

**PARKS, RECREATION
AND CULTURAL ARTS
COMMISSION AGENDA**



**THURSDAY, JUNE 24, 2021
701 East Carson Street
Carson, CA 90745**

6:30 PM

Commissioners:	William Cowens DeAnthony Langston	Cesar Dahilig Oscar Ramos	Walter Gonzalez
Alternates:	Kimberly Cortado Alternate 1	Vacant	Vacant
Staff:	Robert Lennox Director Luchie Magante Principal Administrative Analyst Evelyn Castaneda Administrative Secretary	Tim Grierson Recreation Superintendent Adrian Reynosa Community Center Manager	Mike Whittiker Human Services Manager Jason Jo Transportation Services Supervisor

“In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Recreation Department office at 310-847-3570 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)

PUBLIC INFORMATION

DUE TO CORONAVIRUS COVID-19, NO MEMBERS OF THE PUBLIC WILL BE ALLOWED INTO THE EXECUTIVE CONFERENCE ROOM DURING PARKS, RECREATION AND CULTURAL ARTS COMMISSION MEETINGS. THE MEETING WILL BE CONDUCTED VIA REMOTE TELECONFERENCING USING THE ELECTRONIC “ZOOM” APPLICATION.

Any members of the public wishing to provide public comment for the items on the agenda may do so as follows:

- 1. Live via Zoom Application – Members of the public wishing to provide public comment in real-time will be invited to join the Zoom meeting remotely to provide their public comment live with their audio/video presented to the Parks, Recreation and Cultural Arts Commission. Members of the public wishing to do so must email p&rcommission@carsonca.gov, providing their real name and the phone number they will use to call in from, no later than 3:00 p.m. on the date of our meeting. For further details/requirements and meeting invite information, please email p&rcommission@carsonca.gov no later than 3:00 p.m. on the date of the hearing.*
- 2. Email – You can email comments to p&rcommission@carsonca.gov no later than 3:00 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be read into record.*
- 3. Telephone – You can record your comments at (310) 847-3581 no later than 3:00 p.m. before the meeting. Please identify the Agenda item you wish to address in your comments. Your comments will be read into the record.*

NOTE: Members of the public wishing to observe the meeting live without providing public comment will be able to do so by watching it on the City’s PEG television channel (Channel 35 on Charter or Channel 99 on AT&T for Carson Residents) or via live streaming on the City’s website, <http://ci.carson.ca.us>.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PRESENTATIONS

PUBLIC ORAL COMMUNICATIONS ON AGENDA ITEMS

The public may address the Commission on any matters within the jurisdiction of the Carson Parks, Recreation and Cultural Arts Commission or on any items on the agenda of the Carson Parks, Recreation and Cultural Arts Commission, prior to any action taken on the agenda. Speakers are limited to no more than three minutes, speaking once. Oral communications will be limited to one (1) hour unless extended by order of the Chair with the approval of the Parks, Recreation and Cultural Arts Commission. Due to the threat of COVID-19 (aka the "Coronavirus"), you are urged to take all appropriate health safety precautions.

CONSENT CALENDAR

- 1. Parks, Recreation and Cultural Arts Commission Meeting Minutes, May 26, 2021 (pgs. 3-5)
- 2. Community Services Department Monthly Report (MAY 2021) (pgs. 6-15)

CONTINUED BUSINESS

DISCUSSION

- 1. Recommendation to Approve the Parks Master Plan Contract with Vendor (pgs. 16-57)
- 2. RFP for Playground Safety Inspection (pgs. 58-59)
- 3. Special Events Permits Process (pgs. 60-61)
- 4. Online Registration and Reservations and ActiveNet Update (pgs. 62-63)
- 5. Long Beach Transit Contract (Table)

PUBLIC ORAL COMMUNICATIONS FOR MATTERS NOT LISTED ON THE AGENDA

The public may at this time address the members of the Parks, Recreation and Cultural Arts Commission on any matters within the jurisdiction of the Parks, Recreation and Cultural Arts Commission. No action may be taken on non-agendized items except as authorized by law. Speakers are requested to limit their comments to no more than three minutes each, speaking once.

COMMISSIONERS' ORAL COMMUNICATIONS

STAFF ORAL COMMUNICATIONS

ADJOURNMENT

This Commission is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Commission agenda be posted at least 72 hours in advance of each meeting and that the public be allowed to comment on agenda items before the Commission and items not on the Commission agenda but are within the subject matter jurisdiction of the Commission. The Commission may limit public comments to a reasonable amount of time, generally three (3) minutes per person.



MINUTES

6:30 PM

Commissioners:	William Cowens DeAnthony Langston	Cesar Dahilig Oscar Ramos	Walter Gonzalez
Alternates:	Kimberly Cortado Alternate 1	Vacant	Vacant
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CALL TO ORDER

Director Lennox called the meeting to order at 6:40PM

ROLL CALL

Commissioners Present:	C. Dahilig, W. Gonzalez, D. Langston, O. Ramos
Commissioners Absent:	W. Cowens
Alternates:	K. Cortado
Staff:	R. Lennox, T. Grierson, M. Whittiker, L. Magante, A. Reynosa, J. Jo, E. Castaneda

PLEDGE OF ALLEGIANCE

PRESENTATIONS

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CONSENT CALENDAR

1. Community Services Department monthly report (March 2021, April 2021)

Commissioner W. Gonzalez (1st) Motion to Receive and File, Commissioner K. Cortado 2nd; Motion passes unanimously

CONTINUED BUSINESS

NEW BUSINESS

1. Community Services Department FY 21/22 Budget Requests

Principal Administrative Analyst L. Magante gave an oral presentation of the item.

Commissioner W. Gonzalez (1st) Motion to Receive and File, Commissioner K. Cortado 2nd; Motion passes unanimously

2. Parks Capital Improvement List FY 21/22

Recreation Superintendent T. Grierson gave an oral presentation of the item.

Commissioner W. Gonzalez (1st) Motion to Receive and File, Commissioner K. Cortado 2nd; Motion passes unanimously

3. COVID19 Task Force Update

Human Services Manager M. Whittiker gave an oral presentation of the item along with a video of the Carson COVID-19 Task Force.

Commissioner K. Cortado (1st) Motion to Receive and File, Commissioner W. Gonzalez 2nd; Motion passes unanimously

4. Parks Master Plan RFP

Director R. Lennox gave an oral presentation of the item.

Commissioner W. Gonzales (1st) Motion to Receive and File, Commissioner D. Langston 2nd; Motion passes unanimously

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COMMISSIONERS' ORAL COMMUNICATIONS

Commissioner W. Gonzalez expressed how happy he was to see familiar faces and nice to meet new faces. He welcomed Director R. Lennox to the City and stated that Mr. Lennox seems he brings a lot of experience to the community.

Commissioner O. Ramos stated that the Philippines Independence Day celebration will be virtual on channel 99 on AT&T and channel 35 on Spectrum. Commissioner O. Ramos likes the new title of the commission but would like more information on Cultural Arts at the next meeting.

Director Lennox stated that the City Council did a consolidation of commissions, committees, and board. This commission is inclusive of Cultural Arts and this will be an item on the agenda and addressed at the next commission meeting.

Commissioner C. Dahilig stated that it was nice to see new faces and old faces in the commission. He is really impressed with the Master Plan that was presented by new Director Lennox; it is comprehensive and a participative involvement with the whole community.

Commissioner D. Langston expressed how honored he felt to be part of this commission. He intends to bring the Nike program into Parks and Recreation and give the City a higher profile and help the schools.

Commissioner K. Cortado welcomed Commissioner D. Langston. Wishes a Happy Fathers Day to all the fathers next month. Looking forward to this year.

Commissioner D. Langston asked if it was possible to get everybody's contact.

Director Lennox stated that Staff Castaneda will distribute that information to everyone.

STAFF ORAL COMMUNICATIONS

Director Lennox stated that staff will provide a standing item on future agendas of upcoming events, virtual or in-person, going forward. He added that he is honored to be serving the residents of Carson and leading this team but also being the commissioner's liaison and point of contact when it comes to the parks. Please feel free to get in touch with him anytime that is needed.

Staff Castaneda reminded the commissioners to turn in their Pay Authorization forms for their stipends. And also, mark your calendars for the next commission meeting scheduled for Thursday, June 24th.

Recreation Superintendent Grierson shared three (3) upcoming events; Memorial Day on Monday May 31st at 6:00 p.m. and can be seen virtual on the City's website; two (2) different showings of Phillipine Independence Day event, first one on Friday, June 11th at 5:30 p.m. on channel 18 and second showing will be live stream on Saturday, June 12th on the City's webpage and on channel 35 and channel 99; Juneteenth will be held virtual on June 19th at 6:00 p.m.

ADJOURNMENT

Commissioner W. Gonzales (1st) Motion to Adjourn, Commissioner Ramos 2nd; Motion passes unanimously and meeting is adjourned at 8:25 p.m.

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Robert Lennox, Director
 Luchie Magante, Principal Administrative Analyst
 Evelyn Castaneda, Administrative Secretary

Tim Grierson, Recreation Superintendent
 Mike Whittiker, Human Services Manager
 Adrian Reynosa, Community Center Manager
 Jason Jo, Transportation Services Supervisor

The Community Services Department is comprised of five divisions: Administration, Community Center, Transportation, Recreation and Human Services. The Department delivers services and programs to support citizens' diverse interests in parks, recreation, and culture. This includes operating and maintaining twelve (12) parks and four (4) mini-parks, two (2) aquatic centers and two (2) pools, a sports complex, and a boxing and weightlifting center. The Community Center offers 40,000 square feet of versatile meeting and event space including 12,000 square foot ballroom and meeting rooms that accommodate between 5 and 1,200 guests, and state-of-the-art visual services. And the Transportation Services Division provides citywide transportation programs related to improving the fixed-route public transit system, specialized elderly and disabled transit, transit support of city park programs, and regional air quality issues.

RECREATION DIVISION

PARK FACILITY RESERVATIONS

The Reservations Section has been updating Rules and Regulations to include COVID-19 information and began taking reservations for outdoor picnic shelters at all parks beginning in May. The current guidelines from Los Angeles County Public Health regarding gatherings outdoors allow for up to 200 people. As the health guidelines lift, we will look to commence reserving indoor facilities for private gatherings. For the month of May, there were a total of 17 permits. Currently, there are 18 permits scheduled for the month of June.

ADULT SPORTS

ADULT SPORTS TEAMS

WEEK	BASEBALL	BASKETBALL	COED SOFTBALL	MEN'S SOFTBALL
5/3 - 5/7	23	0	14	7
5/10 - 5/14	23	0	14	7
5/17 - 5/21	23	0	14	7
5/24 - 5/28	23	0	14	7
Month Total	92	0	56	28
FYTD Total	161	0	98	49

Adult Soccer leagues began on Monday, April 12, 2021. The Adult Sports section that has the most interest and success is Adult Baseball. There are 23 teams continuing from the previous season that was put on hold in March of 2020. Currently, there are another dozen teams interested in starting the new season which will begin Sunday, April 18, 2021. Staff has received a lot of inquiries for Adult Basketball regarding the basketball league and when it will resume. There are over 30 teams waiting to begin the season when we are authorized to resume.

YOUTH SPORTS

First day of T-ball/Baseball/Softball leagues was May 8, 2021. Registration for Flag Football and Soccer has been moved to July 1, 2021.

ENRICHMENT CLASSES

WEEK	ENRICHMENT					PARK CLASSES
	GUITAR	PIANO	DRAMA	SPANISH	CSUDH PRAXIS STUDIO ART	ZUMBA
5/3 - 5/7	5	14	5	6	31	14
5/10 - 5/14	5	14	5	6	31	14
5/17 - 5/21	5	14	5	6	31	14
5/24 - 5/28	5	14	5	6	31	14
Month Total	20	56	20	24	124	56
FYTD Total	96	228	33	42	483	124

The Enrichment Virtual Spring session started on April 12th and ends on June 4th. California State University Dominguez Hills offers free art classes through the CSUDH Praxis Art Program for children ages eight through eleven. The class takes place Tuesdays and Thursdays from 4:00 p.m. to 5:00 p.m. Enrichment is currently taking sign-ups for the Enrichment Summer Program.

PREVENTION AND AFTERCARE SERVICES

Week	New Clients	Open Cases	Closed Cases	Referrals Received	Extra Linkages
5/3 - 5/7	1	11	0	3	5
5/10 - 5/14	2	13	0	0	6
5/17 - 5/21	3	14	2	6	5
5/24 - 5/31	0	14	0	4	4
Month Total	6	14	2	13	20
FYTD Total	25	N/A	21	94	104

Prevention and Aftercare services consist of case navigation, resources, and referrals to families with children under the age of 18 in the home. These families are referred by the Department of Children and Family Services (DCFS), other organizations, or can be self-referred. Case navigation consists of one on one communication between the case navigator and the family on a weekly basis to discuss struggles, accomplishments and goals. Extra linkages can be provided to families who do not need case navigation. These linkages may include but are not limited to food giveaways, counseling services, tutoring or housing services. Case navigation takes place via phone/virtually due to COVID restrictions, but is normally in person. Social connection groups that include, Zumba, Yoga, Community Garden and Crafty Club are on hold until further notice due to COVID.

KIDS CLUB AND DAY CAMP

WEEK	CALAS	CARSON	DEL AMO	DOLPHIN	VETERANS	TOTAL
5/3 - 5/7	17	8	4	13	23	44
5/10 - 5/14	17	8	4	12	24	45
5/17 - 5/21	17	5	4	9	23	44
5/24 - 5/31	17	6	4	10	24	45
Month Total	68	27	16	44	94	178
FYTD Total	465	183	150	411	687	1825

Special Hours of Operation

Prior to the pandemic Kids Club operated four hours, five days per week from 2:00 p.m. to 6:00 p.m. During the pandemic the State permitted Kids Club to open from 8:00 a.m. to 6:00 p.m. due to schools shut down. Distant learning, at our State licensed sites (Veterans Park, Del Amo Park, Carson Park, Dolphin Park and Calas Park), is offered with an operating capacity of 50 percent.

COVID Protocol

Los Angeles County requires temperature checks daily along with questions answered before children enter rooms. Parents are not allowed in the rooms during this time. Children and staff wear masks all day and equipment/supplies are sanitized before and after every activity. Social distance of 6 feet is required and implemented throughout the day.

Staffing Challenges

As a result of the pandemic, Kids Club staff has worked more hours than usual. Under normal circumstances Kids Club is an afterschool program, which runs August – June, open 2:00 p.m. to 6:00 p.m. This year due to the pandemic and school closures, all day child care services have been provided to families while children participate in long distance learning at the parks. Kids Club staff are assisting children all day with schooling while also providing a safe and fun environment.

Program Participant Capacity

Kids Club State licensed sites capacity during pandemic is as follows:

Carson Park – 20 participants	Veteran Park – 25 to 30 participants
Calas Park – 20 participants	Del Amo Park – 30 participants
Dolphin Park – 25 participants	

Day Camp capacity during the pandemic is NOT monitored by the State:

Anderson Park – 30 participants	Dominguez Park – 40 participants
Carson Park – 50 participants	Foisia Park – 50 participants
Calas Park – 20 participants	Hemingway Park – 40 participants
Del Amo Park – 50 participants	Mills Park – 20 participants
Dolphin Park – 30 participants	Veterans Park – 50 participants

AQUATICS

The Aquatics programming commenced on Monday, March 1, 2021 at Dominguez and Hemingway Aquatic Center's. Residents of the City of Carson were able to take advantage of exercise programs such as: Lap Swim, Fitness Swim, and Aqua Aerobics. Families were also able to enjoy their own space in the pool during Family Swim. Lastly, level 3 and above swimmers were able to join the instructor led Swim Conditioning classes to develop or maintain their swimming skills.

The Aquatics exercise programs have become popular during the Spring Season. There have been eight (8) residents who have been attending our Fitness Swim, held at 5:30 a.m. – 6:30 a.m. Three (3) of the eight (8) people recently participated in the open water swim competition held at Perris Lake. While it was their first time, they were extremely grateful to have the opportunity to build their endurance with our program. They are now looking forward to competing in another open swim / Iron Man in August.

The Swim Conditioning program is held at Hemingway Aquatic Center for higher level swimmers (level 3 and above) for 1-hour sessions on either Monday and Wednesday or Tuesday and Thursday. With the program growing, we had consistent numbers with most of our participants attending each class. With the program ending, our parents are graciously waiting for our program to return during the summer.

During the pandemic, Aquatics ensured that families were safely able to continue their visit at Aquatic Centers. The pool was divided in various sections to ensure proper social distancing and separation from other households. With the warmer weather and the LA County Department of Health's easing of

COVID-19 restrictions, Aquatics is starting to see an increase of resident participation in the Aquatics programming as a whole.

Below is the statistics for both Hemingway Aquatic Center and Dominguez Aquatic Center:

FACILITY	LAP SWIM (A)	LAP SWIM (SR)	FAMILY SWIM (A)	FAMILY SWIM (C)	AQUA AEROBICS (A)	AQUA AEROBICS (SR)	FITNESS SWIM (A)	SWIM CONDITIONING (C)
Dominguez Aquatic Center	-	7	41	48	-	-	-	-
Hemingway Aquatic Center	16	9	31	9	-	77	64	45
Month Total	16	16	72	57	-	77	64	45

(SR) Senior, (A) Adult, (C) Child

This month we ended our Spring season and have concluded our Lap Swim, Family Swim, and Swim Conditioning. However, we have continued our Fitness Swim and Aqua Aerobics programs until the beginning of our Summer Season due to the demand and popularity of the programs. Summer for the Aquatics will begin on June 14.

