\$3,520
1.6	Existing Level of Service	8	8				16				\$2,520
1.7	Strategies and Recommendations	8	8				16				\$2,520
1.8	Cost Analysis	2	16				18				\$2,380
1.9	Financial Plan	4	8				12				\$1,760
1.10	Draft Master Plan	8	20		6		34			\$125	\$4,655
1.11	Present Draft Master Plan (PRC and City Council)	16			2		18	\$100			\$3,310
1.12	Final Master Plan	4	8		4		16			\$125	\$2,225
1.13	Public Workshop	6	6	2	8		22	\$100		\$200	\$3,040
1.14	Planning Commission Meeting	6					6	\$45		\$60	\$1,245
										<b>Subtotal Phase 1</b>	<b>\$35,335</b>
<b>Phase 2 - Park Impact Fee and Quimby Land Dedication In-Lieu Fee Studies</b>											
2.1	Project Initiation					8	8	\$100	\$142		\$1,562
2.2	Draft Park Impact Fee Nexus Study	5	4			40	49		\$660		\$8,710
2.3	Draft Quimby land Dedication and In-Lieu Fee Study	5	4			10	19		\$165		\$3,265
2.4	Present Draft Fee Studies (2 mtgs: PRC/PC and City Council)					8	8	\$200	\$152		\$1,672
2.5	Final Fee Studies					8	8		\$132		\$1,452
										<b>Subtotal Phase 2</b>	<b>\$16,661</b>
<b>Total Hours</b>		<b>99</b>	<b>134</b>	<b>2</b>	<b>20</b>	<b>74</b>	<b>329</b>				
<b>Total Cost</b>		<b>\$18,810</b>	<b>\$16,750</b>	<b>\$170</b>	<b>\$1,700</b>	<b>\$12,210</b>		<b>\$595</b>	<b>\$1,251</b>	<b>\$510</b>	<b>\$51,996</b>

### 3 WORK PROGRAM TIMELINE

The following timeline shows the estimated length of time required for completion of the two phases.

Task	Description	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35		
<b>Phase 1 - Master Plan Update</b>																																						
1.1	Project Initiation	M																																				
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1.8	Cost Analysis																																					
1.9	Financial Plan																																					
1.10	Draft Master Plan																																					
1.11	Present Draft Master Plan (PRC and City Council)																																					
1.12	Final Master Plan																																					
1.13	Public Workshop																																					
1.14	Present Draft Master Plan (Planning Commission)																																					
<b>Phase 2 - Park Impact Fee and Quimby Land Dedication/In-Lieu Studies</b>																																						
2.1	Project Initiation	M																																				
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2.4	Present Draft Fee Studies (2 mtgs: PRC/PC and City Council)																																					
2.5	Final Fee Studies																																					

- Progress
- Meeting
- City Review
- Deliverable

## 4 STATEMENT OF QUALIFICATIONS AND RELEVANT EXPERIENCE

### 4.1 Team Introduction

#### 4.1.1 Foothill Associates Background

Foothill Associates is a Veteran-owned, California Corporation with Small Business certification (#20864) that provides a wide range of environmental consulting services to local governments, public agencies, and private clients. Founded in 1995, we are located in Rocklin, California.

We are distinguished from our competitors in the parks and recreation planning field by our ability to assemble internal multidisciplinary teams that are tailored to the specific requirements of each unique project. Our services include all the traditional aspects of parks, trails, and recreation planning and design services along with associated regulatory compliance such as CEQA/NEPA, GIS analysis and mapping, survey development, impact fee studies, and public meeting facilitation. In addition, we provide arborist and urban forestry planning services, and design of stormwater and Low Impact Development (LID) features. By providing all of these services in-house we will be able provide the City with exceptional efficiency, quality, and value in preparing the Park and Recreation Master Plan Update.

This integrated approach to project execution is an intentional business model that has evolved over time based on what we have learned about the best way to serve our clients. It typically results in better assessment of the issues, more innovative solutions, lower costs, and shorter timeframes.

We are committed to providing the highest quality services to our clients at competitive rates and to being responsive to our clients' needs. We recognize that maintaining excellent relationships with our clients is our most valuable asset, and we strive always to make projects as enjoyable and rewarding as possible for our clients. Services that Foothill Associates provides include:

- Parks and Recreation Planning
- Landscape Architecture
- Meeting/Workshop Facilitation
- Arborist Services
- Environmental Documentation (CEQA/NEPA)
- Regulatory Permitting and Compliance
- Water Resources
- Resource Assessment
- Geographic Information Systems (GIS) and Technical Services
- Web and Creative Services

Foothill Associates insurance coverage meets the City's insurance requirements as provided in the RFP.

#### 4.1.2 SCI Consulting Group Background

SCI Consulting Group (SCI) has been assisting public agencies with impact fees, revenue measures, levy administration and other revenue enhancement services for over 30 years. SCI firmly believes that their extensive expertise with park impact fee programs, Quimby programs, and other park and recreation funding mechanisms offers the City the best opportunity for successfully updating the program in the timeliest, legally compliant and defensible manner. SCI also has a proven track record of successful outreach and consensus building with the building industry and key stakeholders.

