



Meeting Agenda

Thursday, October 8, 2020
City Hall, 980 Applegate St., Philomath
5:00 PM

Committee Chair: Dale Collins
Committee Secretary: Izzie Elliott
Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach
City Staff: Chris Workman

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1 Minutes of September 10, 2020

3. BUSINESS

- 3.1 Review Park Master Plan proposals
- 3.2 Skirvin Park display boards

4. ADJOURNMENT

Meeting Access Information

This meeting is being held electronically via Zoom. Prior to the meeting, participants will be provided with the Zoom meeting link. Citizens may watch the live feed of the meeting on the City's Facebook page at <https://www.facebook.com/cityofphilomath> . Contact City Hall to make viewing arrangements if you do not have access to the internet.

Philomath Park Advisory Board
Meeting Agenda
Thursday, September 10, 2020
City Hall, 980 Applegate St., Philomath
5:00 PM

Parks Advisory Board

Committee Chair: Dale Collins Committee Secretary: Izzie Elliott Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach City Staff: Chris Workman

1. ROLL CALL : via ZOOM: Carol Leach, Dale Collins, Lindy Young, Sandy Heath, Izzie Elliott, Spencer Irwin, Chris Workman
Mayor Niemann

APPROVAL OF MINUTES

2.1 Minutes of August 13, 2020

One correction: Carol Leach was not listed as attending the meeting. She was present on her phone. This correction will be made.

3. BUSINESS 3.1 Park Master Plan request for proposals (RFP)

Request for draft proposals for Park Master Plan Update to hire professionals presented by Chris Workman. Discussion ensued. All present approved to move ahead with this. Izzie refrained.

3.2 City Park bathroom remodel : Chris announced a payment of \$60,000 (Newton Creek Estates) in lieu of an open space in that park division in that section.

City collected \$60,000 toward improvements in the City Park. The City decided the bathroom would receive an update. Izzie asked when this was decided and was told the decision was made 4 years ago.

Chris says they will look at the option of leveling the building and look to the professionals to make this answer.

Carol asked about bathroom across from creek. That bathroom is being used for storage. Bathrooms at the Kugler Shelter are added bathrooms for larger events.

3.3 Skate Park- Izzie announced Kim Maness will ask board for their support in creating a Fundraiser for future Skateboard renovations/New Project. Izzie announced that Philomath has shown their support (almost 200 signatures collected online and at the Farmers Market showing support for Skatepark)

Chris mentioned the next step would be for the community to identify this need (New Skatepark) in the new and upcoming Master Park Plan.

Kim reported petition was created on i-petition (129 signatures) her son collected 150 from fellow students.

Kim showed top state parks Lincoln City, Brookings, Lebanon, Toledo, Florence, Sisters, and Newport. Some of these are designed and created by DREAMLAND. Kim commented that although the Philomath City Skatepark was built with great intentions it was not completed by professionals. Kim gave other reasons to build a functioning skatepark: kids need outdoor activity, skate will be part of the 2021 Olympics, not everyone likes competitive sports, all ages, no longer just an "outlier" activity. She reported why the current park does not work for most skaters.

Suggestions for grant writing sources were given. Skateparks are for the kids seemed to be the focus.

Lindy suggested that Skateparks should be on the Master plan. Sandy agreed that young people need things to do.

3.4 Millpond Crossing Park planning- According to Levi, the developer, a professional will be hired to design park.

3.5 Flossie Overman Park dedication recap

Dale said things went well. Spencer agreed it went well and lots of people were there.

Dale closed the meeting. 1:12minutes



Philomath Park Advisory Board Agenda Item Summary

Title/Topic: Park Master Plan Proposal Recommendation to City Council

Meeting Date: October 8, 2020
Chair: Dale Collins
Staff: Chris Workman

ISSUE STATEMENT

Of the three proposals received, which will the Philomath Park Advisory Board recommend to the City Council for consulting services to update the Park Master Plan?

BACKGROUND

The City's Park Master Plan was developed in 2013 and last updated in 2016. The Strategic Plan adopted by the City Council identified the need to update the Park Master Plan this year. The Board approved a Request for Proposals (RFP) at its last meeting on September 10, 2020, including the timeline for receiving and reviewing proposals so a recommendation of consultant selection could be made to the City Council.

According to the RFP, the City will utilize a qualifications-based selection process in determining a consultant that will assist with this project. Consultants will be evaluated on their experience, expertise and creativity in preparing parks master plans as demonstrated in their responses.

In addition, the City will review the selected consultant's ability to meet schedules, coordinate effectively with groups and interested parties, work effectively with community groups and work within the budget limitations.

A. Experience (60%)

The consultant should have specific experience in preparing parks master plans for cities of similar size to Philomath, demographics or project scope. A list of references of cities served must be provided. These references shall have dates, contact persons and a statement of scope and work performed.

B. Expertise (30%)

The consultant should identify the person who will be the Project Manager and primary contact person authorized to lead this project. Others may be identified as specialists in specific areas or tasks. Provide a resume for the Project Manager showing expertise in working with cities to complete park master plan documents, including trainings, certifications, awards, etc.

C. Creativity (10%)

The consultant should express its approach to developing a city's parks system philosophy, assessing current and future demand for parks and trails, and creating a ten-year plan for growth and how its approach would be unique or customized to the city's specific needs.

The City received three proposals by the deadline of October 7, 2020. Each provided digital and print copies of their proposals for consideration, as required.

The Park Advisory Board is asked to score each of the three proposals using the table below. The Board may decide on whether it want to tally the individual scores or come to a conscious on a score for each proposals in each of the three areas.

Consultant Name	Experience 0-60 pts.	Expertise 0-30 pts.	Creativity 0-10 pts.	Total Score
Conservation Technix				
GreenPlay				
MIG				

The Parks Advisory Board will review and score each proposal based on completeness and the qualifications of each consultant. The Board will formalize a recommendation which will be forwarded to the City Council for review and awarding of the contract.

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to this schedule:

Advertisement	September 25, 2020
Submittal Deadline	October 7, 2020
Park Advisory Board Review and Recommendation	October 8, 2020
City Council Review and Award of Contract	October 12, 2020
Notice to Proceed	October 13, 2020
Project Completion	April 30, 2020

BOARD OPTIONS

1. Score each proposal individually or by consensus to arrive at a recommendation to the City Council on which consultant to begin discussion with regarding budget and timeframe.

RECOMMENDED MOTION

“Based on the scoring completed by the Park Advisory Board, I move to recommend the City Council select _____ for consulting services to update the Park Master Plan as outlined in the request for proposals.”

ATTACHMENTS

- A. Proposal from Conservation Technix
- B. Proposal from GreenPlay
- C. Proposal from MIG



PROPOSAL FOR PROFESSIONAL PLANNING SERVICES



Philomath

OREGON

Park Master Plan Update

Submittal Date: October 7, 2020

GREENPLAY^{LLC}

*The Leading Edge In Parks, Recreation,
And Open Space Consulting*



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October 7, 2020

Mr. Chris Workman
City of Philomath
980 Applegate St.
Philomath, OR 97370



Dear Mr. Workman and Selection Committee:

Thank you for inviting GreenPlay to submit our qualifications to update your Parks Master Plan, which was previously completed in 2014, with the CIP being updated in 2016. We know that this plan will allow you to reevaluate your mission and vision for parks and trails in the city and determine how to best meet the needs of your growing community. GreenPlay is a professional, experienced management consulting firm specializing in system wide Parks Master Plans and related services for diverse communities in Oregon and around the country. Our team has completed similar projects for the Bend Metropolitan Recreation District; the Cities of Wilsonville, Redmond, Corvallis, Lake Oswego, Umatilla, and Oregon City; the North Clackamas Parks and Recreation District; and the Tualatin Hills Recreation District. We have also completed plans for other communities in the Pacific Northwest, including Tacoma, Vancouver, Burien, and Federal Way, Washington, and Post Falls and Sandpoint, Idaho.

GreenPlay will review and update the City's existing Parks Master Plan and review your mission and goals related to parks, trails, and open space to develop a community-specific plan that will allow you to plan for the future of your system. Once completed, this plan will identify phasing and priorities for the system of parks, recreation, and trails, and will guide decisions related to funding and development decisions.

Our Team will consist of **Jeff Milkes, MS, CPRP** as Project Manager, working out of Portland, Oregon, **Pat O'Toole**, as Principal-in-Charge, **Lisa Wolff, MSL, CPRP**, as Project Consultant, **Dave Peterson, PLA**, as GRASP® Team Leader, **Caylon Vielehr**, as GIS Analyst, and me, **Teresa Penbrooke, PhD, MAOM, CPRE**, as Contracting Principal. Landscape architecture and conceptual costing will be completed by **Jennifer D'Avanzo, Mike Faha**, and **Margot Halpin** of **GreenWorks**, a landscape architecture and environmental design firm based in Portland. **RRC Associates**, a leading research firm with experience in parks and recreation based surveys, will design and implement a statistically-valid survey as part of the public input process. I am authorized to represent our company in any negotiations with the City.

We have developed very effective and efficient ways of communicating, producing, and delivering high quality service, ensuring that your community is receiving the highest return on investment possible in this important work. Our team has worked with nearly **600** communities, and we still treat each one as unique, providing customized results. **If you have any additional questions, please feel free to contact me at the number listed below. I am authorized to represent GreenPlay.**

Sincerely,

A handwritten signature in blue ink that reads "Teresa L. Penbrooke".

Teresa Penbrooke, PhD, CPRE
CEO and Founding Managing Member
1021 E. South Boulder Rd., Suite N, Louisville, CO 80027
Phone: (303) 870-3884 (direct)
E-mail: TeresaP@GreenPlayLLC.com



I. FIRM BACKGROUND AND EXPERIENCE



Relevancy of Similar Work Experience

Our firm has experience that is directly relevant to this project. We have completed similar projects for numerous agencies including the Oregon communities of Bend, Corvallis, Redmond, Sherwood, Wilsonville, Tualatin Hills, Umatilla, the North Clackamas Parks and Recreation District, the Willamalane Park and Recreation District, Oregon City, and Lake Oswego; the Washington communities of Spokane, Tacoma, Federal Way, Burien, Kent, and Vancouver; and the Idaho communities of Sandpoint and Post Falls, to name a few. We utilized our expertise to help these and other communities develop realistic and achievable

plans for enhancing their parks, recreation, and open spaces for the public benefit. We will be able to quickly discern key issues in your community and help you plan to address them in an effective manner.

Experience With Governmental Agencies

Ninety-five percent (95%) of our projects have been performed for public clients. Collectively, the GreenPlay Team offers a comprehensive set of skills built on a foundation of excellent verbal and written communication abilities. We are known for our proven experience in dealing with adjacent and associated public and private entities. Our experience allows us to effectively manage our time while producing plans that are detailed, customized, and implementable.

GreenPlay team members have **direct experience working for parks and recreation departments** across the country as senior level administrators. Having worked as individuals on “your side of the table,” we know how important it is for consultants to be accessible. We have experience with a variety of community and stakeholder engagement tools to develop a comprehensive process.

Management Approach and Philosophy Toward Parks and Recreation Planning

We believe that parks and recreation assets contribute to the quality of life that makes a community a desirable place to work, live, and play. GreenPlay consultants are all passionate about developing plans and documents that work conceptually and are implementable in each individual community. We develop planning and operational options that establish a balance between innovation and experience, conservation and active recreation, design excellence and cost control, and creativity and functional accommodation.

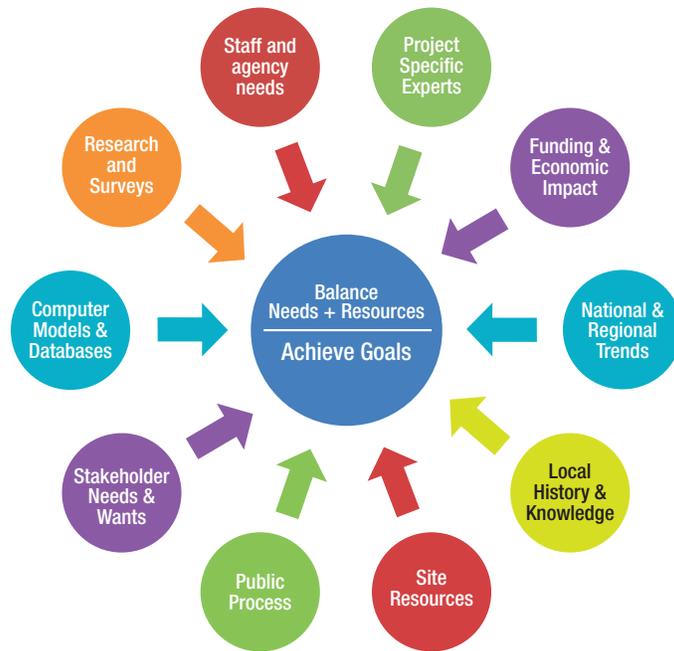
BRIEF COMPANY OVERVIEW

GreenPlay, LLC, was founded in 1999 and operates as a **CONSORTIUM OF EXPERTS** specifically to provide management and consulting services for parks, recreation, open space, and related quality of life agencies. We serve as a resource for agencies by organizing teams that are responsive, experienced in the field, and who understand the needs of individual communities. Our firm works nationwide with 23 employees and over 75 technical consortium affiliates and sub-consultants to complete projects for large and small agencies throughout the nation. GreenPlay has successfully completed nearly **600 projects**, working with local, state, and national government agencies, as well as with private sector organizations.

GreenPlay is a 100% Women Owned Business. Our headquarters office is in Louisville, CO, and our consultants work out of 10 satellite offices situated around the country, including Portland, Oregon.

A Proven Record of Experience and Expertise in Parks and Recreation Planning

These types of projects are not an adjunct service for our firm! This is what we do at GreenPlay, everyday, successfully, for communities of all types, all over the United States. We have a strong national reputation based on many years of experience with staff who will help you to develop a community-specific plan that will be easily implemented, help gain engagement and consensus, and will address the key issues for the City of Philomath.



GreenPlay, LLC

At **GreenPlay, LLC**, we believe that the best services and products come from using a wide variety of tools. Some recreation consulting firms concentrate on computer models, databases, or surveys. While we believe these tools are valuable, we take our evaluation and assessment tools to the next level by utilizing innovative methods and processes that are most effective for **your** individual community. The results provide a more comprehensive solution for achieving your goals. This schematic illustrates the various tools that GreenPlay uses to help your agency meet its expectations. We balance your needs, and those of your stakeholders, with the reality of available resources.

Conscious Capitalism®

While making money is essential for the vitality and sustainability of any business, it is not the only or even the most important reason GreenPlay exists. As a purposefully small private Conscious Business, we support a culture of Conscious Capitalism with a focus on purpose beyond profit. | www.consciouscapitalism.org

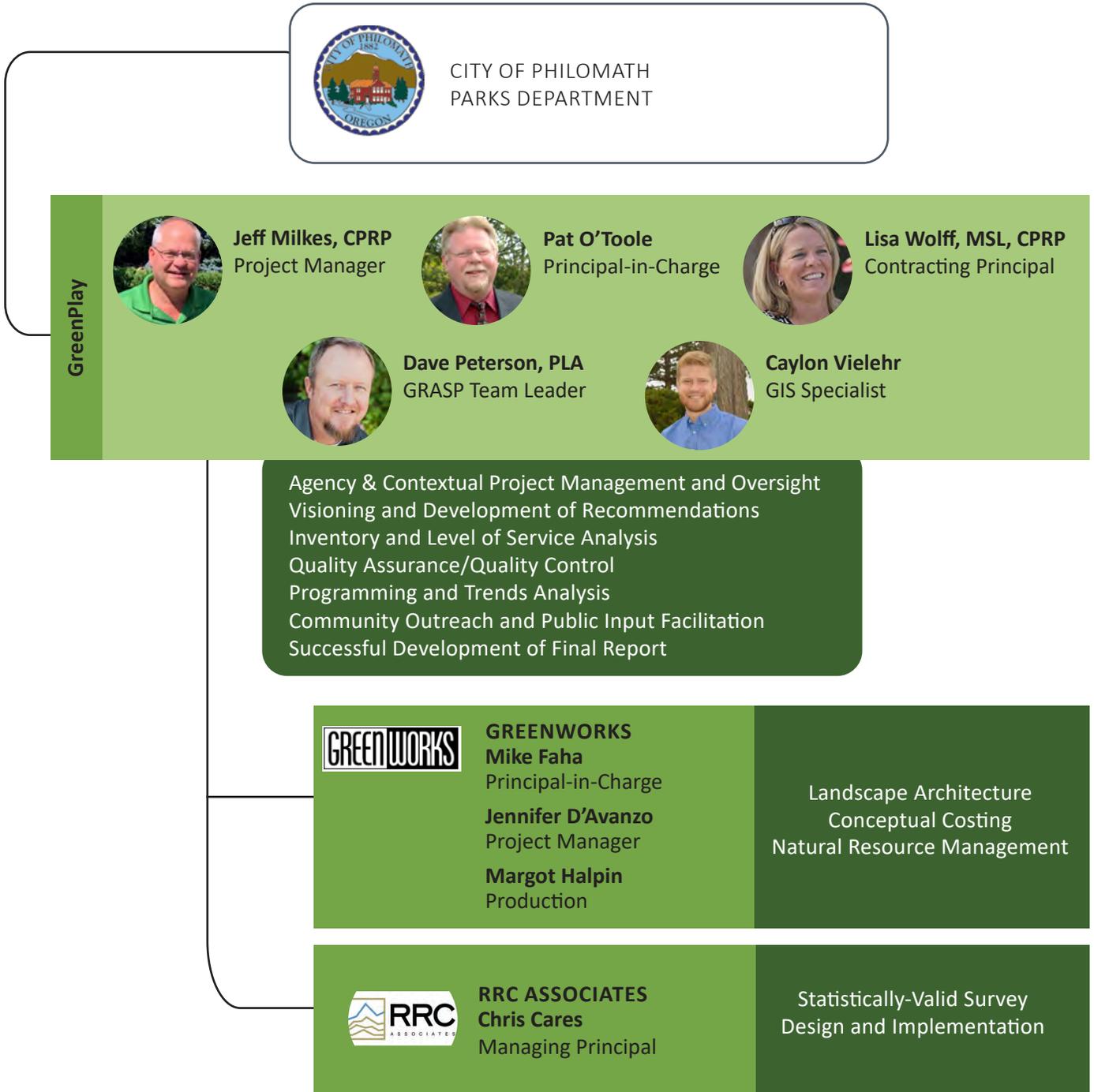


Your GreenPlay Consulting Team is...

- **Dedicated** to your project and committed to addressing the unique issues and opportunities facing **your** community.
- **Experienced** in developing plans and documents that work conceptually and are **implementable** in **your** community.
- **Trained** in conducting effective public process by skillfully leading staff and stakeholder interviews and focus groups.
- **Adept** in cultivating supportive relationships with staff and governing body leadership.
- **Effective** in creating planning and operational options, that **establish a balance** between innovation and experience, conservation and active recreation, design excellence and cost control, creativity and functional accommodation, and that meet the needs of the community with the resources that are available.
- **Respected** for their expertise in strategic visioning, programming, cost recovery analysis, resource management, facility site design, operations, funding options, and bond referendum preparation.
- **Committed** to helping you to achieve your goals on time and within budget, while providing exceptional customer service.

II. PROPOSED PROJECT TEAM

PROJECT TEAM ORGANIZATION



Identified team members will be available to complete this project. GreenPlay Project Manager Jeff Milkes and team members from Greenworks will be working out of the Portland area. When needed, other GreenPlay staff can arrive within hours with direct daily flights into the region. We carefully detail our on-site gatherings and/or virtual meetings during SKO to ensure that our local presence is fully considered.



Jeffrey Milkes, MS, CPRP

PROJECT MANAGER



EDUCATION:

M.S., Recreation and Resource Development, Texas A&M University, 1987

B.S., Recreation & Park Management, University of Oregon 1985

CERTIFICATIONS

Certified Park & Recreation Professional (CPRP),

National Recreation and Park Association

Graduate, Parks & Recreation Director's School, National Executive Leadership School & Supervisors Management School, National Recreation & Parks Association

Numerous presentations at NRPA Conference, Oregon Recreation and Parks Association, Washington Recreation and Parks Association, and the International Livable Cities Conference

Medal for Superior Civilian Service and the Commander's Award for Civilian Service, US Army

WORK EXPERIENCE:

Jeff is a successful parks and recreation professional with over 35 years of progressively responsible experience with municipalities, special districts, and military recreation organizations. His work has focused on leadership development, performance management, non-traditional financing opportunities, and the provision of athletic and special events. Jeff brings with him extensive experience managing aquatic and recreation facilities, sports and fitness programs, and park maintenance. He is passionate about developing community offerings with a high level of creativity and imagination.

During his long and successful career, Jeff has served in a variety of capacities in the parks & recreation field. He worked his way up from Recreation Coordinator, Sports Director, Community Center Manager, Aquatics Facility Manager, Recreation and Parks Manager to Director of Parks & Recreation. He has delivered recreation services in small, mid-sized and large communities in Oregon and California. Jeff's professional view of the field and judgement are often seen through the unique lens of an individual who has spent over fifteen years working overseas, supporting our active duty military and their family members. He served as a Supervisory Recreation Specialist, Athletic Director and finally as Chief of Community Recreation, working on both Army and Navy bases in Germany, Korea, Guam, and Spain. Jeff earned numerous awards and medals for his service.

- Project Manager/Consultant, 2019-Present, GreenPlay, LLC
- Director, Parks & Recreation: City of Cupertino, California
- Southeast Services Manager: Portland, Oregon Parks & Recreation
- Chief, Community Recreation Division: Dept. of Army, Baumholder, Germany
- Recreation & Aquatics Manager: North Clackamas Parks Rec. District. Milwaukie, OR
- Supervisory Recreation Specialist: US Army & US Navy, Rota, Spain, Dededo, Guam, Taegu, Korea and Stuttgart, Germany

REPRESENTATIVE GREENPLAY PROJECT EXPERIENCE:

- Town of Fountain Hills, AZ – Community Services Parks, Trails and Recreation Master Plan
- City of Perris, CA – Parks and Recreation Master Plan
- City of Montebello, CA – Park Facilities Master Plan
- City of Umatilla, OR – Park Master Plan
- Town of Windsor, CO – Parkland Dedication and Development Fee Study
- City of Winnemucca, NV – Aquatic Center Feasibility Study
- Greater Vallejo Recreation District, CA – 10-Year Master Plan

REPRESENTATIVE PROJECT EXPERIENCE:

- Led a data driven operational restructuring of parks and recreation services for one of the country's premier parks agencies in Portland Oregon, serving as SE Services Manager from 2005-2016. Jeff was responsible for neighborhood engagement and policy development to bring all recreation services and parks assets in east Portland under one organization. He managed seven community centers and greater than 100 parks.
- Led the formation of one of the country's largest special events programs, developing methods of alternative financing, and offering creative events in nearly every neighborhood in Portland Oregon from 2007-2016. Jeff's efforts were recognized as a contributing factor to the City of Portland being awarded NRPA's Gold Medal as the best large parks and recreation agency in the country in 2011.