CAPITAL IMPROVEMENT PROJECTS

Non-Competitive Prop 68

On February 24, 2021, a site visit at Mills Park was conducted with an on-call architect, Engineering and Recreation staff. The scope of the project was discussed which included shading for three (3) picnic areas, shading around three (3) entrances to the main building and shading around the outdoor fitness area and permanent concrete sign. Also discussed was the installation of two (2) outdoor restrooms (unisex). On Tuesday, May 18, 2021, City Council approved submitting the \$537,000 Mills Park project to the Office of Grands and Local Services (OGALS). Funding for the project will come from Quimby and Development Impact Fee (DIF) accounts in the amount of \$302,000 in addition to the \$235,000 available to the City through the Prop 68 non-competitive grant. The deadline to submit the project to the OGLAS Project Officer is December 2021.

Transportation Development Act (TDA) Article III

An Invitation for Bid (IFB) was completed and staff report was approved on consent at the City Council meeting on March 16, 2021, to approve the purchase of concrete picnic benches, concrete barbecues, and concrete coal collectors for a total of \$85,760. A total of 79 pieces will be divided between Stevenson Park, Mills Park and Anderson Park which are all located along the Carson Master Plan of Bikeways. Part of the funding will come from TDA in the amount of \$61,000 and has to be expended before May 31, 2021 and the remaining \$27,000 will come from the Development Impact Fee (DIF). A purchase order has been completed and sent to the vendor; staff is currently waiting on ETA of delivery. Additional prep work and coordination with the Public Works Department will be needed for the removal of old benches and installation of new concrete items.

VETERANS SPORTSCOMPLEX

The Veterans SportsComplex reopened on April 14, 2021. We are only offering monthly memberships at this time. Members and guests are encouraged to make advance reservations for their workout sessions in order to control occupancy limits within the different areas of the facility. The fitness area, main and small gyms, and racquetball courts are now open to members while the men's and women's locker rooms, spin room, activity room and lobby sitting area are still off limits. Additionally, some of our GroupEx classes will return soon for members and guests to enjoy in the coming weeks.

As of the end May, we have a total of 157 memberships. We've seen a steady increase of Youth/Seniors signups this month and our Silver Sneakers memberships are increasing every week.

Lastly, the SportsComplex has been hosting bi-weekly Behavioral Health Services Inc. vaccination clinics from 9:00 a.m. to 3:00 p.m. since April 14, 2021. The site doesn't require any appointments and are taking anyone 12 years or older for walk in registration and anyone younger than 18 years old must be accompanied by a parent or guardian.

MAY 2021 ATTENDANCE

DATE	TOTAL # OF MEMBERS	# OF DAILY GUEST	# OF DAILY GUEST PASS
5/1-5/8	245	19	
5/10-5/15	213	16	2
5/17-5/22	266	11	1
5/24-5/29	263	11	2
Month Total	987	57	5

SPECIAL EVENTS

Upcoming Virtual Events

- Philippine Independence Day – Saturday, June 12, 2021 at 11:00 a.m.
- Juneteenth – Saturday, June 19, 2021 at 6:00 p.m.

HUMAN SERVICES

STROKE CENTER

The Stroke Center remains closed, but virtual Occupational Therapy appointments continue. Dr. Paul Penoliar and his student interns are treating 9 stroke survivors on a weekly basis. Treatment began in January 2021, and each session lasts between 45-60 minutes. Recruitment for the Social Services Coordinator continues through Human Resources.

SENIOR RECREATION

Senior Recreation continues to offer ZOOM fitness and dance classes that are run by 2 designated staff members, Monday through Thursday from 9:30 am - 10:30 am. Class attendance fluctuates with approximately 3 to 15 students per class. We now offer in-person classes at Carson Park on the outdoor basketball court area, including Zumba, Yoga, and Hula Hoop fitness, with approximately 12 to 39 participants per class. These classes are also held Monday through Thursday from 9:30 a.m. to 10:30 a.m., and are run by 2 designated staff members who check participants' temperature, release waivers, and sign-in sheet. Staff enforces social distancing and emphasize that masks are worn appropriately throughout the duration of each class.

SENIOR VIRTUAL CLASSES

WEEK	ZUMBA	FUNCTIONAL FITNESS	SALSA	YOGA
5/3-5/7	6	13	10	12
5/10-5/14	6	11	10	15
5/17-5/21	6	14	8	15
5/24-5/28	3	No Class	9	15
Month Total	21	38	37	57
FYTD Total	166	411	127	377

SENIOR IN-PERSON CLASSES AT CARSON PARK

WEEK	HULA HOOP FITNESS	ZUMBA TUESDAY	YOGA	ZUMBA THURSDAY
5/3-5/7	12	29	13	31
5/10-5/14	14	30	16	37
5/17-5/21	14	36	15	34
5/24-5/28	No Class	No Class	No Class	39
Month Total	40	95	44	141
FYTD Total	70	224	100	290

SENIOR SOCIAL SERVICES

Senior Social Services continues to assist virtually and by reaching out through telephonic communication. Through contactless visits, the Geriatric Aides continue to provide lunches to seniors throughout the week, as well as run errands including trips to the grocery store and pharmacy. Keeping abreast of resources being developed through the county, state, and federal programs has been essential in providing our seniors with the latest programs they may be eligible for. Staff continues to do everything possible to ensure older adults can stay at home safely while having their essential needs met. Welfare checks continue in collaboration with the county's adult protective services and the Carson Sheriff. Many organizations and community partners are offering more virtual programming that our residents can benefit from. Staff works closely with PIO to update information regarding programs and services that will be listed in the Recreation Guide. Seniors of the community were very pleased to see the Silver Cheer program featured in the Recreation Guide. Vaccine administration continues, including assisting seniors with registration and transportation to clinics. To date, 2,813 vaccines have been provided by Carson Pharmacy.

EARLY CHILDHOOD

On Monday, May 3, 2021, Early Childhood reopened to welcome children back for in-person learning. The children were eager and excited to see their teachers and friends as they arrived. Wearing a mask and having to follow all the new school guidelines did not hinder the children from enjoying their classrooms and socially interacting with their friends.

VIRTUAL EARLY CHILDHOOD EDUCATION

WEEK	AM	PM
5/3-5/7	11	9
5/10-5/14	11	9
5/17-5/21	11	9
5/24-5/28	11	9
Month Total	172	136
FYTD Total	1066	824

IN PERSON EARLY CHILDHOOD EDUCATION

WEEK	AM	PM	FT
5/3-5/7	19	8	31
5/10-5/14	19	8	31
5/17-5/21	19	8	31
5/24-5/28	19	8	31
Month Total	76	32	124
FYTD Total	76	32	124

THERAPEUTIC RECREATION

The spring session of virtual programming ended in May. Participants were able to take part in our Skill Builders Occupational Therapy, Social Club, Exercise, and Art programs. Some highlights from this session included a virtual field trip presentation with the Aquarium of the Pacific creating sensory tubes, slime making, and working out to an exercise video, while accumulating 3,000 steps in 23 minutes! Staff continues to receive positive feedback about the activities being offered.

THERAPEUTIC RECREATION

WEEK	SKILL BUILDERS (O.T.)	SOCIAL CLUB	EXERCISE	ART & CRAFTS
5/3-5/7	No class	8	10	8
5/10-5/14	No class	6	10	7
5/17-5/21	No class	8	10	6
5/24-5/28	No class	No class	No class	No class
Month Total		22	30	21
FYTD Total	58	63	146	129

SPECIAL INTEREST CLASSES

Start Smart T-Ball classes for kids age 2-5 began on April 12th. Class size was limited to 5 children and 5 adults, and two additional classes were added to meet the demand. Currently classes are offered Monday-Thursday at Calas Park. A total of 20 children and 20 adults are enrolled.

COVID TASK FORCE

The COVID Task Force was originally created to assist the community with emergency programs and resources needed for the COVID-19 pandemic. Over the past year the needs of the community have evolved from assisting and feeding many residents, providing COVID testing, supporting homebound seniors, collaborating with outside organizations, to providing vaccinations.

Staff's biggest challenge was creating innovative ways to deliver these services to an elderly population with little technical knowledge. To solve this issue, staff created call centers to answer questions from the community, provided welfare checks to homebound seniors, and distributed flyers of all current programs, including our daily Grab-N-Go lunch program. Currently, the infection rate has decreased thereby reducing the amount of testing days, and increasing the amount of vaccination pop ups.

WEEK	CALL CTR	GRAB & GO MEALS	TEST SITE CALL CTR	TEST SITE TEST GIVEN	TEST SITE HOME VISITS	CETG 2.0
5/3-5/8	54	3,000	33	61	0	80
5/10-5/15	109	3,000	27	401	0	86
5/17-5/22	33	3,000	11	0	0	0
5/24-5/28	68	3,000	26	387	0	35
Month Total	264	12,000	97	849	0	201
FYTD Total	16,870	181,573	9,067	36,841	102	1,296

Discontinued Programs - Carson Essentials to Go: 1,656; Food Distribution: 300; Meals on Wheels: 11,146

COMMUNITY CENTER

RENTALS

Currently, the Community Center Operations are shut down through the end May 2021 due to the Pandemic. This has severely impacted rentals for the facility. However, the Community Center is conducting Inter-Departmental Rentals for the various Departments/Divisions – Testing/Trainings. Data for the month of May is as follows:

Inter-Departmental:

- No. of Bookings – 4 Human Resources – Testing/Interviews
- No. of Bookings – 1 Private
- No. of Bookings – 1 Public Safety/Sheriff’s Department – Blood Drive

WEEK	HUMAN RESOURCES	PUBLIC SAFETY	PRIVATE	GRAND TOTAL
5/3-5/7	0	1	0	1
5/10-5/14	0	0	1	1
5/17-5/21	2	0	0	2
5/24-5/28	2	0	0	2
Monthly Total	4	1	1	6

Staff has been informed that beginning in June events can occur at the facility.

CATERING

There are no catered events at this time.

Catering Request for Proposal

Staff is beginning to draft the request for proposal for prospective caterers for calendar year 2022. The current contract with Choura Venue Services expires on December 31, 2021. Staff anticipates the selection of vendor(s) by mid-July.

UPGRADES

Audio Visual and Lighting

Staff received two proposals and is in the process of evaluating, scoring and selecting a vendor. An award of contract for City Council approval will be presented at a future meeting.

TRANSPORTATION

The City of Carson’s Transportation Division provides city-wide transportation programs including: fixed-route public bus service, first mile/last mile ride-hail services, specialized elderly and disabled transportation (Dial-A-Ride/Access), and bus transportation in support of City parks and youth programs. Transportation also works directly with LA Metro, South Bay Cities Council of Government (SBCCOG),

and South Coast Air Quality Management District (AQMD) on a variety of transportation policies, new initiatives, and funding opportunities.

CARSON CIRCUIT

COVID-19 UPDATE - The Disaster Council suspended the Carson Circuit effective March 28, 2020 out of safety concerns related to the COVID-19 pandemic, and the possibility of spreading the virus to passengers and bus operators. Over the course of the next few months, staff worked with consultants to finalize the City’s very first Comprehensive Operations Analysis (COA) of the Carson Circuit service. The report assessed the inefficiencies of the current program, and provided recommendations for future improvements.

Contingent upon future COVID-19 case numbers, fixed-route bus services may return early Fall 2021, in the form of an interagency agreement with Long Beach Transit. During this interim, residents and visitors can take on-demand ride hail services through agreements with Lyft and Dial-A-Ride (Yellow Cab). Riders receive a 50% discount on rides that stay within City limits through subsidies from the City’s Prop A and C returns.

CARSON CIRCUIT RIDERSHIP^[1]

	Cash Fare (\$1)	Wheel-Chairs (Free)	Seniors (Free)	Transfer/EZ/TAP	Total Trips
Apr 2021	(Services currently suspended)				
Apr (2019 comparison)	5,684	181	6,861	2,985	15,711
FY 20-21 YTD	(Services currently suspended)				

Temporary Carson Student Transportation

On May 4, 2021, the City Council approved a motion to have staff provide temporary student transportation through the end of the Spring 2021 semester. After assessing the needs of the operation and its related costs, the temporary service commenced May 24, 2021, and will run through June 11, 2021.

Students have the option to be dropped off at two (2) central school zones – Carson High or Dominguez Prep. Although most elementary and middle school students attend schools already within their local neighborhoods, not all high school students live within walking distance of Carson’s two high schools. As such, staff chose two (2) central pick-up zones to best meet this service gap – Hemingway Park and Mills Park. Both zones are situated in resident-heavy areas, accessible within a short walking distance, or alternatively serve as a much closer student drop-off zone for parents. Students can also walk to, or be dropped off at any Carson bus stop along the path of either route.

Based on the latest LA County Department of Public Health guidelines for K-12 students, buses will carry passengers at no more than 50% of their respective seating capacity, windows will be lowered for fresh air circulation, and frequently touched surfaces will be thoroughly sanitized at the beginning and end of each run.

City buses depart from both parks at 8:15 a.m. sharp, meet at South Bay Pavilion for transfers, and arrive at the schools by approximately 8:45 a.m. Afternoon runs will operate in the reverse order. Bus fares will not be enforced, as services will be complimentary to all students. Anticipated costs for this service are \$3,650. This accounts for two buses, 1 FT driver, 2 PT drivers, plus fuel. The costs are fully covered by the City’s Prop A and C returns.

DIAL-A-RIDE

Dial-A-Ride services are now available to Carson residents of all ages, with or without disabilities. Participants can order on-demand taxi service and receive a 50% discount off their ride. As of March 2021, Carson residents can take advantage of complimentary no-cost taxi rides TO and FROM any City-

designated vaccination site that falls within three (3) miles from City boundaries. Taxi drivers will stay with the riders throughout the entire process, ensuring a safe and worry-free return.

Compared to its lowest dip in April 2020, ridership has improved dramatically by nearly 93% and continues to recover.

DIAL-A-RIDE RIDERSHIP^[1]

	Total Rides	Total Passengers	Avg Trips per Day	Avg Cost per Trip
Apr 2021	1,479	2,038	49	\$12.24
Apr 2020 comparison	767	1,002	26	\$13.91
FY 20-21 YTD	12,036	16,860	40	\$13.04

LYFT

Carson residents are eligible to receive a 50% discount off the cost of their Lyft ride. Riders pay half; City pays half, up to a maximum City subsidy of \$10. Participants must 18 years of age or older to ride alone. Rides must start AND end within City boundaries.

LYFT RIDERSHIP^[1]

	Total Rides	Avg total cost per trip	Avg trip cost to rider
Apr 2021	461	\$8.97	\$4.48
FY 20-21 YTD	3,547	\$7.73	\$3.71
From April 2020 – Present	4,073	\$7.69	\$3.65

*Majority of rides took 5-10 minutes in duration, 0-2 miles in distance. Average trip costs are on a rise due to increased ride times stemming from traffic returning to pre-pandemic levels.

FUTURE PLANS

The City is currently targeting the commencement of an interagency agreement with Long Beach Transit (LBT) by early Fall 2021. This would mark the return of fixed-route bus services in Carson. With the aim of improving regional travel to and from the City, buses will run in both directions on main surface streets, providing much faster and direct connections to major destinations and other bus lines. This shift towards modernized bus travel will benefit both residents and commuters, as it opens up new opportunities to utilize public transportation with far less constraints. However, for a certain number of riders, the new routes may require a further walk to a bus stop than in the past.

To help bridge this potential gap, staff is looking into reestablishing the Carson Circuit with all-new bus routes. The routes will be designed to complement LBT routes specifically in areas that may require a longer walk to access bus service, and in areas that can help Carson students get to and from their respective schools. The concurrent offering of LBT and the redesigned Carson Circuit service will help achieve a newfound level of regional and local travel for Carson, and further improve equitable mobility.

Additionally, staff is working on a capital improvement plan to purchase new bus shelters and benches. The shelters will be similar to the newer silver models along Carson St. and CSUDH. Staff is working towards replacing all of the remaining shelters by FY 24 in an effort to create a modern and uniform look throughout the City.

^[1] Data received directly from contractor; statistics delayed due to internal review by contractor before release



ITEM NO. 1

Report to Parks, Recreation and Cultural Arts Commission

Thursday, June 24, 2021

Discussion

SUBJECT:

PARKS, RECREATION AND COMMUNITY SERVICES MASTER PLAN CONTRACT SERVICES AGREEMENT

I. SUMMARY

On May 17, 2021, the City released a Request for Proposals (RFP) for a Parks, Recreation, and Community Services Master Plans study and report for the City of Carson. A total of four (4) firms submitted proposals. After reviewing and evaluating the submissions, RJM Design Group was selected by staff as the recommended consultant, based on responsiveness to the RFP's proposal requirements and experience. Staff is seeking concurrence from the Commission to recommend approval by the City Council to award a contract services agreement with RJM Design Group to complete the study.