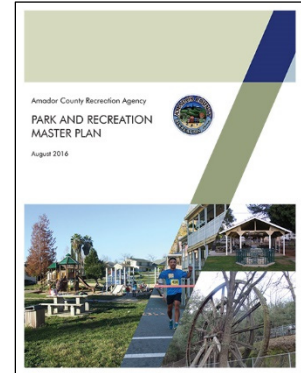
## 4.2 Relevant Experience

In addition to the project descriptions provided in **Section 5 – References**, following are descriptions of other relevant projects for which Foothill Associates has performed services of similar size, scope, and complexity for District or City-wide Master Plans.

### Foothill Associates

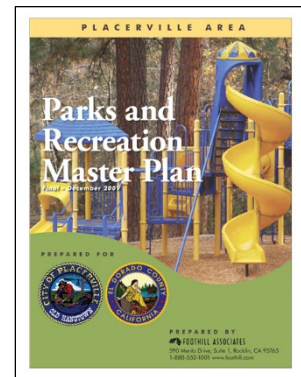
#### Amador County Recreation Agency Park and Recreation Master Plan Update (2016)

Foothill Associates prepared the Parks and Recreation Master Plan Update and Nexus Study for the Amador County Recreation Agency, a Joint Powers Authority whose members include Amador County; the cities of Lone, Amador City, Sutter Creek, Plymouth, and Jackson; and the Amador County Unified School District. This project included an inventory of all the parks and recreation facilities of the member agencies; evaluation of demographics and projected development; analysis of facility and program needs both countywide and by member agency; extensive public engagement throughout the County with residents, stakeholder groups, and regional recreation providers; and recommendations for capital projects and operational strategies. We also prepared the supporting level of service and facility cost data for a park impact fee Nexus Study, which was developed by SCI Consulting as a subconsultant to Foothill Associates.



#### Placerville Area Parks and Recreation Master Plan (2009)

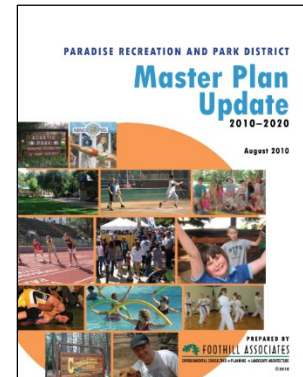
Foothill Associates developed the Placerville Area Parks and Recreation Master Plan, in coordination with the City of Placerville and El Dorado County. The goal of the document was to create a single master plan for parks and recreation that addresses both the city and county residents' needs in an integrated and coordinated manner. This approach helped maximize the efficient use of limited resources by identifying gaps and overlaps in service, and opportunities for collaboration between the two jurisdictions. The planning process included several community meetings, an inventory of park resources, the development of level of service standards for the plan area, initial assessment of facility, program, and operational needs and finance plan.



As part of the community outreach portion of the master plan process, Foothill Associates developed a project website. The website provided a source for the community to find updates about project events, status, findings, and draft reports. A written recreation survey was developed by Foothill Associates and replicated on the website through a fully customizable online form management system, also developed in-house. Residents were invited to complete the survey online and results were automatically collected in a database on our server for analysis. Our graphic specialists designed all elements for the website, as well as written handouts and display boards.

### Paradise Recreation and Park District Master Plan (2010)

Foothill Associates prepared a Master Plan Update for 2010-2020 for the Paradise Recreation and Park District. Foothill Associates' project manager worked with PRPD staff and the Master Plan Advisory Committee throughout the update process. We facilitated a public workshop and on-line survey to gather community input on the recreational priorities and interests. The data from these meetings and updated demographic and financial projections were used to develop the Master Plan Update for 2010-2020, which included prioritized recommendations and estimates for facility improvements, programs, and staffing, a funding analysis, and implementation plan. Foothill Associates also prepared the CEQA document for the completed Master Plan.

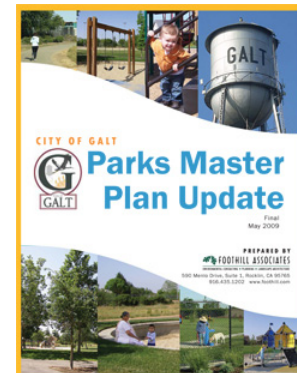


### Auburn Recreation District Park Development Impact Fee Nexus Study, Auburn, CA (2008)

Foothill Associates prepared a nexus study in support of the establishment of the Auburn Recreation and Park District's Park Development Impact Fee. The park development impact fee is applicable to any and all new residential development within the District to maintain the level of service standards determined by the District. The study provides the findings and the nexus required by law for establishment of the fee. The methods used to calculate impact fees in the study were in compliance with the California Mitigation Fee Act. The analysis included discussion on the District's population and level of service standards, calculation of costs of the proposed impact fee, comparison of the proposed fee versus park development impact fee in similar communities, and guidance on the implementation of the fee.