Pat O'Toole

PRINCIPAL

EDUCATION

Bachelor of Science in Recreation Administration, Kansas State University, 1978

NRPA Pacific Revenue Sources Management School, 1986-1989

NRPA Revenue Sources Management School, Board of Regents, 1993-1995

PROFESSIONAL AFFILIATIONS

Member of National Recreation and Park Association, 1979-Present

Certified Leisure Professional, 1979-1994

Named to Outstanding Young Men of America, 1985

National Register's Who's Who in Executives and Professionals, 2006, 2007

Member of Indiana Park and Recreation Association, 1992-2002

Member of Ohio Park and Recreation Association, 1989-1992

Board of Trustees, Ohio Park and Recreation Association, 1991-1992

Member of Missouri Park and Recreation Association, 1985, 1986, 2000-2002

Member of Kansas Recreation and Park Association, 1977-1984, 2001, 2002

WORK EXPERIENCE:

Pat brings over 40 years of management planning for parks and recreation agencies, and has led projects for GreenPlay since 2003. Prior to joining GreenPlay, Pat was President of OATS LLC, a private park and recreation consulting firm, and worked for many years as a Principal for Leon Younger and PROS. Pat also has previous management experience as both a director and an assistant director for several progressive agencies in four different states. He brings to GreenPlay extensive expertise in planning, operations, budgeting, pro formas, cost recovery and activity-based costing, funding sources, customer service, partnerships, efficiencies, public process, and all other facets of park and recreation agency management. He is skilled at leading forward-focused projects and teams, specifically related to creating vision and implementation.

Management Consulting in Parks, Recreation, and Sports since 1995

- Principal, GreenPlay LLC, 2003 - Present
- President, OATS, LLC, 2002 - 2008
- Principal, Leon Younger & PROS, 1995 - 2002

Public Parks and Recreation Administration from 1979-1995

- Indy Parks and Recreation, Indianapolis, IN – Assistant Director 1992-1995
- Lake Metroparks, Cleveland, OH – Assistant Director 1988-1992
- Jackson County Parks & Recreation, Kansas City, MO – Asst. Director 1984-1988
- Kingman Recreation Commission, Kingman, KS – Director 1979-1984

REPRESENTATIVE PROJECT EXPERIENCE

Pat has worked on over 300 projects in 46 states since 1995. The following is a sample listing of projects.

- Arizona State Parks – Cattail Cove Site Master Plan
- Bella Vista Village, AR – Comprehensive Amenities Needs Assessment and Action Plan
- Blue Springs, MO – Parks and Recreation Master Plan
- Chatham County, GA – Parks and Open Space Master Plan
- Coconino County, AZ – Comprehensive Parks and Recreation Master Plan
- Colchester, VT – Parks and Recreation Needs Assessment
- Coppell, TX – Parks and Recreation Master Plan
- Dunwoody, GA – Parks and Recreation Master Plan
- Fargo, ND – Indoor Recreation Complex Feasibility Study
- Farmington, NM – Parks and Recreation Master Plan
- Laguna Hills, CA – Recreational Facilities Needs Assessment
- Lawrence, KS – Parks and Recreation Master Plan
- Lisle, IL – Pyramid Cost Recovery and Pricing Philosophy Methodology
- North Clackamas Park and Recreation District, OR – Master Plan
- Meridian, ID – Parks and Recreation Master Plan
- Oregon City, OR – Parks and Recreation Master Plan
- Pearland, TX – Parks and Recreation Master Plan
- Shoreline, WA Parks, Recreation, and Open Space Master Plan
- Spearfish, SD – Sports Complex Feasibility Study
- Wimberley, TX – Blue Hole Regional Park Master Plan
- Winter Park, FL – Community Center Feasibility Study



Lisa Wolff, MSL, CPRP

PROJECT CONSULTANT



EDUCATION

Elon University – B.S. Leisure & Sport Management

Pfeiffer University – Master of Organizational Change & Leadership

UNC School of Government – Municipal Administration

ACCREDITATIONS, AWARDS, AND COMMUNITY

National Recreation & Parks Association

Certified Parks and Recreation Professional, National Recreation & Parks Association (NRPA)

North Carolina Recreation & Parks Association

- President 2012
- 1st Vice President, 2011
- 2nd Vice President, 2010

Past National Recreation & Parks Association (NRPA) Representative

Recipient of the North Carolina Recreation & Parks Association's Meritorious Service Award

State of North Carolina Parks & Recreation Authority Member
Appointed by the North Carolina General Assembly

Former Leisure & Sports Management Search Committee Member - Elon University

North Carolina Recreation & Parks Scholarship Foundation Board

WORK EXPERIENCE

Lisa is a Certified Park and Recreation Professional (CPRP) with broad experience in the field of local government, primarily in recreation and parks. Spanning a 30-year career, Lisa's foundation within the profession has developed partnership programs throughout her career in both financial giving and facility development across numerous spectrums. With a strong background in this area, Lisa has fostered projects and sponsorships exceeding \$2 million dollars in funding and additional partnerships.

Recently, Lisa has worked closely to help develop and maintain community-based initiatives that are focused in the area of health and wellness. Her philosophy begins with building and investing in healthy environments within a community to create new conversations for stronger and more viable change for the quality of life!

In addition to the development of strong partnerships, she also focuses on staff organization and development, customer service, planning and programming, trail development, marketing and partnerships, facility operations and overall project management. Her true passion lies in building strategic organizations through innovative and creative leadership and guidance while focusing on internal and external collaboration and communication among all stakeholders.

Lisa has served as President of the North Carolina Recreation & Parks Association (NCRPA) and has been a long-term Senate Appointed Board Member to the North Carolina Parks & Recreation Trust Fund. Her role as Assistant Director of Recreation & Parks with the City of Burlington, NC has included oversight of the programming division including: aquatics, recreation centers, youth programming and specialized recreation services, park maintenance, youth and adult athletics, tennis, athletic turf maintenance, theater, and special events.

KEY CONSULTING, EDUCATION, & LEADERSHIP ROLES

- GreenPlay, LLC, Project Consultant
 - Brookline, MA – Strategic Master Plan Update and Athletic Fields Needs Assessment Survey
 - Groton, CT – Community Recreational Needs Assessment, Feasibility Study, & Engineering Analysis, Pratt Building
 - Iredell County, NC Parks and Recreation Master Plan
 - Lathrop, CA – Parks & Recreation Master Plan
 - Stonecrest, GA – Parks & Recreation Master Plan
- Assistant Director, Burlington Recreation & Parks
- Project Lead & Contact – Burlington, NC Greenways & Bikeways Plan
- Project Lead Quick-Hitter Trail Expansion, Burlington, NC
- Project Lead Paramount Theater & Expansion Plan
- NRPA Directors School, 2017
- North Carolina Tennis Association
- Downtown Corporation Board Member – Burlington NC
- North Carolina Recreation & Parks Scholarship Foundation Board

Her skillset also includes:

- Fostering successful collaboration among teams and communities
- Knowledge of local government administration including Council and Manager format of leadership
- Creating innovative development processes for projects, programs and workforce development



Dave Peterson, MS, PLA

SPECIAL PROJECT CONSULTANT, GRASP® TEAM LEADER

WORK EXPERIENCE:

Dave’s leadership in the science of parks and recreation planning embraces innovative techniques for incorporating demographics data into GIS analyses and determining needs beyond traditional broad-brush allocation strategies.

Dave started his career in community development and planning but expanded to park and school design. This provided an excellent transition into park and recreation master planning. This variety of experience, as well as his diverse background in education and sports medicine make him a valuable team member.

Dave loves the latest in software and technology and is always looking for the newest computer graphic technique or process to incorporate into his projects. He also enjoys the opportunity to visit hundreds of parks each year as part of GRASP® inventory and assessment. Parks and recreation master planning and comprehensive GIS mapping using composite values methodology incorporates both detailed and broad thinking and therefore is a good match for his skills. Dave is a Registered Landscape Architect in Colorado and is a CLARB Certified Landscape Architect.

REPRESENTATIVE PROJECT EXPERIENCE:

Park & Recreation Master Planning

- Angleton, Texas
- Arlington County, Virginia
- Aurora, Colorado
- Barrington, New Hampshire
- Brookline, Massachusetts
- Bloomington, Illinois
- Cary, North Carolina
- Charleston County, South Carolina
- Cook County Forest Preserve District, River Forest, Illinois
- Commerce City, Colorado
- Corvallis, Oregon
- Denver, Colorado
- Desert Recreation District, Indio, California
- El Paso County, Colorado
- Encinitas, California
- Farmington, New Mexico
- Glendale, Arizona
- Greater Vallejo Recreation District, California
- Green Valley Ranch Metro District, Denver, Colorado
- Hampton, Virginia
- Hamilton County, Tennessee
- Henderson, Nevada
- Lakewood, Colorado
- Lathrop, California
- Littleton, Colorado
- Louisville, Colorado
- North Clackamas District, Oregon City, Oregon
- Palm Springs, California
- Pearland, Texas

- Perris, California
- Plainfield Park District, Plainfield, Illinois
- Post Falls, Idaho
- Sandpoint, Idaho
- Springfield Park District, Springfield, Illinois
- Stafford County, Virginia
- Stonecrest, Georgia
- Tualatin Hills Park and Recreation District, Beaverton, Oregon
- Tulsa, Oklahoma
- Valdez, Alaska
- Valleywide Recreation District, California
- Victorville, California
- Wake Forest, North Carolina
- Wheat Ridge, Colorado
- Wilsonville, Oregon
- Windsor, Colorado

Healthy Communities Planning

- Arlington Heights Park District, Arlington Heights, Illinois
- Liberty, Missouri
- South Bend, Indiana

Statewide Comprehensive Outdoor Recreation Plan (SCORP)

- Maryland Department of Natural Resources
- State of New Mexico

Parks Asset Inventory & Assessment

- City and County of Denver, Colorado

EDUCATION

M.S., Exercise and Sports Science, University of Arizona, Tucson, Arizona

B.S., Landscape Architecture, Colorado State University, Fort Collins, Colorado

B.S., Education, University of Nebraska, Lincoln, Nebraska

CERTIFICATIONS

Registered Landscape Architect in Colorado (#977), 2012

CLARB Certified Landscape Architect



Caylon Vielehr

GIS ANALYST/PROJECT CONSULTANT

EDUCATION

Bachelor of Arts in Philosophy from Fort Lewis College, Durango, CO, 2015 Minor in Business Administration with strong focus in geology, GIS, natural and health sciences, accounting, and writing

Environmental Development, Agriculture Extension, and Beekeeping training at Peace Corps - The Gambia, West Africa, 2015

OVERVIEW:

Caylon has served in many roles throughout the last decade. His love for health and play have given Caylon a true appreciation for our public spaces and the role that they can play in our communal and ecological health. He applies a keen interest in geographic information science and the impacts it has on our human landscape, social justice, and equality. Through his experience in program leadership, Caylon has worked personally with diverse populations and gained valuable experience in communication and public relations. He provides a combination of technical analysis, people-oriented personality, and passion for the power that parks and recreation brings to quality of life in communities.

REPRESENTATIVE EXPERIENCE

GP RED and GreenPlay LLC (2019 to present)

- GIS Analyst compiling geographic datasets and performing inventories, data interpretation, component-based levels of service analysis, and presentation, mapping, and informative rendering of intuitive models.
- Project Consultant assisting in planning elements, demographics analysis, public relations, and community outreach.

PLANNING AND ANALYSIS PROJECTS FOR GREENPLAY

- Angleton, TX – Parks and Recreation Master Plan
- Aurora, CO – Parks, Recreation, and Open Space Strategic Plan
- Hamilton County, TN – Parks and Recreation Master Plan
- Henderson, NV – Parks and Recreation Master Plan
- Sandpoint, ID – Parks and Recreation Master Plan
- Valdez, AK – Parks and Recreation Master Plan
- Iredell County, NC – Parks and Recreation Master Plan
- Holly Springs, NC – Parks, Recreation and Greenways Master Plan
- Hampton, VA – Parks and Recreation Master Plan
- Stonecrest, GA – Parks and Recreation Master Plan
- Glendale, AZ – Parks and Recreation Master Plan
- Valley Wide, CA – Parks and Recreation Master Plan
- Lathrop, CA – Parks and Recreation Master Plan
- Victorville, CA – Parks and Recreation Master Plan

OTHER RELEVANT EXPERIENCE:

- Land Surveying and Data Acquisition - Flatirons Surveying, Boulder, CO, 10/17 – 4/19
- Environment/Agriculture Services - Peace Corps Volunteer, The Gambia, West Africa, 11/15 – 11/17
- Information Technologies Lab Technician, Fort Lewis College, Durango, CO, 1/13 – 5/15
- Professional Recreation and Outdoor Programming, Instruction, and Tour Leadership
 - Holiday River Adventures, Multiple Rivers, UT, 7/18 - current
 - Arkansas Valley Adventures, Buena Vista, CO, 5/15-9/15
 - Mountain Waters Rafting, Durango, CO, 5/14 - 8/14
 - City of Durango Parks and Recreation, CO, 5/12 - 9/12
 - City of Broomfield Parks and Recreation, CO, 2007 – 2010



GreenWorks, P.C. Firm Overview

GreenWorks specializes in sustainable landscape architecture and environmental design. Founded in 1987, the practice provides a broad range of services for clients throughout the West. GreenWorks is a regional leader in sustainable design and is dedicated to innovating solutions for clients by linking natural resources, urban environments, and people. Our work includes parks and recreation, trails, wetlands, habitat restoration, water resources, civic, commercial, ecotourism, environmental, water quality, housing, transportation, green infrastructure, institutional, and urban and community design.

GreenWorks' expertise encompasses all scales of system-wide park planning—from assessing Oregon's network of 30 State Parks located in the Columbia River Gorge to assisting Metro with analyzing the relationship between parks, trails, open space, and economic development, to working directly with cities on parks system plans. GreenWorks also brings extensive experience in master planning and designing community parks. Park districts throughout the Portland Metro region and the state will attest to GreenWorks' detailed knowledge of what it takes to get from master planning to the reality of built park facilities. GreenWorks' Senior Project Manager Jennifer D'Avanzo offers extensive experience working with various park and recreation departments on park master planning, natural area assessment, design, environmental education, and public involvement including Portland Parks and Recreation, Hillsboro Parks and Recreation and Bend Parks and Recreation.



Jennifer D'Avanzo, ASLA, PWS

SENIOR PROJECT MANAGER

EDUCATION

Bachelor of Science, Environmental and Forest Biology, SUNY College of Environmental Science and Forestry, Syracuse NY

Master of Landscape Architecture, University of Colorado, Denver, CO

REGISTRATIONS AND CERTIFICATIONS

Certified Professional Wetland Scientist, Society of Wetland Scientists

YEARS EXPERIENCE

18 (GreenWorks since 2015)

PROFESSIONAL AFFILIATIONS AND COMMUNITY SERVICE

American Society of Landscape Architects (National and Oregon)

AWARDS AND RECOGNITION

American Society of Landscape Architecture Award of Merit for Excellence in the Study of Landscape Architecture

Recipient of AmeriCorps Education Award Program for Civil Service

PRESENTATIONS

Wetland and Other Waters in the Northern Tier of the Arid West, Pacific Northwest Chapter of the Wetland Scientists Conference, 2015

COMMUNITY SERVICES

Clark Public Utilities- Stream Team

Nature Conservancy- Volunteer

CERTIFICATES AND TRAINING

Stream Stewardship, Clark Public Utility, Fall 2012

Advanced Soils, Washington Department of Ecology, 2011

Regulatory Overview and Guidance, Oregon Rapid Wetland Assessment Protocol Training, 2009

Wetland Regional Supplement Seminar and Field Practicum, 2009

Basic Wetland Delineation Training, March 2007

Portland State University: River Restoration Professional Certificate Program: Ecological Processes, May 2007

Wetland Plants of the Pacific Northwest, May 2007

Project Management Training, 2006

Jennifer D'Avanzo is a Senior Project Manager, Landscape Designer and Biologist with almost twenty years of experience working for environmentally-focused firms. A proven project manager, Jennifer partners with agencies, parks districts, and engineers on challenging ecological projects focused on connecting people with nature through design. Jennifer's wealth of knowledge and excellent organizational skills ensure that her teams stay on-schedule and deliver projects on-budget. With a focus on building strong, long-lasting relationships, Jennifer excels at working with multifaceted teams of professionals who are dedicated to making a positive impact on the environment and people who interact in it. In addition to being a certified Professional Wetland Scientist, Jennifer was awarded the American Society of Landscape Architecture Award of Merit for Excellence in the Study of Landscape Architecture and currently serves as Secretary on the ASLA Oregon Executive Committee.

RELEVANT PROJECT EXPERIENCE:

- City of Newport Park System Master Plan, City of Newport (Newport, OR)
- Mill Park and Midland Parks Combined Master Plan, Portland Parks & Recreation (Portland, OR)
- Wade Creek Park Master Plan, City of Estacada (Estacada, OR)
- Cape Kiwanda Tourism Master Plan, Tillamook County (Pacific City, OR)
- Reed's Crossing Discover Park Nature Play, Newland Communities (Hillsboro, OR)
- Reed's Crossing Oak Grove Park, Newland Communities (Hillsboro, OR)
- Reed's Crossing Dobbin Park, Newland Communities (Hillsboro, OR)
- Reed's Crossing Greenway, Newland Communities (Hillsboro, OR)
- Leach Botanical Gardens, Portland Parks & Recreation (Portland, OR)
- Mirror Pond Bank and Trail Improvements, Bend Park & Recreation District (Bend, OR)
- Windjammer Park Integration Plan, City of Oak Harbor (Oak Harbor, WA)

**Completed prior to joining GreenWorks*



Margot Halpin, SITES AP

LANDSCAPE DESIGNER

EDUCATION

MS, Ecological Landscape Design and Planning, The Conway School, June 2016

BS, Natural Resource Planning, Green Building and Community Design, University of Vermont, May 2015

International Honors Program: Cities of the 21st Century-People, Urban Planning & Politics

YEARS EXPERIENCE

3 (GreenWorks since 2018)

MEMBERSHIPS

ASLA

Ecological Landscape Alliance (ELA)

SITES AP

COMMUNITY SERVICE

Lents School Garden Volunteer, Coffee Creek Prison Garden Design and Volunteer, Growing Gardens, 2019 - present

Tree Inventory Volunteer, Portland Urban Forestry, 2018 - present

Margot Halpin is a landscape designer who works with both public and private clients to design ecologically-diverse and engaging landscapes. Margot believes that a major solution to our world's climate crisis is reconnecting humans to their local environment. She views placemaking as a way to spur community action at many levels: from a simple interaction with a stranger to a broader understanding of ecological systems. Margot has contributed to large scale public projects such as TriMet Southwest Corridor and smaller scale public parks projects like Latourette park. She has also provided cutting-edge design and graphics for the Port of Vancouver's Terminal One. Motivated to deepen her focus on ecological design through tangible and relevant design solutions, Margot became a SITES Accredited Professional through the US Green Building Council (USGBC) in 2018. She is also a certified drone pilot.

RELEVANT PROJECT EXPERIENCE

- Newport City Park System Master Plan (Newport, OR)
- Latourette Park (Oregon City, OR)
- Tigard Lasich Park Concept Plan (Tigard, OR)
- North Mountain Nature Playground (Ashland, OR)
- Crowell Woods Park (Beaverton, OR)*
- Friends Park (Newberg, OR)*
- Ontario Active Transportation Plan (Ontario, OR)
- Port of Vancouver Terminal One (Vancouver, WA)
- SW Corridor (Tigard, OR)
- Errol Heights Street Improvements, PBOT (Portland, OR)

** Completed prior to joining GreenWorks*



Mike Faha, PLA, FASLA, LEED AP

PRINCIPAL

EDUCATION

Bachelor of Science, Oregon State University

REGISTRATIONS AND CERTIFICATIONS

Professional Landscape Architect in Oregon (LA242)

LEED Accredited Professional

Fellow of the American Society of Landscape Architects (FASLA), Member and Past President, Oregon Chapter

YEARS EXPERIENCE

35 (GreenWorks since 1987)

PROFESSIONAL AFFILIATIONS AND COMMUNITY SERVICE

Urban Greenspace Institute, Board Member

Human Access, Board Member

AWARDS AND RECOGNITION

APWA National, Individual Sustainable Practices Award, 2016

Fellow of the American Society of Landscape Architects (FASLA), Member and Past President, Oregon Chapter

PMLR Orange Line, ASLA Oregon, Award of Excellence, 2015

PMLR Orange Line, ASLA Oregon, People's Choice Award, 2015

APWA Oregon Chapter, Mike Faha- Individual Sustainable Practices Award, 2015

Cascade Avenue Streetscape Plan, APWA, Project of the Year \$5M-\$25M Category, 2015

Cascade Avenue Streetscape Plan, ASLA Oregon Merit Award, 2015

Westmoreland Park, Honor Award in Design, ASLA Oregon, 2014

Honor Award, Zidell Yards Green Infrastructure, ASLA National, 2014

Zidell Yards Green Infrastructure, ASLA Oregon, 2013

CWS Low Impact Development Handbook, The Julian Prize for Policy, APWA Oregon Chapter, 2010

Astoria Waterfront Vision Plan, Walter B. Jones Memorial and NOAA Awards for Excellence in Coastal and Ocean Management 2010

Mike Faha is a landscape architect who partners with municipalities, agencies, and institutions to create livable communities. A pioneer of sustainable landscape architecture and stormwater management in the Pacific Northwest, Mike believes that good design addresses economic, ecological, and social needs. With three and a half decades of experience leading multidisciplinary teams to design complex parks, transportation, and natural resources projects, Mike knows how to anticipate problems before they arise, saving his clients time, money, and resources. Mike collaborates with agencies and organizations of all sizes to develop design guidelines, manuals, and handbooks for stormwater, green infrastructure, transit, streetscapes, and parks. The founding principal of GreenWorks, Mike is the recipient of numerous national awards including APWA's 2016 Individual Sustainable Practices Award and ASLA's Honor Award for Zidell Yards Green Infrastructure in 2014.

RELEVANT PROJECT EXPERIENCE

- Newport Park System Master Plan, City of Newport (Newport, OR)
- Lincoln City Park System Master Plan, City of Lincoln City (Lincoln City, OR)
- Independence Park System Master Plan, City of Independence (Independence, OR)
- Metro Parks, Trails and Natural Areas System Plan, METRO (Metro Region, OR)
- Mirror Pond Vision and Bank and Trail Improvements, Bend Park & Recreation District (Bend, OR)
- Salem Riverfront Park Master Plan, City of Salem (Salem, OR)
- Battle Creek Park, City of Salem (Salem, OR)
- Astoria Waterfront Vision Plan, City of Astoria (Astoria, OR)
- Couch Park Inclusive Play, Portland Parks & Recreation (Portland, OR)
- Westmoreland Park Nature-Based Play Area, Portland Parks & Recreation (Portland, OR)
- Fanno Creek Greenway and Trail, CWS + ODOT (Tigard, OR)
- Brian Booth State Park Master Plan, OPRD (Seal Rock, OR)
- Rooster Rock State Park Master Plan, OPRD (Corbett, OR)
- Gaston Park System Master Plan, City of Gaston (Gaston, OR)
- Gateway Green, Friends of Gateway Green (Portland, OR)
- George Rogers Park and River Access Improvements, City of Lake Oswego (Lake Oswego, OR)
- Gervais Park System Master Plan, City of Gervais (Gervais, OR)
- Graham Oaks Nature Park and Trails, Metro (Wilsonville, OR)
- Hogan Butte Nature Park Master Plan, City of Gresham (Gresham, OR)
- Hood River Waterfront Park, Port of Hood River (Hood River, OR)
- Khunamokwst Park, Portland Parks & Recreation (Portland, OR)
- Tanner Springs Park, Portland Parks & Recreation (Portland, OR)
- Rock Creek Greenway, Hillsboro Parks and Recreation (Hillsboro, OR)
- Silver Falls State Park Master Planning, OPRD (Silver Falls State Park, OR)



Parks and Recreation, Open Space and Trails Needs Assessments

RRC has extensive experience with parks, recreation, open space, and trails needs assessment studies for cities, counties, recreation districts, and also at the state level. The goal of the studies is to obtain citizen input on a variety of topics related to parks and recreation use, values, and community priorities for future improvements. Many studies also have particular emphasis on gauging support for community recreation centers and aquatic facilities. A variety of research techniques are used in the studies, including telephone, mail, Internet, user surveys, and focus groups. Current satisfaction levels with existing facilities and programs are also measured, as is the relative importance of specific new priorities, facilities, and policies most desired and needed by the communities. Results and conclusions from the research help guide the development of parks and recreation master plans in the communities.

