



City Council Staff Report

Subject: Sunset Whitney Recreation Area Master Plan

Date: August 8, 2023

Submitted By: Kevin Huntzinger, Director of Parks and Recreation

Department: Parks and Recreation

Recommendation:

Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Execute Amendment No. 1 to the Contract for Services with Melton Design Group, Inc. for Professional Services to Create a Master Plan for the Sunset Whitney Recreation Area.

Background:

On April 26, 2022, the City Council approved a Contract for Services with Melton Design Group, Inc. (MDG) to create a master plan for the Sunset Whitney Recreation Area (SWRA). The process included the following steps:

- Project Coordination
- Site Analysis and Utility Study
- Needs Assessment, Stakeholder Outreach and Program Development
- SWRA Visioning and Master Plan Inspiration
- Development, Operations and Maintenance Costs
- Final-phased Implementation Plan

The City Council approved the master plan presented by MDG on February 14, 2023, and provided additional direction to staff based on MDG's findings and recommendations. In addition to the originally proposed Phase I items, the Veteran's Memorial Park was identified as a Phase I priority, by the City Council, and staff was asked to provide a concept plan in the future.

MDG provided an amended statement of work for design services related to Veteran's Memorial Park for an additional amount of \$15,000. The amended statement of work includes:

- Kick-off Meeting
- Concept Plan for Veteran's Memorial Park
 - Preliminary Concept Plan Identifying Feature and Materials

- Preliminary Lighting Plan
- Preliminary Cost Analysis
- Design Renderings
- Master Plan Package Review
 - Plan and Cost Revisions
 - Final Submission

Staff recommends that the City Council approve Amendment No. 1 (Attachment 2) to the SWRA Master Plan Contract for Services with Melton Design Group, Inc. (Attachment 3).

Fiscal Impact:

The proposed contract amendment will increase the contract amount by \$15,000, for a new contract total not-to-exceed amount \$138,870. Sufficient funds are available in the SWRA Improvements project in the Fiscal Year 2023/24 Operating Budget to cover the recommended contract increase.

ATTACHMENTS:

1. [Resolution](#)
2. [Resolution Exhibit A - Amendment No. 1](#)
3. [Contract for Services](#)