### City of Galt Parks Master Plan Update (2010)

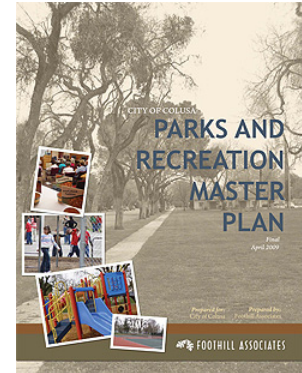
Foothill Associates prepared the City of Galt's Parks Master Plan and the associated Mitigated Negative Declaration. The project included community analysis, inventory of facilities and programs, planning criteria, needs and preferences analysis, and development of a financing plan. Numerous methods were used to gather community input: community workshops using a variety of interactive activities and discussion; a community phone survey to determine preferences and attitudes towards parks and recreation; an interest group survey to determine specific preferences and trends among park/program users; and a project web site with updates about project events, status, findings, reports, and an online version of the interest group survey. Our park planners evaluated existing and projected demographic changes in the city through 2025; inventoried existing public parks, recreation and open space land, trail systems, facilities, and programs; and assessed existing recreation resources and programs to identify deficiencies and surplus resources. The financing plan included projected costs for proposed improvements, new facilities, and incremental changes in operations and maintenance costs to update the nexus for development impact fees and Quimby fees. The Master Plan was developed to reflect the direction and goals of the City's General Plan.



Foothill Associates also prepared the Initial Study/Mitigated Negative Declaration for the City of Galt Parks Master Plan. Master Plan analyses were approached at a programmatic level, were tiered off of the City's General Plan, and evaluated a comprehensive range of ongoing and proposed future recreational improvements proposed by the City. The City adopted the Master Plan and the Mitigated Negative Declaration August 17, 2010.

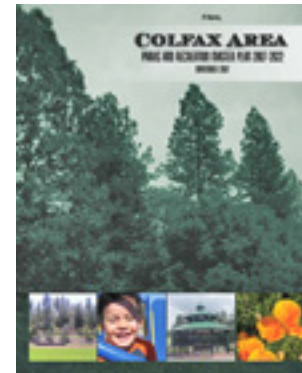
### City of Colusa Parks and Recreation Master Plan (2009)

Foothill Associates developed the City of Colusa's first Park and Recreation Master Plan. The plan area included the City of Colusa and its sphere of influence. Community outreach was a major focus of the project. Two community meetings were facilitated to help elicit ideas and comments from the public as to the park types, facilities, and programs the community would like to have. Interactive activities were held at each meeting themed around local agriculture. A park and recreation survey was developed and posted in public buildings and on the City's website to get additional feedback. Population statistics, existing recreation facilities and programs, current trends, and community needs and preferences were analyzed to develop a plan for moving forward with implementation over the next 15 to 20 years. As pressure increases to develop new neighborhoods around the edge of the City, this document will be used by the City as a tool to ensure that new developments contribute to parks and recreation facilities at the same level as the existing community. A complete list of recommendations, facilities standards, and staffing levels were developed based on community needs for services. Foothill also developed a funding plan including revenue sources and expense projections. Use and evaluation of existing City general plan and codes was also an important part of plan development.



### Colfax Area Parks and Recreation Master Plan (2007)

Foothill Associates developed the Colfax Area Parks and Recreation Master Plan for the City of Colfax and the County of Placer. This is the first master plan for Colfax which is intended to provide the City a guide for recreation needs and preferences, land acquisition needs, facilities needs, and funding priority for the next 15 years. This plan will be invaluable to the City as demographic projections indicate ten to fifteen percent growth rates for the community area through 2025. The public was invited to a community workshop held to give residents an opportunity to express needs, concerns, and priorities in terms of community recreation needs. The Master Plan document is intended to be flexible enough so that future changes in demographics, funding, and recreation trends are easily incorporated into the document.



### SCI Consulting Group

- Arcade Creek Recreation and Park District, Sacramento County: Fee Program
- Carmichael Recreation and Park District, Sacramento County: Fee Program
- Chico Area Recreation and Park District, Butte County: Fee Program
- Cosumnes Community Services District, Sacramento County: Community Facilities District Formations
- Fair Oaks Recreation and Park District, Sacramento County: Fee Program
- Feather River Recreation and Park District Butte County: Fee Program
- Georgetown Divide Recreation and Park District, El Dorado County: Fee Program
- North Highlands Recreation and Park District, Sacramento County: Fee Program; CFD Formation feasibility
- Paradise Recreation and Park District, Butte County: Fee Program
- Rio Linda-Elverta Recreation and Park District, Sacramento County: Fee Program; CFD Formation feasibility
- Sunrise Recreation and Park District, Sacramento County: Fee Program
- Cameron Park Community Services District, El Dorado County: Developer Mitigation; Fee Programs
- El Dorado Hills Community Services District, El Dorado County: Fee Program
- Groveland Community Services District, Tuolumne County: Rate Study and Financing Plan
- Amador Water Agency, Community Facilities District Formation
- Davis Joint Unified School District: CFD Formation
- Galt Joint Union Elementary School District: Fee Program; CFD Formation
- Sacramento City Unified School District: Developer Mitigation