II. RECOMMENDATION

1. RECOMMEND City Council APPROVE a contract services agreement with RJM Design Group to complete a Parks, Recreation and Community Services Master Plan study and report for the City of Carson, in an amount not to exceed \$230,940.00.
2. RECOMMEND City Council AUTHORIZE the Mayor to execute the agreement, following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE any other action the Commission deems appropriate.

IV. BACKGROUND

Since its incorporation in 1968, the City of Carson has never pursued the opportunity to conduct a comprehensive study of the City's network of parks, programs, and services offered to the community. Additionally, limited attention has been given to the assessment of facility conditions and interests residents may have in existing and potentially new program offerings.

In 2015, the County of Los Angeles, Department of Parks and Recreation conducted the LA Countywide Comprehensive Park and Recreation Needs Assessment to catalogue park amenities throughout the region. Although the assessment did include a section dedicated to the City of Carson, the engagement effort lacked the level of detail necessary to fully document the entire need of the city. The final report identified \$77.7 million in improvements needed to bring the community the facilities



ITEM NO. 1

required for the population of residents. The document was also silent on the need for program enhancements as it focused largely on critical infrastructure.

Additionally, staff identified a need to fully inventory the City's current park assets, programs, and capacity for growth into the future. Other regional agencies have completed similar studies with the assistance of qualified master planning firms in the park and recreation industry. Staff surveyed agencies from throughout California and drafted a Request for Proposals (RFP) incorporating relevant components of various agencies' master planning processes. As a result, the following were identified as preferred tasks for a comprehensive master plan for the City of Carson:

- Task 1: Work Plan
- Task 2: City Policy and Standards Review Regarding Park infrastructure
- Task 3: Existing Parks, Recreation and Community Services Facilities and Programs Inventory/Analysis
- Task 4: Demographic Analysis
- Task 5: Gather & Assess Community Needs
- Task 6: Facility Master Plans & Opportunity Sites
- Task 7: Draft Parks, Recreation, and Community Services Master Plan Report
- Task 8: City Boards and Commissions Study Session
- Task 9: Community Master Plan Review Meeting
- Task 10: Parks, Recreation, and Community Services Master Plan

In addition to these tasks, the planning process will incorporate short, medium, and long terms goals and objectives for parks capital development and recreation program enhancement. Similarly, the planning is to include substantial community involvement through workshops, meetings, and surveys of Parks, Recreation, and Cultural Arts Commissioners, Youth Commissioners, Senior Citizens Advisory Commissioners and residents at-large.

An invitation inviting bids to conduct a Parks, Recreation and Community Services Master Plan was published on Monday, May 17, 2021 and the RFP package was posted on Thursday, May 20, 2021. Bid proposals were due by Thursday, June 10, 2021 by 5:00 PM. A non-mandatory pre-proposal meeting was held on June 1, 2021 at 1:00 PM. A total of four (4) proposals were received. The following is a list of the consulting firms who submitted proposals:

Firm	Price	Score (Points)
Allen Compton Associates, Inc.	\$423,995.00	71.4
GreenPlay LLC	\$162,999.00	81.8
RHL Landscape Architects Planners, Inc.	\$508,730.00	77.6
RJM Design Group	\$230,940.00	85



ITEM NO. 1

After reviewing and evaluating the submissions, RJM Design Group was selected by staff as the recommended consultant, based on responsiveness to the RFP's requirements and vendor experience. Staff recommends the approval and execution of a contract services agreement with RJM Design Group to complete a Parks, Recreation, and Community Services Master Plan study and report for the City of Carson. The anticipated project timeline is as follows:

- Award of Contract - 7/6/2021
- Contract Execution and Notice to Proceed - 7/20/2021
- Begin Engagement - 8/2/2021
- Complete Engagement - 4/30/2022

V. **FISCAL IMPACT**

The total cost of the contract is not to exceed \$230,940.00. Funding is available for this project in the Parks Development Impact Fee Funds and Quimby Funds Account(s). This expenditure has been appropriated in the Fiscal Year 2021-2022 operating budget as adopted by City Council on June 15, 2021.

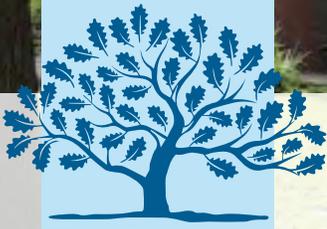
VI. **EXHIBITS**

1. RJM Design Group Proposal
2. Bid Evaluation Summary

Prepared by: Robert Lennox, Community Services Director



CPSC
2021



CUSTOM PARK
STANDARD
CALCULATIONS

City of Carson

Parks, Recreation, and Community Services
Master Plan - RFP No. 21-022





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2. Federal Lobbyist Requirements
3. Affidavit of Non-Collusion and Non-Discrimination
4. Debarment and Suspension Certificate

Letter of Transmittal/Company Certification

31591 Camino Capistrano
San Juan Capistrano, CA 92675
www.RJMdesigngroup.com
(949) 493-2600 *phone*
(949) 493-2690 *fax*
www.RJMdesigngroup.com *website*

June 10, 2021

Submitted via eBid on City's Planet Bid account

Re: Parks, Recreation, and Community Services Master Plan

Dear Mr. Robert Lennox and Selection Committee,

RJM Design Group, Inc. is pleased to submit our proposal to the City of Carson for the Parks, Recreation, and Community Services Master Plan. We understand the City's goal to develop the Plan in concert with the Commission Ad Hoc Committee. Since the City currently does not have a Parks and Recreation Master Plan, we are excited for the opportunity to provide a road map to guide the City to ensure parks and recreation opportunities are available to everyone in the community now and in the future.

We have developed a Master Planning Toolkit approach that enables cities to update their Master Planning Documents in critical areas for a fraction of the original cost. This approach enables you to update and adjust planning when unforeseen economic, social, and demographic trends change without having to recreate the entire document.

Based upon our previous Parks and Recreation Master Plan experience we have developed a Scope of Work which defines a timely and efficient approach to the update with the latest tools in community recreation planning available.

Our key team members include myself, Kristen Schnell (Project Manager), Tim Gallagher (Senior Associate) and the following specialist:

- Probolsky Research, Adam Probolsky: 23 Corporate Plaza, Suite 150, Newport Beach, CA 92660, adamprobolskyresearch.com, (949) 855-6400

Our team is committed to perform these services from July 2021 through April 2022. As Project Principal and an officer of RJM Design Group, I am authorized to contractually obligate the firm. RJM Design Group is a corporation and is in good standing with the California Secretary of State. We look forward to developing a close working relationship with you on this exciting project.

If you have any questions or comments after reviewing this proposal, please do not hesitate to contact us.

Respectfully submitted,
RJM DESIGN GROUP, INC.



Zachary M. Mueting, LLA
Principal In Charge
zach@rjmdesigngroup.com



Established in 1987, RJM Design Group has evolved into a multi-disciplinary landscape architectural, planning and design firm committed to serving the needs of cities, public agencies, communities, and organizations throughout California.

RJM is comprised of talented individuals with varied backgrounds and interests. Among these dynamic professionals are licensed landscape architects, architects, and planners, most of whom are LEED Accredited Professionals. Each person brings a unique, yet complementary experience and passion to the firm.

Firm Legal Name	RJM Design Group, Inc.
Type of Business	California Corporation, SBE
# Of Years in Business	34 Years
Contact Information	(949) 493-2600 rjm@rjmdesigngroup.com
List of Owners	Robert J. Mueting, President Larry P. Ryan - Vice President Zachary M. Mueting - Secretary
Principal Contact	Zachary M. Mueting / zach@rjmdesigngroup.com
Office Location	San Juan Capistrano, CA
Firm Size	16 Personnel
Personnel	(9) Licensed Landscape Architects, Project Managers (4) Technical Support (3) Administrative Support



What sets the City of Carson apart from other neighboring communities?

Its people. So why use anything else other than specific local analysis? Every community is unique in not only its demographics but its climate, geolocation, economics, and recreation trends. So specific are our communities that applying a template from another distant city is nothing more than a best guess.

National Standards can be a good reference point or benchmark for comparison, however they shouldn't replace the need for local analysis. Responsible growth is based on local community needs. Simply having parkland is not enough. Providing the right types of parks and amenities is critical to fulfilling a community's recreation needs. Community inspired spaces connect people to parks through a deeper sense of ownership. When parks align with community needs, recreation is balanced and may avoid costly, unnecessary facility improvements that can increase maintenance and operation costs.

RJM Design Group's Parks and Recreation Master Planning Toolkit is the result of over 30 years of experience in park and recreation planning and analysis.

In each community that RJM has developed a successful Master Plan there has always been a need for local trends vs. national standards. RJM's Toolkit empowers cities to take control with powerful data, but without costly planning efforts, project management, and multiple consultants.

RJM's Experience in Parks & Recreation Master Plan Development

- | | |
|------------------------------------|----------------------|
| Aliso Viejo | Norwalk |
| Azusa | Pasadena |
| Banning | Pleasant Hill |
| Brentwood | Pleasanton |
| Chino Hills | Rancho Mission Viejo |
| Costa Mesa | Riverside |
| Cypress | Rocklin |
| Dana Point | Roseville |
| Downey | Sacramento |
| Goleta | San Bernardino |
| Huntington Beach | San Dimas |
| Jurupa Community Services District | San Fernando |
| La Quinta | San Juan Capistrano |
| Laguna Woods Village | Santa Barbara County |
| Laguna Hills | Santa Clarita |
| Laguna Niguel | Santa Maria |
| Lake Mission Viejo Association | Temecula |
| Livermore | West Hollywood |
| Manteca | Woodland |
| Menifee | Yucaipa |
| Murrieta | |

Related Experience



Parks and Recreation Needs Assessment

San Dimas CA

Status: Completed 2020
Client: The City of San Dimas
Project Date: April 2020 to December 2020
Size: 15.4 square miles
Population: 34,966

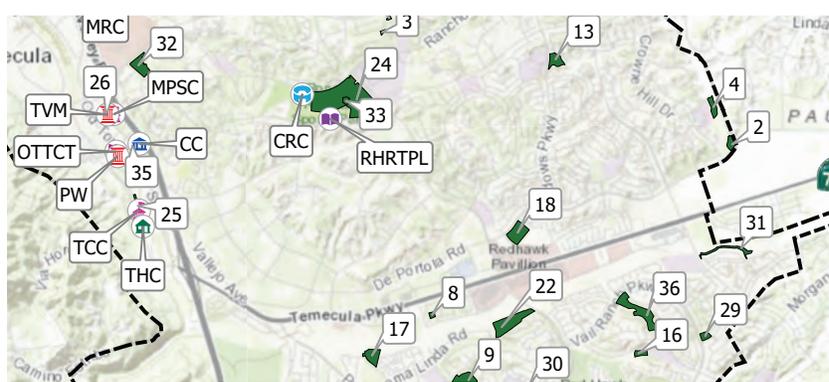
Client Reference
Scott Wasserman
Director of Parks and Recreation
City of San Dimas
phone: (909) 394-6233
email: swasserman@sandimasca.gov

Project Summary

The San Dimas Parks and Recreation Needs Assessment clearly defines the parks and recreation facility needs of the community and identifies surpluses and deficiencies with existing facilities. This project included a comparison of the City's department organization, staffing, parks and recreation amenities, and programs to ten (10) comparable cities to establish a benchmark comparison. The community engagement process included stakeholder interviews, 3 virtual town hall meetings, a sports organization survey, and a statistically-valid multi-mode survey. Custom park standards were calculated based on the actual participation of San Dimas residents. A program inventory and evaluation were conducted on the existing programs and services offered. A final community workshop prioritized current and future park and recreation needs using a virtual meeting platform. Recommendations included key strategies, funding sources and CIP plan. The final report is a roadmap to guide the development of San Dimas' Parks and Recreation Services now and into the future.

Project Team

Principal: Zachary Mueting
Project Manager: Kristen Schnell
Senior Associate: Tim Gallagher
Landscape Designer: Tyler Page



Community Services Master Plan

Temecula, CA

Status: Completed 2020
 Client: The City of Temecula
 Project Date: May 2019 to August 2020
 Size: 37 square miles
 Population: 114,327

Client Reference
 Kevin Hawkins
 Director of Community Services
 City of Temecula
 phone: (951) 694-6480
 email: kevin.hawkins@cityoftemeculaca.gov

Project Summary

The Master Plan process commenced with an examination of the characteristics that define the community, and an inventory of the existing recreational opportunities and resources available within the City. Temecula's Community Services Department includes Arts and Culture, Homeless Outreach, and Library Services. The City prides itself on providing inclusive services for the disabled, veterans, and the senior populations. Established methods of community involvement included a multi-modal survey, stakeholder interviews, focus groups, a sports organization questionnaire, and ward specific community workshops. Community issues, recreational facility and program usage patterns and the community needs for parks and recreation facilities were developed. Identified needs, facility usage patterns, recreation standards and population projections provide the basis for the quantification of facilities required to meet identified community needs were identified. Trail connections and regional trail goals were identified. The final report includes inventory, assessment and recommendations for parks, recreation facilities, programs, trails, arts and culture, and staffing evaluation. Operations and maintenance recommendations as well as a financial strategy plan summarizes an implementation plan for the City.

Project Team

Principal: Zachary Mueting
 Project Manager: Kristen Schnell
 Senior Associate: Tim Gallagher
 Landscape Designer: Tyler Page

Related Experience



Comprehensive Parks, Recreation & Community Services Master Plan

Riverside, CA

Status: Completed 2019
Client: The City of Riverside
Project Date: June 2018 to December 2019
Size: 81.5 square miles
Population: 327,728

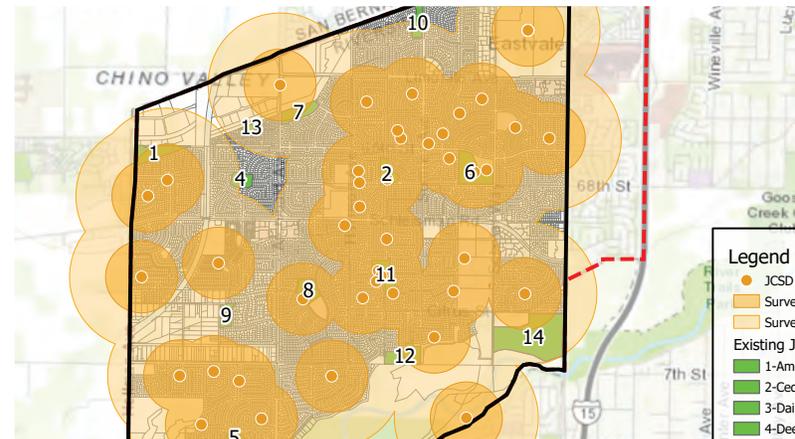
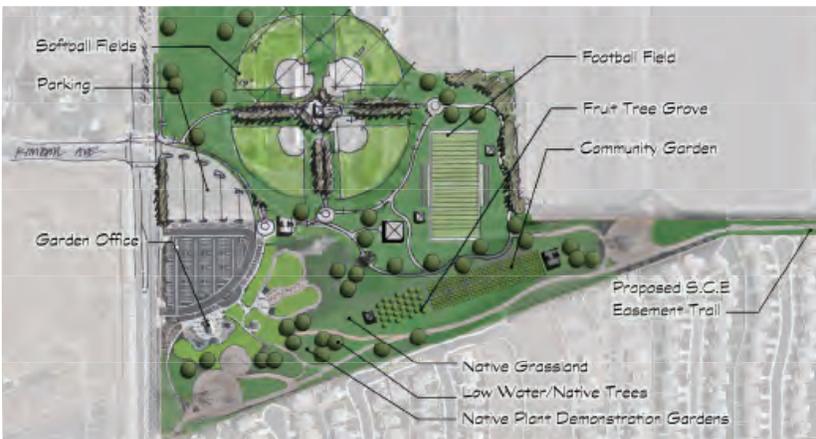
Client Reference
Adolfo Cruz
Director of Parks, Recreation & Community Services
City of Riverside
phone: (951) 826-2075
email: AdCruz@riversideca.gov

Project Summary

The Master Plan process commenced with an examination of the characteristics that define the community, and an inventory of the existing recreational opportunities and resources available within the City. The inventory and analysis provided the foundational understanding of the community and serves as the starting point from which community members are engaged and their needs are identified. Established methods of community involvement included a community wide telephone survey, stakeholder interviews, focus groups, GIS community online survey, a sports organization questionnaire, and ward specific community workshops which provided multiple opportunities to engage the community members, and multiple measures from which a broad understanding of community issues, recreational facility and program usage patterns and the community needs for parks and recreation facilities is developed. Identified needs, facility usage patterns, recreation standards and population projections provide the basis for the quantification of facilities required to meet identified community needs. Facility recommendations are derived based on priority of needs, then general cost for recommendations are identified. A full CASp report was also prepared as part of this project.

Project Team

Principal: Zachary Mueting
Project Manager: Kristen Schnell
Senior Associate: Tim Gallagher
Landscape Designer: Tyler Page



Jurupa Community Services District (JCSD) Parks & Recreation Master Plan Update

Eastvale, CA

Status: Completed 2019
 Client: The City of Eastvale
 Project Date: October 2018 to April 2019
 Size: 13.1 square miles
 Population: 63,211

Client Reference
 Wendy Landreth
 Parks Administrative Assistant
 Jurupa Community Services District
 phone: (951) 685-7434
 email: wlandreth@jcsd.us

Project Summary

In 2012, RJM Design Group completed a Parks and Recreation Master Plan for the Jurupa Community Services District (JCSD) Parks and Recreation Department, which provides services in northwestern Riverside County within the boundary of the City of Eastvale.