Some of our clients include:

- National Recreation and Parks Association (NRPA)
- County of San Diego Department of Parks and Recreation
- City of Asheville, NC Parks and Recreation
- Twin Falls, ID Community Center Study
- City of Boulder, CO Parks and Recreation
- Erie County, NY Parks and Recreation
- Los Alamos County, NM Parks and Recreation
- Maryland-National Capital Parks and Planning Commission, Prince George's County and Montgomery County
- City of Cary, NC
- Oklahoma City Recreation Facilities & Programs Needs Assessment
- New Mexico Statewide Comprehensive Outdoor Recreation Plan
- City of Steamboat Springs, CO Parks and Recreation
- City of Burien, WA Recreation/Community Center
- City of Cedar Rapids, IA Parks and Recreation
- Denver Recreation Centers Needs Assessment
- City and County of Broomfield, CO
- Grand Junction, CO Community Center Study
- City of Palm Springs, CA Parks and Recreation
- City of Sherwood, OR Cultural Arts/Community Center
- City of Spokane, WA Parks and Recreation
- Helena/Lewis and Clark County, MT Parks
- San Gabriel, CA Parks and Recreation
- City of Tulsa, OK Parks and Recreation





C. CHRIS CARES

Chris possesses a diverse background in public and private planning. A founding partner of RRC Associates, he specializes in practical applications of research techniques including survey and qualitative research, modeling and applied analysis to solve problems in city planning, administration, and business applications. Parks and recreation needs assessments are particular areas of specialization. Chris has overseen numerous community/citizen surveys in towns and counties throughout the United States, which provide input to parks, recreation, trails, open space, and planning needs assessments. The results of these studies typically become incorporated into parks and open space master plans, or other policy documents.



Professional Experience

1983 to present MANAGING DIRECTOR/FOUNDING PARTNER
RRC Associates, Boulder, CO

Representative Projects

Parks and Recreation Surveys for Master Plans and Needs Assessments:

Charleston County, SC	Waukesha, WI	Florence, AZ	Martin County, FL
Ashville, NC	Prospect Heights, IL	Littleton, CO	West Palm Beach, FL
Cary, NC	Erie County, NY	Louisville, CO	Asheville, NC
Caswell County, NC	Gloucester County, VA	State of Maryland	Colchester, VT
Leland, NC	Hunterdon County, NJ	State of New Mexico	Meridian, ID
New Hanover County, NC	Rancho Cucamonga, CA	Palm Springs, CA	Maryland-NCPPC-
Wake Forest, NC	San Diego County, CA	Pearland, TX	Prince George County, MD
Williamsburg, VA	Amherst, NY	Wilsonville, OR	Encinitas, CA
Chatham County, GA	Winchester, VA	Dunwoody, GA	San Gabriel, CA
Cedar Rapids, IA	Desert Rec. Dist., CA	Santee, CA	Keene, NH
Bella Vista Village, AR	Farmington, NM	Manassas, VA	
Fitchburg, WI	Coconino County, AZ	Tualatin Hills, OR	

Tourism and Ski Area Visitor Research (examples include National Ski Areas Association, Colorado Tourism Office, Vail Resorts, Copper Mountain, Telluride Ski and Golf Company, Crested Butte Mountain Resort, Cedar Rapids, IA)

Housing and Transportation Needs Assessments (examples include Boulder, Lafayette, Longmont and Westminster, CO; Eagle County and Town of Vail; Grand Junction, Pueblo, Weld County, CO)

Education

Master of City Planning: Harvard University, 1975
Bachelor of Arts, Political Science: University of Rochester, 1972
University of Michigan, 1971

Further Work Experience

1977-81 PLANNER/ASSOCIATE, Gage Davis Associates—Boulder, CO
Associate in charge of research studies for major destination resorts in Colorado and Utah

1976-77 PLANNER, City of Boulder—Boulder, CO

1975 PLANNER, Lincoln-Uinta Counties Planning Office—Kemmerer, WY

RELEVANT BOARD EXPERIENCE

GP RED – Research, Education and Development for Health, Recreation and Land Management – gpreed.org
(currently Board President)

Breckenridge Outdoor Education Center, Breckenridge, CO – (former board member)
boec.org

III. REPRESENTATIVE PROJECT EXPERIENCE

UMATILLA, OREGON PARKS MASTER PLAN

Reference:

Esmeralda Horn
Development & Recreation Manager
P.O. Box 130, Umatilla, OR 97882
541.922.3226, ext. 108
esmeralda@umatilla-city.org

Current Project: The City of Umatilla hired GreenPlay to assist with the development of a Parks Master Plan. The City had previously drafted a plan in January 2018, and this new plan is a continuation of that effort. The focus of this plan is on the sustainable allocation of resources over the next ten years and addressing the future need and funding for facilities and services. The master plan incorporates the opinions of citizens through stakeholder interviews, public meetings, and recent survey information, to determine desired changes and new ideas for the long term vision for the Parks and Recreation Department. The study will include an inventory and assessment of assets, prioritization of opportunities, population and growth analysis, trends analysis, level of service analysis, benchmarking of other similar towns, an organizational and staffing assessment, marketing and branding assessment, and a financial analysis.



WILSONVILLE, OREGON PARKS AND RECREATION MASTER PLAN AND BOONES FERRY PARK MASTER PLAN

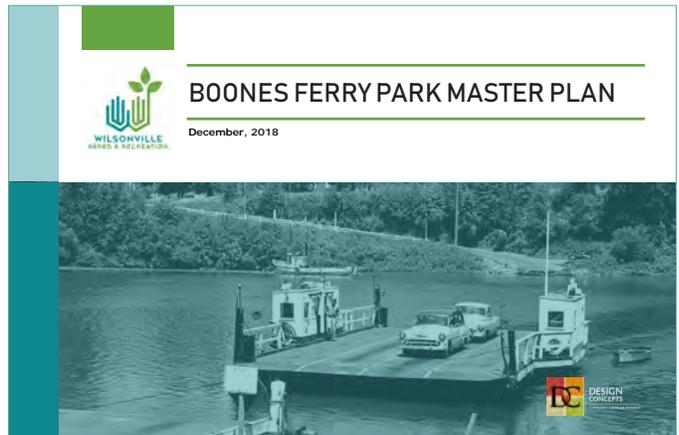
Reference:

Mike McCarty, Director
29799 SW Town Center Loop East
Wilsonville, OR 97070
503.570.1579 | mccarty@ci.wilsonville.or.us

Project: GreenPlay worked with the City of Wilsonville to update its Parks and Recreation Master Plan, which was initially created in 2007. The City, which is located in the south Portland Metropolitan area, had experienced rapid growth since development of the previous plan. This update was intended to provide a vision for the future of parks, recreation, open space, and trails in the city, as well as recommendations for providing a high level of service in a time of rapid growth.

The City had also recently consolidated services that were previously provided by the Public Works Department and the Community Services Department into its Parks and Recreation Department. This plan allowed the City to maintain its high quality of life by developing recommendations for the parks and trails system to flourish and to be environmentally and fiscally sustainable for many years to come. The plan also established a concrete trails plan, with the goal of promoting alternative transportation and improving connectivity in the community. Our team performed public input, inventory, level of service analysis, trails analysis, and an operations and financial analysis to help the City reach its goals.

Boones Ferry Park is located where Boones Ferry Road meets the northern shore of the Willamette River. The river flows from west to east through town and was historically the site of a ferry and sternwheeler landing, with the ferry operator's home located on the north side of the river. Recent acquisition of adjacent land has expanded the size of the park from approximately 12 acres to approximately 15 acres. The purpose of this master plan was to provide an overall vision for the expanded site within the context of the entire citywide system of parks and the newly updated Parks and Recreation Comprehensive Master Plan. When implemented, the park plan will increase river access by providing new pathways to the water's edge that will meet accessibility requirements, and by opening up views of the river from key locations. It will also bring new activities to the park and upgrade existing ones while retaining the classic ambiance and character found there, along with protecting the natural areas of the site. *Team members included Design Concepts and RRC Associates.*



**REDMOND AREA PARK AND RECREATION DISTRICT, OREGON
COMMUNITY RECREATION CENTER
FEASIBILITY STUDY**

Reference:

Katie Hammer, Executive Director
465 SW Rimrock Dr.
Redmond, OR 97756
541.548.7275
katie.hammer@raprd.org

Project: This plan provided recommendations which help determine how the Redmond Area Park and Recreation District can meet identified needs while maintaining the level of access and affordability District residents have come to expect. The Redmond Area Park and Recreation District looked at the feasibility of developing a community recreation center to expand facilities and add programming to address unmet needs in the community.

The purpose of this study was to determine the appropriate mix of programs and amenities at the new center, to determine the costs associated with building the center, to determine the staffing needed, operating and maintenance costs, and potential cost recovery. Several sites were analyzed to determine the best location for the new center.

To complete this project, GreenPlay, along with Opsis Architecture, engaged the community to determine gaps in programming and service needs, create a market analysis of the center’s service area, and determine potential conceptual capital and operating costs associated with the facility. To help build and maintain the center, our team evaluated traditional and alternative funding opportunities, and potential avenues for recovering costs.

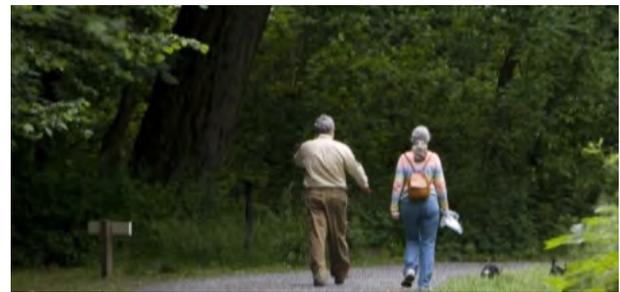


WILLAMALANE PARKS & RECREATION DISTRICT, OREGON PRICING PHILOSOPHY AND COST RECOVERY

Reference:

Jason Genck, Former Director
City of Westminster
4800 W. 92nd Ave., Westminster, CO 80031
303.658-2400 | jgenck@cityofwestminster.us

Project: GreenPlay consultants conducted presentations on the Pyramid Methodology model, Leadership Summit practices, and Board of Director services. Through a series of workshops over five months that included involvement from Board representatives, citizens, key stakeholders, and staff, the team developed categories of services, programs, and facilities and placed them on the Pyramid according to the degree of benefit received by the community. Participants also defined direct and indirect costs, which established target cost recovery levels. Analysis and identification of disconnects for the optimal cost recovery philosophy resulted in a series of recommended implementation and action steps. The Board unanimously embraced the philosophy and ultimately adopted the policy.



LAKE OSWEGO, OREGON PARK & RECREATION FACILITY NEEDS ASSESSMENT

Reference:

Kim Gilmer, Director (Retired)
380 Avenue A, Lake Oswego, OR 97034
530.697.6500

Project: Lake Oswego, located just south of Portland, assessed the potential of developing a recreation center in this older and well-established community with limited available land. The Needs Assessment included a statistically valid survey, public meetings, stakeholder interviews, and workshops.



DUBLIN, CALIFORNIA PARKS & RECREATION MASTER PLAN UPDATE

Reference:

La Shawn Butler, Parks & Community Services Director
100 Civic Plaza
Dublin, CA 94568
(925) 833-6645
parksandcommunityservices@dublin.ca.gov

Project: GreenPlay recently completed a Master Plan Update for the City of Dublin, CA. The process involved a collaborative approach with the community, stakeholders, and staff including facilitating public participation, data gathering and analysis, document preparation, and reviews by key stakeholders and policy makers. Tasks included data gathering and analysis in support of developing recommendations, goals and action plans regarding: updated park and recreation facility standards; land acquisition opportunities for park and recreation development; and joint use opportunities for existing and future facilities with other agencies. Our subcontractor, RRC Associates, conducted a statistically-valid survey to assess changing demographic, and community short- and long-term needs and desires. GreenPlay and LandDesign facilitated public community meetings and focus groups and individual stakeholder interviews. GreenPlay developed a complete parks and recreation facilities and amenities inventory list and use this data to inform on how Dublin compares with similar agencies, and suggest improvements and amenities updates. After all information gathering and review and analysis of all pertinent data, the final Master Plan was developed with an executive summary, written goals, plan objectives, and policy statements that articulate a clear vision and action plan. *Team members included LandDesign and RRC Associates.*



LATHROP, CALIFORNIA PARKS, FACILITIES, AND RECREATION MASTER PLAN

Reference:

Zachary Jones, Director
390 Towne Centre Drive
Lathrop, CA 95330
(209) 941-7385 | zjones@ci.lathrop.ca.us

Project: GreenPlay is currently working with the City of Lathrop to develop its inaugural Parks, Facilities, and Recreation Master Plan that will help to ensure the balance of facilities, amenities, and services throughout the community. The plan will also serve as a guideline for developing goals, policies, guidelines, and strategies for future parks and recreation facilities, services, and amenities.

The young City was established in 1989 and is located in the San Joaquin Valley, about 50 miles south of Sacramento. Conveniently located at the intersection of three major freeways, it is currently home to about 25,000. The City made a commitment to form a full service Parks and Recreation Department in 2014, and this Parks, Facilities, and Recreation Master Plan will be the first for the City. While Lathrop already offers 18 park and recreation facilities for residents encompassing 84 acres, they anticipate adding new parks and recreation facilities within the next five years, as well as potential renovations of existing facilities.

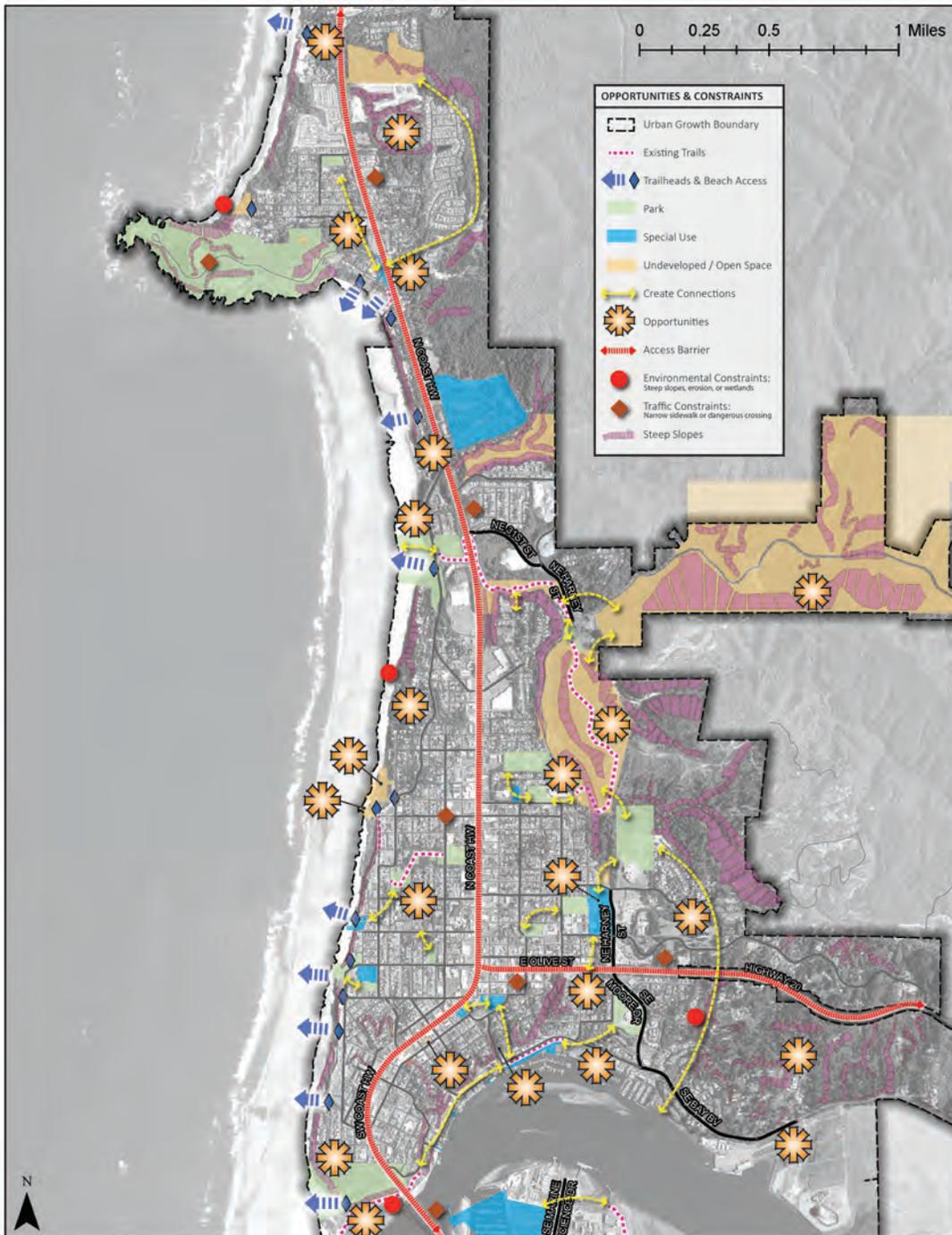
Lathrop is one of the fastest growing areas in Northern California. The City is home to a diverse range of residents, and with the development of the South Lathrop Commerce Center, the population is expected to grow considerably. The Parks, Facilities, and Recreation Master Plan will allow the City to plan for this anticipated growth and balance the needs of residents in the more developed part of the City with those of the newer, planned areas. GreenPlay is working to ensure that the system is appropriately balanced and accessible to everyone in the community. *Team members include the San Francisco office of LandDesign and RRC Associates.*



CITY OF NEWPORT PARK SYSTEM MASTER PLAN (NEWPORT, OR)



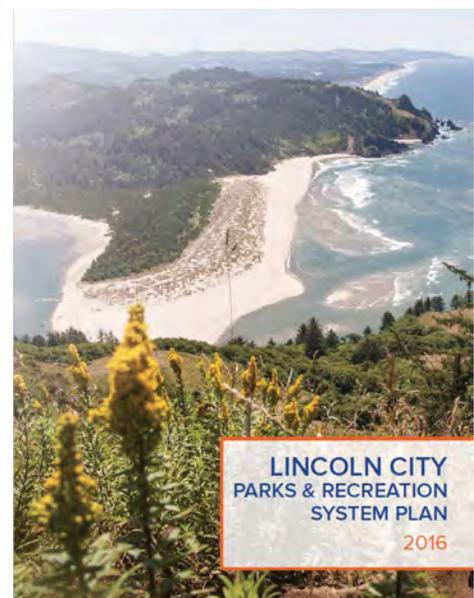
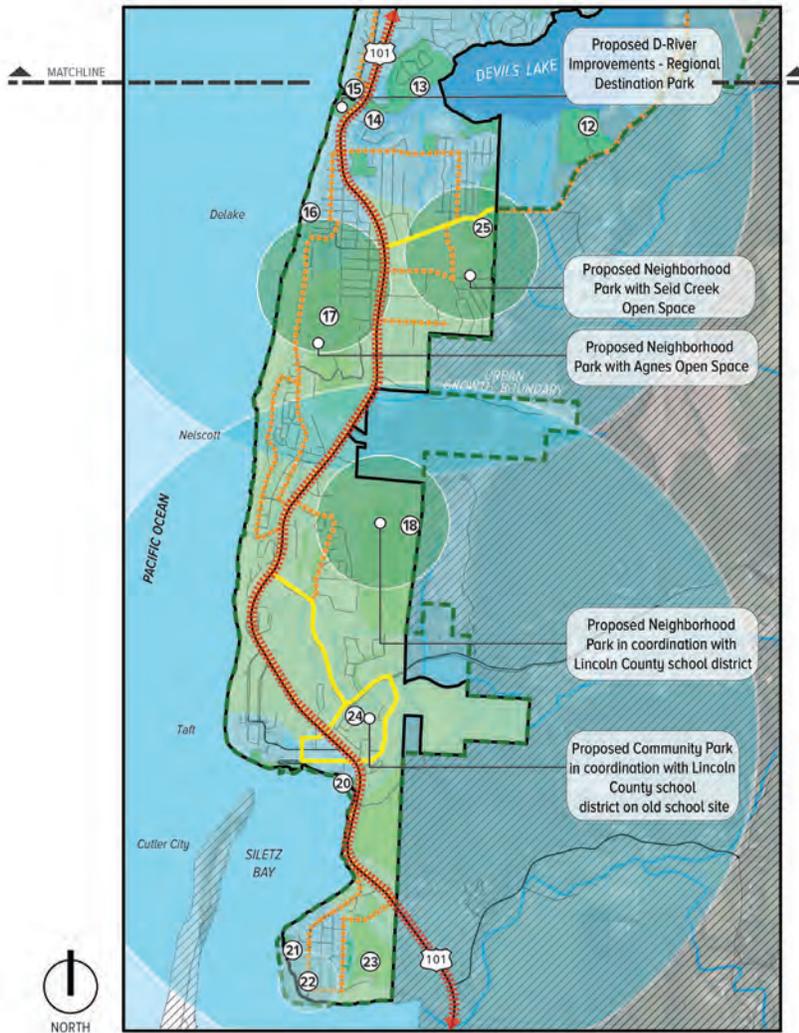
GreenWorks worked alongside a multidisciplinary team to assist the City of Newport with a Parks System Master Plan. Key project elements included a detailed inventory of existing facilities; a level-of-service analysis; detailed parks and trails improvement recommendations; a capital improvements component and funding analysis; and extensive implementation recommendations. The project included a robust community engagement program, including stakeholder interviews, online engagement, community open houses, informational materials, community displays, advisory committee meetings and youth outreach activities.



LINCOLN CITY PARK SYSTEM MASTER PLAN (LINCOLN CITY, OR)



GreenWorks worked alongside a multidisciplinary team to update Lincoln City’s master plan for parks, recreation, and open spaces. Work included a review of existing parks, open spaces, and facilities; conceptual design improvements that will increase recreational value and sustainability, and minimize required maintenance; recommendations for new parks and recreation facilities for developing and under-served areas; recommendations for viable new recreational facilities for attracting and retaining tourists throughout the year (including the “off-season”); cost estimates for capital, operations, maintenance costs for all recommended improvements, and recommend strategies for financing. The system plan is intended to meet City of Lincoln City’s needs over the next 20 years of its growth. With a current population of 8,400 and a geographic area of 5.68 square miles, the city swells to a summer population of 30,000 to 35,000 visitors. The system plan accommodates full time residents of the city as well as caters to the tourist population that drives a significant part of the City’s economy.