## 4.3 Project Team

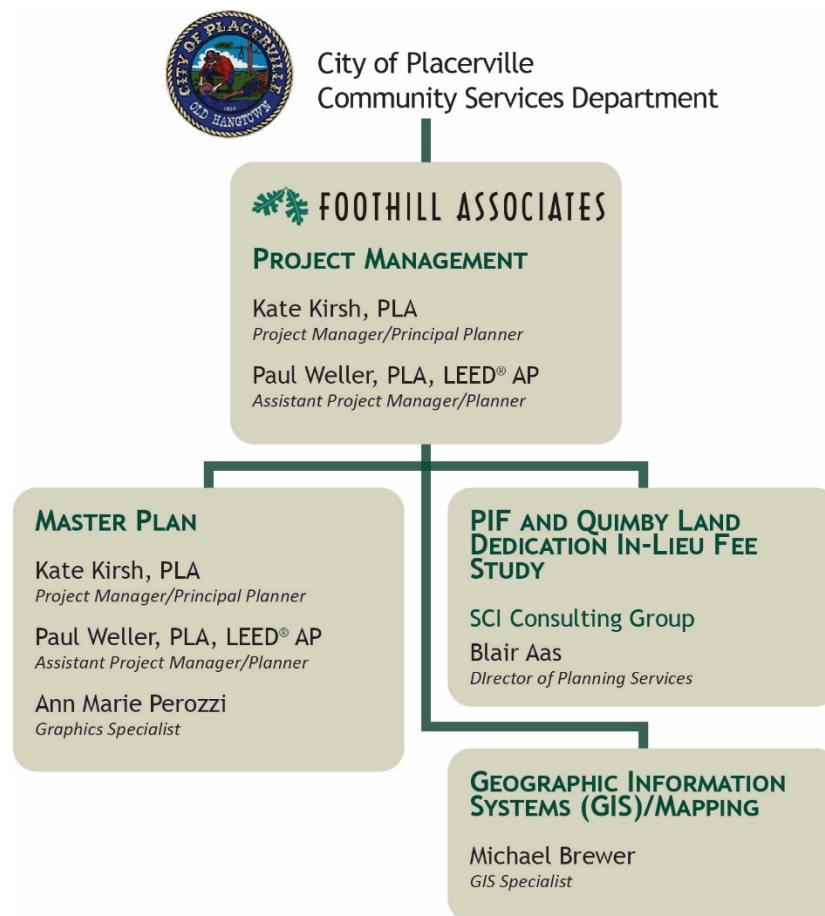
The people we have selected for our project team have significant experience in both Master Plan development as well as detailed park improvements, from conceptual design through construction documents and implementation. This combination of skills means that we will be able to provide the appropriate level of strategic thinking along with very practical, realistic ideas about what works in parks, construction costs, and maintenance limitations.

### 4.3.1 Project Management

**Kate Kirsh**, PLA, President and Landscape Architect, will serve as Principal-in-Charge and Project Manager. In this role, Kate will be the City’s first point-of-contact on all matters dealing with the services offered and will handle day-to-day activities through to completion. Ms. Kirsh will be actively contributing to all project deliverables and as Principal-in-Charge will also ensure that all contractual obligations are met to the satisfaction of the City. Kate will be presenting the Master Plan deliverables to the Placerville Recreation and Parks Commission and City Council, and to the Planning Commission if this optional service is required.

**Paul Weller**, PLA, will be the Assistant Project Manager. He will be actively engaged in all aspects of the project and able to provide skilled back-up for Kate should she not be available. Paul will participate in the Master Plan preparation and facilitate community outreach, if needed.

### 4.3.2 Organizational Chart



### 4.3.3 Key Personnel Experience

The following are resumes with summaries of experience and education for key project team members.



## Kate Kirsh, PLA, President Project Manager Principal Planner

### Education

Master of Landscape Architecture,  
University of Oregon, Eugene, 1996

Bachelor of Landscape Architecture,  
University of Oregon, Eugene, 1995

Bachelor of Arts (Art History),  
University of California at Santa  
Barbara, 1978

### Registrations and Certifications

California Landscape Architect, License  
#4362

Certified Arborist #WC-5137Resume  
Lists

### Affiliations

American Society of Landscape  
Architects

### Presentations

*"Building Multi-jurisdiction Consensus  
for Regional Trails,"* California Trails  
and Greenways Conference, California  
State Parks, 2008. Presentation by Kate  
Kirsh and Jill Ritzman

### Experience

Foothill Associates, President/  
Landscape Architect

University of Oregon, InfoGraphics Lab,  
GIS Project Manager

Pacific Basin Shelter Company, GIS  
Project Manager

**Kate Kirsh**, Foothill Associates President, specializes in parks, trails, recreation, and open space planning and design at the regional, local, and site scales. She has worked on all phases of project planning and design including site assessment, conceptual design, planting plans, grading, construction drawings, implementation, cost estimating, phasing, community surveys, workshop facilitation, and operations and maintenance strategies. Her experience includes considerable contact with federal, state, and local regulatory agencies as well as private public interest groups, landowners, and tribes. In addition, Kate has more than 20 years of experience designing databases and computer applications to support a wide variety of applications, including parks inventory and maintenance, watershed planning, assessment, restoration project management and resource monitoring.

