



MEETING DATE: 8/6/07

ITEM NO: 20

COUNCIL AGENDA REPORT

DATE: August 6, 2007

TO: MAYOR AND TOWN COUNCIL

FROM: PAMELA JACOBS, INTERIM TOWN MANAGER *P. Jacobs*

SUBJECT: WORK PLAN FOR PARKS, OPEN SPACE AND TRAILS INVENTORY

RECOMMENDATION:

Approve the work plan for and direct staff to proceed with an inventory of parks, open space and trails.

BACKGROUND:

Over the past 14 years the Town Council has twice directed staff to conduct an inventory of available sports fields in response to community concerns about the lack of facilities to meet growing demands. Staff conducted an assessment of sports fields in 1993 and again in 2004. During discussion of the sale of Vasona Park, some residents again raised a concern that additional playing fields are needed in Town. At the June 4, 2007 meeting, the Council directed staff to conduct an inventory of open space facilities in advance of the preparing a Recreation Element as part of the General Plan Update.

DISCUSSION:

Staff has prepared a draft scope of work to inventory open space and recreation facilities in Town. The inventory will include passive and active recreation facilities, consisting of parks, natural areas, trails and playing fields including those at schools. Staff recommends that a consultant be retained to conduct the inventory which will provide background information on parks, recreation and open space for the upcoming General Plan Update.

The consultant will prepare an Existing Conditions Report that will include tables, charts and maps. The report will include a description of open space facilities and trails, a facilities inventory, and how each site is being used.

BRL
PREPARED BY: Bud N. Lortz
Director of Community Development

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Reviewed by: _____ Assistant Town Manager *ok* Town Attorney
_____ Clerk Administrator *SC* Finance *✓* Community Development

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MAYOR AND TOWN COUNCIL

SUBJECT: WORK PLAN FOR PARKS, OPEN SPACE AND TRAILS INVENTORY

July 25, 2007

The Existing Conditions Report will be forwarded to a joint meeting of the General Plan Committee and Parks Commission for review and comment. The Existing Conditions Report along with comments from the joint meeting will be forwarded to the Council for review.

As mentioned above, staff anticipates that the inventory would be the initial phase of updating the General Plan for parks and open space. The Council has previously expressed a desire to conduct a focused General Plan Update which will include a review of recreation and open space issues along with a variety of other issues. Staff is preparing a scope of work for the General Plan Update that will be presented to the Council this Fall. The more substantive discussion of potential long term issues, policies, goals and implementation measures would occur during the General Plan Update.

CONCLUSION:

The proposed work plan will produce an inventory of existing facilities to provide the Council and residents with clear information regarding all open space and recreation amenities in Town and will serve as precursor to the broader discussion during the General Plan Update.

FISCAL IMPACT:

Funding for the inventory will come from the General Plan Update Fund. Once the Council approves the work plan staff will contact consultants regarding preparation of the inventory. It is anticipated that the inventory will cost approximately \$25,000 to complete and sufficient funds are included in the adopted FY 2007/08 budget.

Attachments:

1. Work Plan for Parks, Open Space, and Trails Inventory

Work Plan
PARKS – OPEN SPACE - TRAILS
INVENTORY

Description: The inventory will review the Town’s existing open space facilities to establish what is available and how it is used. A consultant will be retained to conduct the study. Meetings with decision makers will be held at key stages during development of the inventory to provide status updates.

DATE	ACTION
August 2007	Council approves work plan
October/November 2007	<ul style="list-style-type: none"> ▪ Consultant selected ▪ Data Collection <ul style="list-style-type: none"> • Catalog existing facilities • Inventory sites • Facility use information • Prepare base maps <p>Product: Work Paper -- Existing Conditions</p>
December 2007/ January 2008	<p>Prepare Existing Conditions Report</p> <p>Product: Draft Existing Conditions Report</p>
February 2008	<p>Joint Meeting with General Plan Committee and Parks Commission to review Existing Conditions Report</p> <p>Product: Existing Conditions Report</p>
March 2008	<p>Town Council Meeting</p> <p>Product: Approve Existing Conditions Report</p>

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