

**COUNTY OF SACRAMENTO  
CALIFORNIA**

For the Agenda of:  
September 9, 2003

To: Board of Supervisors

From: Robert Sherry, Director  
Department of Planning and Community Development

Subject: American River Parkway Plan: An Agreement Between Sacramento County  
And The Center For Collaborative Policy For Facilitation Services For Phase II –  
Update Citizen’s Advisory Committee

Contact: Sunny Williams, Planner, 916-874-6141.

**Overview**

This contract consists of Phase II – Facilitation/Mediation Support for the American River Parkway Plan (ARPP) Update Process and the Update Citizen’s Advisory Committee (UCAC). The Center for Collaborative Policy (CCP) was hired June 18, 2002 to perform a stakeholder assessment and, as a result of their analysis, propose a process design for updating the 1985 ARPP. CCP’s analysis is documented in the *Final Draft Convening Report, May 30, 2003*, and was presented to the Board of Supervisors on June 11, 2003. The process design and composition of organizations for the UCAC was approved on June 11, 2003.

**Recommendations**

Approve the attached Resolution authorizing the Chair of the Board to execute a contract for \$223,044 (Attachment A) to hire the Center for Collaborative Policy for facilitation/mediation services for Phase II – Update Citizen’s Advisory Committee.

**Measures/Evaluation**

CCP will provide advice, facilitation and mediation assistance to support the ARPP Update process. They will be responsible for: 1) the charter for the UCAC, 2) facilitation of 14 UCAC meetings, 3) UCAC meeting preparation, agendas, meeting summaries, and editing draft update language, 4) facilitation of three community workshops, 5) facilitation of project management meetings and meeting notes, and 6) mediation of small groups addressing particularly sensitive or controversial issues. The measures and evaluations are described in more detail in the scope of work.

**Fiscal Impact**

Phase II of the Agreement will be \$223,044. The Regional Parks, Recreation, and Open Space Department provided \$85,000 to the Planning Department in fiscal year 2002-2003, which was rolled over this year. Parks also provided \$32,500 carried over from fiscal year 2001-2002. Other revenues have included: \$35,000 each from the Water Forum and the Sacramento Area Flood Control Agency, and \$40,000 from California Exposition and State Fair’s pari-mutuel funds. Current total revenue is \$227,500.

**BACKGROUND:**

The American River Parkway Plan (Parkway Plan) is a regulatory document that provides policy direction for resource conservation, recreation use and development, adjacent land uses and administration. The Parkway Plan is adopted by the Board of Supervisors as an element of Sacramento County’s General Plan, by Sacramento City Council as an element of Sacramento City’s General Plan, and by the California State Legislature, pursuant to the Urban American River Parkway Preservation Act, Public Resources Code §5840. The Board of Supervisors initiated the Parkway Plan Update process on December 11, 2001 during the *River Corridor Management Plan* presentation.

The Center for Collaborative Policy (CCP) was hired June 18, 2002 to perform a stakeholder assessment and, as a result of their analysis, propose a process design for updating the 1985 American River Parkway Plan (ARPP). CCP’s analysis is documented in the *Final Draft Convening Report, May 30, 2003*, and was presented to the Board of Supervisors on June 11, 2003. The process design and composition of organizations for the Update Citizen’s Advisory Committee (UCAC) was approved on June 11, 2003. This contract consists of Phase II – Facilitation/Mediation Support for the ARPP Update Process and the UCAC.

**DISCUSSION:**

The Planning Department requests the use of professional facilitation services for the Update of the ARPP. The policy issues that were deferred to the Parkway Update process and briefly discussed during the *River Corridor Management Plan* and heard during the stakeholder assessment process were often spirited, and sometimes contentious. The issues raised include: expanding the list of permitted recreational uses (eg. mountain biking), addressing land uses that may impact private property, re-allocation of those lands currently in recreation reserve, possible land trades within the Parkway, and habitat restoration possibilities. For each of these topics there is a diverse array of opinions and personal beliefs, legal requirements, and biological assessments and/or needs.