### Representative Experience

**Amador County Recreation Agency Master Plan Update, Amador County, CA.** Kate served as the Project Manager for an update to the Parks and Recreation Master Plan and Nexus Study for the Amador County Recreation Agency, a Joint Powers Authority whose members include Amador County; the cities of Lone, Amador City, Sutter Creek, Plymouth, and Jackson; and the Amador County Unified School District. This project includes an inventory of all the parks and recreation facilities of the member agencies; evaluation of demographics and projected development; analysis of facility and program needs both countywide and by member agency; extensive public engagement throughout the County with residents, stakeholder groups, and regional recreation providers; and recommendations for capital projects and operational strategies.

**Sunrise Recreation & Park District Master Plan.** Project manager for development of the Sunrise Recreation and Park District 2000-2010 Master Plan. Development of the master plan included inventory of existing parks and facilities; park resource deficiencies and recommendations for acquisition, development, repairs, and renovations; community surveys and workshops. The assessment of the park system configuration, facilities, and recreation programs was conducted through community surveys and workshops, along with site visit reviews.

**Cameron Park Community Service District Recreation Facilities Master Plan Update, Cameron Park, CA.** Kate was Project Manager for preparation of an update to Cameron Park Community Service District (CSD) Recreation Facilities Master Plan to reflect current demographic and economic conditions, and to incorporate up-to-date analysis of recreation trends and community needs, in order to establish strategic priorities and to guide capital and administrative budget planning. Kate inventoried programs and facilities to identify under/over utilization, to account for acquisitions and development, and to evaluate condition of facilities and required maintenance. As part of the planning process, eight separate focus groups meetings were held with a variety of local groups. Based on the research and focus groups, the services and facilities required to meet the community needs were identified. A prioritized strategy for addressing the identified needs was developed which included estimated costs and implementation timelines and presented in as a 10-year Capital Improvement Plan.

**City of Galt Parks and Recreation Master Plan Update and CEQA Document.** Project manager for development of the 2009 update to the Parks and Recreation Master Plan for the City of Galt, including preparation of a Mitigated Negative Declaration for CEQA compliance. The project included extensive community outreach through public workshops, Parks Commission meetings, phone and online surveys, and establishment of an Ad Hoc Advisory Committee. Master Plan elements include facility inventory; recreation program review; developing planning standards for service areas, acreages, facilities, access, improvements, and land acquisition; analysis of impact fees; recommendations for new parks, trails, and operations; a 10-year Capital Improvement Plan and funding analysis.

**Paradise Recreation and Park District Master Plan Update.** Kate completed an update to the District's Master Plan, which she originally prepared in 2001. She facilitated a public workshop and on-line survey to gather community input on the recreational priorities and interests. The data from these meetings and updated demographic and financial projections were used to develop the Master Plan Update for 2010-2020, which included prioritized recommendations and estimates for facility improvements, programs, and staffing, a funding analysis, and implementation plan.

**Placerville Area Parks and Recreation Master Plan.** Project manager responsible for developing the first Master Plan that addressed the collective needs of the

City of Placerville and the surrounding unincorporated areas of El Dorado County. A key part of the project was establishing goals and standards for acreage, facilities, programs and service areas. The Master Plan also included a community survey and public meetings to assess recreation needs and preferences, and identified acquisition, development and funding priorities for the District over the next 10 years. The analysis addressed joint-use and other complementary facilities, and made recommendations for management of existing park resources. Recreation opportunities for both programs and facilities, and made recommendations for management of existing park resources

**El Dorado County Parks and Trails Master Plan.** Kate was the project manager and principal author for this county-wide Master Plan that assesses existing trails and parks in relation to the County's current needs, and guides the County in future trail and park planning and development. Kate evaluated County resources as well as those provided by other special districts, the State, and Federal agencies (US Forest Service, BLM) to coordinate trail connections, park locations and improvements across multiple agencies. The Master Plan also provides an inventory of trails and parks, design standards, maintenance strategies, staffing needs, administrative recommendations, and a financial plan for implementing multiple trail and park projects. Kate facilitated an extensive public input process, and examined both demographic trends and the potential for trail and park projects to increase recreation based tourism to the County.

**Colusa Parks and Recreation Master Plan, Colusa, CA.** Kate was Principal-in-Charge for the development of the first ever Colusa Park and Recreation Master Plan which covered the City of Colusa and its sphere of influence. The public outreach process included two community meetings and a park and recreation survey. Population statistics, existing recreation facilities and programs, current trends, and community needs and preferences were analyzed to develop the plan. As pressure increases to develop new neighborhoods around the edge of the City, the master plan document will help new development contribute parks and recreation facilities at the same level as the existing community. A complete list of recommendations, facilities standards, and staffing levels were developed. A funding plan including revenue sources and expense projections was developed. Use and evaluation of existing City general plan and codes was also an important part of plan development.



