

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: January 17, 2024

To: Mayor and Town Councilmembers
From: Olivia Lemen, Parks and Recreation Director
Subject: Master Professional Services Agreement with Gates + Associates for Pleasant Oak Park Master Plan and Conceptual Designs

Recommendation to Council:

Approve a Master Professional Services Agreement with Gates + Associates to develop a Pleasant Oak Park Master Plan and Conceptual Design in an amount not to exceed \$339,338 and authorize the Town Manager to execute the Agreement on behalf of the Town and approve amendments up to twenty percent of the original contract amount.

Strategic Plan Element:

The recommended action supports the goal of Livability. Goal Statement: Preserve community character by maximizing the use of existing amenities and creating future opportunities that enhance quality of life for all.

Background:

The 2030 Parks and Recreation Master Plan Update (PRMP) was adopted by Town Council on June 7, 2017. During this update process, extensive community outreach took place including stakeholder interviews, focus groups, phone and online surveys, and public workshops. The findings of this research created were utilized to develop the Goals, Policies and Recommendations for the PRMP. The following identifies a high priority to advance the Town of Windsor Parks and Recreation Department and enhance the Windsor park system:

Goal 7: Encourage and support participation of all segments of Windsor's population.

Recommendation 7.1-5: Develop environments and programs for a range of groups with physical abilities and mental cognitive abilities, which are fully inclusive. Combine active and passive activities. Encourage community members with physical limitations and special needs to participate.

Pleasant Oak Park is a large neighborhood park, located along Old Redwood Highway. The park is adjacent to Mattie Washburn Elementary School which serves Windsor children ages preschool through second grade. The park contains a protected drainage area which includes a suspected wetland feature and is separated by split rail fences from the lawns and play area. The park also contains walking paths and two small playgrounds. The active play areas are not continuous, limiting their use for active sports. There is also a dog park on the eastern side of the park which is a popular amenity.

While the park is eight and a half acres in total, only 4.5 acres are owned by the Town. The remaining 4 acres are accessed through a long-term lease agreement with the Windsor Unified School District as outlined in the site map (Attachment 1).

Discussion:

Gates + Associates was selected based on experience developing park master plans, extensive community engagement experience and past inclusive play space design. The cost proposal to complete the entire scope of work includes the following key tasks:

- Task 1: Project Kick-off and Data Collection
- Task 2: Community Outreach and Engagement
- Task 3: Preliminary Site Design
- Task 4: Park Concept and Master Plan

The proposed fee for project as outlined in the tasks above is \$339,338. This is \$10,662 below the funds included in the Council-adopted Fiscal Year 2023-2025 budget. Staff has reviewed the scope and fee for the project and determined that it is fair and reasonable. This work will include preliminary site designs and playground renderings however, it will not provide a detailed level of building design or construction documents. This will happen once the updated park master plan has been adopted, the environmental review is complete and a funding strategy has been identified.

The Parks and Recreation Commission and the Town Council will have multiple opportunities to provide feedback during this process. Council will be asked to select a preferred alternative during Task 3 prior to any environmental review. The Pleasant Oak all-inclusive playground master plan and conceptual design will be funded through Measure M – Parks for All funds and will not require funding from the Town’s General Fund.

Fiscal Impact:

The cost of the agreement is included in the appropriations in the Council-adopted Fiscal Year 2023-2025 Capital Improvement Program budget in the Measure M Fund.

Environmental Review:

The recommended action is not subject to Environmental Review at this time. Future actions related to the creation of Keiser Park Master Plan Update may be subject to Environmental Review, at which time the appropriate environmental documents, prepared in accordance with the requirements of the California Environmental Quality Act (CEQA), will be presented to the Council for consideration prior to any action being taken.

Attachment(s):

- 1. [Site Location](#)
- 2. [Gates + Associates MPSA and TO #1 Pleasant Oak Park](#)

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Reviewed by:
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Recommended by:
Jon Davis
Town Manager