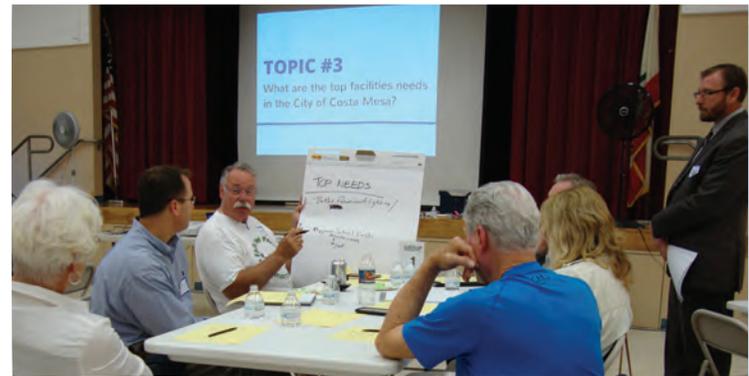
RJM utilized methods of community involvement including a telephone survey, stakeholder interviews, community workshops, and workshop attendee questionnaires, which provided an understanding of community issues, recreational facility and program usage patterns, and community needs for parks and recreation facilities and programs. RJM provided recommendations for programs and facilities, facility costs, and opportunities for potential funding sources.

Due to an explosion in population and housing developments during 2013-2018, RJM was asked to update the 2012 master plan to include the needs of the new population and demographics. The update focused on key elements including sports organization demand analysis, population demographics analysis, and local trends review for new recreation elements. The final update included new estimates for proposed park improvements.

Project Team

Principal: Zachary Mueting
 Project Manager: Kristen Schnell
 Senior Associate: Tim Gallagher

Related Experience



Open Space Master Plan of Parks & Recreation

Costa Mesa, CA

Status: Completed 2018
Client: The City of Costa Mesa
Project Date: April 2017 to October 2018
Project Size: 15.8 square miles
Population: 113,825

Client Reference
Bart Mejia
Senior Engineer
City of Costa Mesa
phone (714) 754-5291
email: BMejia@ci.costamesa.ca.us

Project Summary

The City of Costa Mesa is a coastal community with a very diverse, built-out population of over 113,000 residents. RJM Design Group was contracted to develop the city's original Parks Master Plan in 2002. After successfully following the document, the city again contracted RJM to update the document for the next 15 years.

The project included complete inventory and assessment of all the recreation facilities and programs, extensive community outreach, stakeholder interviews, and workshops. The resulting document concluded in recommendations for maintenance and operations, funding sources, prioritized facility improvements, park facility and rehabilitation cost estimates, as well as a six-year capital improvement plan.

Costa Mesa's Park Master Plan is a community-supported city-wide plan that will continue to guide the successful development of the parks and recreation facilities in Costa Mesa for the next 15 years.

Project Team

Principal: Zachary Mueting
Project Manager: Kristen Schnell
Senior Associate: Tim Gallagher



Parks & Recreation Master Plan

Huntington Beach, CA

Status: Completed 2016
 Client: The City of Huntington Beach
 Project Date: November 2015 to January 2016
 Size: 32.1 square miles
 Population: 201,874

Client Reference
 Chris Slama
 Director of Community Services
 City of Huntington Beach
 phone: (714) 536-5495
 email: cslama@surfcity-hb.org

Project Summary

Nicknamed "Surf City" for its beautiful wide beaches and consistently breaking surf. The City of Huntington Beach has a large and well-established park system with over seventy five (75) parks and numerous community recreation buildings. The City contracted RJM Design Group to update its existing Parks and Recreation Master Plan. The first phase of the project included a background review of the demographics and community trends and their impact on the park system. The second phase involved a detailed inventory of the facilities and programs currently provided in the City, as well as a gap analysis of the existing facilities to determine locations where recreational opportunities are needed. The third phase included a thorough public involvement process including executive interviews, sports organization questionnaire, telephone survey, and public workshops. The fourth phase looked at the demand and needs for facilities based on the inventory of existing facilities and the data derived from the prior phases. Recommendations included an opportunities feasibility analysis, acquisition plan, cost estimates, capital improvement plan, and sustainable practices/maintenance and operations management plan.

Project Team

Principal: Zachary Mueting
 Project Manager: Kristen Schnell
 Senior Associate: Tim Gallagher

Related Experience



Parks & Recreation Master Plan

Menifee, CA

Status: Completed 2016
Client: The City of Menifee
Project Date: January 2015 to January 2016
Size: 46 square miles
Population: 90,349

Client Reference
Jonathan Nicks*
Director of Community Services
City of Menifee
email: jnicks@cityofmenifee.us

*project completed with Robert Lennox, who is currently at City of Carson.

Project Summary

The City of Menifee's Parks, Trails, Open Space, and Recreation Master Plan (PTOSRMP) is a clear set of objectives to provide direction for development, re-development, expansion and enhancement of City's park system, open spaces, trails, and recreation facilities program and services for short term, mid-term and long term. Highlighted in this project was the inclusion of a developer donated parkland recommendations section. Menifee has experienced a dramatic increase in population due to large new developments. Menifee's Master Plan is intended to unify new developments with the city's vision for the future. The Master Plan included:

- Background Research
- Inventory
- Public Involvement
- Needs Assessment
- Recommendations

Project Team

Principal: Zachary Mueting
Senior Associate: Tim Gallagher

References

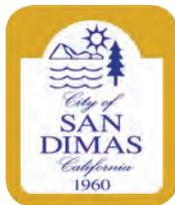
RJM DESIGN GROUP, INC. offers its clients personalized service that is delivered on time and within budget. The principals of RJM maintain personal involvement in all aspects of the project. Our success is based on our ability to perform, meeting the needs of the client and the project. Please feel free to contact all our references as we are sure they will share their success stories of projects we have helped them accomplish.

“The Master Plan Update was long overdue. RJM Design Group produced a strong product. The participation process will make this report a useable document that will not just sit on a shelf.”

- Kevin Hawkins, City of Temecula

“Thank you for working on our plan, it is a very good plan and has been useful.”

-Adolfo Cruz, City of Riverside



Agency Name & Contact Information:

Scott Wasserman
 Director of Parks & Recreation
CITY OF SAN DIMAS
 phone: (909) 394-6233
 email: swasserman@sandimasca.gov

Services:

Parks and Recreation Needs Assessment
 March 2020 - December 2020
 \$160,000.00

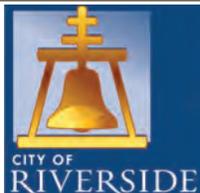


Agency Name & Contact Information:

Kevin Hawkins
 Director of Community Services
CITY OF TEMECULA
 phone: (951) 694-6480
 email: kevin.hawkins@cityoftemecula.gov

Services:

Community Services Master Plan
 April 2019 - February 2020
 \$276,000.00



Agency Name & Contact Information:

Adolfo Cruz
 Director of Parks, Rec. & Community Serv.
CITY OF RIVERSIDE
 phone: (951) 826-2075
 email: AdCruz@riversideca.gov

Services:

Comprehensive Master Plan
 June 2018 - December 2019
 \$350,000.00



Agency Name & Contact Information:

Wendy Landreth
 Parks Administrative Assistant
JURUPA COMMUNITY SERVICES DISTRICT
 phone: (951) 685-7434
 email: wlandreth@jcsd.us

Services:

Parks and Recreation Master Plan Update
 December 2018-March 2019
 \$23,000.00
 Parks and Recreation Master Plan
 January 2011 - November 2011
 \$122,000.00



Agency Name & Contact Information:

Bart Mejia
 Senior Engineer
CITY OF COSTA MESA
 phone: (714) 754-5291
 email: BMejia@costa-mesa.ca.us

Services:

Open Space Master Plan of Parks and Recreation
 January 2017 - June 2018
 \$198,000.00

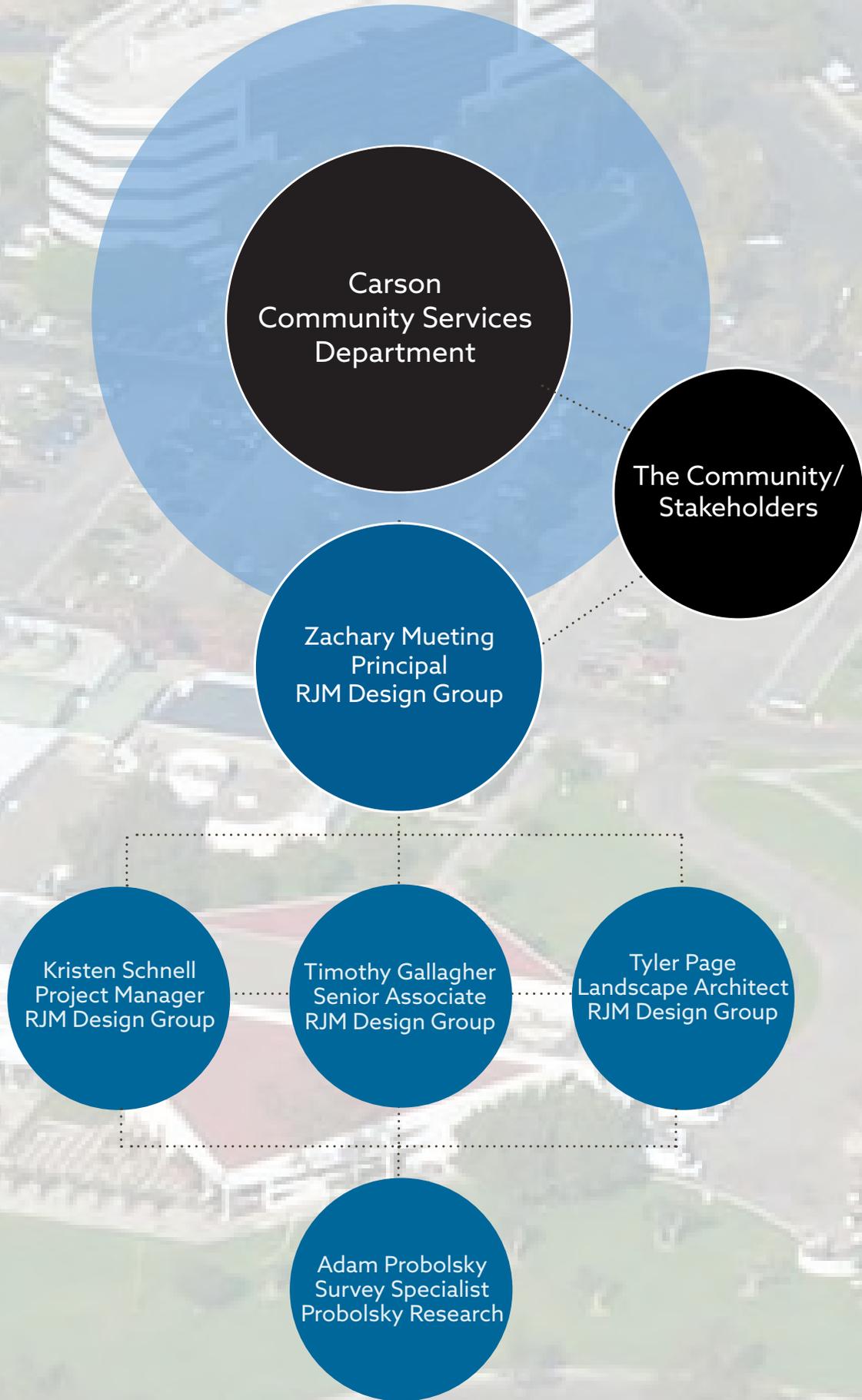


Agency Name & Contact Information:

Chris Slama
 Director of Community Services
CITY OF HUNTINGTON BEACH
 phone: (714) 536-5495
 email: cslama@surfcity-hb.org

Services:

Parks and Recreation Master Plan
 April 2015 - July 2016
 \$200,000.00





Zachary Mueting, LLA LEED AP (BD+C)

Principal In Charge, RJM Design Group, Inc.

Zachary Mueting has been with RJM Design Group since 2005. Zachary is a licensed Landscape architect with a strong background in recreation planning and design. Combining degrees in computer science, a masters in landscape architecture, and 15 years of community engagement experience, Zachary has developed the most detailed community engaged master planning product available. Furthering that achievement Zachary has implemented a master planning toolkit approach with several of RJM’s long term clients.

Zachary’s experience, education, professional accreditation, and publication of community consensus building techniques enables him to fulfill his role facilitating the community outreach meetings, landscape planning and design services, and achievement of appropriate design solutions that create community.

Licenses

Landscape Architect / CA 5731

Education

Masters Degree,
Landscape Architecture,
California State Polytechnic
University, Pomona, CA

Bachelor of Science,
Information Technology,
Colorado Technical University, CO

Bachelor of Science,
Information Systems Management,
Colorado Technical University, CO

Related Project Experience

- Parks and Recreation Needs Assessment, San Dimas, CA
- Community Services Master Plan, Temecula, CA
- Comprehensive Parks, Recreation, and Community Services Master Plan, Riverside, CA
- Parks and Facilities Condition and Utilization Assessment, Cypress, CA
- Update of Open Space Master Plan of Parks and Recreation, Costa Mesa, CA
- Parks, Trails, Open Space, and Recreation Master Plan, Menifee, CA
- Parks and Open Space Master Plan, Downey, CA
- Park and Recreation Master Plan, Huntington Beach, CA
- Recreation Needs Assessment, Goleta, CA
- Jurupa Community Services District Parks and Recreation Master Plan, Eastvale, CA
- Parks, Recreation, Trails, and Open Space Master Plan Update, San Bernardino, CA
- Parks and Recreation Master Plan, Murrieta, CA
- Parks and Recreation Master Plan, Banning, CA
- Chino Hills Parks & Recreation Open Space Master Plan Update, Chino Hills, CA
- Parks, Recreation, Trails, and Open Space Master Plan Update, Santa Clarita, CA
- Aliso Viejo Community Association Parks & Recreation Master Plan, Aliso Viejo, CA
- Laguna Woods Village Recreational Needs Assessment, Laguna Woods, CA
- Long Range Master Plan, Lake Mission Viejo Association, Mission Viejo, CA



Kristen Schnell

Project Manager/Research Analyst, RJM Design Group, Inc.

Kristen Schnell has over 15 years of experience working on Parks and Recreation Master Plans. She will assist in the project coordination, research, community engagement process, and team meetings.

Her responsibilities include tracking all pertinent data and distributing to the consultant team, tracking project schedule and ensuring target dates are met, day-to-day correspondence, preparing summaries & exhibits, preparing for and attending community outreach events, and preparation of the master plan report.

In addition, Kristen has considerable experience working within the processing systems of several California jurisdictions. She is currently pursuing her AICP certification and is a member of the American Planning Association.

Education

Bachelor of Science, Biology
University of California,
Santa Cruz, CA

Related Project Experience

- Parks and Recreation Needs Assessment, San Dimas, CA
- Community Services Master Plan, Temecula, CA
- Comprehensive Parks, Recreation, and Community Services Master Plan, Riverside, CA
- Parks Recreation Master Plan, Banning, CA
- Parks and Recreation Master Plan Update, Murrieta, CA
- Parks, Trails, Open Space and Recreation Master Plan Update, San Bernardino, CA
- Parks, Recreation, and Open Space Master Plan Update, Santa Clarita, CA
- Parks, Recreation and Open Space Master Plan Update, Chino Hills, CA
- Parks, Recreation, and Open Space Master Plan, Dana Point, CA
- Recreation Needs Assessment for Laguna Woods Village (age-restricted community), PCM, Inc.
- Recreation and Parks Master Plan, Pasadena, CA
- Parks and Recreation Master Plan Update, Aliso Viejo Community Association, Aliso Viejo, CA
- Recreation, Parks, Green Space and Family Services Master Plan, Azusa, CA
- Update of Open Space Master Plan of Parks and Recreation, Costa Mesa, CA
- Parks and Recreation Master Plan, Norwalk, CA
- Recreation Needs Assessment, San Juan Capistrano, CA
- Parks and Recreation Master Plan, Yucaipa, CA
- Recreation Needs Assessment, West Hollywood, CA
- Parks and Recreation Master Plan, La Quinta, CA



Timothy Gallagher

Senior Associate, RJM Design Group, Inc.

Timothy Gallagher has considerable expertise in parks and recreation management gleaned from more than 35 years of public agency management experience and numerous Board positions with industry associations and interest groups. As a Manager or Department head for Parks and Recreation agencies in Seattle, Washington and throughout California, Tim had responsibility for long-range planning, park and facility development, program development and operations, and maintenance of parks and community facilities. This experience includes leadership of the development of Strategic Action Plans for Los Angeles County Department of Parks and Recreation and the City of Seattle Department of Parks and Recreation. Tim’s agency experience has also provided him the opportunity to gain familiarity with various funding and financing tools, as well as processing Plans for approval and successful submission of grant requests.