**Paul Weller, PLA, ISA, LEED AP®**  
Assistant Project Manager  
Senior Landscape Architect  
Recreation Planner

**Education**

Bachelor of Landscape Architecture,  
College of Design, Iowa State University  
& University of Newcastle, NSW

Minor – Modern History of Asia, Africa,  
and Australia

**Registrations and Certifications**

Landscape Architect, California License  
#4879

International Society of Arboriculture  
Certified Arborist #WE-7862A

Leadership in Energy and  
Environmental Design (LEED®)  
Accredited Professional

**Experience**

Foothill Associates, Senior Landscape  
Architect

ICF International, Senior Landscape  
Architect, Sustainability Planner

Callander Associates, Assistant  
Landscape Designer

The HLA Group, Draftsperson

Gardenmakers, Summer Intern

Washington County (Iowa) Engineers  
Office, Survey Crew

**Paul Weller** is a Senior Landscape Architect with a broad background in landscape architecture. His experience includes preparing master plans for redevelopment, neighborhoods, and parks; construction documents for public plazas, private athletic clubs, parks, trails, streetscapes, ecological restoration, commercial development, and multi-family housing; and facilitating public outreach meetings including design charrettes, workshops, and open houses. Paul is a skilled landscape architect in site analysis, preparing master plans, sustainable design, design guidelines, cost estimates, phasing plans, construction documents, technical specifications, and technical report writing. Paul is extremely knowledgeable about California native plants; designing with and preserving mature trees, including native oaks; and irrigation design and implementation, water conservation, and current California codes including MWEL0.

**Representative Experience**

**Colusa Parks and Recreation Master Plan, Colusa, CA.** Paul was project manager for the development of the Colusa Park and Recreation Master Plan. The plan area included the City of Colusa and its sphere of influence. The plan is the City's first ever park and recreation master plan. Community outreach was a major focus of the project. Two community meetings were facilitated to help elicit ideas and comments from the public as to the level of service of park types, facilities, and programs the community would like to have. Interactive activities were held at each meeting themed around local agriculture. A park and recreation survey was developed and posted in public building and on the City's website to get additional feedback. Population statistics, existing recreation facilities and programs, current trends, and community needs and preferences were together analyzed to develop a plan for both agencies that will help each move forward with implementation over the next 15 to 20 years. As pressure increases to develop new neighborhoods around the edge of the City, the City plans to use this document as a tool to help new development contribute parks and recreation facilities at the same level as the existing community. A complete list of recommendations, facilities standards, and staffing levels were developed based on community needs for services. A funding plan including revenue sources and expense projections was developed and included in the document. Use and evaluation of existing City general plan and codes was also an important part of plan development.

**Galt Parks and Recreation Master Plan, Galt, CA.** Paul assisted in the community outreach portion of the Galt Parks and Recreation Master Plan. An Ad Hoc committee was appointed and helped guide the development of the plan. Three meetings and presentations were held with the Ad Hoc Committee. The Committee gave input on ideas presented as the plan developed. Two Community Workshops were developed and presented to the public. Interactive activities were used to elicit comments and ideas from participants themed around the famous Galt Market. A community phone survey and a written recreation survey were developed to get further input from the public about what Galt should have as facilities standards and staffing levels were developed based on community needs for services. A funding plan including revenue sources and expense projections was developed and included in the document.

**Colfax Parks and Recreation Master Plan, Colfax, CA.** Paul worked with both the City of Colfax and Placer County on preparing a comprehensive park and recreation master plan document to serve both the incorporated City area and the unincorporated County area from Applegate to Dutch Flat. The plan is the City's first ever park and recreation master plan. Population statistics, existing recreation facilities and programs, current trends, and community needs and preferences were together analyzed to develop a plan for both agencies that will help each move forward with implementation over the next 15 to 20 years. A complete list of recommendations, facilities standards, and staffing levels were developed based on community needs for services. A funding plan including revenue sources and expense projections was developed and included in the document. A community meeting to elicit comments and ideas from the public was a key component of the plan development. Use and evaluation of existing City and County general plans and codes was also an important part of plan development.

**Bear River Recreation and Park District Master Plan, Nevada County, CA.** Paul assisted with the preparations of the community input meeting and assisted with the workshop and design charette held at Magnolia School. Paul facilitated small break-out groups who worked on site specific plans during the charette. Paul developed a master plan graphic using aerial photos from the Kimler Park Site near Alta Sierra, and gathering and grouping the census data for the district into charts while working on the demographic analysis for the district master plan.

**Mid-Coast Parks and Recreation Strategic Plan, San Mateo County, CA.** Paul inventoried existing park and recreation facilities within the unincorporated area of San Mateo County between Pacifica and Half Moon Bay. He also organized interviews with focus groups within the region as well as a neighborhood meeting.

**Roseview Park, Antelope, CA.** Paul developed graphics for both the concept and preliminary planning stages for this new park within the Sunrise Recreation and Park District. The plans were rendered for final presentation. Cost estimates for the construction of the park, construction documents, and specifications were developed. The park plan features a group picnic area, tot lot, children's play area, connections for a future water spray park, lighted tennis courts, a basketball court, a softball field, a soccer field, shade structures, restrooms, ornamental fencing, entry archway gates, and off-street parking.

**Nice Community Park, Nice, CA.** Paul was project manager for preparing the design and construction documents for Nice Community Park. The park design features a Little League/softball diamond, soccer field, children's play area, tot lot, restroom and concession building, group picnic area and shade structure, parking lot, sand volleyball court, horseshoe pits, basketball court, and skate park. All structures in the park are designed in the spirit of the French Mediterranean design style outlined in the Nice Parks Master Plan. A boardwalk is designed to allow visitors to venture out into the wetland feature in the western portion of the property. Nearly a dozen existing enormous heritage oaks were carefully integrated into the park design. Paul assisted with preparation of the arborist report for the project.