In order to address the needs of the public and incorporate their input into the Parkway Plan Update, it is our recommendation that we utilize the facilitation services of the Center for Collaborative Policy (CCP). The Planning Department estimates the drafting of an Updated Parkway Plan to be an 18-month process. CCP has worked extensively on issues along the lower American River and will facilitate the process within those time constraints, while providing a neutral environment that will enable divergent views to be openly discussed and addressed. The Planning Department recommends CCP due to their unique knowledge and experience along the lower American River and with the diverse array of stakeholders.

**Update Citizens Advisory Committee**

In developing the proposed Update Citizens Advisory Committee (UCAC), the co-sponsoring agencies balanced the need for a manageably sized working group with the provision of appropriate representation of the Parkway’s recreational, environmental, business and community

interests. The task of the UCAC will be to provide recommendations for an updated Parkway Plan to the Board of Supervisors and Sacramento City Council. The UCAC will have direct input and feedback from the Project Management Team (PM Team), the Technical Team (Tech Team), the LARTF, existing County/City boards, commissions, and committees with interest along the American River Parkway, and the public. In making its recommendations the UCAC will consider:

- Scientific and technical information about the Parkway’s resources;
- Concerns and interests of the Tech Team and PM Team;
- Relevant laws, policies and regulations governing the Parkway; and
- Community values and needs.

### **Scope of Work**

#### Task 1: Initial Organization, Orientation and On-Going Project Management

CCP staff will draft a charter for the Update Citizens Advisory Committee (UCAC) that defines meeting ground rules, decision-making, roles and responsibilities for staff review. CCP staff will use the final draft charter as the focal point for four small group orientation meetings for UCAC members to ensure they are grounded in the process, their role and responsibilities, and the collaborative approach for the Update.

*Deliverables: Draft and Final Draft Charter  
Bi-weekly meeting agendas*

#### Task 2: Planning, Facilitation and Follow-up for ARPP UCAC Meetings

For each UCAC meeting, CCP staff will draft a meeting agenda and transmittal memo, provide input regarding supporting materials and meeting presentations, and consult with UCAC members and the ARPP Update project management team, as appropriate, in planning meeting agendas.

CCP staff will impartially facilitate UCAC meetings to build the maximum agreement possible within the time available during each meeting. This task includes time for pre-meeting and follow-up consultations with UCAC members. During UCAC meetings, CCP staff will record key points of discussion on flip charts to assist UCAC members in following discussions and to supplement note-taking by County Planning.

CCP staff will work with County Planning to identify next steps after each UCAC meeting. CCP staff will also review and edit UCAC meeting summaries and draft Update language prepared by County Planning to ensure language reflects the substantive input from UCAC meetings.

This task assumes that there will be 14 evening meetings of 3-4 hours in length of the UCAC over an 18-month period.

*Deliverables: Meeting preparation and facilitation  
Meeting agendas and transmittal memoranda  
Edited meeting summaries and edited draft update language*

### Task 3: Planning, Facilitation and Follow-up for Project Management Team

CCP staff will consult with County Planning and members of the Project Management Team in drafting meeting agendas and provide input regarding supporting materials. CCP staff will impartially facilitate the Update Project Management Team meetings to build the maximum agreement, capturing agreements and follow-up assignments in a meeting summary.

This task also includes time for pre-meeting consultations to identify and build consensus around key issues and for follow-up consultations with Project Management Team members. This task assumes that there will be six regularly scheduled, quarterly meetings of the Project Management Team. In addition, this task includes time for an additional three meetings of the Project Management Team during the duration of the project to be convened as needed to address sensitive issues, as determined by County Planning.

*Deliverables: Meeting agendas and meeting summaries*

### Task 4: Planning and Facilitation for Community Workshops for Integrated Area Planning

CCP staff will facilitate a design team to plan and implement up to three community workshops to engage the public in planning for the Cal Expo Floodplain and areas west of Capitol City Freeway (Business 80), as defined in the Convening Report Task 3. This design team will include County Planning, its Update co-sponsoring agency partners, and sub-set of UCAC members that includes geographic area representatives and Parkway-wide interests. CCP staff will provide process expertise on the design and implementation of meaningful public involvement in these workshops and follow-up communications with workshop participants. CCP staff will impartially facilitate these workshops to ensure maximum public involvement. CCP staff will compile public input into workshop summaries for distribution to stakeholders and the UCAC.