Education

Masters in Parks and Recreation Administration, California State University, Chico

Bachelors of Arts, Sociology, University of California, Los Angeles

Related Project Experience

- Parks and Recreation Needs Assessment, San Dimas, CA
- Community Services Master Plan, Temecula, CA
- Park, Recreation & Community Services Master Plan, Riverside CA
- Parks and Facilities Condition and Utilization Assessment, Cypress, CA
- Update of Open Space Master Plan of Parks and Recreation, Costa Mesa, CA
- Parks, Trails, Open Space, and Recreation Master Plan, Menifee, CA
- Parks and Open Space Master Plan, Downey, CA
- Park and Recreation Master Plan, Huntington Beach, CA
- Jurupa Community Services District Master Plan, Eastvale, CA
- San Luis Obispo County Open Space Trails Plan, San Luis Obispo, CA



Tyler Page, LLA

Landscape Architect, RJM Design Group, Inc.

Tyler Page leads the GIS department for RJM Design Group and specializes in ArcGIS Pro mapping, Survey 123 survey development, and Business Analyst. Our goal is to provide agencies (public or private) a robust way to understand the needs/desires of the community and enable convenient ways for those community members to participate.

The geo-referenced capability of Survey123 enables RJM to graphically analyze the data. The advantage of this greater understanding of community needs and how it relates to geography provides an essential component for sound planning and decision making. Tyler combines these tools together essentially outlining the ‘what’ and ‘where’.

Licenses

Landscape Architect / CA 6648

Education

Bachelor of Science, Landscape Architecture - California Polytechnic University, Pomona - Magna Cum Laude

Related Project Experience

- Parks and Recreation Needs Assessment, San Dimas, CA
- Community Services Master Plan, Temecula, CA
- Park, Recreation & Community Services Master Plan, Riverside, CA
- Parks, Trails, and Recreation Master Plan Update, Brentwood, CA
- Parks and Recreation Master Plan Update, Costa Mesa, CA

Project Team continued



Adam Probolsky

Survey Specialist, Probolsky Research

Adam Probolsky has acted as pollster and strategic advisor on hundreds of local, county and statewide ballot measures and candidate and outreach campaigns. Additionally, he has been a key advisor to his firm's clients on matters of public policy, legislation and business strategy.

Probolsky was a planning commissioner and finance commissioner in the City of Irvine. He was also a member of the Orange County Waste & Recycling Commission overseeing landfills, recycling programs, waste hauling companies and power generating facilities, and he is also a former member of the Orange County Transportation Authority's Environmental Mitigation and Oversight Committee. Mr. Probolsky regularly speaks to organizations on local public policy issues such as annexation, government customer service, taxation, infrastructure and recreation.

Probolsky Research is a Latina- and Woman-owned California Certified Small Business Enterprise (Supplier # 11154461)

Established for twenty-seven years, Probolsky Research specializes in opinion research on public policy, with government, corporate, election and non-profit practice areas. We understand government. Probolsky Research is a medium size firm with a staff of nine. Adam Probolsky (president) is your key contact throughout our relationship. Our work does not end after we deliver our final report – they are available (including in-person meetings) as needed moving forward, at no additional cost. They apply expert methodologies and leverage the right research tool for each situation. Our research services include telephone, online and multi-mode surveys, focus groups and other research.

Methodology/Detailed Work Plan

Our proposed approach offers the benefit of safe community meetings and cost-effective à la carte tool strategies. Our methodology is rooted in the development of local Carson facility standards and the development of a master plan built on community support. We believe in a well-informed community and close team collaboration. These elements are achieved in a robust community outreach strategy that will engage, involve, and empower all voices in the community.

Phase Name	Task	Deliverables
Phase I: Project Management	Task 1: Work Plan	<ul style="list-style-type: none"> ▶ Project schedule ▶ Monthly virtual meetings ▶ Online resource FTP site ▶ Online project dashboard
Phase II: Existing Conditions Analysis	Task 2: Existing Documentation Review Task 3: Inventory of Parks, Recreation Facilities, and Programs Task 4: Demographic Assessment	<ul style="list-style-type: none"> ▶ Existing documents summary ▶ Parks, facilities, and joint use school inventory database in GIS & Park Profiles ▶ Parks, facilities, and joint use school inventory maps ▶ Recreation programs and service inventory ▶ Recreation program assessment summary ▶ Esri Tapestry mapping analysis ▶ Community profile summary and graphics
Phase III: Public Outreach and Engagement	Task 5: Gather & Assess Community Needs	<ul style="list-style-type: none"> ▶ Project website development and updates ▶ (12) Stakeholder interviews ▶ (6) Community workshops ▶ Interview and community workshop summaries ▶ Study Session PowerPoint and Comment Cards ▶ Multi-modal survey and report ▶ Local demand / need analysis for organized sports facilities
Phase IV: Needs Summary and Recommendations	Task 6: Community Needs Assessment Task 7: Gap Analysis & Opportunity Sites Task 8: CIP Study	<ul style="list-style-type: none"> ▶ Community needs assessment and prioritization matrix ▶ Gap analysis maps ▶ Acreage analysis ▶ Opportunity sites list and map ▶ List of priority recommendations and key strategies for implementation ▶ Cost estimates for deferred maintenance and new CIP projects ▶ 10-year priority CIP Implementation Plan
Phase V: O & M, Policy, and Funding Analysis	Task 9: Operations and Maintenance Plan Task 10: Policy Review and General Plan Updates Task 11: Financial Strategy Plan	<ul style="list-style-type: none"> ▶ Operations and Maintenance Assessment Plan, Recommendations and Summary ▶ General Plan updates and policy review ▶ Funding sources and strategies summary report
Phase VI: Report Development	Task 12: Draft Report Development and Documentation Commission/Council Study Sessions Final Report Public Presentations	<ul style="list-style-type: none"> ▶ Draft Report ▶ Study Session PowerPoint and Comment Cards ▶ Final Report ▶ Appendix document ▶ Powerpoint presentation

Phase I: Project Management



Task 1 Work Plan

Clear communication is critical in any endeavor. RJM will hold a virtual or in person kick off meeting to finalize the work plan and key stakeholders. Monthly virtual meetings with the City Team will review progress, present information, and recommend direction throughout the project. These regular meetings enable strong team collaboration and unity in decision making as the project develops.

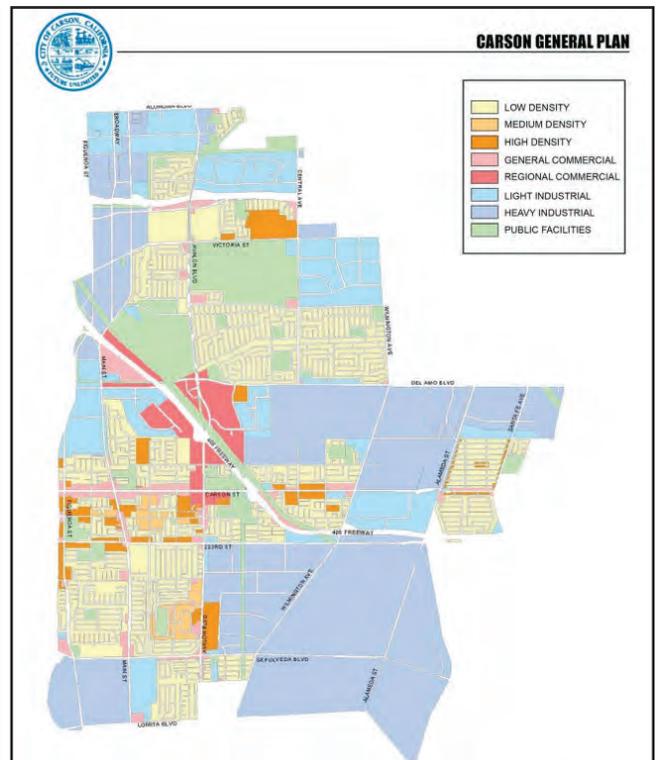
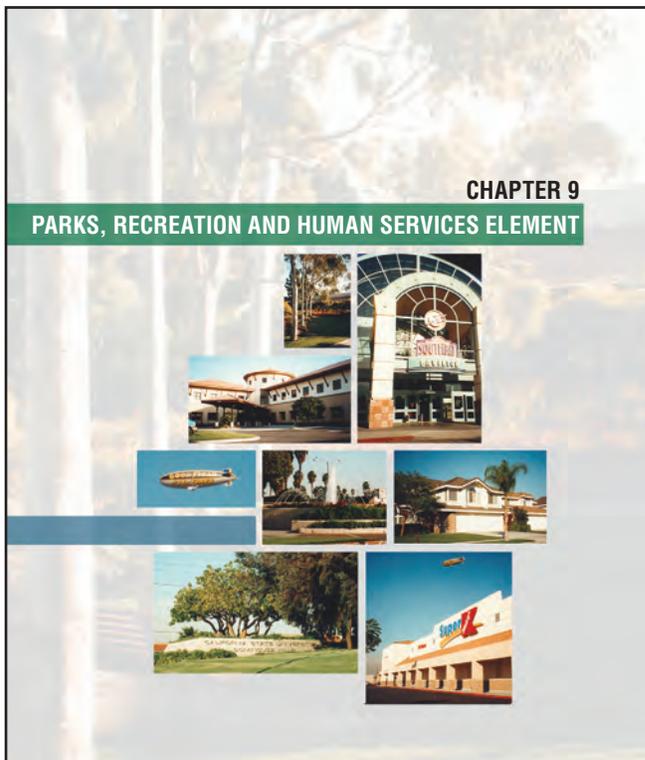
Additionally, a project team online resource FTP site will allow for easy file access and document review for all team members. This will ensure everyone has access to the latest reports, and graphic illustrations available. Based on select tools, we will create an online project dashboard where you can see results from public comments live as they come in eliminating the “wait” for consultants to gather and report back.

Phase II - Existing Conditions Analysis



Task 2 Existing Documentation Review

Knowing what documents exist and how they relate to one another can help guide planning to ensure there are no conflicts or overlapping efforts. RJM will review Carson’s (existing and new) General Plan, L.A. County Bikeways Plan, Citywide Design Guidelines, Area Specific Site Plans, Standard Operating Procedures, and other pertinent community development plans which may affect Master Plan decisions and recommendations, including policies, zoning ordinances, and land division ordinances, to generate a database of existing resources as well as a summary document highlighting key elements. Understanding the history of past planning projects enables you to carefully navigate future planning efforts free of potential conflict.





**Task 3
Inventory of Recreation
Facilities, Parks, and Programs**

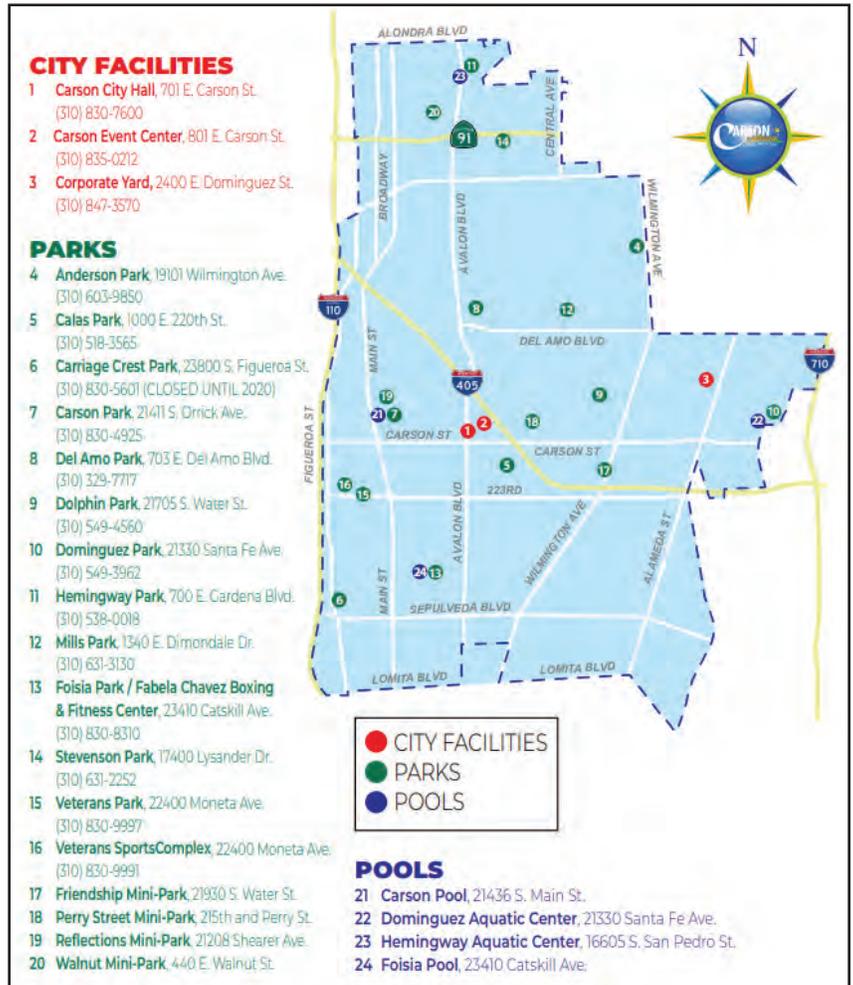
Recreational Facilities and Parks

Understanding where parks exist is not enough in today's world. RJM utilizes the power of Esri to truly map out community needs and identify underserved areas. Where park quality, safety, and accessibility may be impacting disadvantaged communities.

We will verify the City's existing parks and facilities list, as well as provide updates to the City for their use.

Specifically the GIS dataset will include:

- Geolocate City-owned parks and recreation facility parcels. Developed park profile sheets with aerial of each site.
- Quantify City-owned park passive and active recreational amenities (i.e. ballfields, basketball courts, dog parks, tennis courts, restrooms, and playgrounds). Prepare database to include a list of amenities specific to each park site.
- Identify existing trail, greenbelt, natural and other green infrastructure resources which are being used for access, recreational, habitat and open space purposes.
- County and HOA parks and facilities will be included in the inventory analysis to ensure there is no duplication of amenities and services provided.





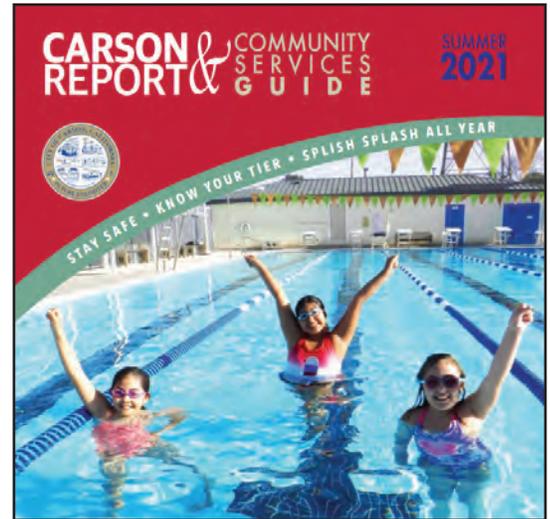
Task 3 (Continued)
Inventory of Recreation
Facilities, Parks, and Programs

Recreation Program Inventory and Assessment

We shall provide an inventory and evaluation of existing recreation programs provided by the City. Analyze the City's current program offerings in terms of attendance, use of space, consistency with current recreation trends in the leisure services industry. The program evaluation shall provide analysis and rating of how well the Community Services Department is doing in the areas of programming for tiny tots/toddlers, youth/teens, adults, families, and seniors (active and mature). The evaluation shall indicate any gaps in service and what programming changes/additions Carson should consider implementing in the future to fill those gaps and meet new recreation trends.

We will work with City staff to evaluate existing levels of social service and recreation program services within the City's sphere of influence, public and private, to determine adequacy of current social service, and accessible recreation opportunity for all City residents.