**Eagle's Nest Park, Rancho Cordova, CA.** Paul oversaw the design of the master plan and the construction documents for this park located in Rancho Cordova. In addition to functioning as a park, the space serves as the front door to the adjacent Anatolia Neighborhood Athletic Club which serves the surrounding community. The park amenities include a group picnic area with grills, lighted tennis courts, a basketball court, a children's play area, a tot lot, a sand play area, custom concrete benches, and a sloped turf area has been graded in a way to provide a space for informal outdoor gatherings and/or performances. The parking area was designed in tandem with the adjacent parking lot serving the neighborhood athletic club.



## **Blair Aas** Director of Planning Services SCI Consulting Group

Blair Aas specializes in the areas of developer mitigation, Mello-Roos formations, development impact fees and other new revenue mechanisms to offset the need for new or increased services and public facilities to serve new development. With over twelve years of experience in public finance and developer mitigation, Mr. Aas has developed extensive expertise in assisting public agencies in addressing all of the financial impacts of new development. He has prepared over 75 development impact/CFD nexus studies and public facility financing plans. In this capacity, Mr. Aas has strong analytical experience for the inception of solid public facility planning and financial analysis as well as the legal parameters involved therein.

Mr. Aas also has the proven ability to develop consensus from developer representatives for the need for development impact fees. In fact, in 2009 and 2010 he led the successful creation of new development impact fees for eight special districts in Sacramento County, at the same time that the Building Industry Association was actively working to reduce nearly all other building fees and CFD taxes. This successful outcome demonstrates Blair's abilities and expertise in developing developer and stakeholder understanding for the need for mitigation fees and special taxes.

Mr. Aas graduated from Boise State University with a B.A. in Economics with an emphasis in public finance. He is a frequent presenter on impact fee programs at annual conferences and area workshops held by the California Park & Recreation Society, the California Association of Recreation & Park Districts and the Fire Districts Association of California. In 2012, Mr. Aas was invited to speak at the annual conference of the California Association of Recreation and Park Districts on strategies for successfully establishing impact fee programs. He is also a commercial associate member of the California Society of Municipal Finance Officers and former Parks and Recreation Commissioner (Community Resources) for the City of Fairfield.

### **Representative Experience**

- Alameda USD: Developer Mitigation
- Amador Water Agency: CFD Formation
- Arcade Creek RPD: Fee Program
- Cabrillo USD: Fee Program
- Cameron Park CSD: Developer Mitigation; Fee Programs
- Carmichael RPD: Fee Program
- Chico Area RPD: Fee Program
- City of Belmont: Fee Program, Quimby Program
- City of Colton: Fee Program, Quimby Program
- City of Temple City: Fee Program
- Cosumnes CSD (Elk Grove): CFD Formations
- Conejo RPD: Quimby Program; Fee Program; Developer Mitigation
- County of Contra Costa: Fee Program, Quimby Program
- County of Santa Barbara: Fee Program
- Davis JUSD: CFD Formation
- Diamond Springs-El Dorado FPD: Fee Program
- Dixon FPD: Fee Program
- Doyle FPD: Fee Program
- Dunnigan FPD: CFD Formation; Developer Mitigation
- Dublin USD: Developer Mitigation; Fee Program; Facility Planning and Financing
- El Dorado Hills CSD: Fee Program
- El Dorado County FPD: Fee Program
- Fairfield-Suisun USD: CFD Formations

- Fair Oaks RPD: Fee Program
- Feather River RPD (Butte): Fee Program
- Galt JUESD: Fee Program; CFD Formation
- Galt JUHSD: Fee Program; CFD Formation
- Georgetown Divide RPD: Fee Program
- Gilroy USD: Developer Mitigation; Fee Program
- Groveland CSD: Rate Study and Financing Plan
- Lake Valley FPD: Fee Program
- Martinez USD: Fee Program
- Mission Oaks RPD (Sacramento): Fee Program
- New Haven USD: Fee Program
- North Highlands RPD: Fee Program; CFD Formation feasibility
- Orangevale RPD: Fee Program
- Paradise RPD: Fee Program
- Pioneer FPD: Fee Program
- Pittsburg USD: Fee Program; Developer Mitigation
- Rescue FPD: Fee Program
- Rio Linda Elverta RPD: Fee Program; CFD Formation feasibility
- Sacramento City USD: Developer Mitigation
- Sacramento Metro FPD: Fee Program
- Santa Clara USD: Fee Program
- Suisun FPD: Fee Program
- Sunrise RPD (Sacramento): Fee Program
- Spalding FPD (Lassen): Fee Program
- Travis USD: Developer Mitigation; CFD Formation; Fee Program; Facilities Planning and Financing
- Truckee-Donner RPD: Fee Programs; Quimby Programs
- Tuolumne Utilities District: Rate Study and Financing Plan
- Vacaville FPD: Fee Program
- Williams USD: Developer Mitigation; Fee Program; Facilities Planning and Financing
- Wheatland SD: Developer Mitigation; Facilities Planning and Financing

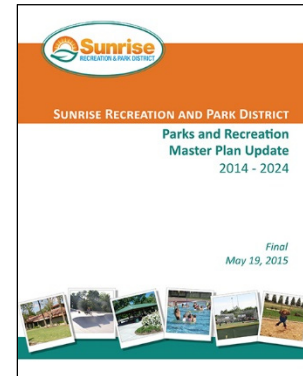
## 5 REFERENCES

Following are references and description for three projects of similar scope which Foothill Associates has completed in the last five years.

