



Parks, Recreation and
Cultural Services/Tree
Board

February 26, 2015



**Parks, Recreation and Cultural Services Board
2015 Meeting Schedule**

Date:	Time	Location:
March 26	7:00 p.m.	Shoreline City Hall, Room 303
April 23	7:00 p.m.	Shoreline City Hall, Room 303
May 28	7:00 p.m.	Shoreline City Hall, Room 303
June 25	7:00 p.m.	Shoreline City Hall, Room 303
July 23 Annual Parks and Facilities Tour	6:00 p.m.	Shoreline City Hall, Room 104
August 27	7:00 p.m.	Shoreline City Hall, Room 303
September 24	7:00 p.m.	Shoreline City Hall, Room 303
October 22	7:00 p.m.	Shoreline City Hall, Room 303
December 3	7:00 p.m.	Shoreline City Hall, Room 303



AGENDA

PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD REGULAR MEETING

Thursday, February 26, 2015
7:00 p.m.

Shoreline City Hall Room 303
17500 Midvale Ave North

		<u>Estimated Time</u>
1. CALL TO ORDER/ATTENDANCE		7:00
2. APPROVAL OF AGENDA	Action	7:02
3. APPROVAL OF MINUTES	Action	7:04
4. PUBLIC COMMENT		7:05
<i>During General Public Comment, members of the public may sign in to address the Board on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. Parks Board meetings are audio recorded and available to the public.</i>		
5. STAFF REPORTS		7:10
<ul style="list-style-type: none">• Maintenance Division Report• Recreation Division Report• Parks Projects Report• Public Art Report• Director's Report		
6. GIRL SCOUT BUTTERFLY GARDEN PROPOSAL	Action	7:30
7. CRITICAL AREAS ORDINANCE	Discussion	7:40
8. PUBLIC ART BUDGET UPDATE	Discussion	8:15
9. 2015 PRCS/TREE BOARD WORK PLAN	Discussion	8:30
10. COMMENTS FROM THE BOARD		8:45
11. ADJOURN		9:00

The PRCS/Tree Board meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2230 in advance for more information. For TTY telephone service call 546-0457.

DATES TO REMEMBER

Tween Night
Saturday, March 14
6:30 p.m.
The REC

Echo Lake Park Dedication
Saturday, March 21
10:00 a.m.



**Meeting Minutes for the Parks, Recreation
and Cultural Services Board / Tree Board
Regular Meeting**

**January 22, 2015
7:00 p.m.**

**Shoreline City Hall
Room 303**

1. Call to Order/Attendance

The meeting was called to order by Chair Beth at 7:01 p.m.

Park Board Members Present: Katie Beth, Vadim Dolgov, Lauren Smith, Al Wagar, John Hoey, Christine Southwick, Garry Lingerfelt, Jesse Sycuro

Excused Absence: Betsy Robertson

City Staff Present: Dick Deal, Director; Eric Friedli, Incoming Director; Maureen Colaizzi, Parks Projects Coordinator; Kirk Peterson, Parks Maintenance Superintendent; Mary Reidy, Recreation Superintendent; David Francis, Public Art Coordinator; Lynn Gabrieli, Administrative Assistant III

Mr. Deal introduced Eric Friedli, incoming Director who will officially begin on February 2, and David Francis, Public Art Coordinator.

2. Approval of Agenda: Chair Beth called for a motion to approve the agenda as written. The motion was made to move the Wood Duck Box proposal (agenda item #6) before Staff Reports (agenda item #5) to accommodate guest presenters. So moved by Mr. Lingerfelt and seconded by Ms. Southwick. The motion carried.

3. Approval of Minutes: Chair Beth called for a motion to approve the December, 2014 Board minutes. So moved by Ms. Southwick and seconded by Mr. Wagar. The motion carried.

4. Public Comment: None

5. Wood Duck Box Proposal

Katie Schielke, Parkwood Neighborhood Association President and her daughter, Julia presented a sample Wood Duck box and described the proposal as written in the agenda packet. The proposal includes installation of the box at Twin Ponds Park prior to March, 2015. This box would be part of a program tracked by Dale Schielke who would provide all materials, installation and maintenance of the box.

Chair Beth called for a motion to approve the Wood Duck Box proposal as presented. So moved by Ms. Southwick and seconded by Mr. Hoey. The motion carried.