INDEPENDENCE PARKS AND OPEN SPACE MASTER PLAN (INDEPENDENCE, OR)



GreenWorks worked alongside a multidisciplinary team to assist the City of Independence in updating their Parks and Open Space Master Plan. The plan examined the changing recreational needs of a growing, more diverse population, while also incorporating modern recreational trends. The update also developed a list of goals and tasks to ensure that the City can provide for the future recreational needs of the community.

Public involvement was extensive for this project and included bilingual materials, public open house meetings, and our participation in community events to gather input and support in the process. GreenWorks took a non-traditional approach to this public engagement, participating in public events like festivals and farmers markets as an innovative strategy to engage with more community members and learn more about the community's specific needs. The City has a large Latino/Hispanic population, so engagement focused on involving these community members. Activities included facilitating a Latino residents focus group and conducting intercept surveys with about 120 Latino residents at the City's Fiesta Mexicana.



GREENPLAY LLC

*The Leading Edge In Parks, Recreation,
And Open Space Consulting*



IV. PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

We understand that the City of Philomath seeks assistance in the development of a Parks Master Plan that will allow you to evaluate your system of parks and trails and make strategies to ensure that the system is meeting the needs of residents now and into the future. This plan will allow to assess the vision, mission, and goals of the Parks Department and will include recommendations that align with this vision and mission.

We know that the City of Philomath is home to about 5,000 people. In the six years since the previous Parks Master Plan, you have added substantial housing, including two apartment complexes and several new subdivisions, and you have completed many of the large plans that were listed in your Capital Improvement Plan (CIP), which was updated in 2016. We recognize that the City is located near Oregon State University. Residents appreciate the small town, community atmosphere of Philomath, while they are afforded all of the conveniences of a large city close by.

The Parks Department operates eight parks comprising about 43 acres, as well as a number of programs and a nature park.

Popular community events include Philomath Frolic & Rodeo, the Philomath Chamber Classic Car Show, the Philomath Uncorked Wine Walk, and the Shrewsbury Renaissance Faire. These and other events attract visitors to the city and provide family fun for area residents.

We know that your goals for this project include:

- Identify and serve current and future parks and recreational needs through an integrated park system that provides adequate open parks, recreational opportunities, facilities, amenities, equipment and trails.
- Provide an accessible and diverse offering of park and recreation facilities for all residents.
- Develop an action plan and strategy for prioritizing, phasing, funding, and accomplishing the identified needs.

The following Scope of Work details the steps that we will take to complete this plan. We have prepared this scope based on our understanding of your needs; however, we are flexible and will determine the final scope of work upon award of contract.

Key Elements of a Community Parks and Recreation Strategic/Master Plan



Typically our Strategic/Master Plans include a 5-year focus on operations, 10-year focus on capital, and 20 year strategic vision. Other elements and tools are added as needed for a community-specific plan.

PROJECT APPROACH

A. STRATEGIC KICK-OFF, AND DETERMINATION OF CRITICAL SUCCESS FACTORS

Following the award of contract, GreenPlay will provide a scoping call with the City, our Project Manager and our Principal-in-Charge at no additional charge. On this call, we will discuss the final scope and schedule and prepare your team for the Strategic Kick Off.

We will then will provide a Detailed Work Plan for discussion at a Strategic Kick-Off (SKO) meeting with the City's project team. We will review the details of the work plan and formalize the timeline and tasks for your project.

Project Coordination

- We will work closely with your team during SKO to identify key "Critical Success Factors" that will help to ensure that all relevant unique aspects of the City are addressed.
- We will supply written Monthly Progress Reports that cover recent progress, outstanding issues or information needed, upcoming meetings and agendas, and next steps. We have found this to be an effective communication tool, adding a level of efficiency to our projects. We will always be available for phone or email communication.
- Project team progress meetings will be formally held as often as necessary, but in no case less than monthly, with project updates via email or phone to your Project Manager until the final plan is approved by the City Council.
- We will supply the City Project Manager with one (1) electronic copy of all completed or partially completed reports, studies, forecasts, or plans



COVID-19 CONSIDERATIONS

GreenPlay has been successfully working virtually since 2010, and completing projects including community engagement throughout the Covid-19 Pandemic. We are very sensitive to local conditions and phasing guidelines. All in-person engagement will be conducted with appropriate social distancing protocols, and we can conduct virtual engagement through various methods.

GREENPLAY PROVIDES MOE

GreenPlay offers even more ways to reach your community through Mobile-Optimized Engagement (MOE). These innovative strategies help solve one of the most common reasons people don't attend meetings – lack of time. In addition, these tools capitalize on reaching 81% of Americans of all demographics in the most convenient manner, to which they have access throughout the day – their smartphone.

Now, your community members don't have to come to a public meeting. We recognize that not everyone would prefer (or have access to) technology, and we love our in-person contacts, but many community members are accustomed to doing things online. They can participate comfortably wherever they are. This allows us to engage additional people who typically won't come to public meetings – those with kids, lack of transportation, demanding schedules, or many other reasons, and we can solicit their opinion and involvement in a new way. We have successfully conducted virtual engagement on similar projects, so there is no learning curve.

The following methods and tools can be customized for your situation:



- **Online Public Meeting:** We can schedule an online public meeting so that anyone who is not able to attend in-person can participate through an online engagement tool called Zoom. The online meeting is facilitated in a way that informs and engages participants by inviting feedback through chat features and informal polling. Participants receive a link and the time, and a recording of the meeting can be distributed and posted after the event.
- **Public Meeting Livestream:** During one of our on-site public meetings, for an additional fee, GreenPlay can livestream the meeting using either Facebook Live or Zoom. Using the chat feature, participants can ask questions and provide feedback. Typically, livestreams do not require registration, and the date/time of the event is advertised prior to the meeting.

deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager will schedule the meetings, as necessary, at key times during the development of the plan.

- We will provide up-to-date information for posting on the City’s website and/or an independent project website for review of progress by stakeholders and the public.

Integration with Existing Vision, Goals, Operations, Budgets, and Plans

As part of the information gathering phase, we will integrate information from other recent and current planning work, including:

- 2014 Parks Master Plan and 2016 CIP Plan Update
- The 2040 Comprehensive Plan (Currently In progress)
- Park Inventories
- The Urban Renewal Plan
- All relevant maps
- Regional Master Plans
- Budgets, work plans, and funding plans utilized by the City to facilitate the comprehensive coordination of direction and recommendations

B. COMMUNITY AND STAKEHOLDER ENGAGEMENT

To develop a community demand and needs analysis, we will conduct a community and stakeholder engagement process. Our team believes in creating an in-depth, efficient, and cost-effective citizen-focused community process throughout all public agency management and planning. We will build upon previous work to acquire knowledge of local issues and concerns that will assist us in obtaining useful and pertinent community feedback – both as information and engagement for buy-in and outcomes.



The public participation process will be customized to Philomath’s unique situation, emphasizing data collection methods that are efficient, effective, and that incorporate your available resources to the greatest extent possible.



Engagement Methodologies

We tailor engagement strategies to meet the specific needs of your project, and the final process is determined during the Strategic Kick Off meeting. We will provide well-organized and directed activities, techniques, and formats that will ensure a positive, open, and proactive public participation process.

We will work with your team during SKO to determine which of these methods may be most effective for engaging your community.

GreenPlay will facilitate Citizen Outreach and Stakeholder Engagement Meetings to determine the needs of the residents and to allow the project team to communicate with residents, user groups, associations, civic associations, and key community representatives. Preliminary key stakeholders may include residents, representatives, and staff from your community; members of the Park Advisory Board; members of the Planning Commission; School District representatives; City Council members; Parks Department staff and staff from other City Departments; and other City groups as necessary; neighborhood associations; other affected community and government agencies; and selected alternative providers, partners, and special interest groups from in and around your community.

We use both qualitative and quantitative assessment tools, and all input tools will help build consensus and agreement on the plan and provide information for decision making to the City Council. Based on previous successes, the following citizen involvement strategy approach is designed to assure residents, user groups, associations, neighboring communities, and other stakeholders that they are provided an opportunity to participate in the plan's development, and is recommended for this project.

- **Initial Information Gathering:** Collection of as much information as possible on awareness, use patterns, satisfaction, desires, barriers, vision, priorities, funding possibilities, and willingness to pay, etc.
- **Focus Group Meetings:** A minimum of three (3) focus groups, drawing from user individuals and groups, sports groups, advisory boards, community associations, other service providers (public, private and non-profit, etc.), and primary stakeholders such as youth; adults; seniors; other recreational, cultural, historic, business, arts, and tourism providers;

citizens with disabilities for inclusive programs; school officials; and other stakeholders, as mutually determined.

- **Stakeholder Interviews:** During onsite visits and as appropriate (a minimum of three [3] meetings), we will meet with and/or have phone conversations with those who can contribute specific information that may need to be conveyed in a more detailed manner (might include representatives from neighboring communities, sister agencies, important non-profits, etc.).
- **Public Community Meetings** (minimum of 3):
 - One meeting during the information gathering portion of the project that will provide an introduction to the project (i.e., purpose, scope, expected outcomes) and an opportunity to offer input about the desires and needs of the community.
 - One to present the findings of the updated needs assessment (i.e., community engagement results, inventory results, areas of focus for the recommendations) and an opportunity to participate in visioning and to provide comments about the information presented.
 - One to present the Draft Plan

Statistically-Valid Survey

GreenPlay is a strong proponent of including surveys as part of all planning projects to most accurately reflect the quantitative needs of a community. While stakeholder meetings, focus groups, and public meetings allow us to draw in interested parties and users, a statistically-valid survey is the only defensible mechanism that provides feedback from NON-USERS, who are most likely taxpayers.

We will work with RRC Associates (RRC), an experienced survey firm that has completed over 100 similar projects with GreenPlay, to create a survey to be mailed to a representative sample of households within the City of Philomath. The survey will provide critical information in determining community values, satisfaction levels, needs and priorities, preferred marketing channels, level of awareness, current usage levels, and demographic information for long-range planning efforts.

Citizens would be given the option of either completing the mailed survey form or accessing the survey online using an individual passcode (included in the mailed survey) assigned to each household. We frequently use this technique, finding it to be effective in maintaining the random sample while also increasing response opportunities.

Questions would be drafted based on information gathered throughout the public involvement process as well as from staff, community leaders, and steering committee input. We would ask questions about what types of programs, facilities, and services residents want in their parks, trails, and recreation system, level of current usage, primary providers of services, alternative providers, quality and satisfaction levels with existing services and facilities, priorities, level of awareness of City-operated parks, trails, and recreation, as well as shared facilities, like those operated by the School District that are open to the public. These questions would be supplemented with questions about specific, identified community issues, as deemed appropriate.

RRC will create a survey of four pages in length (including cover letter). To help improve response rates, we also anticipate that the City would assist with marketing and creating public awareness of the survey through media and other channels, such as local newspaper, radio, cable TV, City web site, etc.

To potentially increase responses for analysis, we would also create an “open-link” web-based version of the survey for anyone who would like to provide feedback who did not receive the random/online survey invitation in the mail (if desired). These results would be coded separately to control for statistical-validity and sub-analysis.

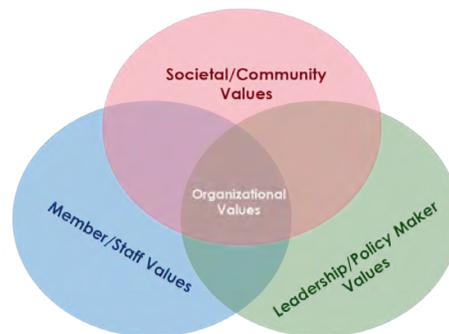
We have **substantial experience** in designing surveys specifically for parks and recreation issues that are effective and representative of both users and non-users. The survey will be well-written and easily understood, and the results of overall needs will be tallied and summarized. All respondent comments will be included in the final plan.

C. PARKS PHILOSOPHY

Values, Vision, and Mission

We will work with you to develop a clear vision of parks and recreation within the City to help determine what the system should become in the future. Further involvement from staff, the public, and leaders will help vet and refine current values and community issues by articulating their views of the organization and the community, and contribute to the formulation of your vision.

GreenPlay will provide workshops for combination of the three sectors identified (staff, public, and key community leaders) to direct the Values and Vision development process. These workshops may include (but will not be limited to) the City Council, Park Advisory Board members, Parks Department staff, and other key stakeholders, as identified. The number of workshop forums will be determined during the Strategic Kick-off meeting.



Demographics and Population Projections

To provide insight into the potential market for the City’s parks, trails, and recreation programs and services, we will conduct a demographic analysis and market profile of the City of Philomath and the surrounding area.

Our team will utilize all information available from previous planning efforts, the U.S. Census Bureau, Esri, and other national and local sources. We will work directly with your leadership to help document growth and redevelopment areas and land use changes. A detailed demographic analysis based on service areas will outline trends and information that could affect the need for land acquisition, development, and regional planning.

Trends Analysis

Strategic trends analysis will consider demographic shifts and their impact on future parks, trails, open space, and recreation provisions. This analysis will also identify interest and participation levels for a variety of activities, assess how services are provided through both administrative and planning trends, including technology and customer service.

This process includes strategic analysis of local, state, and national best practices, along with what is new in the field of parks, trails, open space, and recreation.

Our team will compile a GIS inventory of your system using information that is already available as a starting point. We will supplement your available data set and compile a component-based GIS inventory. We will integrate the parks, recreation, open space, and trails information into one detailed, dynamic geo-spatial data set for the City's use going forward.

D. INVENTORY AND LEVEL OF SERVICE ANALYSIS



Component-Based Methodology (CBM)

Level of Service Analysis

An Improved Approach!

GRASP® Methodology

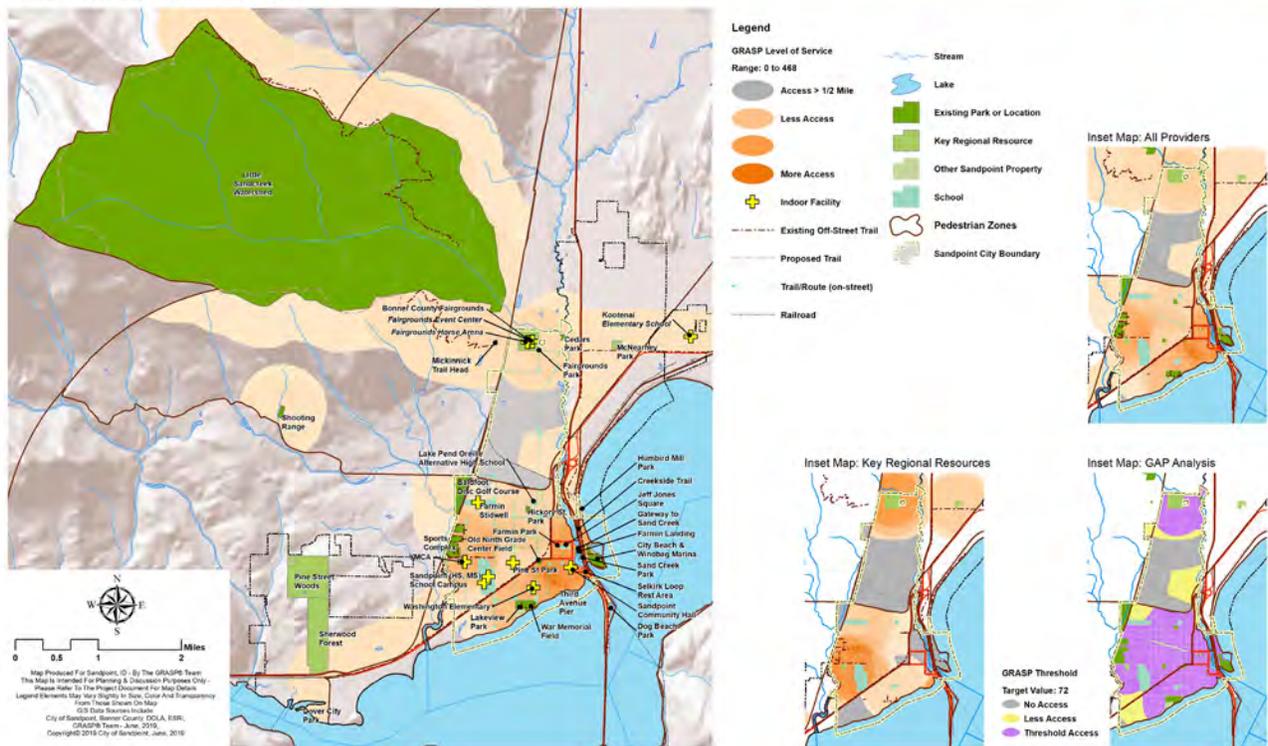
(Geo-Referenced Amenities Standards Process)

Building on innovations in GIS and other technologies, many parks and recreation agencies are now choosing to move beyond the traditional capacity-style and basic GIS mapping into a Component-Based Method (CBM) for inventory and level of services analysis.

We have adapted and built upon previous traditional capacity based level of service (LOS) practices to create an improved approach. GreenPlay team members have worked with researchers since 2001 to create, test, and efficiently provide these services. We call our

Sandpoint, Idaho

Walkable Access to Outdoor Recreation



proprietary and trademarked version of the process GRASP®. GreenPlay team members were also invited researchers involved with the creation of the initial NRPA GIS and Attributes Standards Task Force.

GreenPlay was one of the first firms in the country to apply this type of analysis to open space and trails attributes and characteristics.

The available capacity-style approach will be enhanced with on-site component data collection and analysis to create a complete dataset and determine current conditions for:

- Quantity of all relevant system components.
- Quality of components (3 point scaling along with aesthetic attributes).
- Functionality of components for their intended purpose for this plan lifecycle.

GRASP® analysis builds upon the traditional capacity analysis, but is unique in its ability to analyze both the quantity (capacity) and quality of individual components of an entire system. These include traditional parks assets such as playgrounds, ballfields, pools, and courts, but also includes specialty components, such as trails, waterfront access, dog parks, plazas, art, natural areas, shelters, pickleball courts, etc. that have not been previously included in capacity analysis, but provide important community services. The process has been developed to provide detailed customized analyses of your system based on the unique assets of your community, to determine how effectively the current system is serving residents and visitors.

GRASP® analysis will enable us to:

- Determine current level of service and where improvements can be made based on walkability, quantity, and quality of parks, trails, and open space facilities and amenities, along with those operated by the School District.
- Identify precise gaps and opportunities for location of future development of specific components, beyond just park land needs.
- Provide information for prioritization of these identified gap areas based on quantified demographics.

With GRASP® analysis, we can also add more analysis on specific components, alternative providers, and programmatic locations beyond the basic parcel analysis. Specific Perspective Analyses will be determined based on project key issues, and may include detailed heat mapping, population density comparisons, area sub-analysis, comparative charts of scoring, programmatic analysis, and/or evaluation of specific key components that may be priorities for analysis at this point in time.

We will collect and classify park components. Using this predetermined list allows us to compare the City of Philomath to other agencies who have completed the GRASP® system and allows for a very efficient and budget minded inventory process. We are happy to share a complete list of GRASP® components in advance if requested.

By combining these metrics with demographics information and findings from the survey, public engagement, and other tasks, we will tailor our deliverables to target issues, needs, and community goals specific to the City.

Trails and Open Space/Natural Areas

We will inventory trails, open spaces, and natural areas, identifying how accessible they are to the community. We will also include questions related to trails and open space and natural areas in the community and stakeholder engagement and make recommendations on usage, needs, and conditions of these assets. This information will be used to develop recommendations for Natural Resource Management.

SWOT Analysis

To develop a short and long-term strategy for the future planning of the City's parks, trails, and recreation service provisions, we will conduct a SWOT Analysis. A SWOT Analysis is an effective and realistic way of identifying the market Strengths and internal and external Weaknesses, and for examining the Opportunities and Threats faced by the organization. This process will help to identify any deficiencies in the provision of services and programs.

Facility and Asset Gaps Analysis

We will analyze the information on usage, needs, desires, operations, maintenance, land use trends, and make recommendations. We will identify areas of service shortfalls and projected impact of future trends. We will include programs and amenities offered by alternative providers into this analysis.

E. ACTION/IMPLEMENTATION PLAN AND FUNDING ANALYSIS - TEN-YEAR PLAN FOR GROWTH

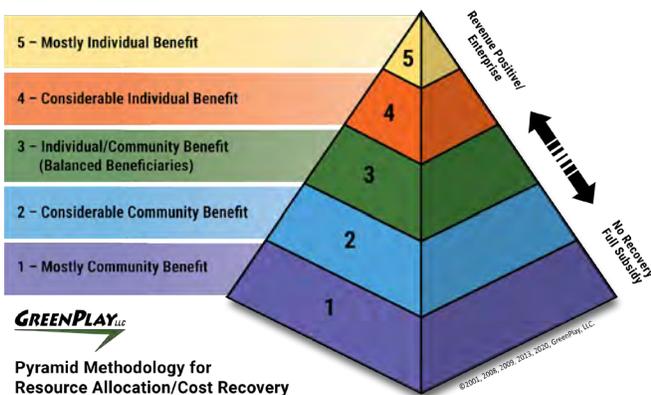
Present and Projected Fiscal Resources

We realize that recommendations mean nothing without examining the financial resources necessary to move forward. We will consider the implications and possibilities at all stages. GreenPlay will conduct an overview analysis of existing funding to understand how the City is meeting current needs and, based on recommended improvements, determine if current funding sources are sufficient for both capital and operational costs.

Based on the strategic recommendations that arise out of the needs assessment, we will identify probable operating, maintenance, and capital costs and recommendations for potential funding sources and mechanisms for the next ten (10) years.

Cost Recovery and Resource Allocation

GreenPlay is a national leader in teaching and developing innovative approaches to handling the often contentious financial issues of “how much taxpayer subsidy is enough?” or “where should the resources go?” GreenPlay has established and improved the “Pyramid” methodology for helping agencies create an overall philosophy and approach for resource allocation, program pricing, and cost recovery evaluation.



We currently teach implementation and use of this straightforward but innovative methodology at conferences, and also train agencies and universities in this methodology. It is invaluable for making tough resource allocation decisions, and creating pricing and cost recovery strategies. This methodology will be helpful for evaluating the financial sustainability of the City’s parks, trails, open space, and recreation system from both operational and capital funding aspects. As part of your project, we will use the concepts for identification of gaps and/or areas of non-consensus, along with introducing the concepts for this framework for decision making.

Note: A full detailed analysis of cost recovery, divisional budgets, and/or pricing is not typically included in a master planning project, but can be facilitated separately or concurrently for an additional fee, if this is determined to be a key focus area.

Alternative Funding and Partnerships

GreenPlay brings extensive experience in evaluating options for alternative funding. Alternative funding typically includes grants, donor programs, and/or partnerships. Our Project Team will identify key partners in the area through the planning process and can provide management recommendations to enhance this potential funding area. Note that this task does not include procurement of alternative funding, but this can be addressed separately if desired.

Findings Compilation, Validation, and Visioning

GreenPlay team consultants will compile initial findings from the inventory, demographics, and needs assessments and will prepare a summary Findings Presentation for staff, decision makers, stakeholders, and the public to validate the accuracy of the findings. During this stage, we will confirm that all information identified and collected thus far is correct, and we will ask all stakeholders to share any additional issues or opportunities for consideration as we prepare to move forward into analysis and recommendations.