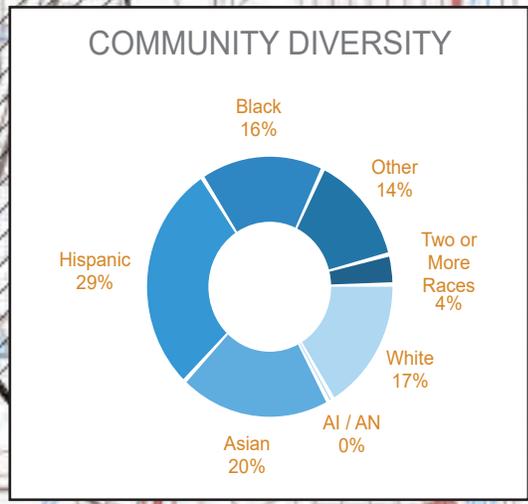
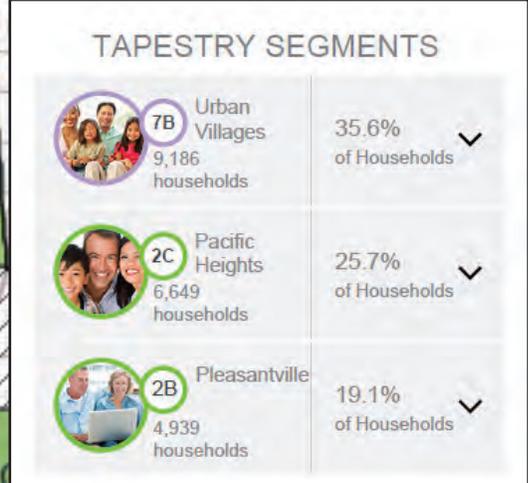
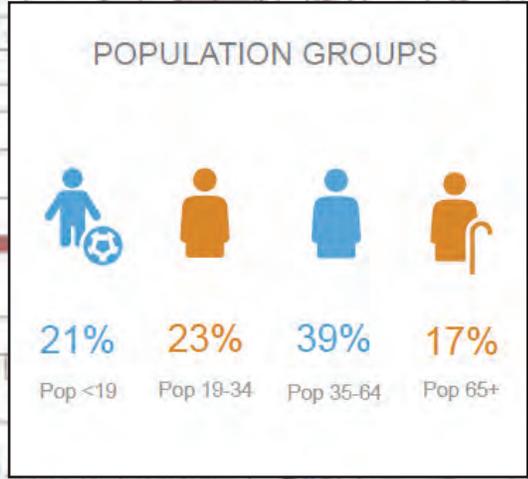
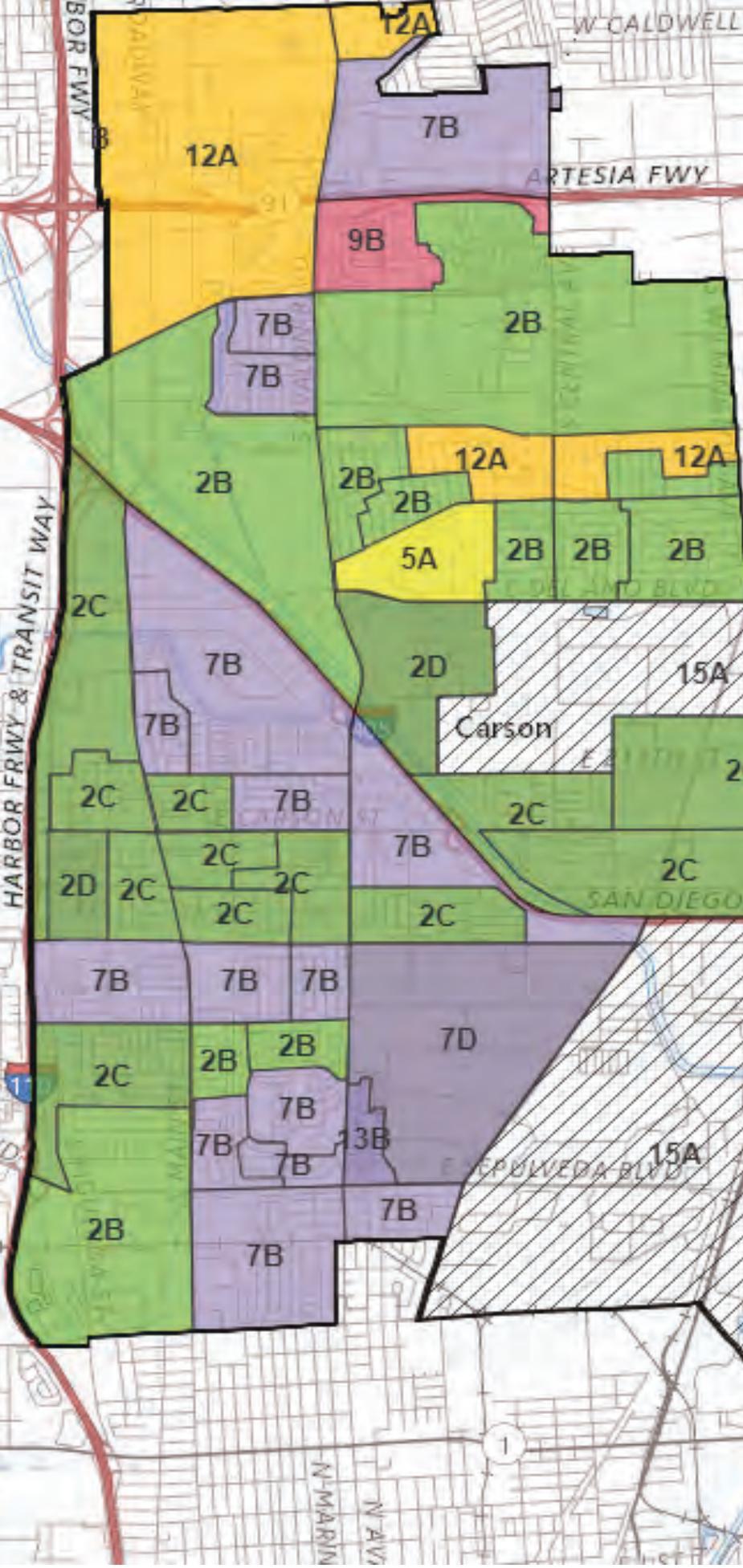
Additionally, an analysis of best possible providers of community and recreation facilities shall be provided. It will include an analysis of school facilities, possible competition, or duplication of services through other public and private service and facility providers, and recommendations for minimizing duplication and/or enhancing possibilities for collaborative partnerships where appropriate.



Task 4
Demographic Assessment

Understanding the recreation needs and preferences of City residents first depends upon an understanding of the population and its demographic characteristics. Steps in this process involve a review of data regarding the City's population base as defined in the latest census, ESRI Tapestry Dataset, and the American Community Survey (ACS). As available, demographic data regarding age, household size, ethnic profile and income characteristics will be used in the analysis.

Detailed demographic data regarding such variables as age, ethnicity, household size, and income as well as special populations which may require specialized or disproportionate services and programming, such as seniors, teens, pre-schoolers, second-language learners, individuals with disabilities, military families and veterans will be analyzed in order to identify unique populations for use in the demand analysis. Special attention will be given to any sub-groups of the population that show unusual trends of change.



Phase III - Community Outreach and Engagement

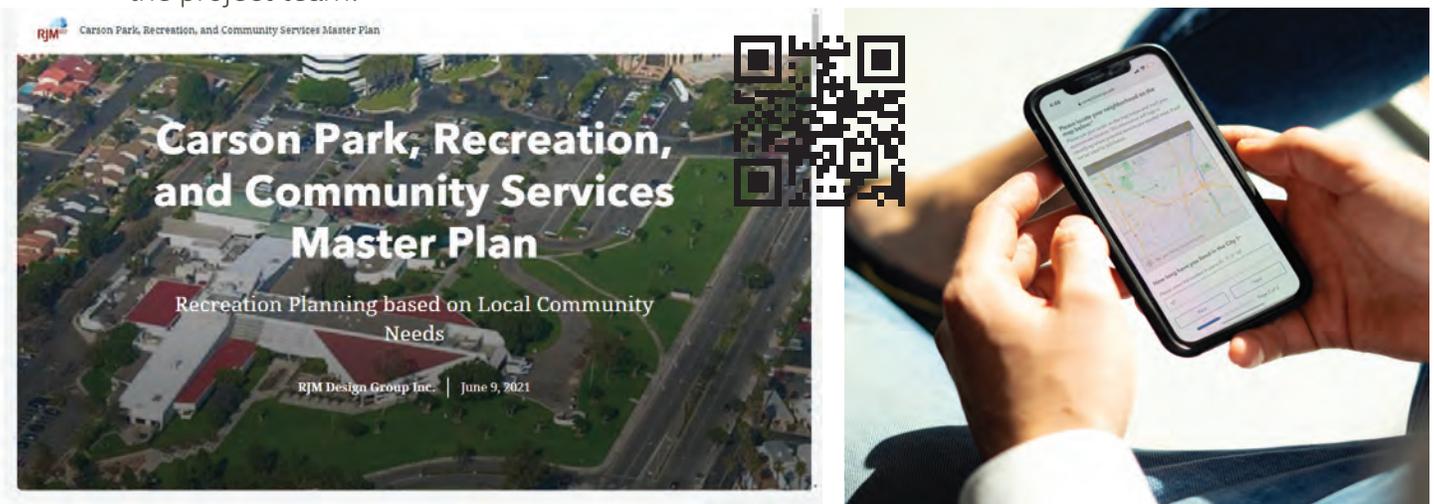


Task 5 Gather & Assess Community Needs

We will assist the City in developing a communications plan with easy-to-deploy tools that enable a two-way dialogue with the community. Our goal is to provide an inclusive community outreach process that maintains the vision and expectations for everyone. Working with the City our team will prepare a communications plan that covers the following tasks.

Project Website

The project website will build an awareness for the project and be promoted through local publications and digital resources including social media marketing ads, user group promotions, and local notices at City facilities. RJM will develop a project graphic that can be used in all of the project announcements. The project website will be developed in the Esri story map platform. The community can learn about the project, understand the extent of planning considerations, and provide feedback. This website will be a hub for community collaboration and meaningful two-way feedback. This continuous public dialogue will ensure maximum opportunity for all community members to become informed and involved in the development of the Master Plan. As each of the outreach efforts are completed the results will be posted here for all to see and follow along. At any point during the project the community can provide direct comments via a "Feedback" button on the website. As feedback is recorded it will be reviewed and shared with the project team.



Scan the QR Code or click on the image above to see the sample project

Stakeholder Interviews

Soliciting the attitudes and perceived needs of community stakeholders is an essential element for a successful Master Plan. Often involved in the front lines of community recreation support and programming, stakeholders have a unique understanding of community desires. These interviews seek insight into the City's values, strengths, weaknesses, unique attributes, distinctive competencies, and initiatives as well as to identify any private sector and/or non-profit organizations and their capabilities to compete or collaborate with the City in delivery of recreation services.

Direct one-on-one interviews will be conducted with selected key stakeholders. Our team will conduct interviews with individuals such as the members of the City Council and Community Services Commission, City Manager's Office and representatives from each core division or function of the Department to determine department goals, policies, priorities, operations and maintenance, and staffing needs. RJM will work with City staff to identify interviewees. Estimate twelve (12) interviews to be conducted.

Phase III - Community Outreach and Engagement *continued*

Community Workshops

Each "in person" community consensus building workshop includes up to a three (3) hour session, inclusive, for up to fifty (50) participants. We propose to work closely with City Staff to organize and further define the approach to be used in this process. City to provide and manage all PPP requirements as mandated by the CDC and state of California. We will coordinate with City staff for the promotion of the workshops, scheduling, and the provision of staff to assist with the workshops. Our workshop methodology is designed to arrive at consensus regarding the priorities perceived by the public for improvements to the parks, programs, and services.

Workshop No. 1

The first workshop will solicit community input on the characteristics, issues, and trends the City is currently facing. An online survey will also be available for residents that are unable to attend the workshop and will be active for 2 weeks. The information gathered will be used to identify key ideas and desires to be explored in the future surveys and outreach efforts.

Workshop No. 2-5

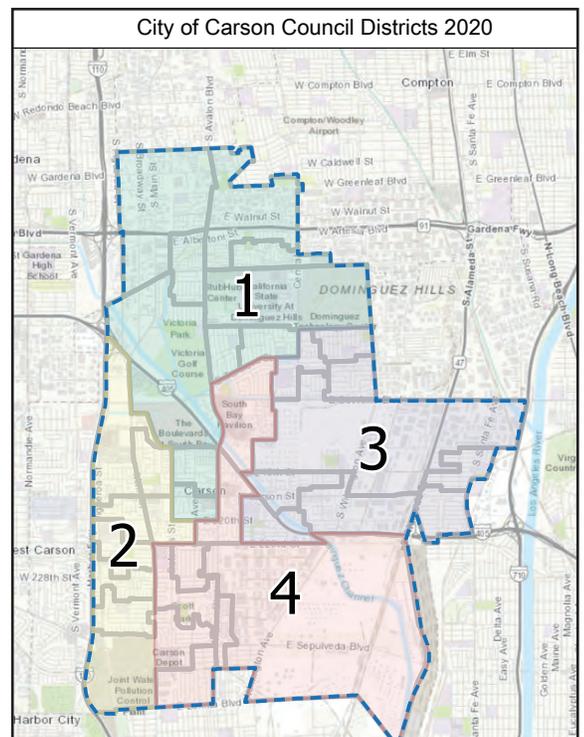
A workshop will be conducted in each of the four (4) Council Districts which will focus on parks, facilities, and programming within the District boundary. This workshop will begin with a presentation illustrating the results of past efforts and soliciting further information on the prioritization of the desired recreation improvements. This workshop will also promote an online survey option. The online survey will stay live for 2 weeks allowing all community members to take part at their own pace.

Workshop No. 6

The final community outreach event will involve sharing all the past outreach results as well as the recent prioritization survey summary. At the conclusion of the presentation our team will host a live poll for the online audience to weigh in and vote on the results.

Commission Study Session

We will present the community outreach findings in a study session during a Parks, Recreation, and Cultural Arts Commission Meeting and provide the Commission the opportunity to provide feedback and input on the Multi-Modal Survey subject list.



Phase III - Community Outreach and Engagement *continued*

Statistically-Valid Multi-Modal Community Survey

To ensure we reach out across the entire community we utilize a multi-modal survey methodology, meaning that we will conduct surveys via telephone and online modes using our live professional interviewers and secure online platform. A multi-modal approach maximizes the accuracy and reach of the research, increases participation rates, and minimizes response bias. We recognize that some residents are more likely to respond to an email or text message and complete a survey online. We have also seen some limited evidence that those responding online (without the intervention of a live interviewer) may offer different responses to questions. For those reasons, we recommend conducting a portion of the survey online. Our online survey platform is compliant with Federal Section 508 (and WCAG guidelines) which ensures accessibility by people with disabilities. We will also make paper copies of the survey available for distribution at City Hall and other locations as requested. Paper surveys will be collected, and data entered to be counted with online survey responses.

English and Spanish are included, and we place no limit on Spanish language responses. We initiate all interviewing calls with live-US based interviewers in English and switch to Spanish only upon request or when a clear language communication issue presents itself. We take data integrity and privacy seriously. All client materials are hosted in a secure digital cloud environment. We use 256-bit Advanced Encryption Security to keep your data and the data of your residents secure. This is the same level of encryption used by the U.S. Government. For the statistically valid multi-modal survey, we recommend surveying 400 residents, which will yield a margin of error of +/-5% with a confidence level of 95%. Number of questions for this survey to be determined.

To promote project branding and ease of community engagement our team has purchased the domain "CarsonSurvey.com" for survey and internet announcements.

Custom Park Standard Calculations © (CPSC's)

Unique to our approach is the development of Custom Park Standards calculated based on Actual Use and Participation by residents and non-residents.

RJM will prepare and conduct a Sports Organization Specific Esri Online Survey. The survey is specifically designed to collect valuable information regarding facility usage, team size, recreation seasonality, and player volume that is key to calculating the City's local demand for sports facilities. The results will be tabulated and used to verify and update the participation rates in selected sports for use in the demand analysis and calculation of the City's local community parks standard. This standard will represent the unique local demand not just a national averaged benchmark.

Considering the current inventory of recreation facilities, we will identify surpluses and deficiencies in existing parks and recreation-related facilities to serve the community as it exists now and with projections to 2030. One of the primary advantages to this methodology for determining need is that it provides a quantitative, unbiased evaluation of the surpluses and deficits in the City's parks and recreation facilities, both currently and in the future.



Phase IV - Needs Summary and Recommendations



Task 6 Community Needs Assessment

The strength of the Master Plan will largely rest on the successful outreach efforts and thorough analysis of their findings. The assessment will not only convey the results among residents as a whole, it will also detail how the results vary across important subgroups of residents such as age, gender, location within the City, presence of children in the home, as well as length of residence and other factors. Using the Esri Tapestry community dataset RJM can analyze the micro demographics to determine not just priority of recommendations but the impact on the location of the recommendations as well.

Each of the community engagement strategies employed will be analyzed and combined into a single engagement needs matrix graphic. This graphic will illustrate the community needs that have the most significant impact as well as other trending recreation desires among the community.



Task 7 Gap Analysis & Opportunity Sites

The City's parks inventory will be analyzed by service area (5-10-15 minute walk) to identify underserved neighborhoods or community planning areas. The results will illustrate gaps in balancing the equitable distribution of service and opportunities for all ages and income levels. City wide recreation facilities will be evaluated in concert with the community demographics and resident input. The resulting mosaic will illustrate where there are gaps and/or inequities.

We will identify opportunity sites including land that can serve as potential park system acquisitions, and/or parks development opportunity, as well as opportunities for park expansion or renovation.



Task 8 CIP Study

The purpose of this task is to provide a complete plan outlining the park infrastructure improvements required to implement the plan recommendations. The improvements list should be generated from the inventory, site analysis, assessment, needs survey, and Financial Strategy Plan. The Plan shall include specific real acquisitions/improvement projects.

A comprehensive list of projects shall be provided including projects for existing park sites, expansion and replacement of old infrastructure, redevelopment/ replacement of existing infrastructure, and build-out of undeveloped parks, acquisition and development of future park sites and adding new amenities to existing parks. Projects will be divided into short term, mid-term, and long term. Each project shall include a description, cost estimates, project duration, and potential funding source.

Consultant shall further refine the list to create a 10-year priority CIP Plan and a detailed implementation schedule for first 5 years, including priority projects. The plan shall consider immediate and long-range budget projections, planning staffing needs, and operational resources.

Phase V - O & M, Policy, and Funding Analysis



Task 9 Operations and Maintenance Plan

Prepare a maintenance management plan for the grounds and buildings maintained by the Community Services Department. The plan will identify routine and preventative maintenance schedules/programs, work management, asset lifecycle management, performance measurements, and equipment management. Consultant shall provide an evaluation of current staffing levels and organizational structure based upon the existing department and potential growth with the development of this plan.