6. Staff Reports

Kirk Peterson, Parks Maintenance

- Maintenance staff typically spends 2 days per month on right-of-way tree maintenance.
- The maintenance division supports environmental design that promotes safety through pruning and tree /shrub removal to minimize low visibility areas in parks.

- Shoreline competitively bids and contracts park landscaping. Turf grass will be weeded, aerated, and fertilized in March.
- Winter maintenance brings staff inside for repairs and cleaning of park amenities to be ready for the beginning of the athletic season in March.
- Distributed materials include:
 - Editorial letter by Susan Will from Shoreline Area news explaining the removal of the Madrone on the Bluff Trail,
 - The job description for the new Parks Maintenance Worker I .8 position. The position will be posted in the next couple of weeks to be filled by April 1.

Mary Reidy, Recreation

- The Youth and Teen Development RECOrd program partners with Shoreline Community College to record original music.
- On January 10 Tween Night hosted 93 5th and 6th graders. Middle school programs continue to thrive in partnership with the Shoreline School District and YMCA.
- Shoreline Youth Ambassadors accepted the MLK Day Proclamation at the City Council meeting on Monday, January 19.
- The City's current registration software system, CLASS, is being replaced. Two companies, ActiveNet and Maximum Solutions, Inc. both meet the initial requirements and will undergo further review.
- Winter registration is underway. Many classes are quickly reaching capacity. The Summer Guide is in the development stages.
- The pool bulkhead is scheduled for replacement in February 2015. The pool will be closed for two weeks for annual cleaning and bulkhead replacement.
- The Kruckeberg Botanic Garden second Solstice Stroll was met with enthusiasm by the community. The City provided staff, a shuttle van, generator, electrical equipment and more to support the event.

Maureen Colaizzi, Park Development

- Richmond Beach Saltwater Park pedestrian bridge repair began on January 20. The bridge is closed throughout construction.
- UW students will be presenting their RBSW Park project proposal later in the meeting which will begin on January 31.
- The 195th Separated Trail Project is underway. As a result, 195th Street is closed to traffic, but open to pedestrians and bicyclists.
- The tree pruning grant along Aurora with DNR is under negotiation.
- Play equipment for Northcrest Park has been ordered and installation is anticipated in March. A volunteer work party will be held in April in cooperation with Mountains to Sound Greenway Trust.
- The dedication of improvements at Echo Lake Park is scheduled for March 21. Watch Currents for more information.
- ShoreDog implemented the project proposal adopted by the Board in December at the Fircrest site. The ShoreDog Board is undergoing transition and a change in scope. They will focus on improving surfacing at the Eastside OLA.

Director's Report

- Mr. Deal acknowledged the Board's tree planting efforts at Paramount School Park on January 19 in honor of Martin Luther King, Jr. Day.
- All are invited to celebrate Dick Deal's retirement at a reception hosted by the City Council on Monday night, January 26 at 5:45 at City Hall.

7. Community Garden Committee Appointments

Mr. Lingerfelt summarized the January 10 meeting between Board members Betsy Robertson and Garry Lingerfelt, staff member Lynn Gabrieli and the committee applicants. Mr. Lingerfelt recommended the approval of the following applicants to the Community Garden Committees:

Jeanne Powell
Ben Fabrizio
Glenda Fabrizio
Diana Ensenat

Chair Beth called for the motion to approve the appointments. So moved by Mr. Sycuro and seconded by Mr. Wagar. The motion carried.

8. UW Restoration Ecology Network Project Proposal at Richmond Beach Saltwater Park

UW Ecology Restoration students presented their proposal for habitat restoration at Richmond Beach Saltwater Park via PowerPoint. Their primary goals include ecosystem establishment and strengthening, and partnership with the local community. They utilize the Vegetation Management Plan for RBSW Park, using a conservative native plant list to enhance survival rates. They employ entophyte inoculation as a method to increase rooting, nutrition, and drought tolerance. Their work parties will be posted on the City Community Calendar.

Chair Beth called for a motion to approve the project proposal as presented. So moved by Mr. Sycuro and seconded by Ms. Southwick. The motion carried.