Sample Key Issues Analysis Matrix

Healthy Community Parks and Recreation Master Plan		Qualitative Data			Quantitative Data			
Key Issue - Rating Scale		Staff Input	Public Input	Leadership	Surveys	Other Planning Documents	Assess/LOS	Consultant Team
a - priority b - opportunity to improve c - minor or future issue blank means the issue didn't come up or wasn't addressed								
Organizational								
Strong relationship between Commission and City		a	c	a		a	a	a
Executive Support for Parks and Recreation		b	c	a	b	c	a	a
Deferred maintenance of parks, potentially due to staffing limitations.		a	a	b	b	b	a	a
Focus on health for nutritional and active transportation partnerships		b	a	c	a	a		a
Marketing and Awareness are strong but can use additional focus		a	b	b	b	b	b	a
Promote events as economic draws to help activate downtown		a		a	a			a
Parks and Facilities								
Increase trail connections		b	a	b	a	b	a	a
Need for sidewalks and on-street bike/ped improvements		b	a	b	a	b	a	a
Increase legal access to River		b	a	c		c	a	a
Feasibility study to determine highest and best use for Auditorium		a	b	a			a	a
Need to add more information to City website on parks and facilities		a	b	b				a
Address repairs and use of outdoor pool		a	a	b	a			a
Add nature playgrounds in other parks		b		b		b		a
Programs and Service Delivery								
Align program equity and availability in all sub-areas to all demographics		b	a	a	a	a	c	a
Activate sub-areas through community-wide focus and events		b	a	b	b	a		a
Opportunity for additional non-sport programs		c	a	b	a	a		a

Key Issues Analysis Matrix

During the Findings Phase of each project, GreenPlay Project Managers compile a Key Issues Analysis Matrix that helps identify focus areas from the various tools and methodologies used to collect information. This matrix will help the City determine progress on goals set forth in the plan, and will serve as a basis for plan updates in the future.

Visioning Strategies Development Workshop

We will fully analyze identified findings to create implementable recommendations for your future. We want to be respectful of the staff's time, while thoughtfully contributing our identified ideas, suggestions, qualitative, and quantitative findings.

We also want to engage all interested members and key stakeholders in determining future vision and action plan steps for the City's parks, trails, and recreation needs.

Following review of the Findings, we will facilitate a Visioning Strategies Workshop that will include an analysis of all findings, including operational feasibility, political or historical constraints, and any other potential challenges. We will also identify opportunities for implementation steps, work plans, and funding implications. This Workshop will help provide an articulated guiding vision for future acquisition, development, and maintenance of parks, trails, facilities, and open space, with goals, desired outcomes, and standards identified to direct policy and acquisition for existing and proposed facilities.

Action/Implementation Plan

We will work with the project team to rank and prioritize recommendations, balancing needs and cost/benefit analyses, financial and staffing capacity, and budgetary realities. The product of this task will be a set of recommendations with strategies, priorities, and identification of budget support funding mechanisms phased into immediate, near-term, and long-term timeframes addressing needs regarding land acquisition, along with the development of parks and recreation facilities. A Strategic Action Plan including costs, potential funding mechanisms, timing, and responsible party will be developed.

F. DRAFT RECOMMENDATIONS, FINAL PLANS, PRESENTATIONS, AND DELIVERABLES

The GreenPlay team will summarize and synthesize all research and stakeholder input, and develop recommendations and priorities into a Draft plan. We will work with the project team to prioritize recommendations, balancing needs and cost/benefit analyses, capacity of the City, and potential budgetary realities. The product of this task will be a set of recommendations phased into immediate, near-term, and long-term time frames that address goals and action strategies.

Final Plan and Deliverables

All relevant comments on the draft recommendations will be incorporated into your final report, and as necessary, we will assist in guiding the Master Plan through the formal adoption process, including review and recommendation by the Park Advisory Board and the City Council.

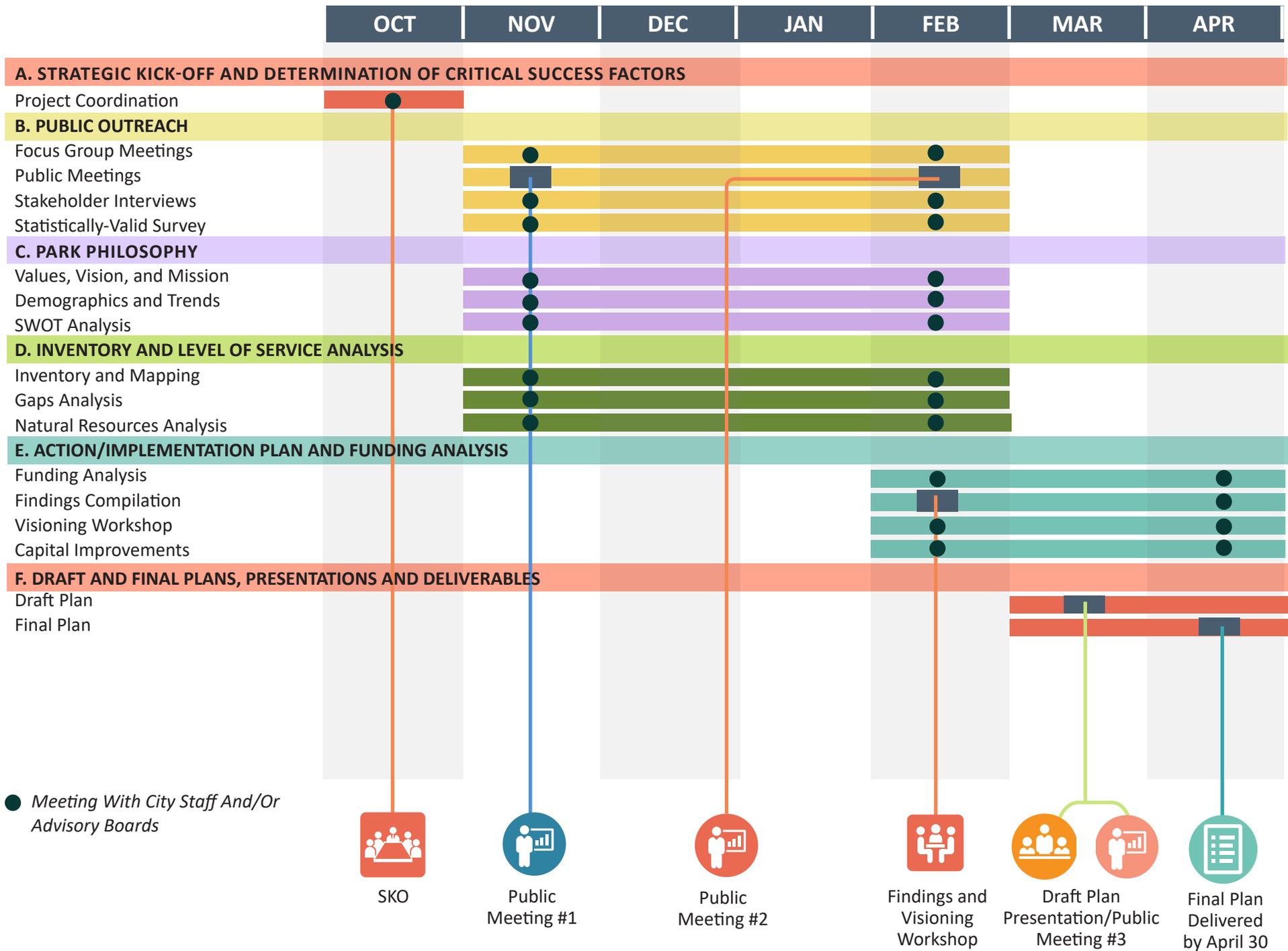
Deliverables

Deliverables will include an Implementation Strategy and all aspects outlined in the preceding tasks, summarized as:

- A. Parks System Philosophy
 1. Vision and Mission Statements
 2. Goals and Policy Recommendations
 3. Level of Service Standards
- B. Community Demand, Supply, and Needs Assessment Report
 1. Park and Accessible School District Facility Evaluation
 2. Open Space, Natural Areas, And Trails Evaluation
- C. Ten-Year Plan for Growth
 1. New Parks and Trails Master Plan Priorities and Recommendations
 2. Existing and Future Park Facility Expansion Priorities and Recommendations
 3. Open Space Acquisition Priorities
 4. Budgeting, Phasing, and Funding Strategies
- D. Final Parks and Trails Master Plan
- E. Presentations to Park Advisory Board and City Council
 - One (1) printed and one (1) electronic copy of the Draft
 - One (1) printed and one electronic (1) copy of the Final Parks Master Plan.
 - All deliverables will be submitted in a format compatible with the City's software.



SCHEDULE/TIMELINE





*The Leading Edge In Parks, Recreation,
And Open Space Consulting*

GreenPlay, LLC

1021 E. South Boulder Road, Suite N

Louisville, CO 80027

303.439.8369

www.GreenPlayLLC.com



October 6, 2020

ATTN: Chris Workman, City Manager
City of Philomath
980 Applegate Street
P.O. Box 400
Philomath, OR 97370

Subject: Parks and Trails Master Plan

Dear Mr. Workman:

On behalf of MIG, we are thrilled with the chance to work with the City in updating the Parks and Trails Master Plan. Much has changed since adoption of the current plan, especially during this past year. From the renewed Flossie Overman Park to Millpond Crossing, the parks system and community are evolving. Philomath has continued to draw new residents and development activity and that has placed a greater burden on City parks and facilities. Now is the time to revisit the City's philosophy and strategy for park services and re-engage the larger community to identify the ideas and priorities for the next ten-years and beyond. Based on the City's Request for Proposals, our proposal is organized into the following three sections.

Experience

MIG brings unparalleled expertise in parks, trails, and recreation planning throughout Oregon, the Pacific Northwest, and across the nation. We understand the challenges facing park providers and our local presence makes it easier for us to conduct a planning process amidst evolving COVID-19 restrictions. In this section, we have highlighted four comparable projects with client references and contact information.

Expertise

The MIG Team is comprised of strong park and recreation professionals and supported by a firm of multidisciplinary specialists that give us the ability to respond to unique project needs and circumstances. As the project manager, I will serve as your primary point of contact and will oversee our team of seasoned park and recreation experts who have worked together on numerous projects and can nimbly respond to unique project needs and circumstances.

Creativity

Philomath is a special place and this project will require a creative and innovative approach to addressing community priorities and updating the Master Plan by April 30th, 2020. The 2020 pandemic and changing trends will influence those priorities and our approach will combine thorough analysis with cutting edge tools and strategies to build support for implementation and longer-term stewardship. Compelling graphics, an approachable format, and layered analysis are all effective (and creative) strategies we propose for this project.

As Senior Project Manager, I will ensure that all project requirements are met and am authorized to represent MIG in project negotiations. The contract will be signed by MIG Principal, Lauren Schmitt. We are both from our Portland office at the address noted on the letterhead. We can be reached by phone at 503-297-1005, extension x2120 (Jon) and x2020 (Lauren), or via email at jonathanp@migcom.com and laurens@migcom.com. Please contact either one of us if you have any questions or would like additional information.

We look forward to this opportunity to work with you and key stakeholders to deliver a community-driven parks and trails plan, while focusing attention on the vibrant future supported by City parks, recreation facilities, and trails. We are standing by and ready to get started October 13.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Pheanis', with a stylized flourish extending to the right.

Jon Pheanis, AICP
Senior Project Manager

About MIG, Inc.

MIG, Inc., improves, adapts, and creates organizations, environments, and tools for human development. We are a community of designers, planners, engineers, scientists, and storytellers who engage people in creative problem solving and collective action. We believe that the physical and social environment around us have a profound impact on our lives, and this belief shapes the principles that guide our work:

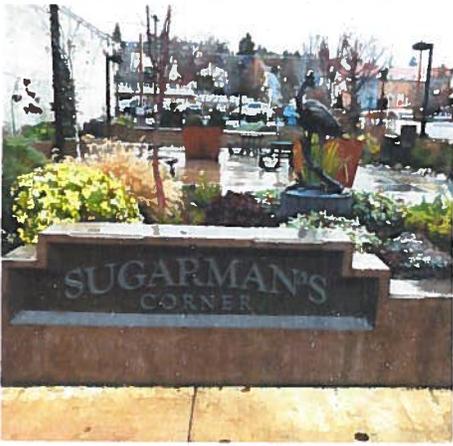
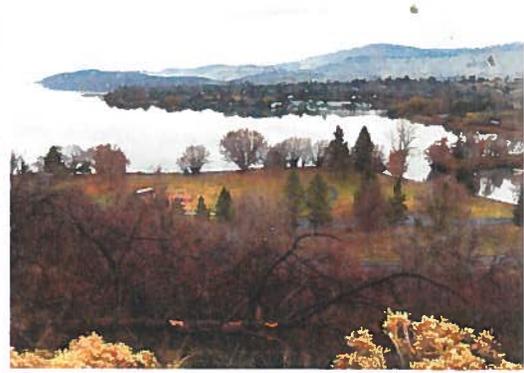
- Communities can plan their own futures.
- The world needs an ecological perspective.
- Great projects work for everybody.
- Elegant design inspires new thinking.
- All work should be context driven.
- Accessibility is always a given.

For nearly four decades, MIG has worked with public, private and nonprofit agencies and their constituents throughout the United States to effectively address any issue on the planning and design spectrum related to parks and recreation—concept to construction, strategic plan to master plan, historic preservation to open space conservation, sustainability to feasibility, and everything in between. Our dedicated staff has the background and experience to scope and implement projects that enable people to actively participate in making decisions that impact their access to and use of parks, open space and recreation resources and services.

Our Experience

Since our founding in 1982, MIG has completed more than 350 systemwide parks, recreation and trails plans, working with communities of all sizes throughout the West and across the country. On the following pages, we present profiles of four recent projects selected to show MIG's experience addressing projects with similarities to Philomath's, as described below.

- **Klamath Falls, Oregon** had a \$49,000 project budget, a strong interest in trails and outdoor recreation, and a pragmatic, small city team.
- **Estacada, Oregon** has 3,500 residents, is experiencing growth pressures, and has a strong identity as a timber town and outdoor recreation gateway.
- **Forest Grove, Oregon** is a small town with a great Main Street and a college influence (Pacific University) and needed funding and implementation guidance. MIG is currently completing Anna and Abby's Yard (an inclusive playground at Rogers Park) and is just beginning to design a festival street in downtown.
- **Albany, Oregon** is located east of Philomath, is experiencing similar growth pressures and requested a similar scope of services.



Klamath Falls Parks Master Plan Update

KLAMATH FALLS, OR

Located in the heart of one of Oregon's treasured scenic and outdoor recreation areas, the City of Klamath Falls' natural and historic resources make it a unique place that is valued by residents and visitors alike. In winter 2017, the City hired MIG to update its 1998 Parks Master Plan. City leaders recognized that the Parks Master Plan could help Klamath Falls make the most of its outdoor recreation assets, for quality of life and economic development benefits alike.

MIG worked closely with City staff to engage community members and stakeholders to identify the community's priorities for the City's park system. Community engagement activities included focus groups with partners and stakeholders, an online survey, community-wide and teen focused workshops, and supporting the City in conducting interactive polling at community events.

The Master Plan, unanimously adopted this year, will provide strategies and projects that leverage City resources and partnerships to improve and enhance the city's parks, trails and open spaces. An action plan and project prioritization criteria will guide staff in creating budgets and work plans for years to come. The Plan recommendations are closely aligned with city-wide goals and initiatives related to community health, economic development and livability.

PROJECT DETAILS

Reference: John Bellon,
Parks Manager
City of Klamath Falls
(541) 883-5391
jbellon@klamathfalls.city

Dates: 2017-Ongoing

Budget: \$49,000



Estacada Parks Master Plan Update

ESTACADA, OR

MIG updated the City of Estacada's Parks Master Plan and is created a design concept for the future of the City's riverfront. Estacada is a former timber town in an idyllic setting located at the base of the Cascade Mountains and along the scenic Clackamas River. In addition to its 3,500 residents, Estacada is the recreation provider for the surrounding County residents. MIG worked with Estacada on its Main Street Plan, resulting in a streetscape concept that was implemented a few years ago. The City has provided an escape to the outdoors for more than a century, and small downtown Main Street is also a major part of the City's culture and part of the park system.

MIG helped Estacada plan for park system expansion, several planned subdivisions approved for development, poised to create a major impact on park and recreation services. We also developed park system recommendations that support Estacada's economic development and tourism strategy. A key part of this strategy is re-envisioning the riverfront as a recreation resource for residents and visitors.

MIG designed the process to help Estacada strengthen partnerships with state parks, tourism groups and the area utility district. MIG also worked closely with the school district to plan for public use of sports fields, and with the local economic development agency to better connect downtown to the riverfront.

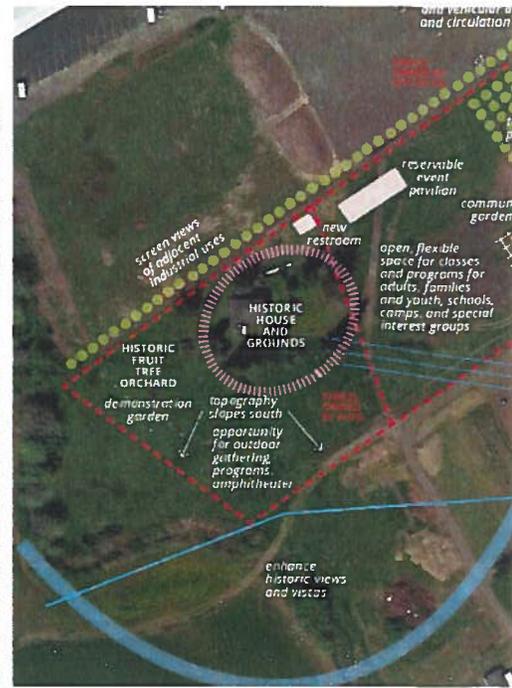
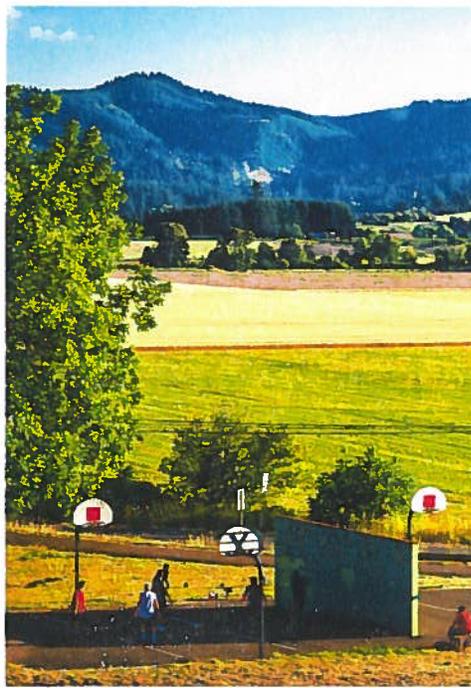
As a result of the adopted plan, the City recently received a large tourism grant to implement project recommendations.

PROJECT DETAILS

Reference: Melanie Wagner,
Assistant to the City Manager
(503) 630-8270 x203
wagner@cityofestacada.org

Dates: 2017-2018

Budget: \$60,000



Forest Grove Parks, Recreation, and Open Space Master Plan Update and Community Center Feasibility Study

FOREST GROVE, OR

Recently recognized as one of “the coolest suburbs” in America, Forest Grove hired MIG in 2015 to update the Parks, Recreation, and Open Space Master Plan and evaluate indoor recreation options through a Community Center Feasibility Study. These build on the highly successful 2002 PROS Plan, also completed by MIG, which guided the City in strategically acquiring land and engaging partners in growing the park, open space and trail system. The project also included an SDC Update

In 2015, Forest Grove needed clear direction in prioritizing funding for park enhancement and new development. MIG led a robust engagement process involving community leaders, political representatives and staff in making key decisions. Advisory groups were informed through broad input from residents (telephone survey and community workshops), recreation stakeholders (interviews), park and recreation users (online questionnaire), and the Hispanic/Latino community (Spanish language focus group and workshop) to truly understand community priorities.

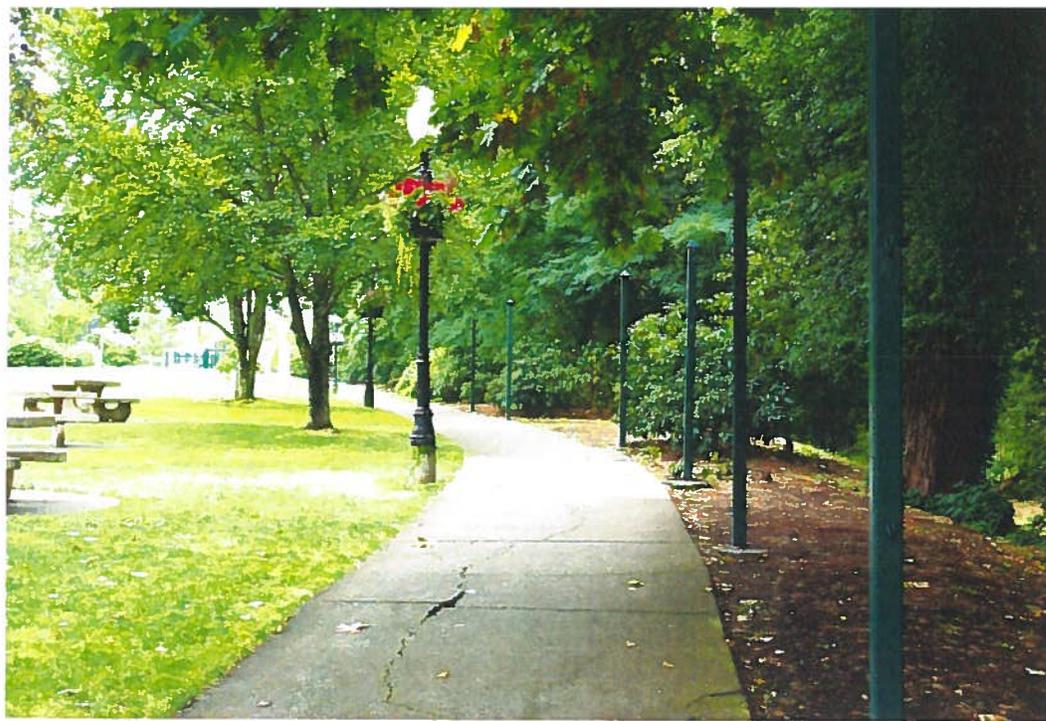
MIG also developed design concepts, park activation recommendations and partnership and revenue-generating strategies to maximize existing sites, while evaluating development options for five undeveloped park sites, a new downtown plaza, a sports field complex and multi-purpose recreation and aquatic center.

PROJECT DETAILS

Reference: Tom Gamble,
Parks and Recreation
Director
(503) 992-3237
tgamble@forestgrove-or.gov

Dates: 2015-2016

Budget: \$200,000



Albany Parks and Recreation Master Plan and Master Plan Update



ALBANY, OR

One of the most visible services in Albany, the parks and recreation system is an ongoing investment in the identity of the community and the quality of life of residents. To guide this investment, the City has hired MIG twice to develop a Park and Recreation Master Plan that balances needs for asset management, new development, facility operations, and popular events and programs such as River Rhythms and the Northwest Art & Air Festival.