### Sunrise Recreation and Park District Master Plan Update (2015)

**Dave Mitchell**, District Administrator, Sunrise Recreation and Park District, 7801 Auburn Blvd., Citrus Heights, CA 95610, (916) 725-1585

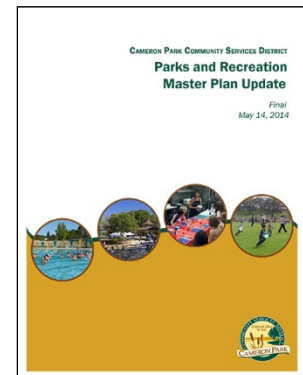
Foothill Associates developed the Sunrise Recreation and Park District 2000-2010 Master Plan and 2014 Update. The Master Plan Update provides direction for the next 10 years, and included an extensive public outreach strategy, assessment of existing facilities and programs, analysis of community demographics, projected demand, recommendations, and fiscal considerations. Foothill actively engaged the public in this planning process through four community open houses, online survey, and focus groups. The park district covers the City of Citrus Heights and three unincorporated communities in Sacramento County. Foothill Associates also prepared SRPD's prior Master Plan in 2000.



### Cameron Park Community Service District Recreation Facilities Master Plan Update (2014)

**Mary Cahill**, General Manager, Cameron Park Community Service District, 2502 Country Club Dr., Cameron Park, CA, 95682, (530) 677-2231

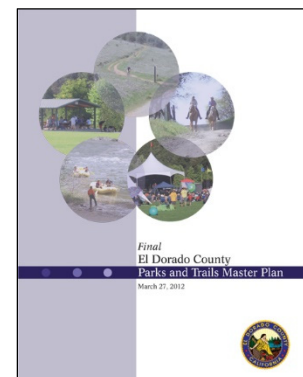
Foothill Associates updated the Cameron Park Community Service District (CSD) Recreation Facilities Master Plan to reflect current demographic and economic conditions, and to incorporate up-to-date analysis of recreation trends and community needs, in order to establish strategic priorities and to guide capital and administrative budget planning. We inventoried programs and facilities to identify under/over utilization, to account for acquisitions and development, and to evaluate condition of facilities and required maintenance. As part of the planning process, eight separate focus groups meetings were held with a variety of local groups. Based on the research and focus groups, the services and facilities required to meet the community needs were identified. A prioritized strategy for addressing the identified needs was developed which included estimated costs and implementation timelines and presented in as a 10-year Capital Improvement Plan.



### El Dorado County Parks and Trails Master Plan (2012)

**Vickie Sanders**, Parks Manager, El Dorado County, 3000 Fair Lane Court, Suite 1, Placerville, CA 95667, (530) 621-7538

Foothill Associates prepared El Dorado County's first Parks and Trails Master Plan. El Dorado County includes many significant public trail and recreation opportunities and access to several important state and federal recreation areas (Eldorado National Forest, Auburn State Recreation Area, Marshal Gold Discovery State Historic Area, and Folsom Lake State Recreation Area). The master planning process involved extensive inventory of the existing regional trail and recreation facilities, and a comprehensive public input campaign. Public interests are diverse including equestrians, mountain and road cyclists, hikers, and river recreationists, as well as the full range of traditional active park uses. The focus of the Master Plan is to successfully integrate county-



owned resources with those managed by these other regional partners to meet the needs of local residents as well as a considerable geo-tourism constituency. Other elements of the Master Plan include trail and park design standards, goals and policies, project priorities and strategies, and financial implementation recommendations.

### **SCI Consulting Group**

Following are references for public agencies for which SCI has prepared similar studies.

#### **Truckee-Donner Recreation and Park District, Nevada County, CA**

SCI prepared a Park Impact Fee Nexus Study and a Quimby Land Dedication and In-Lieu Fee Study.

Client and Contact: Steve Randall, General Manager, Truckee-Donner Recreation and Park District, 10046 Church Street, Truckee, CA 96161, (530) 582-7720

#### **Orangevale Recreation and Park District, Sacramento County, CA**

SCI prepared a Park Impact Fee Nexus Study and District-wide Revenue Measure and Levy Administration

Client and Contact: Greg Foell, District Administrator, Orangevale Recreation and Park District, 6826 Hazel Avenue, Orangevale, CA 95662, (916) 988-4373

#### **Conejo Recreation and Park District, Ventura County, CA**

SCI prepared a Quimby Land Dedication and In-Lieu Fee Study and provided developer mitigation consulting.

Client and Contact: Jim Friedl, General Manager, Conejo Recreation and Park District, 403 W. Hillcrest Drive, Thousand Oaks, CA 91360, (805) 381-1239

## 6 CONFLICT OF INTEREST STATEMENT

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Foothill Associates and SCI Consulting have not had any involvement with plan/development projects in the City of Placerville within the last year.