Provide evaluation and analysis of current management and operations practices giving specific attention to parks maintenance and staffing (consideration should be given to contract maintenance vs. in-house staffing) with recommendations pertinent to future growth of parklands, buildings and facilities, and related services.

Operations and Maintenance Plan will propose the development and operation of a sustainable park system for the City of Carson identifying a vision, goals, and objectives for a park system that addresses environmental and economic sustainability. Recommendations can be prepared for specific sustainability practices for both new and rehabilitation projects, including ongoing sustainable operation and maintenance practices for incorporation into future bid requirements for maintenance suppliers, as well as design and construction guidelines for proposed new projects or project improvements that address environmental and economic sustainability goals.

Propose cost-effective funding levels necessary to adequately sustain quality, safe, and cost-effective maintenance operations and practices and sustain recommended levels of maintenance and service. NRPA "levels of maintenance standards" should be used to help define recommendations.

Based on the development of the Operation and Maintenance Plan and considering current and identified future needs, consultant will develop recommendations. These recommendations will be developed considering both the current conditions of existing facilities and proposed modifications related to how the current parks, trails, open space, and recreational facilities should be maintained, restructured, or enhanced. Cost estimates for proposed modifications, restructuring, and enhancements will be developed.



Task 10 Policy Review and General Plan Updates

The purpose of this task is to provide, recommend and establish a policy management plan to help implement the Parks, Recreation, and Community Services Master Plan goals and guide future park development.

The Consultant shall review Carson's General Plan, planning and development ordinances pertinent to parks development issues; propose amendments and/or new ordinances as needed to accomplish parks development goals and objectives.

The review will include updated policies, General Plan updates for Land Use, Transportation, Open Space, and Parks and Recreation sections, ordinances, identify park land acquisition priorities and satisfy long range service objectives. The review shall also recommend an update to the City's Park development impact fees and other planning guidelines and standards for implementing the Park, Recreation, and Community Services Master Plan.

Phase V - O & M, Policy, and Funding Analysis *continued*



Task 11 Financial Strategy Plan

The Consultant will conduct an analysis of existing financial plans developing a Financial Plan with recommendations applicable to addressing the updated financial needs and priorities for the City of Carson. Review and discuss existing funding mechanisms and cost recovery practices for recreation programs and services; and recommend appropriate levels of cost recovery through fees. Recommendations should balance cost recovery with issues of affordability.

Provide a thorough analysis of existing funding practices, sources of funds, and funding levels for Parks, recreation, community service facilities and programs. Identify new or alternative sources of funds that might reasonably be developed to supplement existing funding methods; identify and discuss new funding practices that might present long-term funding stability.

Phase VI - Report Development



Task 12 Report Development, Review, and Documentation

Draft Master Plan Report Development

The Draft Master Plan report will summarize all information gathered in inventory tasks, analysis, funding opportunities, phasing, community priorities and address the RFP's Objectives and define Carson's Park, Recreation, and Community Services Master Plan as appropriate. Summary narratives will be included within each major section as well. Recommend levels of recreation and park facilities shall be presented graphically and demonstrate distribution of service and opportunity. A list of site-specific projects, acquisitions, and services shall be generated and prioritized.

RJM shall prepare an "Executive Summary" of the Master Plan report. Create Esri Story Map to showcase the Executive Summary. This will provide the community with digital access to the graphics and report findings creating excitement and buy in within the community.

Commission/Council Study Sessions

RJM will conduct (3) study sessions to present the Executive Summary to Parks, Recreation, and Cultural Arts Commission, Commission Ad Hoc Committee, and City Council. RJM will make available the Draft report and solicit comments via comment cards developed.

Final Master Plan Report

Following the study sessions review, RJM will conduct a meeting with City Staff to review and discuss refinements to the Draft report. Upon receipt of one set of non-conflicting comments from the City, we will revise the document. The RJM Team will then incorporate City refinements and submit the Second Draft for staff review. Once the Second Draft has been reviewed and non-conflicting comments are received, a final Draft will be developed and formatted for delivery. All original detailed research and summary reports will be cataloged in an Appendix Document/Custom Binder.

Public Meetings and Presentations

RJM will prepare a PowerPoint presentation summarizing the Final Report and present the final draft Master Plan to the City Council for review, comment, and final direction. Included in this proposal is in person attendance at one Commission meeting and one City Council meeting.

Proposed Project Schedule

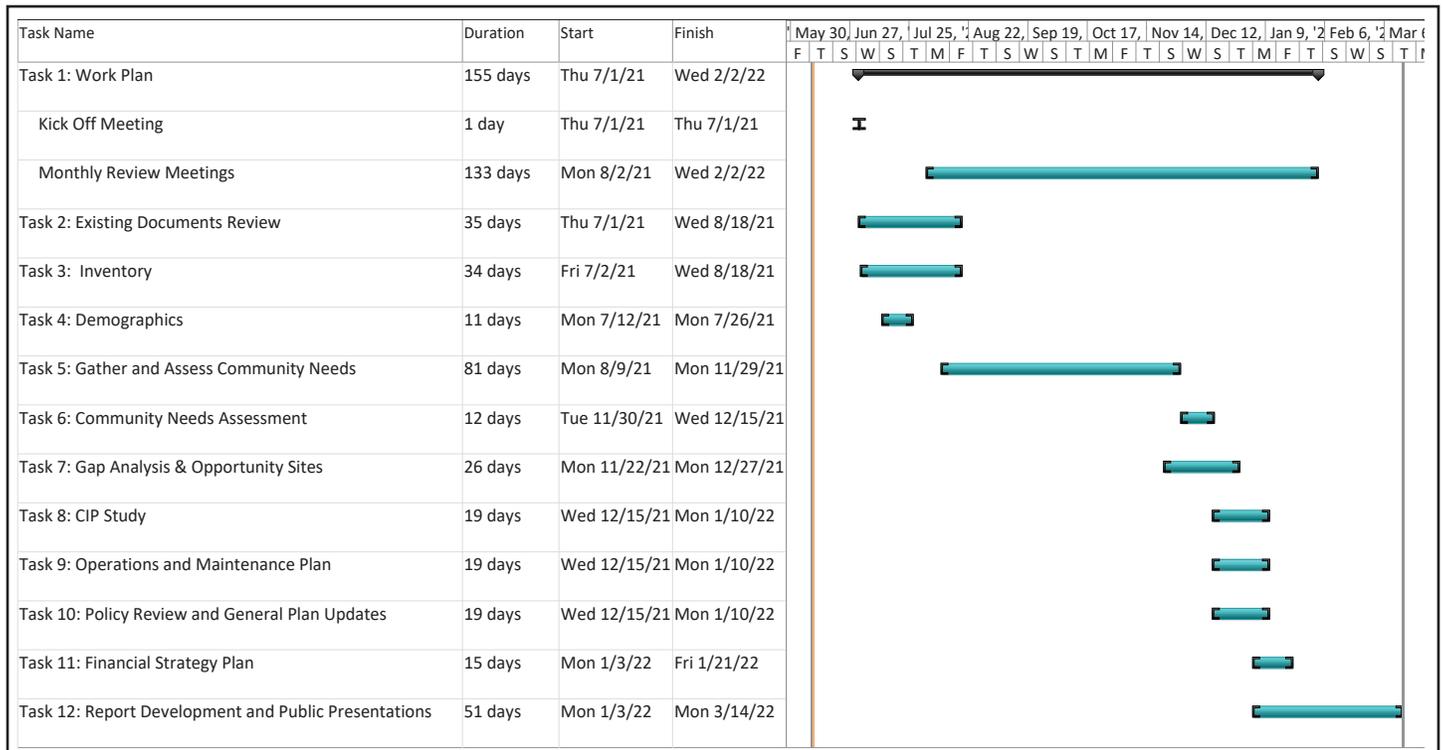
Successful project scheduling begins with experience derived in the development of similar projects. This experience is then utilized to develop a comprehensive and sequential scope of work that outlines the evolution of the project. This experience allows for an accurate provision of time for the “known” elements. (consultant team performance), as well as the allocation of best estimates for “anticipated” elements (client, agency review / approval process and timeframes). Key milestones are also identified (meetings, reviews, agency submittal dates, approvals).

The schedule below represents a snap shot of what the likely timeline is for the City of Carson’s Parks, Recreation, and Community Services Master Plan project. We utilize a variety of scheduling methods including Microsoft Project.

Carson Parks, Recreation, and Community Services Master Plan Project Timeline

Anticipated Start Date: July 2021

Anticipated Completion Date: March 2022



Cost Proposal

It is the objective of our Team to provide the most comprehensive, yet efficient, approach to the development of the City of Carson's Parks, Recreation, and Community Services Master Plan. This fee includes all costs to be incurred by RJM Design Group, Inc. with the exception of reimbursable expenses. Fees for the work are as follows:

<u>Phase/Task</u>	<u>Fee</u>
PHASE I - Project Management	
Task 1 - Work Plan	\$10,375.00
PHASE II - Existing Conditions Analysis	
Task 2 - Existing Documentation Review	\$7,225.00
Task 3 - Inventory of Recreation Facilities, Parks, and Programs	\$17,750.00
Task 4 - Demographic Assessment	\$7,250.00
PHASE III - Public Outreach and Engagement	
Task 5- Gather & Assess Community Needs	
Project Portal/Website Development	\$8,150.00
Stakeholder Interviews	\$6,100.00
Workshop #1	\$8,300.00
Workshop #2-5	\$23,900.00
Workshop #6	\$8,300.00
Commission Study Session	\$4,350.00
Multi-Modal Community Survey	\$20,580.00
Custom Park Standards Calculation (CPSC)	\$13,075.00
PHASE IV - Needs Summary and Recommendations	
Task 6 - Community Needs Assessment	\$5,125.00
Task 7 - Gap Analysis & Opportunity Sites	\$7,650.00
Task 8 - CIP Study	\$10,375.00
PHASE V - O & M,	
Task 9 - Operations & Maintenance Plan	\$13,000.00
Task 10 - Policy Review and General Plan Updates	\$6,875.00
Task 11 - Financial Strategy Plan	\$8,975.00
PHASE VI - Report Development	
Task 12 - Report Development and Public Presentations	\$43,585.00
Total Project Fee*:	\$230,940.00

***Note:** This fee summary represents our current understanding of the project scope and complexity. The scope of work and associated fees are subject to refinement at Client's request. We have developed the scope and fee for this project to be as inclusive as possible. We would be happy to meet with the city to review the fees and make any modifications necessary to better match the available budget.

Cost Proposal

CITY OF CARSON

Parks, Recreation & Community Services Master Plan

Hourly Fee Spreadsheet

Task Description	LEAD CONSULTANT								SUBCONSULTANT	PHASE FEE TOTALS
	RJM Design Group, Inc.								Probolsky Research	
	Principal		Senior Associate		Landscape Architect / Project Manager		Clerical		Community Survey	
Hourly Rate	\$195		\$175		\$155		\$85		Fees	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount		
PHASE I - PROJECT MANAGEMENT										
Task 1 - Work Plan	25	\$4,875	0	\$0	30	\$4,650	10	\$850		\$10,375
PHASE I - SUBTOTALS	25	\$4,875	0	\$0	30	\$4,650	10	\$850		
PHASE I - TOTAL FEES						\$10,375			\$0	\$10,375
PHASE II - EXISTING CONDITIONS ANALYSIS										
Task 2 - Existing Documentation Review	15	\$2,925	0	\$0	25	\$3,875	5	\$425		\$7,225
Task 3 - Inventory of Recreation Facilities, Parks and Programs	10	\$1,950	50	\$8,750	40	\$6,200	10	\$850		\$17,750
Task 4 - Demographic Assessment	5	\$975	0	\$0	35	\$5,425	10	\$850		\$7,250
PHASE II - SUBTOTALS	30	\$5,850	50	\$8,750	100	\$15,500	25	\$2,125		
PHASE II - TOTAL FEES						\$32,225			\$0	\$32,225
PHASE III - COMMUNITY OUTREACH AND ENGAGEMENT										
Task 5 - Gather and Assess Community Needs										
Project Portal /Website Development	10	\$1,950	0	\$0	40	\$6,200	0	\$0		\$8,150
Stakeholder Interviews	15	\$2,925	0	\$0	15	\$2,325	10	\$850		\$6,100
Workshop #1 - Scoping Session	10	\$1,950	0	\$0	30	\$4,650	20	\$1,700		\$8,300
Workshop #2-#5 - Program/Facility Needs	40	\$7,800	0	\$0	60	\$9,300	80	\$6,800		\$23,900
Workshop #6 - Prioritization	10	\$1,950	0	\$0	30	\$4,650	20	\$1,700		\$8,300
Commission Study Session	10	\$1,950	0	\$0	10	\$1,550	10	\$850		\$4,350
Multi-Modal Community Survey	5	\$975	0	\$0	10	\$1,550	0	\$0	\$18,055	\$20,580
Custom Park Standards Calculation (CPSC)	15	\$2,925	0	\$0	60	\$9,300	10	\$850		\$13,075
PHASE III - SUBTOTALS	115	\$22,425	0	\$0	255	\$39,525	150	\$12,750		
PHASE III - TOTAL FEES						\$74,700			\$18,055	\$92,755
PHASE IV - NEEDS SUMMARY AND RECOMMENDATIONS										
Task 6 - Community Needs Assessment	10	\$1,950	0	\$0	15	\$2,325	10	\$850		\$5,125
Task 7 - Gap Analysis & Opportunity Sites	15	\$2,925	0	\$0	25	\$3,875	10	\$850		\$7,650
Task 8 - CIP Study	15	\$2,925	20	\$3,500	20	\$3,100	10	\$850		\$10,375
PHASE IV - SUBTOTALS	40	\$7,800	20	\$3,500	60	\$9,300	30	\$2,550		
PHASE IV - TOTAL FEES						\$23,150			\$0	\$23,150
PHASE V - O & M, POLICY, and FUNDING ANALYSIS										
Task 9 - Operations and Maintenance Plan	5	\$975	55	\$9,625	10	\$1,550	10	\$850		\$13,000
Task 10 - Policy Review and General Plan Updates	5	\$975	20	\$3,500	10	\$1,550	10	\$850		\$6,875
Task 11 - Financial Strategy Plan	5	\$975	32	\$5,600	10	\$1,550	10	\$850		\$8,975
PHASE V - SUBTOTALS	15	\$2,925	107	\$18,725	30	\$4,650	30	\$2,550		
PHASE V - TOTAL FEES						\$28,850			\$0	\$28,850
PHASE VI - REPORT DEVELOPMENT										
Task 12 - Report Development and Public Meetings										
Draft Master Plan Report Development	15	\$2,925	20	\$3,500	80	\$12,400	20	\$1,700		\$20,525
Commission/Council Study Sessions	10	\$1,950	0	\$0	20	\$3,100	10	\$850		\$5,900
Final Master Plan Report	20	\$3,900	0	\$0	30	\$4,650	20	\$1,700		\$10,250
Public Meetings and Presentations	10	\$1,950	0	\$0	32	\$4,960	0	\$0		\$6,910
PHASE VI - SUBTOTALS	55	\$10,725	20	\$3,500	162	\$25,110	50	\$4,250		
PHASE VI - TOTAL FEES						\$43,585			\$0	\$43,585
COMBINED PHASE FEE TOTAL						\$212,885			\$18,055	\$230,940
FEE GRAND TOTAL										\$230,940
The above hourly fee breakdown consists of ESTIMATES ONLY. Billings will be based on actual percentage completion of each phase per contracted fixed fee.										

Note: This fee summary represents our current understanding of the project scope and complexity. The scope of work and associated fees are subject to refinement at Client's request. We have developed the scope and fee for this project to be as inclusive as possible. We would be happy to meet with the city to review the fees and make any modifications necessary to better match the available budget.

Cost Proposal

REIMBURSABLE EXPENSES (Estimated Allowance \$15,000)

When incurred, the following project expenses will be billed at cost plus 15% administrative fee in addition to the above fee proposal:

- Printing, plotting, copying, scanning, photography, graphic expenses
- Delivery and handling of documents, shipping
- Permits, plan check, and inspection fees
- City business license

PAYMENTS

Payments are due and payable on a monthly basis following the completion of any substantial phase of work. Carrying charges for overdue accounts beyond 30 days of billing date are charged at 1.5% of the amount due, compounded monthly.

ADDITIONAL SERVICES

Professional services not specifically identified in the scope of work will be considered additional services and may be performed at Client's request, reimbursable at consultant's standard hourly rates. Additional services may include, but are not limited to:

- Additional meetings, presentations, or site visits beyond those identified in the scope of work.
- Exhibit preparation beyond that identified in the scope of work.
- Revisions to documents required as a result of changes in Client's direction; changes subsequent to Client's approval; or changes in governmental codes or regulations.
- Design of improvements beyond the designated project site, or due to changes in project phasing schedule.
- Specialized billing or accounting forms, invoices, spreadsheets.
- Engagement of other consultants not specifically identified below.

CONSULTANTS' HOURLY RATES

Compensation for additional services will be billed hourly at our standard rates* below:

RJM Design Group

Principal Landscape Architect	\$195.00 per hour
Senior Associate	\$175.00 per hour
Landscape Architect / Project Manager	\$155.00 per hour
Clerical	\$ 85.00 per hour

Probolsky Research

Principal	\$375.00 per hour
Associate	\$325.00 per hour

*Charges for subconsultant services are billed at cost plus a 15% coordination fee.