9. 2015 PRCS/Tree Board Work Plan

Mr. Deal introduced the draft work plan for discussion as outlined in the agenda packet. The Urban Forest Strategic Plan was removed from the list because it was entered in error. The Board entertained the question about how they can enter more fully into work plan items. The discussion included the following topics:

- Recreation and public education opportunities were discussed as well as increased engagement with neighborhood associations.
- The question arose about where we are now with the Urban Forest Strategic Plan and its lasting impact.
- A suggestion was made to green-map Shoreline to identify low canopy areas where additional trees could be planted.
- How do we engage local high schools?
- Can we increase the connection to the City Council?
- One suggestion was made to invite Council members to Board meetings regularly.
- The Board expressed the desire to be more involved in the Light Rail planning process.
- They requested an update on the Boeing Creek Park Dam removal.
- A suggestion was made to explore public/private partnership for parks.
- They requested an update on the Brugger's Bog Park development.

10. Application Process for PRCS Board Members/PRCS Board Terms

Mr. Deal explained the process for PRCS Board applications and renewals. Information will be published in the February issue of Currents. The Board was briefed on the application schedule in the packet. The deadline to reapply is February 20.

11. Comments from the Board

- The Aurora Corridor project is currently under budget. If it remains under budget \$180,000 will be released to the Public Art 1% for the Arts budget.
- There was a request for an update on the Brugger's Bog Maintenance Facility.
- Mr. Hoey reminded the Board that Ms. Robertson has challenged all Board members to be the first to visit all of Shoreline's Parks to win a prize.

12. Adjournment

Hearing no further business, Chair Beth called for a motion to adjourn. So moved by Ms. Southwick and seconded by Mr. Hoey. The meeting adjourned at 9:00 p.m.

Signature of Chair
Katie Beth

Date

Signature of Minute Writer
Lynn Gabrieli

Date

DRAFT



Memorandum

DATE: February 19, 2015
TO: Parks, Recreation and Cultural Services Board
FROM: Kirk Peterson, Park Superintendent
RE: Proposed Butterfly Garden at Sunset Park

The City of Shoreline's Parks Department was recently approached by a local Girl Scout troop with a proposal to install a butterfly garden at Sunset Park. The Girl Scout Juniors would like to install the garden. Their proposal is detailed in their attached letter.

I met with the group leader at Sunset Park to review possible locations for a butterfly garden, and to discuss maintenance and construction details. If approved by the Parks, Recreation and Cultural Services Board I believe the garden would be a good addition to the park that would benefit wildlife and the park.

Thank you,

Kirk Peterson

Monday, February 16, 2015

Dear Members of the Shoreline Parks, Recreation and Cultural Services Board,

We are a group of Girl Scout Juniors currently working on our Bronze Award project, which is the highest level award that Girl Scout Juniors can get. For our project, we would like to install a butterfly garden next to the Community Garden in Sunset Park at 17800 10th Avenue NW in Shoreline, WA. This is a good idea because a garden is a safe place for butterflies to live, and because they help the cycle of pollination, which would be good for local gardens, the community garden, and other nearby places with flowers.

We will plant a raised-bed garden that is between 4' x 8' and 10' x 10' in size. The raised bed will help protect the butterflies since they will be above the ground a bit. We will be getting the materials from local hardware stores and nurseries. The bed will be built with treated wood planks, and we will bring in the right soil and compost for our project. Plants will be chosen based on research we will do to figure out the best plants for a Western Washington butterfly garden located near a parking lot. The garden will also include pavers for the butterflies to rest on and a shallow pan to provide them with water.

We plan on funding our project with money raised from our recent Girl Scout cookie sale. We will use the money that we got from our sales to buy all of the materials, plants, and other items that are essential for a butterfly garden. If we don't have enough, we will do a fundraiser or some kind of sale to raise more funds. We will also solicit donations and discounts to help stretch our funds as far as they can go.

We will maintain our garden by setting up a schedule where we will take turns watering, weeding, and looking after the garden. We will keep working on this until the Daisy Scouts of GS Troop 43877 are old enough to keep it going by themselves. To sustain our garden, we will train the Daisies how to water, weed, and take care of it so when they get older, they will know enough to successfully run the garden and, in turn, will be able to teach a new group of Scouts to help maintain it.

