

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**March 12, 2024**

**FROM**

**BEAHTA R. DAVIS, Director, Regional Parks Department**

**SUBJECT**

Agreement with KTU&A Planning and Landscape Architecture for a Master Plan Update for Prado Regional Park

**RECOMMENDATION(S)**

1. Approve **Agreement No. 24-234** with KTU&A Planning and Landscape Architecture for development of a Master Plan Update for the Prado Regional Park, in an amount not to exceed \$100,000, for the period of March 13, 2024 through November 12, 2024.
2. Approve appropriation and revenue adjustments to fund the costs associated with development of a Prado Regional Park Master Plan Update, and authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments, as detailed in the Financial Impact section (Four votes required).

(Presenter: Beahta R. Davis, Director, 387-2340)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**FINANCIAL IMPACT**

Approval of this item will result in the use of Discretionary General Funding (Net County Cost). On June 13, 2023 (Item No. 99), the Board of Supervisors (Board) approved \$30,000,000 in Discretionary General Funding to the Community Service Upgrades Reserve Fund (Reserve) that was approved as part of the 2023-24 budget to fund Regional Parks Department (Department) revenue generating upgrades and amenity improvements.

The Department is requesting the use of Reserve funding in the amount of \$100,000 for development of a Master Plan Update for Prado Regional Park (Park). The appropriation and revenue adjustments recommended are as follows:

<b>Fund Center</b>	<b>Commitment Item/GL Account</b>	<b>Description</b>	<b>Action</b>	<b>Amount</b>
1000	37008758	Fund Balance- Assigned-Community Service Upgrades	Decrease	\$100,000
1161161000	55305030	Operating Transfers Out	Increase	\$100,000
6522022750	40909975	Operating Transfers In	Increase	\$100,000
6522022750	52002445	Other Professional and Specialized Services	Increase	\$100,000

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**BACKGROUND INFORMATION**

A Park Master Plan was completed in December 2019 by KTU&A Planning and Landscape Architecture (KTU&A). Building on the success of this original Park Master Plan, the Department determined that KTU&A is the most qualified entity to provide continued planning services due to knowledge of the Park, and experience and expertise of the original staff that created the Park Master Plan.

The Park Master Plan Update will provide an expanded vision that incorporates additional recreational features and programs that support the evolving needs and desires of the community. Full analysis for update of the Park Master Plan will include elements such as access points, walkways, roadways, sports fields, play areas, recreational amenities, and green spaces for future growth.

The Park Master Plan Update will be an implementable plan that includes the research and reporting of public and stakeholder interests and various impacts; development of facilities and programs designed to increase regional connectivity, visitor usage and demographics, and future revenue generation; and creation of implementation strategies including cost/benefit analyses and long and short-term timelines.

The Park Master Plan Update supports the County and Chief Executive Officer's goals and objectives to operate in a fiscally-responsible and business-like manner and ensure development of a well-planned, balanced, and sustainable County by presenting a cost/benefit analysis for proposed amenities at the Park to maximize revenue generation.

**PROCUREMENT**

On May 1, 2018 (Item No. 42), as the result of a successful competitive procurement, the Board of Supervisors approved Agreement No. 18-192 with KTU&A for the development of a Park Master Plan. Due to KTU&A's prior work and knowledge of the Park, history and execution of the previous Park Master Plan, it was determined that KTU&A is the most qualified vendor to efficiently complete this assessment and update to the Park Master Plan. Therefore, the Department recommends approval of the non-competitive agreement with KTU&A. Purchasing supports this non-competitive procurement based on specialized experience and expertise.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on February 12, 2024; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on February 29, 2024; Auditor-Controller (Charlene Huang, Manager, 382-7022) on February 26, 2024; Finance (Elias Duenas, Administrative Analyst, 387-4052) on February 23, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on February 23, 2024.

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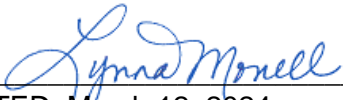
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Jesse Armendarez

Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: March 12, 2024



cc: Parks - Davis w/ agree  
Contractor c/o Parks w/ agree  
File w/ agree

JLL 03/19/2024