In 2006, MIG developed the 10-year Park and Recreation Plan and redesigned the 80-acre Timber Linn Park. These two projects helped the City define its vision and goals for parks, sports, and natural areas. The updated plan positioned the City to attract new residents, businesses, and visitors; promote youth development and active lifestyles; and enhance Albany's strong sense of community. More than ten years later, changing trends, a diversifying and growing community, and a deferred maintenance backlog led the City to bring MIG back to update this plan, create a 10-year CIP, 5-year Action Plan, and updated Systems Development Charge (SDC) Methodology.

MIG evaluated park and facility conditions and led a highly successful bilingual survey and pop-up outreach program to identify new community priorities. With the plan update in process during the 2020 pandemic and recession, MIG successfully pivoted Task Force and Parks Commission meetings to virtual formats to continue to build political and community support for a realistic action plan and new SDC rate that will support capacity enhancement projects.

The revised Master Plan, anticipated to be adopted in January 2021, includes site recommendations and systemwide policies to define essential services, sustain existing assets, implement a river vision, enhance pedestrian and bike connectivity, support health and fitness, and provide inclusive events and activities.

Project Team Expertise

MIG has crafted a team tailored for Philomath's project goals, led by Senior Project Manager **Jon Pheanis, AICP**. Jon will oversee the day-to-day management of the project and be your primary contact. He managed the Estacada Parks Plan, is in the final phase of developing a Unified Parks Plan for Prineville and Crook County, and understands small cities from his time as a City Planner and Parks Board Advisory in Sandy, Oregon.

Cindy Mendoza, CPRP will provide strategy and guidance. An authority in the field of parks and recreation, she has published and spoken extensively at the state and national level on the evolution of parks and recreation and its contribution to community livability. As MIG's Director of Parks and Recreation, Cindy offers best practices and the capacity to make all communities thrive through people, parks, and programs.

Ryan Mottau is one of MIG's key leaders in parks and recreation and community outreach. Ryan leads MIG's digital and in-person outreach tools, surveys, operational and organizational assessments, cost modeling and recreation data analyses. Ryan provides the data for data-driven recommendations based on the analysis of recreation participation, trends, priorities, park costs, access, and other metrics.

Rachel Edmonds, PLA, ASLA is a licensed landscape architect who has contributed to many park system plans, including detailed site assessments and evaluations, and capital improvement plans.

Full resumes for each of these key team members are provided on the following pages.

AREAS OF EXPERTISE

- » Land Use Planning
- » Design Standards
- » Meeting Facilitation
- » Zoning Codes
- » Community Engagement
- » Transit-Oriented Development
- » Planning and Zoning

EDUCATION

- » MCRP, University of Oregon
- » BIA, University of Nevada

REGISTRATIONS

- » AICP Certified Planner

PROFESSIONAL AFFILIATIONS

- » American Planning Association
- » American Institute of Certified Planners

Jon Pheanis, AICP**SENIOR PROJECT MANAGER**

Jon Pheanis is a highly versatile planner and project manager who has worked with communities throughout the West on a diverse range of issues from urban design and land use to public spaces and active transportation. In all his projects, Jon applies his training in communication and diplomacy to bring different perspectives into alignment and build lasting, community-driven solutions. As a planner, he approaches each project with a balance of creativity, improvisation and analytical reasoning to adapt planning and outreach processes to each project's unique goals and challenges. Jon believes that every person and place has a story to tell and he particularly enjoys working with people in the exchange and distillation of information to make planning approachable. For over a decade, Jon has proven his skill in bringing together the collective knowledge and energy of clients, technical experts, and community members to craft sustainable and supported plans and policies.

SELECTED PROJECT EXPERIENCE

- » Bend Park and Recreation District Comprehensive Plan, Bend, OR
- » Hillsboro Parks and Trails Master Plan, Hillsboro, OR
- » Tigard Parks System Master Plan, Tigard, OR
- » Clackamas County Parks Wildfire Management, Clackamas County, OR
- » Forest Grove Parks, Rec and Open Space Master Plan, Forest Grove, OR
- » Lane County Parks Master Plan, Lane County, OR
- » Prineville Parks and Recreation Master Plan, Prineville, OR
- » Lake Oswego Park and Natural Areas System Plan, Lake Oswego, OR
- » Cannon Beach Forest Plan, Cannon Beach, OR
- » Washougal Parks Master Plan, Washougal, WA
- » Tukwila Park, Recreation, and Open Space Plan, Tukwila, WA
- » South Lake Tahoe Parks, Trails and Recreation Master Plan, South Lake Tahoe, CA
- » Morgan Hill Bike, Trails Park and Recreation Plan, Morgan Hill, CA
- » Big Bear Valley Ped, Bicycle, Equestrian Master Plan, Big Bear Lake, CA

AREAS OF EXPERTISE

- » Project Management
- » Park and Recreation Planning
- » Recreation Programming
- » Community Needs Assessment
- » Recreation Trends

EDUCATION

- » MA, Geography, (Teaching Fellowship), University of Oregon
- » BS, Geography (Honors Scholar), minors in Environmental Studies and English, James Madison University

REGISTRATIONS AND CERTIFICATIONS

- » NRPA Certified Park and Recreation Professional

PROFESSIONAL AFFILIATIONS

- » Texas Recreation and Park Society
- » National Recreation and Park Association

Cindy Mendoza, CPRP

STRATEGIC PLANNER, DIRECTOR OF PARKS + RECREATION

Cindy Mendoza's leadership and award-winning expertise in park and recreation planning is a catalyst for community livability across the nation. Her affinity for developing parks and programs began 35 years ago as a recreation leader and soccer coach for underserved kids in her community. Through this work, she saw firsthand the life-changing benefits of parks, programs, and natural areas to youth and their families. Clients and colleagues find Cindy to be a solution-oriented pragmatist, working collaboratively to strategize the right mix of programs, facilities, and policies to maximize resources and meet each community's unique needs. As a writer and facilitator, she brings together diverse perspectives, synthesizing outreach findings and technical data to articulate desired outcomes and support action. An authority in the field, she has published and spoken extensively at the state and national level on the evolution of parks and recreation and its contributions to community livability. As MIG's Director of Parks and Recreation, Cindy offers best practices and the capacity to make all communities thrive through people, parks, and programs.

SELECTED PROJECT EXPERIENCE

- » Albany Parks Master Plan Update, Albany, OR
- » Sherwood Parks and Rec Master Plan, Sherwood, OR
- » Lane County Parks Master Plan, Lane County, OR
- » Forest Grove Parks, Rec and Open Space Master Plan, Forest Grove, OR
- » Tualatin Parks and Rec Master Plan, Tualatin, OR
- » Murray City Parks and Rec Master Plan, Murray City, OR
- » Klamath Falls Parks Master Plan Update, Klamath Falls, OR
- » McMinnville Facilities and Rec Master Plan, McMinnville, OR
- » Grants Pass Comprehensive Park and Rec Master Plan, Grants Pass, OR
- » West Linn Parks, Recreation, and Open Space Plan, West Linn, OR
- » Tukwila Park, Recreation, and Open Space Plan, Tukwila, WA
- » Washougal Parks Master Plan, Washougal, WA
- » City of Gunnison Parks & Rec Master Plan, Gunnison, CO
- » South Lake Tahoe Parks, Trails and Recreation Master Plan, South Lake Tahoe, CA

AREAS OF EXPERTISE

- » Park and Recreation Planning
- » Decision Making Tools
- » Partnership Strategies
- » Funding
- » Technology
- » Public Involvement and Facilitation
- » Community Outreach

EDUCATION

- » BBA, Urban Geography joint major, Simon Fraser University, Burnaby, British Columbia

PRESENTATIONS

- » Out'Reach: Beyond the Usual Limits of Engagement, NRPA 2015
- » Go Big or Go Home! Creating Successful Destination Venues, NRPA 2013, 2014
- » Reinvigorating the Mature Park and Recreation System, NRPA 2013, 2014
- » Why Can't We Play Here? and ¼ Mile to What and Where?, NRPA 2012

Ryan Mottau**PLANNER AND DIGITAL OUTREACH SPECIALIST**

Ryan Mottau is a national expert in recreation and public facility planning who has prepared system plans that develop and improve park, trail, recreation, and education facilities for communities around the country. The potential of parks and recreation to enhance urban livability drew Ryan to this area of specialization. The emerging consensus about parks, recreation, and natural spaces as important contributors to urban economics, environmental impacts, and physical and mental health pushes him forward. He creatively adapts and applies community engagement and data collection tools—such as online platforms that increase turnout and broaden outreach—to test community priorities, evaluate park and recreation services, and gather valuable input for action-oriented decision making. As a project manager, Ryan combines his extensive content knowledge—drawing upon 18 years of project experience and continuous tracking of national and international trends—with skillful process design, facilitation, and analysis to ensure that communities develop politically and financially feasible implementation plans.

SELECTED PROJECT EXPERIENCE

- » Albany Parks Master Plan Update, Albany, OR
- » Estacada Parks Master Plan Update, Estacada, OR
- » Tigard Parks System Master Plan, Tigard, OR
- » Hood River Valley Parks System Development, Hood River, OR
- » Tualatin Parks and Rec Master Plan, Tualatin, OR
- » Clackamas County Parks Wildfire Management, Clackamas County, OR
- » City of Sherwood Parks and Rec Master Plan, Sherwood, OR
- » Camas Comprehensive Park and Rec Plan Update, Camas, OR
- » City of Hillsboro Open Space Req. Best Practices, Hillsboro, OR
- » Lake Oswego Park and Natural Areas System Plan, Lake Oswego, OR
- » Klamath Falls Parks Master Plan Update, Klamath Falls, OR
- » Forest Grove Parks, Rec and Open Space Master Plan, Forest Grove, OR
- » Bend Park and Recreation District Comprehensive Plan, Bend, OR
- » Columbia Gorge Recreation Assessment, Oregon State Parks and Recreation
- » City of Ellensburg Park and Recreation Master Plan Update, Ellensburg, WA
- » Butte Parks and Rec Plan, Butte, MT
- » Blue Lake Park Master Plan Update, Blue Lake, CA

AREAS OF EXPERTISE

- » Cultural Preservation
- » Landscape Architecture
- » Park Master Planning and Design
- » Urban Design

EDUCATION

- » MLA, University of California, Berkeley
- » MCP, University of California, Berkeley
- » BS, Foreign Service, Georgetown University

REGISTRATIONS

- » Landscape Architect, Oregon #0955

PROFESSIONAL AFFILIATIONS

- » Member, American Society of Landscape Architects
- » Vice President of Member Services, Oregon Chapter of ASLA (2015-2017)

Rachel Edmonds, PLA, ASLA

LANDSCAPE ARCHITECT

Rachel Edmonds has ten years of experience as a landscape architect and project manager working on projects in the Pacific Northwest, Alaska, Hawaii, and Northern California. Her experience includes all aspects of cultural landscape report (CLR) development for a very diverse set of project sites including, but not limited to, Yosemite Lodge Historic District, The Park Road Historic District at Denali National Park and Preserve, the White Pass Unit of the Klondike Gold Rush National Historical Park; Point Reyes Light Station and Lifeboat Station. At garden-based project sites, Rachel has worked on CLRs for Lord and Schryver's Gaeity Hollow home garden and Washington Place, the final residence of Queen Lili'uokalani of Hawaii. Beyond CLRs, Rachel has provided site and accessibility design for sites of historical and cultural significance, including Portland's South Park Blocks, Point Reyes Light Station, Oliver Kelley Farm, Minidoka National Historic Site, and the historic apple orchard at Curry Village in Yosemite National Park. These projects demonstrate Rachel's ability to work at a range of scales, from large to small, garden to national park, and with different degrees of community/client involvement, site constraints, and technical/design complexity.

SELECTED PROJECT EXPERIENCE

- » Albany Parks Master Plan Update, Albany, OR
- » Tualatin Parks and Rec Master Plan, Tualatin, OR
- » Forest Grove Parks, Rec and Open Space Master Plan, Forest Grove, OR
- » Tigard Parks System Master Plan, Tigard, OR
- » Bend Park and Recreation District Comprehensive Plan, Bend, OR
- » Cannon Beach Forest Plan, Cannon Beach, OR
- » Nadaka Nature Park and Garden, Portland, OR
- » Luscher Field Parking & Circulation Study, Lake Oswego, OR
- » Lake Oswego Park and Natural Areas System Plan, Lake Oswego, OR
- » New Columbia Bike Skills Park, Portland, OR
- » Juniper Hills Park Grant Application Support, Madras, OR
- » Bush's Pasture Park Cultural Landscape Master Plan, Salem, OR
- » Reedsport Waterfront & Downtown Plan, Reedsport, OR
- » Oregon Department of Forestry State Forester's Building Restoration, Columbia City, OR
- » Big Bear Valley Ped, Bicycle, Equestrian Master Plan, Big Bear Lake, CA

Creativity

Philomath has a six-month timeframe to complete the Parks and Trails Master Plan; a relatively quick timeframe that includes several major holidays. We propose an efficient three-phased process designed to identify the strengths and weakness of the existing park and recreation system, evaluate needs and opportunities for improvement, and build community support for implementation:

- Phase 1: System Assessment
- Phase 2: Needs and Opportunities Evaluation
- Phase 3: Action Planning and Adoption

The Ten Year Growth Plan must be grounded in community priorities and operational realities, so this Master Plan requires a strong community engagement strategy matched by in-field park assessments—carried out in a cost efficient way in the midst of COVID-19 restrictions. Throughout the process, we will involve **residents, partners, and key stakeholders** in determining future priorities and involve the **Parks Advisory Board and Council** in identifying future directions for City investment and the provision of park and recreation services.

For each phase, we identify key steps and timing. The preliminary schedule that follows shows how we would complete this project by April 30, 2021. This approach is intended to be a baseline work plan to address the scope elements identified in the RFP, with the potential to add public engagement opportunities and additional analysis if budget and timeline allow.

Phase 1: System Assessment

In Phase 1, MIG will kick off the project through a project initiation meeting that confirms the project schedule, public engagement activities and key deliverables. Building from existing information, MIG will inventory and evaluate the assets that contribute to the park and recreation system. By mapping these characteristics, we will provide an illustrated view of conditions to help base decisions in later phases. MIG will map parks, trails and recreation facilities, looking geographically at the opportunities and constraints of the park and recreation system. We will facilitate a discussion with the PAB to identify the strengths, weaknesses, opportunities, and challenges the Master Plan should address. This information will be incorporated into an overview of the current state of Philomath's parks and recreation system and operations.

Key Steps:

- Initiate the project
- Develop a base map
- Prepare an inventory of existing parks, trails, schools and recreation facilities and amenities
- Conduct site visits to assess the condition and capacity of parks and facilities
- Conduct a demographic and recreation trends analysis
- Identify the baseline level of service
- Meet with the Parks Advisory Board

Timeline: 6 weeks (Target completion: Nov 30, 2020)

Phase 2: Needs and Opportunities Evaluation

In Phase 2, MIG will evaluate needs and opportunities. An online survey will cast a wide net, providing an opportunity for everyone to provide input. Targeted focus groups and interviews will provide opportunities for key user groups, demographic groups, and partners to provide detailed feedback on needs. Outreach and technical findings together will be used to define a new level of service (LOS) for parks, facilities, trails, and services. Summarized as an attractive, easy-to-read brief, the needs assessment will identify current deficiencies as well as opportunities to meet existing and future needs.

Key Steps:

- Conduct focus groups and interviews
- Design and implement an online survey to get community input into needs and priorities
- Identify needs and opportunities for park land, recreation facilities and trails
- Identify needs related to growth
- Meet with the Parks Advisory Board
- Meet with City Council

Timeline: 10 weeks (Target completion: Feb 12, 2021)

Phase 3: Action Planning and Adoption

In Phase 3, MIG will work with the City to develop the strategic framework of vision, mission and goals. These will be supported by systemwide policies that provide guidance on maintenance, management and funding for parks and recreation services. MIG will also develop a 10-Year CIP that identifies park and trail projects, natural area enhancements, new facilities and projects that address growth needs.

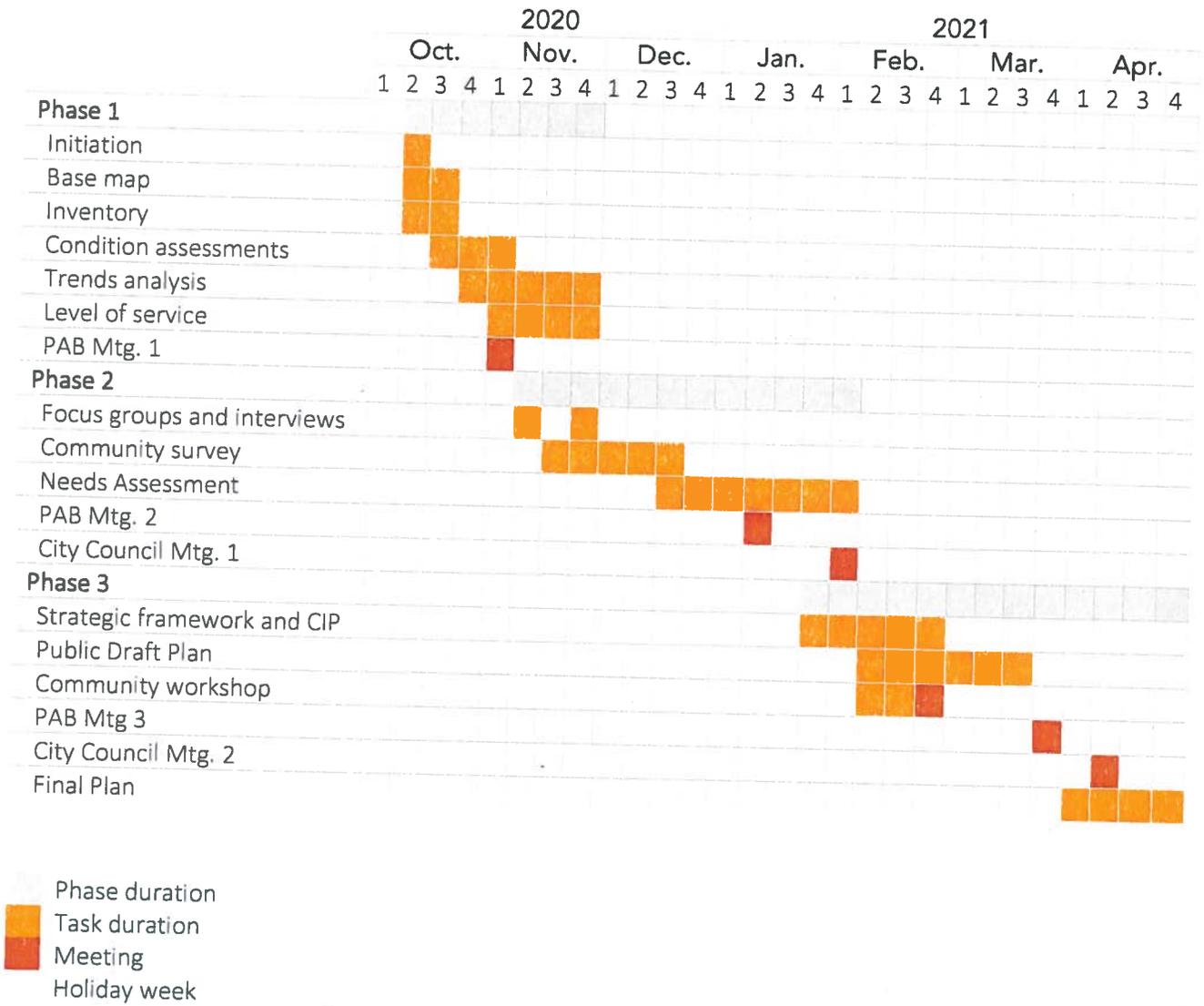
Incorporating information from previous phases, MIG will create a Public Review Draft Plan, formatted as an attractive, graphic, easily readable document providing strategic and practical guidance for the future. The document will highlight community outreach findings and appropriate technical materials, providing details in appendices to serve as a useful tool for annual capital improvement planning and recreation service decision-making. This Plan will be presented at a community workshop, during which funding priorities will be tested. The adoption process will include PAB and City Council review, culminating in plan adoption in April 2021.

Key Steps:

- Prepare strategic framework, policies and CIP
- Develop a Public Review Draft Plan
- Conduct a community workshop
- Meet with the Parks Advisory Board
- Meet with City Council
- Finalize the Plan

Timeline: 12 weeks (Target completion: Apr 30, 2021)

Preliminary Schedule





Qualifications

City of Philomath Parks & Trails Master Plan



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TECHNIX

PO Box 12736 - Portland, OR 97212
conservationtechnix.com
503.989.9345



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7 October 2020

City of Philomath
Attn: Chris Workman, City Manager
980 Applegate Street
Philomath, OR 97370

RE: Letter of Interest for the City of Philomath Parks & Trails Master Plan

Dear Mr. Workman and members of the Selection Committee:

Conservation Technix is pleased to submit our team's qualifications in response to your solicitation. With **special focus and significant expertise** in park and recreation planning, Conservation Technix is a well-qualified choice to assist the City of Philomath in preparing an updated Parks and Trails Master Plan. With over 20 years of experience in community-based planning, facilitation and project management, the firm provides a creative, solutions-oriented approach to projects and excels at integrating long-range planning, implementation strategies and fiscal analysis into our work.

Corporate Information:

Conservation Technix Inc
Federal EIN: 20-4481835
OR BIN: 1276177-2

Authorized Representative & Lead Contact:

Stephen Duh, Principal
PO Box 12736, Portland OR 97212
503-989-9345
steve@conservationtechnix.com

Our team is distinguished in many ways:

- Our team has **extensive experience with community-based, park and open space planning** and includes service-sector leaders in all aspects of the project. We have successfully completed parks, recreation and open space plans, needs assessments and strategic plans with municipalities across the western US. Our team includes Certified Park and Recreation Planners (CPRP), certified Planners and registered Landscape Architects experienced in municipal park planning and strategy.
- We **understand the needs and challenges of park and recreation service delivery** with significant hands-on experience and insight as former, public sector park agency staff. As such, the Conservation Technix team offers a **client-side perspective** on issues of communications, policy, funding and operational demands. Our staff have implemented multi-million dollar bond programs, established voter-approved park districts and managed park acquisition programs.
- We will be **very accessible** to the City and are well-grounded in park planning in Oregon. We successfully have completed recent, similar projects for Monmouth, Millersburg, Hood River, Creswell, North Plains and Happy Valley, among others.
- Our small size and talented staff offer **efficiency, economy and personalized attention**. We will be nimble, flexible and responsive and produce a plan uniquely suited to Philomath's needs.

This is an exciting and important endeavor for the City. We encourage you to contact our references and look forward to working with your community in support of a vital parks and trail system.

Sincerely,

Steve Duh, Principal



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- ▶ 14 years specializing in PROS planning and outreach
- ▶ National experience and focus working with growing jurisdictions
- ▶ Tools and tactics to engage the community, including online and virtual options
- ▶ Over 100 park system master plans completed since 2006

1. Project Team Overview

Introduction

Conservation Technix is excited about the opportunity to submit our qualifications for the Philomath Parks and Trails Master Plan and has organized an experienced, professional team with the **knowledge, expertise and capacity** to meet the timeline and challenges of this critical, community project. Our team brings the unique perspective as former municipal park planners, and as such, we understand the nuances related to policy development and public involvement and the need for **succinct, implementable and realistic** planning documents. The project team brings significant, direct public-sector experience to this project, including park and trail system planning, recreation and facility planning, and implementation strategy.