Thank you for considering our project,

Jessica Bennett, Victoria Lofquist, Maddie McNamee, Eleanor Shirts
"The Quirkiness" - Junior Girl Scout Bronze Award Group, Shoreline WA



Memorandum

DATE: February 18, 2015

TO: Parks, Recreation & Cultural Services Board

FROM: Eric Friedli, Director

RE: Critical Areas Ordinance Update

The City is required to periodically update its Critical Areas Ordinance (CAO). The CAO is a vital part of the City's ability to maintain our natural environment. Approximately 2/3 of City parks include critical areas and buffers. Some exemptions apply to parks maintenance and small enhancement projects and it is important that Parks be attentive to these regulations and exemptions.

This presentation by Juniper Nammi, City of Shoreline Associate Planner, is the beginning of the City's outreach to inform and gather input from the public on the CAO. Additional opportunities will be available later in the spring and summer. The tentative project schedule includes:

- Public participation meetings – May 5th and 14th
- PRCS staff to provide input and review April-June 2015
- PRCS/Tree Board review and respond to Draft CAO update May or June
- Planning Commission study and recommendations – tentatively June-July 2015 (including public hearing)
- City Council review and adoption – tentatively in August 2015

Thanks,

Eric



Memorandum

DATE: February 19, 2015

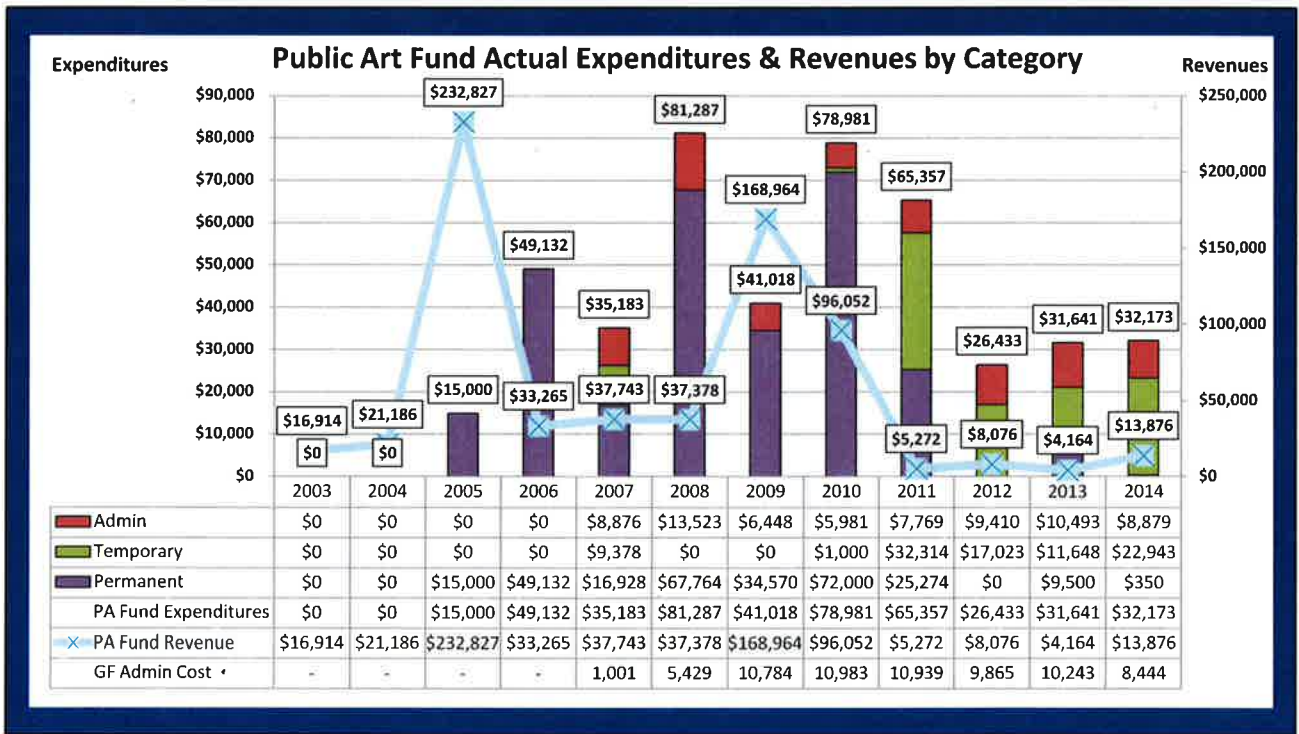
TO: Parks, Recreation and Cultural Services Board