Billings for all time and materials and contract extension work shall be in accordance with the level of work performed based on the categories listed above.

Hourly rates will be escalated each August 1st in accordance with any increase in the Consumer Price Index or other mutually agreed upon cost index, beginning with August 1, 2021. Provisions for fee escalation pertain to all contract extensions and additional work.

Required Forms

RJM DESIGN GROUP, INC. has established a reputation of integrity and professionalism within our industry. Our due diligence in performing client services begins with our proposal preparation, contract review and negotiation, and carries through to project completion. We have reviewed the Agreement for Contract Services for the Parks, Recreation, and Community Services Master Plan project with the City of Carson. As part of this review, we identify items which may not conform to the terms of our insurance coverage and/or to California Civil Code section 2782.8 which regulates contracts between public agencies and design professionals. Upon selection for this project, we would like to discuss the following requested changes pertaining to the Agreement for Contract Services. All suggested additions and/or deletions to the contract language are in blue.

Page 1 – Article 1, Services of Consultant, 1.1 Scope of Services, (line 5):

... Consultant represents ~~and warrants~~ that it has the qualifications, experience, and facilities...

Page 1 – Article 1, Services of Consultant, 1.1 Scope of Services, (line 10):

...it shall follow ~~the highest~~ professional standards in performing the work and services....

Page 2 – Article 1, Services of Consultant, 1.1 Scope of Services, (lines 2-4):

...intended. ~~For purposes of this Agreement, the phrase “highest professional standards” shall mean those standards of practice recognized by one or more first class firms performing similar work under similar circumstances.~~

Page 2 – Article 1, Services of Consultant, 1.3 Compliance with Law, (line 2):

...in accordance with, ~~all~~ **applicable** ordinances, resolutions, statues, rules, and regulations....

Page 2 – Article 1, Services of Consultant, 1.5 Familiarity with Work, (line 1):

By executing this Agreement, Consultant ~~warrants~~ **represents** that Consultant (i) has thoroughly....

Page 2 – Article 1, Services of Consultant, 1.5 Familiarity with Work, (line 5):

...work upon any site, Consultant ~~warrants~~ **represents** that Consultant has or will investigate...

Page 4 – Article 2, Compensation and Method of Payment, 2.3 Reimbursable Expenses, (line 5):

...attendance of Consultant at all project meetings reasonable deemed necessary by the City, ~~and as set forth in the Scope of Services (Exhibit “A”).~~

Page 4 – Article 2, Compensation and Method of Payment, 2.3 Reimbursable Expenses, (line 8):

...shall ~~not~~ be entitled to ~~any~~ additional compensation for attending said meetings.

Page 8 – Article 5, Insurance and Indemnification, 5.1 Insurance Coverage, (c) Automotive Insurance (Form CA 001 (ED 1/87) including “any auto” and endorsement CA 0025 or equivalent); (line 4):

...\$1,000,000. Said policy shall include coverage for owned (~~if any~~), non-owned, leased, hired...

Page 9 – Article 5, Insurance and Indemnification, 5.2 General Insurance Requirements; (line 3):

...notice by certified mail return receipt requested to the City, ~~or ten (10) days’ notice if due to non-payment of premium.~~ In the event...

Page 9 – Article 5, Insurance and Indemnification, 5.2 General Insurance Requirements; Paragraph 4; (line 4):

...NOTICE TO CERTIFICATE HOLDER NAMES HEREIN, ~~OR TEN (10)-DAY NOTICE IF DUE TO NON-PAYMENT OF PREMIUM.~~

Page 10 – Article 5, Insurance and Indemnification, 5.3 Indemnification; Paragraph 4; (line 2):

...claims or liabilities and will pay all costs and expenses, including legal costs and ~~reasonable~~ attorneys’ fees.

Page 10 – Article 5, Insurance and Indemnification, 5.3 Indemnification; Paragraph 6; (line 7):

... ~~reasonable~~ attorneys’ fees.

Page 11 – Article 5, Insurance and Indemnification, 5.3 Indemnification; (lines 9 and 10):

...except that design professionals’ indemnity hereunder shall be limited to ~~the extent~~ claims and liabilities ~~arising~~ **arise** out of....

FEDERAL LOBBYIST
REQUIREMENTS CERTIFICATION

Name of Firm: RJM Design Group, Inc. Date: 06/09/2021

Address: 31591 Camino Capistrano, San Juan Capistrano

State: CA Zip Code: 92675 Phone No.: (949) 493-2600

Acting on behalf of the above-named firm, as its Authorized Official, I certify as follows:

1. No Federal appropriated funds have been paid, by or on behalf of the above named firm to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of and Federal grant, loan or cooperative agreement, and any extension, continuation, renewal, amendment, or modification thereof, and;

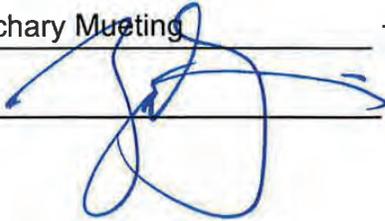
2. If any funds other than Federal appropriated funds have paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the above named firm shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, and:

3. The above-named firm shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreement) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by Section 1352 Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Official:

Name: Zachary Mueeting Title: Principal

Signature:  Date: 06/09/2021

**CITY OF CARSON
AFFIDAVIT OF NON-COLLUSION AND NON-DISCRIMINATION**

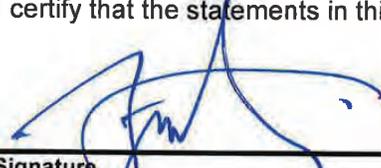
I hereby swear (or affirm) under the penalty of perjury:

That the attached proposal or bid has been arrived at by the responder independently and has been submitted without collusion with and without any agreement, understanding, or planned common course of action with any other firm or entity designed to limit fair and open competition;

That the contents of the proposal or bid response have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder and will not be communicated to any such persons prior to the official opening of the solicitation responses; and

The proposer/bidder does not and shall not discriminate, will provide equal employment practices, and will adhere to an affirmative action program to ensure that in their employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

I certify that the statements in this affidavit are true and accurate.

	06/09/2021
_____ Signature	_____ Date
Zachary Mueting	Principal
_____ Printed Name	_____ Title

DEBARMENT AND SUSPENSION CERTIFICATION

Name of Firm: RJM Design Group, Inc.

Acting on behalf of the above-named firm ("Consultant"), as its Authorized Official, I, the undersigned, certify as follows:

I am a duly authorized representative of ("Consultant"). Consultant certifies, to the best of its knowledge and belief, that Consultant, including its principals:

Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency, and not does not have a proposed debarment pending;

Has not within the three-year period preceding this certification been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, contract, or subcontract under a public transaction; for violation of federal or state antitrust statutes; or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2) above; and

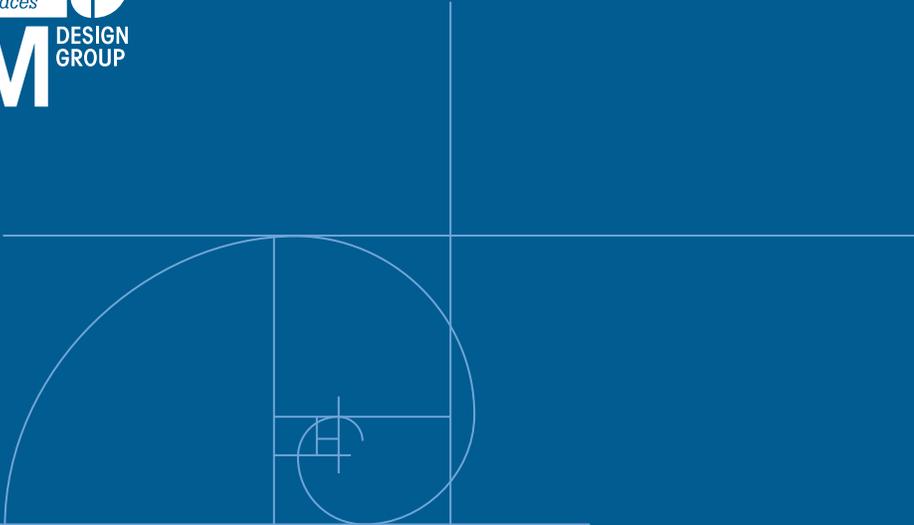
Has not within the three-year period preceding this certification had one or more public transactions (federal, state or local) terminated for cause or default.

Consultant further certifies that Consultant, including its principals, is not listed on the government-wide exclusions in the System for Award Management.

Consultant acknowledges that falsely providing this certification may result in criminal prosecution or administrative sanctions, and that this certification is a required component of all proposals in response to this RFP/IFB.

A proposal that does not include a completed and signed version of this certification will be deemed incomplete and materially nonresponsive, and will not be considered.

CONSULTANT
By: 
Title: Principal
Date: 06/09/2021



RJM Design Group, Inc.
31591 Camino Capistrano
San Juan Capistrano, CA 92675
rjm@rjmdesigngroup.com
www.RJMdesigngroup.com
[949] 493-2690 *fax*
[949] 493-2600 *phone*

City of Carson: Community Services Department

RFP Submittal Deadline: 6/10/2021 (5:00 PM)

Request for Proposals (RFP) for Parks, Recreation and Community Services Master Plan (PRCSMP)

Evaluation Summary

Proposal Summary

	#1	#2	#3	#4
Name:	Allen Compton Associates, Inc.	GreenPlay LLC	RHL Landscape Architechs Planners, Inc.	RJM Design Group
Proposed Cost	\$423,995.00	\$162,999.00	\$508,730.00	\$230,940.00
Proposed Optional Task(s) Cost (\$):				
Total Proposed Cost (\$):	\$423,995.00	\$162,999.00	\$508,730.00	\$230,940.00

Rater/Evaluator

Max Points

Rater 1	100	78	90	80	94
Rater 2	100	67	74	83	87
Rater 3	100	89	96	93	97
Rater 4	100	77	96	84	91
Rater 5	100	46	53	48	56

Total Points	500	357	409	388	425
Average Points	100	71.4	81.8	77.6	85



ITEM NO. 2

Report to Parks, Recreation and Cultural Arts Commission

Thursday, June 24, 2021

Discussion

SUBJECT:
PLAYGROUND INSPECTION RFP/BID UPDATE

I. SUMMARY

Community Services is currently in the process of seeking quotes from certified playground structure and surface inspection vendors for the purpose of initial inspections/audit of all playgrounds located at City of Carson facilities.

Requests for quotes have been sent to several Southern California based vendors but at this time staff have received only two quotes. At least one more quote will be needed to proceed. Since both quotes have come in below \$25,000 and pursuant to Carson Purchasing Code, an RFP will not be necessary as long as all quotes submitted reflect the same scope of service.

II. RECOMMENDATION

WAIVE further reading and RECEIVE AND FILE...

III. ALTERNATIVES

TAKE any other action the Commission deems appropriate.

IV. BACKGROUND

To get a current status update on the condition of all playgrounds located at City of Carson owned and operated facilities (parks, mini-parks, and Community Center), Certified Safety Inspectors (CPSI) trained by the National Playground Safety Institute (NPSI) have been sought out to conduct inspections and audits. In the future, the responsibility for this may be the responsibility of Public Works, but to get an initial assessment, our department will run lead.

It is staff's hope to acquire a third quote and be able to proceed with the requisition process and contract with a selected vendor in the next month or so. The scope of work for this project is to inspect all playground equipment and fall surfaces, compile a report of findings and audit recommendations for 12 park sites, 4 mini/pocket park sites, one playground at the Early Childhood Education facility at the Carson Community Center. The report is to include a comprehensive summary of conditions, photos, and cost estimates for repair/replacement of all components.

Once a vendor is selected and a full report is received, staff will be able to substantiate budget requests to fund needed upgrades/repairs for areas identified in the report. This may include an amendment to the park projects included in the Fiscal Year 2021-2022 5-year Capital Improvement Program, if necessary.



ITEM NO. 2

V. FISCAL IMPACT

Cost of inspection/audit is expected to be less than \$20,000 which is currently allocated in the Fiscal Year 2021-2022 operating budget.

VI. EXHIBITS

None

Prepared by: Tim Grierson, Recreation Superintendent and Scott Griffiee, Recreation Program Manager



ITEM NO. 3

Report to Parks, Recreation and Cultural Arts Commission

Thursday, June 24, 2021

Discussion

**SUBJECT:
SPECIAL EVENTS PERMIT PROCESS**

I. SUMMARY

Staff is currently in the process of developing a Special Events Permit Process and related City Ordinance that would be presented to City Council for their approval. The purpose of the Special Events Permit Process is to ensure that special events, when conducted, are done so in a manner that does not unduly impede, obstruct, impair or interfere with the free use of public streets, sidewalks, or other public property of the City, and to ensure that there is a mechanism in place to regulate the competing use of public forums. Interested parties would be required to apply to Community Center staff for review and approval and pay any applicable fees associated with the Special Event.

II. RECOMMENDATION

RECEIVE and FILE this report.

III. ALTERNATIVES

TAKE any other action the Commission deems appropriate.

IV. BACKGROUND

The City currently does not have an application process or ordinance related to special events. Staff has been directed to create an application and ordinance to establish criteria for characterizing events as "special events" and standards and conditions for approving and permitting such special events.

"Special event" shall refer to any temporary event not exceeding 30 days whether indoors or outdoors, or on improved or unimproved property, which is inconsistent with either the zone in which the subject property is located, the uses to which the property may legally be put, or the occupancy levels permitted thereon. "Special events" shall also refer to any activity that may result in the closure of any public streets, or any activities which may temporarily require the installation of materials or devices using building, electrical, mechanical, plumbing, flammable or similar materials. "Special events" may include, but are not limited to, certain outdoor, short-term events such as walkathons, marathon runs, cycling events, and sporting events, or any combination thereof. Staff is recommending that all "special events" shall be classified under one of the following categories:



ITEM NO. 3

A. *Major special events* shall mean those events that impact multiple departments within the City and have attendance or participation by 1000, or more persons, or will have a substantial impact on City roadways or rights-of-way (i.e., carnivals, parades, festivals).

B. *Minor special events* shall mean those events that impact multiple City departments and have attendance by less than 750 persons, or will have impact on City rights-of-way (i.e., 5K/10K races, bicycle rides, boxing matches).

C. *Miscellaneous special events* shall mean those events which impact only one City department and are handled solely by that department.

Once the application and ordinance are finalized it will be presented to The Parks, Recreation and Cultural Arts Commission for recommendation to City Council for approval, adoption and implementation.

The Community Center would accept and disseminate all applications to appropriate Departments for review, approval and fees if applicable to the special event.

V. **FISCAL IMPACT**

None

VI. **EXHIBITS**

None

Prepared by: Adrian Reynosa, Community Center Manager



ITEM NO. 4

Report to Parks, Recreation and Cultural Arts Commission

Thursday, June 24, 2021

Discussion

SUBJECT:

ONLINE REGISTRATION AND RESERVATIONS, ACTIVENET PLATFORM UPDATE

I. SUMMARY

On March 16, 2021, the Carson City Council awarded a three-year contract services agreement with Active Networks, LLC for an activity registration and facility reservation software services. The contract has been executed and staff is in the process of implementation.

II. RECOMMENDATION

RECEIVE and FILE

III. ALTERNATIVES

Take any action the Commission deems appropriate.

IV. BACKGROUND

City staff is currently working with Active Net on implementing a cloud-based activity registration and facility reservation software services for the Community Services Department. Patrons will be able to register as well as take payments online for the following service areas:

- League Scheduling
- Point of Sale
- Camps
- Activity Registration
- Facility Reservation
- Private Lessons
- Memberships

The current implementation date will commence September 1, 2021 with a target Go-Live date of Monday, December 6, 2021. From that point forward, all registrations for programs and facility reservations in Recreation, Human Services, Transportation, and the Community Center will be through the Active Net.



ITEM NO. 4

Schedule for Consulting Services:

Initiation	Task	Location	Date
Session 1	Business Process Review	Remote	Wednesday, September 1, 2021
Session 2	Module 1-7 Review & Data Collection Preparation	Remote	Thursday, September 16, 2021
Session 3	Module ALL Data Sheet Review	Remote	Wednesday, September 29, 2021
Session 4	Module 1 - 3 User Testing	Remote	Tuesday, October 12, 2021
Session 5	Module 4 - 7 User Testing	Remote	Monday, October 25, 2021
Session 6	Module ALL User Testing	Remote	Monday, November 1, 2021
Session 7	Training Plan Development & Hardware Configuration	Remote	Wednesday, November 3, 2021
	LMS Core Training	N/A	
Session 8	Supplemental Training	Remote	Tuesday, November 9, 2021
Session 9	Go Live Prep	Remote	Monday, November 22, 2021
Target Go-Live			Monday, December 6, 2021
Go-Live	Go-Live Support	Remote	Monday, December 6, 2021
Post Go Live	System Optimization Training	Remote	Thursday, January 6, 2022

Additionally, below are the scheduled dates for technical services as part of the implementation for Active Net:

Technical Services	Location	Dates
Financial Export	Remote	Thursday, October 28, 2021
Brochure Export	Remote	Thursday, November 4, 2021
GIS Import	Remote	Thursday, November 18, 2021

V. FISCAL IMPACT

None

VI. EXHIBITS

None

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