*Deliverables: Outreach Plan, Workshop Agendas and Meeting Summaries*

### Task 5: Consultation and Collaborative Coaching Related to Technical Team Meetings

County Planning staff will facilitate the ARPP Update Technical (Tech) Team Meetings. CCP staff will review draft Tech Team agendas to ensure close coordination between Tech Team and UCAC meetings and to provide facilitation coaching, as needed, to enhance County staff use of collaboration and facilitation tools.

*Deliverables: Feedback on Draft Tech Team Meeting Agendas*

Task 6: Sensitive Issue Facilitation and Dispute Resolution

CCP staff will assist the UCAC in addressing sensitive or controversial Update issues that will likely require mediation among a sub-set of ARPP Update participants, and will provide mediation or small-group facilitation, to help resolve such disputes, as needed.

Task 7: Dispute Resolution Contingency

CCP staff will assist County Planning and the Project Management Team in identifying and resolving unintended complications in the collaborative process, as needed.

**LEGAL ISSUES:**

County Counsel approved as to form the agreement between the County of Sacramento and the Center for Collaborative Policy (CCP). The Planning Department requests the ability to amend our previous contract for facilitation services to include Phase 2 – updating of the 1985 American River Parkway Plan. Facilitation service professionals with a working knowledge of lower American River issues are not available through County staff. Sole sourcing to CCP is a result of their unique knowledge and historical experience working with topics, agencies and organizations along the lower American River.

**FINANCIAL ANALYSIS:**

The Board of Supervisors has previously approved three allocations of \$85,000 annually from the County Regional Parks, Recreation and Open Space (Parks) Department to support the Update of the American River Parkway Plan.

Other agencies that have dedicated funding for the Parkway Plan Update include:

- SAFCA: \$35,000/year for 3 years
- Water Forum: \$35,000/year for 3 years
- CalExpo: \$40,000/year for 3 years

The first allocation of these monies from outside agencies began in fiscal year 2002-2003.

Fiscal Years

Through the stakeholder assessment and analysis, CCP has proposed a Process Design and estimated cost for the continuation, Phase II – Facilitation/Mediation Support for the Parkway Plan Update process.

Dedicated financial allocations will be used to continue facilitation services throughout the Parkway Plan Update process. The following table summarizes the contributions and the fiscal year the contributions are available. This contract expends the FY 2002–2003 carry-over plus the FY 2003-2004 allocations from the four individual funding sources.

<b>Year</b>	<b>Phase</b>	<b>Funding Sources</b>	<b>Funding Amounts</b>
FY 2002 – 2003	I – stakeholder assessment/process design	County Parks	\$85,000 + \$32,500 carry-over FY 2002
FY 2003 - 2004	II – Public process, revising of the 1985 Plan	County Parks, SAFCA, Water Forum, CalExpo	\$195,000 = (\$85,000 + 35,000 + 35,000 + 40,000)
Year 2004	II – Public process, revising of the 1985 Plan continues	SAFCA, Water Forum, CalExpo	\$110,000 = (\$35,000 + 35,000 + 40,000)
Year 2005	Environmental Review	SAFCA, Water Forum, CalExpo	\$110,000 = (\$35,000 + 35,000 + 40,000)
Year 2006	Public review process and adoption		

**CONCLUSION:**

Professional facilitation services will provide support and guidance in working with multiple agencies with jurisdiction along the Parkway, numerous local organizations, discussing potentially contentious topics, while maintaining effective and productive outcomes within a limited scope of work and budget.

Respectfully submitted,

APPROVED:

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 ROBERT SHERRY, Director  
 Planning and Community Development

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 TERRY SCHUTTEN  
 County Executive

Concur:

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 JOHN O’FARRELL, Administrator  
 Community Development and  
 Neighborhood Assistance Agency

Attachments:     Resolution  
                           Contract