FROM: David Francis, Public Art Coordinator

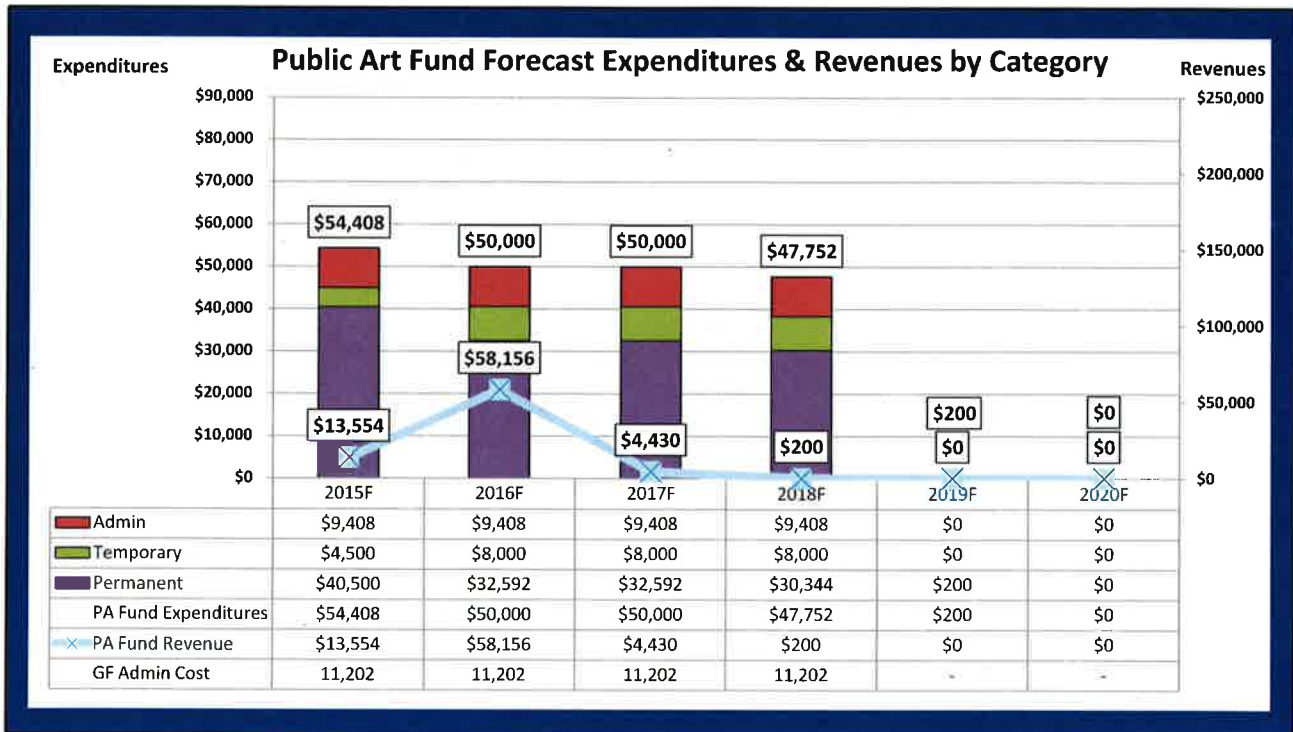
RE: Public Art Budget Update

The following five slides were created by Rick Kirkwood, City of Shoreline Senior Budget Analyst, following the January 27, 2015 Public Art Sub-Committee meeting. I've been working with Rick to illustrate the big picture of where the Public Art Fund is headed and where it has been since inception. The explanations for the slides were written by both Rick and me.