Our team is guided by the principle that the active use and conservation of open spaces promotes the environmental, social and economic vitality of communities. We see parks and recreation as an **essential and core building block** to community livability and as a means to **promote healthy lifestyles and economic vitality**. We are committed to a lively and rich community-based planning process that encourages broad resident input.

Our team will be **nimble, flexible and responsive**, while providing creative solutions built on recent public sector park experiences, and our team will be guided by significant principal and senior staff involvement throughout the duration of the project. Steve Duh, the firm's principal, will be the project manager and point of contact with Philomath. He will keep the team cohesive and well-directed, while facilitating for creative, strong ideas. Jean Akers, Senior Associate, will act as the alternate representative on the project.

The chart highlights the organization and primary roles of the team.



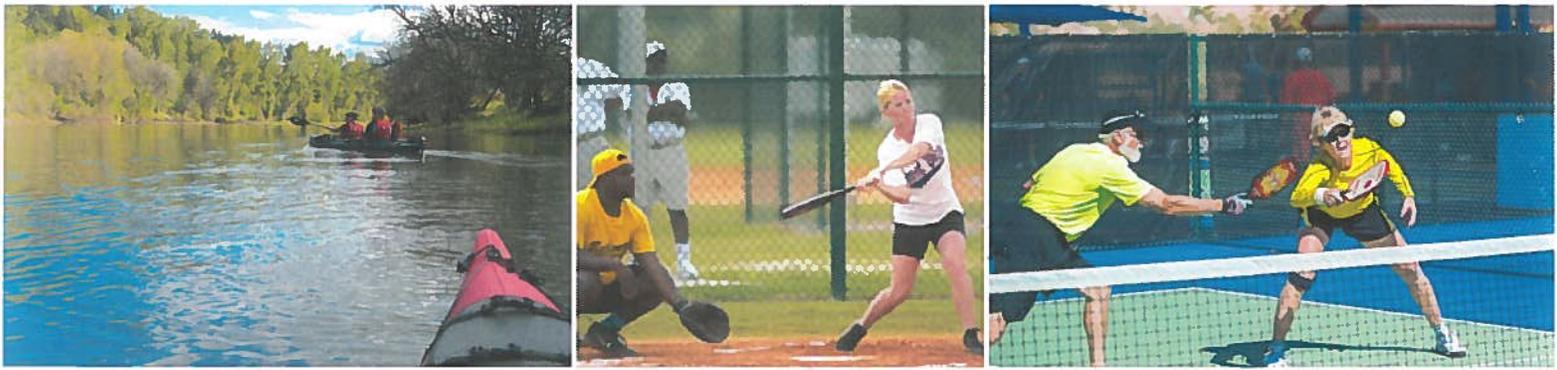
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Park & Recreation Planning, Outreach, Capital Planning, Policy & Project Coordination

Steve Duh, Principal-in-Charge

Jean Akers, AICP, PLA

Michelle Kunec-North, Associate
Project Support Staff



Core Competencies & Specialized Experience

This proposal will demonstrate that our team has the capacity and experience to engage the City on every aspect of park and recreation planning; **we are a full-service team**. Conservation Technix has led and managing over 40 community-based, parks planning projects in the past 5 years, and we have significant local experience.

- Park, trail & recreation system planning is our **core focus and specialty**.
- Our team has the **technical know-how** to facilitate a smooth and dynamic planning process.
- As **former public-sector planners**, we are a strong partner in facilitating public and advocacy group input.
- We offer **significant, specialized experience** and the capacity to work as an extension of staff and collaborate across multiple departments.
- We craft **actionable plans with clear strategy** and policy direction.

In addition to traditional parks and recreation master plans, Conservation Technix has developed plans that incorporate other aspects of **community livability** into our plans. These include in-depth trails plans with design standards, healthy community and active lifestyle approaches, arts and culture policies, funding strategies and clear implementation tools. We recognize the challenges related to financing improvements requested by the community, and we devote considerable energy to building a capital improvements plan that is both thoughtful and affordable, but also includes smaller projects to build momentum and that can utilize volunteers to grow future supporters.

Our team offers a tremendous depth of experience with **community engagement and public opinion surveys**, ranging from large public meeting presentations, to workshop-style open houses, to intimate stakeholder conversations. We also have capabilities for online engagement as an option for clients during the current health crisis and as a way to accommodate and hear from those who might not attend an in-person event. Our approach will help build a plan that focuses on more than just the programs and facilities that make up the parks system – it will frame parks and recreation in light of local economic, social and personal benefits.

Our team also offers a unique method of assessing service areas and system deficiencies. We utilize a network-based **walkshed gap analysis** that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities. Our approach to service standards is based on the local context, available landbase and the potential for opportunities to expand. We aim to offer **locally-appropriate and well-reasoned standards** built from staff and community guidance.

Lastly, our team includes **leaders in parks and recreation planning**, and we bring the unique experience as former public park agency staff. This is important because we understand from your perspective the challenges of growing a system, making projects pencil out and having the resources to maintain them. We have prepared park district feasibility studies that look at revenue potential and operational loads. We also have prepared detailed proformas for expansive park development programs that are built on realistic capital cost estimates, known and projected revenues and known and anticipated operating expenditures for growing park and recreation systems.

With every project, we strive to be **innovative, visionary and strategic**, while crafting an actionable plan that is also practical and functional. Our plans help clients take action and build partnerships.

There are no requirements of the RFP that our team cannot meet.

2. Team Qualifications

Firm Profile



Conservation Technix
PO Box 12736
Portland, OR 97212
Phone: 503-989-9345
conservationtechnix.com

Conservation Technix :: Primary Consultant

Since 2006, Conservation Technix has assisted local government and non-profit organizations in efforts to finance and conserve greenspaces through innovative solutions and dynamic strategy development and provides the following professional services:

- Comprehensive Park, Recreation and Open Space Planning
- Public Involvement & Facilitation
- Fiscal, Policy and Trend Analyses
- Urban Forestry Management Planning
- Conservation Strategy, Real Property Acquisition & Grant Writing

Conservation Technix specializes in developing comprehensive park system master plans that address park and recreation facilities, open space and trails, programs and services, maintenance, and future staffing and funding strategies. Through significant and relevant experience in public administration and management, Conservation Technix's staff have "on the ground" knowledge of plan implementation, marketing and finance strategy development, along with a keen understanding of the requisite integration of capital facility planning, budgeting and operations. Conservation Technix's approach to open space planning enables substantial public involvement and engenders guidance from policymakers to ensure an implementable plan adapted to specific community goals. At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects.

The firm is registered in Oregon and has recently worked on similar projects for Hood River, Monmouth, St. George, UT and Sante Fe, NM. All of our professional staff have experience as public sector park planners, with over 80 years of combined experience.

Key Staff Qualifications & Roles

Our team has the capacity and experience to engage the City on every aspect of park and recreation planning. Our team understands your needs from your perspective, and we can work closely with the City as an extension of staff to enable a smooth, efficient plan development and review process. All key personnel will be available throughout the duration of this project, and the chart summarizes team personnel and their roles.

		Roles						
		Park System Planning	Inventory & Assessment	Standards & LOS	Public Involvement	Needs Assessment	Capital Planning	Goals & Strategies
Key Project Staff								
Conservation Technix	Steve Duh, CPRP, PIC	L	s	L	L	s	s	L
	Jean Akers, PLA, AICP	L	L	s	s	L	L	s
	Michelle Kunec-North	s		s	s	L		s

NOTE: "L" refers to Lead staff person; "s" refers to support.

Steve is a Certified Parks & Recreation Professional and former arborist and has over 20 years experience in public sector and non-profit program management. His background includes urban and land use planning, park and natural resource planning, urban forestry, public involvement and facilitation, policy and budget development and financial and trend analyses. Steve's recent projects include managing the public involvement, land use planning and project management for the City of Tigard's \$17 million park bond program, along with a feasibility study for the establishment of a park and recreation district for the City of Corvallis and an update to that city's Trails Plan.

Prior to founding Conservation Technix, Steve was the senior parks planner and design section manager for the Vancouver-Clark Parks & Recreation Department. He authored and managed a study to enable the creation of a voter-approved metropolitan parks district and a \$40 million capital park construction program, oversaw capital financing programs, conducted impact fee rate and methodology revisions, developed policies and established several local partnerships.

REPRESENTATIVE PROJECTS

City of Sammamish Parks, Recreation & Open Space (PRO) Plan

Steve managed the Parks, Recreation & Open Space Plan for the City of Sammamish, which has experienced 73% growth in the past 16 years. The PRO Plan laid the foundation for strategic parkland acquisitions and trail corridor alignments, while also focusing on specific recommendations for enhancements to existing park facilities and recreation programming. The project entailed an in-depth public outreach program consisting of a mail survey, online engagement, community meetings, stakeholder discussions and meetings with Commissions and City Council.

- Parks, Recreation, Cultural & Human Services Plan; Maple Valley, WA
- Parks, Recreation, Arts & Trails Master Plan; St. George, UT
- Parks, Recreation Centers & Library Services Master Plan; Salinas, CA
- Citywide Parks Master Plan & Open Space Element for the General Plan; Monrovia, CA
- Regional Parks Assessment of The Intertwine (Portland Metro); Portland, OR
- Corvallis Park and Recreation District Feasibility Study; Corvallis, OR
- Las Cruces Parks and Recreation Master Plan; Las Cruces, NM
- Parks, Recreation & Open Space Plan; Covington, WA

EDUCATION

- Master's degree, Urban and Regional Planning; Portland State University
- Bachelor of Science, Environmental Science; SUNY College of Environmental Science & Forestry
- NRPA Rocky Mountain Revenue Management School

PROFESSIONAL HIGHLIGHTS

- Contributing Author: *Outdoor Recreation Planning*; Bass, John and Burns, Robert, editors. 2016
- Presenter: *Green Infrastructure: From Single Site to Region*; National Association of Recreation Resource Planners Conference; Portland 2010
- Presenter: *Metropolitan Park Districts in Washington*; Joint Washington and Oregon State Parks & Recreation Association Conference; Vancouver, WA 2006
- Design Manager/Park Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA, 2000-2006

AFFILIATIONS

- National Recreation and Parks Association
- Society of Outdoor Recreation Professionals (formerly NARRP)
- International Society of Arboriculture

Jean Akers is a registered, professional landscape architect and a certified planner with the American Institute of Certified Planners. With professional experiences that range from small-scale, site-specific landscape design to community and regional approaches for land conservation, development and use, Jean is able to work across multiple landscape scales with a diverse cross-section of stakeholders. She is very effective at leading the public participation process through her years as a college instructor, project manager, planner and public speaker.

While working for the Vancouver-Clark Parks and Recreation Department, she designed neighborhood and community parks, prepared master plans and feasibility studies for regional parks, and developed policies and best management practices while integrating GIS into park and trail planning and asset management. Jean managed a \$19 million park acquisition program and led a community-wide planning effort to explore the future of parks and recreation in Clark County as government revenues continued to fall short of expenses and funding support for the public park and recreation system steadily diminished.

Jean has considerable experience in municipal planning activities as both a private consultant and public planner, and she taught municipal planning as an instructor for the Pennsylvania Municipal Planner's Educational Institute, where her combined planning expertise and teaching experience assisted community leaders in growth management and community planning.

REPRESENTATIVE PROJECTS

- Thurston County Urban Forestry Management Plan; Olympia, WA
- Parks, Recreation Centers & Library Services Master Plan; Salinas, CA
- Bluffdale Parks, Trails, Recreation & Open Space Plan; Bluffdale, UT
- Liesure Services Plan; Medford, OR
- Parks & Recreation Master Plan; Las Cruces, NM
- Clark County Parks & Open Space Plan; Clark County, WA
- Parks, Arts, Recreation & Conservation Plan; Lynnwood, WA

EDUCATION

- Master of Science - Horticulture; Ohio State University
- Bachelor of Landscape Architecture; Temple University
- Bachelor of Agriculture; Ohio State University

PROFESSIONAL HIGHLIGHTS

- Contributing Author: Outdoor Recreation Planning; Bass, John and Burns, Robert, editors. 2016
- National Association of Recreation Resource Planners, 2010, presentation.
- American Planning Association Annual Meeting, 2004, presentation.
- Annual Symposium: New Directions in the American Landscape, 2002.
- Pennsylvania Parks & Recreation Society Annual Conference, 2002, presentation.
- American Society of Landscape Architects National Conference, 1998, 2001, published.
- Chief Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA. 2007-2011
- Professor; Conway School of Landscape Design; Conway, MA. 2002-2006

AFFILIATIONS

- Society of Outdoor Recreation Professionals; *Board Member*
- American Society of Landscape Architects; *Professional Landscape Architect*
- American Planning Association; *AICP*

Michelle Kunec-North

ASSOCIATE



Michelle has eleven years of experience as a professional planner working to increase opportunities for people to lead healthy, active lives. She has developed coordinated parks, open space, trail and other public facility plans for several Northwest cities, including capital improvement programs, available land assessments, short- and long-term acquisition strategies and revenue analysis. She enjoys facilitating conversations between agency staff, stakeholders and the public to identify priorities and develop strategies that balance multiple community objectives. Michelle has also participated in local and national collaborations to integrate health in public planning and has experience in Health Impact Assessments. Michelle also speaks Spanish and has used her language skills in a variety of meeting settings.

REPRESENTATIVE PROJECTS

The Portland Plan

Michelle co-lead development of the Portland Plan's Healthy Connected City Strategy to create complete, active and green communities. To develop this multi-agency strategy, she convened a technical advisory committee that included representatives from parks, transportation, health, environmental services, emergency management and planning agencies. The policies and action plan focus on coordinated land use, parks, green infrastructure, and multi-modal transportation investment and programs to advance health and livability and promote stewardship of public resources.

Vancouver-Clark Comprehensive Parks, Recreation & Open Space Plan

Michelle managed the development and adoption of the Vancouver-Clark Parks, Recreation & Open Space Plan - a 20-year plan for acquisition and management of a 7,000-acre park and trail system. The planning process included extensive stakeholder and public involvement, including focus groups, workshops and surveys, as well as inventory and trend analysis. Michelle oversaw capital facility plan development – including service standards, prioritization criteria, and funding strategies – for multiple jurisdictions with over \$20 million in combined annual expenditures.

- City of Monrovia Parks Master Plan; Monrovia, CA
- City of Delano Recreation Master Plan; Delano, CA
- City of Kirkland Parks, Recreation & Open Space Plan; Kirkland, WA
- City of Portland Infrastructure Condition & Capacity Assessment; Portland OR
- City of Creswell Parks Master Plan; Creswell, OR
- City of Maple Valley Parks, Recreation, Cultural & Human Services Plan; Maple Valley, WA

EDUCATION

- Master of Community and Regional Planning, University of Oregon
- Bachelor of Urban and Environmental Planning, University of Virginia
- Bachelor of Science, Environmental Science, University of Virginia

PROFESSIONAL HIGHLIGHTS

- Led Healthy Eating Active Living partnerships for the City of Portland with Multnomah County Health Department and health advocacy organizations
- Advisory committee member for projects including the Portland Bicycle Plan for 2030; Health Impact Assessment of Metro's Climate Smart Communities; Portland Climate Adaptation Plan; and Multnomah County Community Health Assessment
- Policy Analyst/Planner; Bureau of Planning and Sustainability, Portland, OR, 2008-2013
- Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA, 2005-2008

AFFILIATIONS

- Northwest Trail Alliance, volunteer grant writer
- International Mountain Biking Association

3. Project Experience

Parks, Recreation & Open Space Planning

Our team is committed to utilizing our full range of experience for the Philomath Parks and Trails Master Plan. Having worked with numerous mid-sized and growing jurisdictions, we recognize the unique needs and constraints regarding municipal park service delivery, and we offer pragmatic, forward-looking and creative solutions to support growing park and recreation departments and legacy facilities. We have a deep working knowledge of national park planning trends, along with a thorough understanding of financing options. Additionally, we have the capability to produce rendered drawings and exhibits and to work with CAD and GIS.

We have recently completed, or are working on, similar projects for a number of agencies, including Hood River Valley Park and Recreation District, Happy Valley, North Plains, Clark County, and St. George, UT. The following summaries highlight the variety and complexity of public agency projects undertaken by team members.

Conservation Technix has worked on over a 100 parks and open space planning projects since 2006. The list below represents the park master plans we have prepared for local government clients over the past five years.

2020	City of Mountlake Terrace, WA	Recreation, Parks & Open Space Plan
	Clark County, WA	Countywide Parks, Recreation & Open Space Plan
	City of Gladstone, OR	Gladstone Nature Park Site Master Plan
	City of Happy Valley, OR	Community Center Feasibility Study
	City of Ridgefield, WA	Trail System Map Brochure & Signage
	City of Dinuba, CA	Parks & Recreation Master Plan
2019	City of Mercer Island	Parks, Recreation & Open Space Plan
	King Conservation District (WA)	Mercer Island Urban Forestry Plan Public Engagement
	City of Monmouth, OR	Citywide Parks Master Plan
	Key Peninsula Parks District (WA)	District Comprehensive Parks & Recreation Plan
	City of Bothell, WA	Parks, Recreation & Open Space Plan
	City of Maple Valley, WA	Parks, Recreation, Arts & Open Space Plan
	City of Tacoma, WA	Urban Forestry Management Plan Public Engagement
	City of Ridgefield, WA	Parks, Recreation & Open Space Plan
City of Milton Freewater, OR	Citywide Parks Master Plan	
2018	North Clackamas Park & Rec District	CIP Update (sub to FCS Group)
	City of North Plains, OR	Citywide Parks Master Plan
	Hood River Park & Rec District	Multi-Jurisdictional Parks & Recreation Master Plan
	City of Happy Valley, OR	Pleasant Valley/North Carver Comprehensive Plan (sub to APG)
	City of St George, UT	Parks, Recreation, Arts & Trails Master Plan
	City of Hillsboro, OR	Recreation Program Visioning
	Clark County, WA	Heritage Farm Public Engagement
	City of Millersburg, OR	Citywide Parks Master Plan



2017	Santa Fe, NM	Citywide Parks & Recreation Master Plan (sub to Sites SW)
	PenMet Parks District, Gig Harbor, WA	District Comprehensive Parks & Recreation Plan
	City of Sammamish, WA	Parks, Recreation & Open Space Plan
	City of Ridgefield, WA	Parks CIP & Park Impact Fee Update
	Maricopa Co., CA	River Trail Implementation Strategies (sub to Sierra Designs Inc)
	Happy Valley	Parks, Recreation & Open Space Plan (sub to FCS Group)
	City of Creswell, OR	Parks & Recreation Master Plan
	City of Central Point, OR	Parks & Recreation Comp Plan Element
	Columbia Land Trust	Washougal graphics
	City of Wood Village, OR	Parks & Recreation Plan Update
2016	City of Central Point, OR	Citywide Parks & Recreation Master Plan
	Clark County, WA	Camp Hope Master Plan
	City of Medford, OR	ADA Transition Plan
	Si View Metropolitan Park District (WA)	Park District Comprehensive Plan
	Clark County, WA	Lacamas Trail Study
	Clark County, WA	Park Impact Fee Update
	City of Port Orford, OR	Citywide Parks Master Plan
	City of Gladstone, OR	Citywide Parks Master Plan
	City of Monrovia, CA	Citywide Parks Master Plan
	City of Redmond, OR	Citywide Parks Master Plan
	City of Salinas, CA	Parks, Recreation Centers & Library Service Master Plan

Creswell Citywide Parks Master Plan – Creswell, OR

Creswell is a small community of just over 5,000 residents and growing suburb south of Eugene. Conservation Technix led a public process to prepare the city’s first comprehensive, citywide Parks Master Plan. The project entailed the physical evaluation of park and recreation facilities and the development of an in-depth community needs assessment drawing from demographics, population forecasts, recreational trends and community feedback. A rich community engagement process grounded the formulation of the plan. The public involvement process included an online survey, open house meetings and a series of stakeholder discussions. The Plan analyzed the existing levels of service, updated the City’s service standards and offered a unique approach to park gap analysis through street-based walksheds. Specific acquisition target areas were identified to help fill known and projected gaps in the system and prioritized to balance with available funding. The final plan document was designed to be similar to a magazine spread - heavily graphic and readable.



“Conservation Technix was a good choice for the City of Creswell. Steve was very patient and helpful and guided city staff, committee members, the public and our elected officials to a very useful final document. The Creswell Parks and Open Space Master Plan is easy to read, attractive and informative. Steve kept the project on track and it was completed in a timely manner”

- Michelle Amberg, City of Creswell

Ridgefield Parks and Recreation Comprehensive Plan & Park Impact Fee Update – Ridgefield, WA



Conservation Technix led the six-year update to the City of Ridgefield’s Parks and Recreation Comprehensive Plan and park impact fee rates. The project included grassroots public outreach campaign for this small city of 8,900, which involved community event ‘pop-ups’ and a public meeting in the downtown park. Interviews were conducted with key stakeholders, including representatives from school district, local port authority, US Fish & Wildlife staff and youth sport league organizations. The planning effort focused on ways to expand opportunities with community partners and engendered strong ownership from the Parks Board, along with approval by City Council. Conservation Technix also updated the Park Impact Fee rates building off the approved capital project list.

Hood River Valley Multi-Jurisdictional Parks, Recreation & Open Space Plan – Hood River, OR



Conservation Technix led the development of a unique multi-jurisdictional plan serving the Hood River Valley Parks and Recreation District, the City of Hood River and Hood River County. The Plan is a ten-year guide and strategic plan for managing and enhancing park and recreation services for these three core providers, plus services offered by the Port of Hood River and the Hood River School District. The Multi-Jurisdictional Plan creates a vision for an innovative, inclusive and interconnected system of parks, trails and open spaces that promotes outdoor recreation, health and environmental conservation as integral elements of a livable community. The Plan also proposes updates to service standards for parks and trails and addressed goals, objectives and other management considerations for each partnering agency.

Project Highlights

- Facilitated a Technical Advisory Team composed on staff from the city, county, park district, port, school district and several conservation organizations
- Wide-ranging public involvement including a series of stakeholder group discussions, individual stakeholder interviews, public open house meeting, tabling at community events and online engagement
- Prepared park and trail walkshed maps to illustrate physical access to the park, trail and open space system
- Prepared a conditions assessment matrix to guide the preparation of the capital improvement plans for each agency

Medford Leisure Services Plan & SDC Methodology Update – Medford, OR



Conservation Technix prepared a major update to the City’s Leisure Services Plan, which serves as a ten-year strategic plan for managing and enhancing park, trail and recreation services in Medford. As Southern Oregon’s largest provider of recreation services, Medford’s Parks and Recreation Department is CAPRA accredited and manages over 2,500 acres of public parkland and recreation facilities and coordinates over 300 programs, services and events each year. The Leisure Services Plan reinforces the City’s vision for its park and recreation system and addresses departmental goals, objectives and other management considerations toward the continuation of high-quality recreation opportunities.

As Medford prepares for continued growth tied to the planned expansion of its urban growth boundary, new investments in parks, trails and recreation services were recommended to meet the needs of the community, support youth development, provide options for residents to lead healthy, active lives and foster greater social and community connections. The 10-year Capital Facilities Plan identified approximately \$44 million of investment in acquisition, development and renovation of the parks system over the next ten years and identified additional investment priorities for the future.