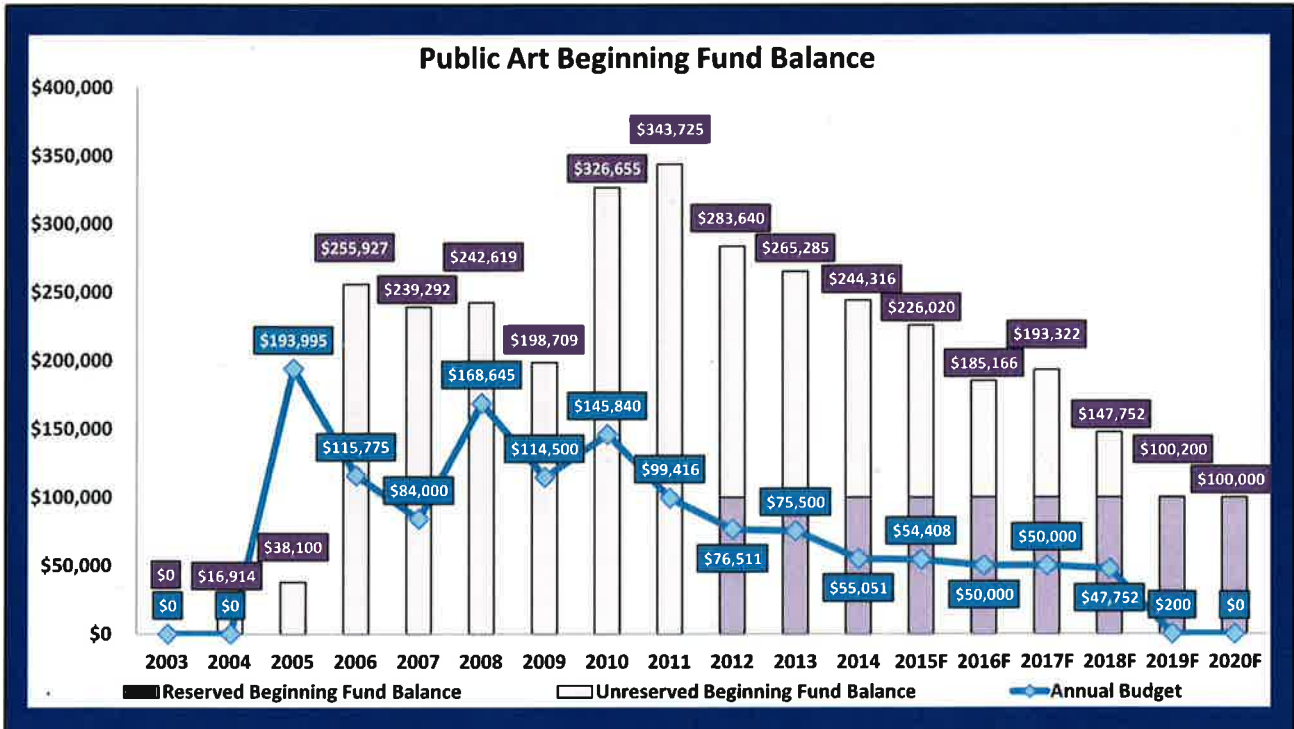
Further explanation and opportunity for discussion will be offered during next week's Board meeting.