“Steve and his staff developed a comprehensive plan that is easy to read and follow. We have also appreciated the open dialog with Conservation Technix in order to create a plan that represents our community’s needs and level of services based from citizen’s input. The plan is not developed based off of national standards, but what is real and achievable.”

- Brian Sjothun, City of Medford

Happy Valley Parks & Recreation Master Plan & SDC Rate Update – Happy Valley, OR

Conservation Technix prepared a new citywide Parks Master Plan and Parks SDC update for Happy Valley, one of the fastest growing communities in the Portland region. This fast-paced project included an intensive engagement effort to connect with residents. The core issues for the master plan involved ways to address service delivery in the newly developed areas, strategizing for system-wide infrastructure upgrades and expanding the parkland footprint to fill crucial gaps. The Plan analyzed the existing levels of service for various facility types and updated the City’s service standards. The PROS Plan established a 10-year capital plan and an operations and maintenance proforma to assess the on-going maintenance demands of the system.

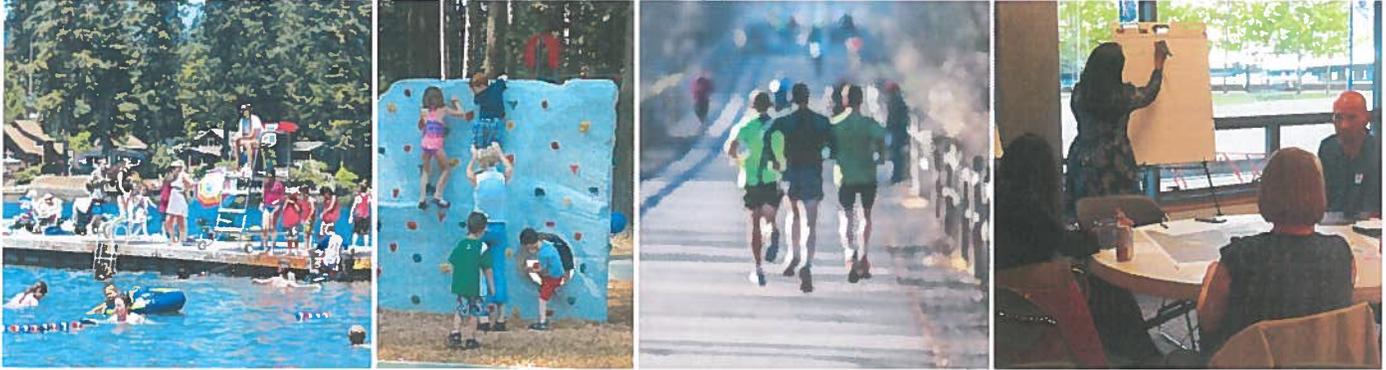
Project Highlights

- Online engagement, plus pop-up tabling at local grocery stores and events
- 10-year capital plan with specific funding alternatives and included an operations and maintenance proforma
- Updated service standards by park type and sport field configuration

“Conservation Technix worked with the City of Happy Valley to draft a Park Recreation and Open Spaces Plan for our community. The timeline established for this effort was extremely condensed as a result of a pending district withdrawal. Given this scenario, Steve Duh took control and provided a clear path for completing the project on the timeline identified. Steve expertly managed a series of meeting/open houses that provided a discernible master plan for both committee’s and community members. Steve is now working with our community on additional park planning efforts and will continue to be an integral part of our parks team into the future.”

- Chris Randall, City of Happy Valley

Sammamish Parks, Recreation & Open Space (PROS) Plan – Sammamish, WA



Conservation Technix managed the Parks, Recreation & Open Space (PROS) Plan for the City of Sammamish, which has experienced significant growth in the past 10 years and operates a young parks department responsible for several legacy (former county-owned) parks. The project included a complete inventory of the City’s parks, natural areas, trails and facilities, along with the development of an integrated trail network plan. A robust public outreach program was initiated to include several open house meetings, pop-up meetings, and stakeholder interviews. Small focus group discussions were held with local stakeholders that included sport interests, teens, recreation program users and economic development interests.

“Conservation Technix exceeded our expectations, and I would highly recommend this firm for any work related to parks and recreation policy development, community engagement, project management and acquisitions. This plan update took more than a year and every benchmark deadline was made, quality deliverables were always on time and the project easily finished on budget.”

- Angie Feser, P&R Director

Project Highlights

- Random-sample phone survey to assess recreational needs, preferences and priorities
- Supplemental online survey to expand community outreach
- Recreation program assessment to explore core services and partner opportunities
- Demand and need analysis, including current and project levels of service and service standards review

Corvallis Recreational Trails Plan – Corvallis, OR

Guided by community feedback and an engaged group of key stakeholders, the Corvallis Recreational Trails Plan advances the policies and direction set forth in past planning efforts and builds upon a strong foundation of public planning to articulate a vision for a citywide trail system. The Plan will be a reference guide to ensure that recreational trails are appropriately incorporated into the planned growth of Corvallis and that new development accommodates the vision and framework of the trail system in a logical and seamless manner. The Plan remains true to the recurring goals and values of past efforts, such as maintaining a vibrant health and recreation network, a flexible transportation system, a strong local economy and environmental sustainability. Conservation Technix led the development of the Plan, which focuses on a review of existing trails service standards, strategic goals and priorities and design standards. It will be instrumental in better defining trail types, design standards and how to apply the standards, as well as address the role of recreational trails in proximity to natural features.





4. References

City of Monmouth

Suzanne Dufner, Community Development Director
503-751-0147; sdufner@ci.monmouth.or.us
151 Main Street W., Monmouth, OR 97361

Project: Parks & Recreation Master Plan
Cost: \$29,965
Work Period: February 2019 - April 2020 (15 months)
Role: Prime Consultant

Conservation Technix led the Parks & Recreation Master Plan, along with park concept designs for three parks for the city

City of Happy Valley

Chris Randall, Director, Public Works
503-783-3842; chrisr@happyvalleyor.gov
16000 SE Misty Drive, Happy Valley, OR 97086

Project: Parks & Recreation Master Plan
Cost: \$67,250
Work Period: June 2017 - December 2017 (7 months)
Role: Prime Consultant

Conservation Technix led a team to prepare the city's first Parks & Recreation Master Plan

City of Medford

Brian Sjothun, City Manager (fmr Parks & Recreation Director)
541-774-2400; Brian.Sjothun@ci.medford.or.us
701 N. Columbus Avenue, Medford, OR 97501

Project: Leisure Services Plan & SDC Rate Update
Cost: \$72,500
Work Period: August 2015 - September 2016 (14 months)
Role: Prime Consultant

Conservation Technix led Medford's update to their Leisure Services Plan, which addressed UGB expansion, service standards and a park and trail gap analysis

City of Bothell

Tracey Perkosky, (former) Parks Planning & Grants Manager
253-884-9240; tracey@keypenparks.com
18415 101st Avenue NE, Bothell, WA 98011

Project: Parks, Recreation & Open Space Plan
Cost: \$74,600
Work Period: March 2019 - February 2020 (11 months)
Role: Prime Consultant

Conservation Technix led a team to prepare an updated Parks, Recreation & Open Space Plan for the City of Bothell

City of Creswell

Michelle Amberg, City Manager
541-895-2531; mdamberg@creswell-or.us
13 South 1st Street, Creswell, OR 97426

Project: Citywide Parks Master Plan
Cost: \$36,565
Work Period: January 2018 - November 2018 (11 months)
Role: Prime Consultant

Conservation Technix prepared the city's first Parks Master Plan

City of Ridgefield

Bryan Kast, Director, Public Works
360-887-8251; bryan.kast@ci.ridgefield.wa.us
230 Pioneer St. Ridgefield, WA 98642

Project: Parks, Recreation & Open Space Plan
Cost: \$29,125
Work Period: April 2019 - March 2020 (12 months)
Role: Prime Consultant

Conservation Technix managed the Parks, Recreation & Open Space (PROS) Plan for the City of Ridgefield, including an update to the City's Park Impact Fee program

City of Corvallis

Karen Emery, Director, Parks & Recreation
541-766-6918; karen.emery@corvallisoregon.gov
1310 SW Avery Drive, Corvallis, OR 97333

Project: Corvallis Recreational Trails Plan
Cost: \$28,275
Work Period: October 2012 - July 2013 (10 months)
Role: Prime Consultant

Conservation Technix prepared a citywide Trails Master Plan in conjunction with a parallel update to its park system plan

City of Sammamish

Angie Feser, (former) Director, Parks & Recreation
206-556-1110; angie.feser@edmondswa.gov
801 228th Ave SE, Sammamish, WA 98075

Project: Parks, Recreation & Open Space Plan
Cost: \$74,500
Work Period: February 2017 - February 2018 (13 months)
Role: Prime Consultant

Conservation Technix managed the Parks, Recreation & Open Space (PROS) Plan for the City of Sammamish

5. Project Management

Project Management & Team Coordination

Conservation Technix has developed a solid foundation of interdisciplinary expertise to provide the most reliable and responsive services possible to our clients. One key advantage is our size and efficiency. As a small, independent firm, we can quickly and directly respond to your requests and provide consistency in communications. We do not over-commit on multiple projects, and by focusing on our core expertise, we effectively manage our workload and maintain availability for new assignments.

Conservation Technix is committed to clear, consistent and timely communication with City staff and the project team. We will hold periodic project coordination meetings with staff to review and discuss work products, prepare for community outreach, refine objectives and develop plan implementation strategies. We also understand that our public sector clients value continuity, so we make a conscientious effort to maintaining the same assigned team members throughout the duration of a project. By providing the City with a consistent workforce, we enhance our relationship with you and will be able to quickly and efficiently address any issues or concerns that may arise.

Our approach to team development for this project is built around the following:

- Each project is unique & each project team is unique.
- The strongest firms are deliberately selected to meet the needs of the specific project scope.
- We are not re-hashing the same project team for different projects.
- Our professional team is focused on Philomath's needs and has local insights and regional experience.
- Our strong project management skills will keep the team cohesive and focused and create a strong synergy for new ideas, design solutions and policy options for the City to consider.

Customer Service & Quality Control

At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects and programs. Our aim is to provide high quality, good value and consistent services to our clients - seeking to provide our services in a timely manner that meets client expectations and needs. We work under the following tenets:

- We encourage customer feedback - whether positive or negative. We listen to client feedback about our services and deliverables and proactively seek to redress any issues or concerns.
- Our staff can respond quickly to changing needs and circumstances of clients, and do so with tight team integration and coordination.
- Senior management is fully and visibly engaged in client communications, service delivery and quality control - allowing us to monitor customer service on a regular and consistent basis.

All of our professional staff are former public sector employees, and as such, we have a unique and special understanding for the role of residents and local stakeholders to a project of this nature and extend the highest quality customer service and respect to them. We understand that our performance can be viewed as an extension of the City, and this is why we place such importance on frequent communications with staff and for pre-planning and strategy sessions in advance of public meetings, events or other activities in the public realm.



6. Project Approach & Scope of Work

Project Understanding

This project entails the development of a Parks & Trails Master Plan, built on significant community outreach along with review and approval by City Council. The Plan will provide a framework for decision-making to guide the planning, development and maintenance of Philomath's park and recreation amenities over a 10-year time horizon. The major objectives are to:

- Engage local residents and community partners through meaningful public outreach to inform plan development;
- Update the park system inventory and conduct a conditions assessment of parks and facilities to guide the development of a systemwide needs assessment;
- Examine and analyze services and standards, including levels of service, recreation amenities and maintenance and operations needs in relation to funding scenarios and the City's demographics;
- Compose germane goals and strategies to enhance service delivery and respond to local needs; and
- Develop a concise, adaptive and actionable plan with clear implementation strategies.

At its core, the Parks & Trails Master Plan is about engaging the community and listening. Our team strongly believes that public involvement is crucial to the success of this project. Specifically, we will work with staff to define a comprehensive public participation program, and we will offer an inclusive engagement program to connect with residents and stakeholders to validate the goals and strategies of the Plan. The public involvement program also must be practical and guide our work with the City to translate the community's vision into a plan that is both bold and implementable. Our team will embrace and incorporate staff and public input to deliver a Plan that is relevant and specific to the needs of City residents.

Preliminary Scope of Work

The following pages detail our team's approach to the scope of work requested in the RFP. While variations toward the overall project may exist, we are confident that the scope we have outlined will serve Philomath well and result in a strong Plan built from an engaged public. However, our team is open and willing to discuss amendments to the scope to better align with your needs, resources and priorities for specific work tasks.

Task 1: Project Initiation & Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall objectives and milestones for the project
- Discuss community interests and issues and identify key community partners
- Define a communication and public outreach plan to include team and staff roles

Hold periodic project coordination meetings, in-person or via phone conference, with City staff to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies.

Task 2: Existing Conditions & Baseline Analyses

Task 2.1. Review of Existing Plans & Studies

Review and analyze all pertinent, existing city-wide planning materials, including the General Plan, previous Parks Master Plan, Comprehensive Plan, Strategic Plan, Transportation Plan, budget and other relevant studies.

Task 2.2. Demographics, Trends & Profile

Compile relevant community statistics and data to include Census figures, PSU Population Research Center projections, Philomath's growth projections, among others, to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Oregon SCORP, to develop a trend assessment uniquely-focused toward the City's demographics and facility offerings.

Task 2.3. Base Mapping & Spatial Analysis

Utilize GIS to analyze the parks, trail and recreation system against distribution, proximity and accessibility criteria and identify potential shared uses or multiple uses of public lands for recreation. Our team has strong skills in GIS, and we offer a unique method of assessing service areas and system deficiencies. We utilize a network-based watershed gap analysis that can illustrate areas of the city with optimal parkland and trail access, as well as highlight areas underserved by parks, trails and recreation facilities.

Task 2.4. Park & Facility Inventory & Assessment

Expanding upon existing City documentation, conduct a physical assessment of parks, athletic fields, trails and recreational amenities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable management. Assess and rate the conditions of amenities and identify existing deficiencies. Meet with operations staff to discuss facility needs, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Prepare a Conditions Assessment summary report to rate assets and inform cost estimating and capital planning.



We will prepare a parkland and facility summary and categorize the conditions, constraints and potential operational enhancements of the parks, trails and recreation system.

Task 3: Community Engagement

We will design and conduct a **transparent, community-based planning process** that allows Philomath community members to provide ideas and comments to inform the development of the Parks & Trails Master Plan. To the extent that COVID-19 limits our ability to conduct outreach in person, we will be prepared to implement virtual and socially-distant methods of stakeholder engagement throughout the project.

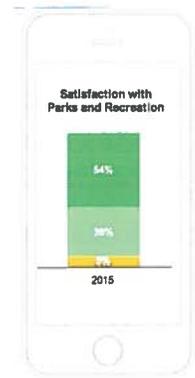
We will work collaboratively with the City to more fully refine the scope of work and budget for the public involvement components of the project after contract award to ensure our level of effort aligns with the City's budget requirements. Our overall goal is to ensure a successful project for the City.

Task 3.1. Park Advisory Board Meetings

Meet with the Park Advisory Board as a unique stakeholder at the onset of the project. The initial session will focus discussions toward visioning, challenges, opportunities and potential partnerships. We will meet with the Board two additional times for progress updates and guidance, in addition to one session to review and discuss the draft Parks & Trails Master Plan.

Task 3.2. Community Survey

Working closely with staff, we will design and implement a mixed sample mail- and online-based survey to identify general community sentiment and preferences, needs, demand and the general use of parks and recreation facilities and to inform and guide the direction and development of the Plan. The survey will be prepared for mail distribution. We propose a 100% sample of the approximately 1,800 households for the mail survey, with reminder postcards to follow. The aim is to have at least 300 surveys completed by resident households. In addition, we will prepare an online version of the same survey for the general public and segregate the datasets. We will compile and analyze the data and prepare summary findings as a technical memorandum to highlight key subgroup responses (age, gender, etc.) and core attitudes toward recreation issues.



Task 3.3. Stakeholder Interviews

Conduct one small group discussion (of 6-8 people), plus up to four one-to-one interviews, geared toward targeted stakeholder interests to gather information about community needs, challenges and priorities. These sessions will also provide an opportunity to more deeply address areas of partnerships, programming, service delivery or community needs. An initial list of potential stakeholders will be discussed during the kick-off meeting, and it is assumed that the City will lead stakeholder outreach and contact for the sessions. Potential stakeholders may include Philomath Youth Activities Club, Philomath School District, sport groups, and service clubs such as Rotary.

Tasks 3.4. Online Open House / Community Workshop

We will engage the public through an online open house, mobile “pop-up” event, or community workshop (as dictated by COVID-19). This event will be an opportunity to describe the planning process and schedule, explore the future vision of the parks, recreation and trails system, along with program and facility opportunities, and provide opportunities for the community to identify their priorities for parks, recreation and natural areas. We will also use the meeting to seek feedback in specific areas, such as capital project priorities, partnerships and implementation strategies. We will prepare meeting materials, facilitate discussions, record comments and compile a meeting summary.



The Conservation Technix team includes skilled facilitators, and we are experienced in a variety of public meeting techniques.

Task 3.5. Public Information Support

Prepare informational materials to inform the public about the project. Coordinate with staff to outline and prepare project webpage content for the City’s website to support the City’s promotions of the survey and meetings, allow access to project materials and give transparency to the process. Prepare draft content for distribution via the City’s social media platforms. It is assumed that the City will heavily promote events, online open house and workshops.

Task 4: Community Needs Assessment

Task 4.1. Level of Service Assessment & Gap Analysis

Review current park classifications in terms of hierarchy, appropriateness and function, and discuss the potential for locally-relevant revisions to classifications to fit with local recreation needs, staff direction and an estimate of financial implications. Coordinate with staff on the approaches to service standard assessments, which may include NRPA’s Park Metrics data, comparable jurisdictions and local history. Conduct a system gap analysis utilizing GIS modeling and findings from the inventory assessment. Summarize findings and statistics to meet the service demands requested by the community and stakeholders.

- Analyze the park, trail and open space system against distribution, proximity and accessibility criteria, along with transportation, geographic and other barriers and neighborhood data.
- Assess park service area needs and identify future demand for parks, amenities and recreation facilities.
- Make informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs.
- Evaluate opportunities to leverage or connect with adjacent park and open space agencies.
- Evaluate service standards and re-align them as appropriate to meet the community's vision and existing and planned park system assets.
- Explore opportunities for enhanced offerings for inclusive recreation, technology and arts.



With extensive work in park system planning, our planning and analytical models exceed the customary "as the crow flies" assessments to consider reality-based networks and barriers to park access, along with treatment for private and quasi-public spaces.

Task 4.2. Recreation Program Assessment

Compile an analysis of existing recreation programs and services. This will include a gap analysis where possible deficiencies or shortcomings are identified, as well as program strengths being recognized. This assessment will be coordinated with the public input findings and recreation programming trends to map areas of focus, methods of delivery, and required resources for future recreation programming.

Task 5: Preliminary Plan Development

Task 5.1. Draft Parks & Trails Master Plan

The draft Plan will outline a framework for the improvement and growth of City recreation amenities, trails and parks to the specific needs of the community. This framework will help clarify funding, program objectives, development or resource goals, and it will set a long-range vision for the City and provide clear action items and strategies for implementation. The Plan will include a compilation of all the analyses and recommendations from the planning process and will include chapters detailing the system inventory, outreach, community needs, goals and implementation strategies. The Plan will incorporate the following:

- Clear vision, goals and policies for park, open space and service delivery
- Priority actions based on community guidance, funding opportunities and fiscal realities
- Strategies for parks, trails and natural areas for planning, acquisitions and maintenance
- Strategies and recommendations regarding system management, system planning and performance measures
- Identification of coordination or partnership options for known or planned improvement projects with neighboring jurisdictions and agencies with a local presence
- Identification of potential funding sources, financing options, grants and strategic partnerships



Our team is well suited to actively listening to residents and users, while crafting innovative planning solutions sensitive to local needs and the system's capacity.



Task 5.2. Capital Facilities Plan

Develop a 10-year Capital Facilities Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Generate order of magnitude cost projections for all proposed park and recreation components, renovation and redevelopment, potential land acquisition and potential new development. Prepare a strategy and priorities for phased implementation.

Task 6: Plan Review & Approval

Task 6.1. Park Advisory Board Review

Conduct up a study session with the Park Advisory Board for their review and comment. The session will focus on the draft Parks Master Plan and highlight the key considerations about policies and priorities. Comments and direction will be incorporated into the Plan and provided to staff for circulation to City Council.

Task 6.2. City Council Review

Attend a work session with City Council to present the draft Plan along with staff and review the key findings, financing measures, policy recommendations, nexus study outcomes and implementation strategies and to receive Council's comments prior to formal approval.

Task 6.3. Plan Revisions & Final Documentation

Incorporate final comments to finalize the Parks Master Plan. Coordinate with staff regarding the final approval of the Plan by City Council. Produce the Plan in booklet format, delivered in both hard copy (4 copies) and electronic format. Compile a data drive of all deliverables at project completion.

"...insightful, attentive and team oriented. Their understanding of local issues and conditions was instrumental in the production of a quality product that will benefit our community now and in to the future."

- Kurt Reuter, City of Fife

"...technically proficient, highly responsive to client needs, and possesses the political experience to help staff navigate the myriad groups involved in adoption of public planning documents."

- Wyn Birkenthal, City of Bremerton

"After Tigard voters passed the 2010 Parks and Open Space Bond Measure, Public Works advertised for a consultant that could help our staff produce the multiple park bond projects that were quickly lining up. After a competitive RFP and interviews, Conservation Technix was selected, and Steve Duh was quickly working and scheduling projects.

Steve Duh worked as the project manager and was responsible for moving multiple projects from the "wish list" through project charters, planning, and permitting, to the active project list, and through to completion. Without Conservation Technix, Tigard could not have produced the volume of work that was accomplished in three short years. Steve's experience and knowledge were invaluable in helping ensure that quality projects were completed in a timely manner."

- Steve Martin, City of Tigard

"As an experienced acquisition program manager, Steve Duh of Conservation Technix provided Vancouver-Clark Parks and Recreation with a customized overview of the land acquisition processes specific to our needs. The time saving reference resources and document templates provided the advantage needed to hit the ground running under critical deadlines, resulting in multiple successful property acquisitions to expand our park system."

- Monica Tubberville, City of Vancouver



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Philomath Park Advisory Board Agenda Item Summary

Title/Topic: Skirvin Park Horse Sculpture Area Information Boards

Meeting Date: October 8, 2020
Chair: Dale Collins
Staff: Chris Workman

ISSUE STATEMENT

Does the Park Advisory Board approve of the information boards prepared for the Skirvin Park horse sculpture area?

BACKGROUND

The City Council directed the Park Advisory Board to work with the Philomath Frolic & Rodeo and Friends of Skirvin Park folks to come to an agreement on the horse sculpture area of Skirvin Park. The location of the sculpture was agreed upon and the horse sculpture is now in place. Additional donations and contributions have been made to provide eight display boards about the Philomath area and its history on the site. The Friends of Skirvin Park have submitted their design for these display boards for the Board's approval.

The Frolic Board will also review the display boards and provide any comments or feedback to the Friends of Skirvin Park.

BOARD OPTIONS

Review the proposed display boards and either approve them as presented or make specific recommendations to changes the Board would like to see.

RECOMMENDED MOTION

"I move to approve the informational display boards for the horse sculpture area at Skirvin Park as presented [or "as modified"]."

ATTACHMENTS

- A. Proposed Informational Display Boards