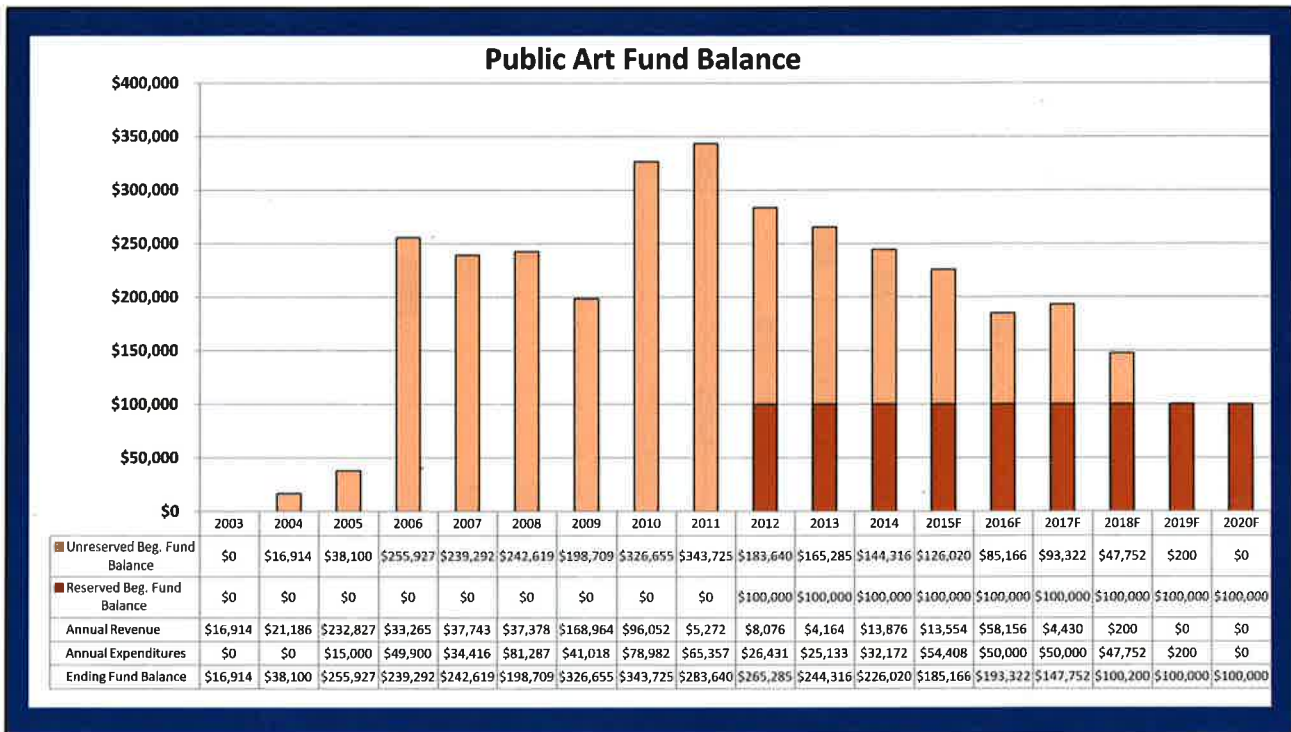
Slide 1: shows the history of the Public Art Fund – the bars break out what has been spent on Administrative costs (a roughly 50/50 cost-sharing combination of Public Art Fund and General Fund support for the Art Coordinator position), Temporary Art, and Permanent Art. The line shows the revenue that has come into the Public Art Fund, largely from capital projects (1%).



Slide 2: shows the Fund projection for 2015 through 2020, with the looming collapse of the fund by 2019, assuming that no major capital projects occur after 2016 that would restore a 1% revenue. Note that in 2016, \$58,156 is added to the fund for the new police station and other small projects. Another assumption is that the budget will total about \$50,000 per year so long as the revenue coming in and unreserved fund balance support that level of expenditures. The actual expenditure, however, has averaged closer to \$30,000 for the past three years (see slide 4). In the past, with Ros Bird, the \$50,000 was divided as follows: \$10,000 on 50% of administrative costs (Art Coordinator position), \$8,000 on temporary art, and the balance (about \$30,000) on permanent art. "Permanent Art" has included the banner project – another aspect of the fund's expenditures to consider going forward.



Slide 3: the bars show the beginning fund balance (split into the \$100,000 that is reserved and the unreserved amount) and the line shows the annual budget for the Public Art Fund. Note that the \$100,000 reserve for permanent public art is maintained but that by 2019 (probably even later, assuming an annual expenditure of \$30,000 rather than \$50,000) there is no longer a budget to coordinate it.



Slide 4: shows roughly the same thing as Slide 3 but the table shows the beginning fund balance (unreserved and reserved), revenues, expenditures, and ending fund balance. Note that 2015 figures for “Annual Expenditures” reflect the budget forecast rather than actual cost.

Comparable County and State Grant Revenue 2015-2016

4Culture (King County)

WA State Arts Commission

City of Burien	\$11,000	\$2,500
City of Auburn Arts Commission	\$17,000	-----
City of Kent Arts Commission	\$17,000	\$3,000
Shoreline-Lake Forest Park AC	-----	\$4,000
City of Duvall Cultural Commission	\$10,000	-----
City of Snoqualmie AC	\$4,500	-----
City of Kirkland AC	\$8,000	-----
City of Redmond Arts Program	\$17,000	-----
Bainbridge Island Arts & Hum Council	No Data	\$4,000

Slide 5: shows comparable civic arts organizations and the grant revenue they received in 2015-2016. Under Ros, the city received \$3,500 for Piano Tome from 4Culture for the last three years. However, the “catch” is that the project funding precludes the city from obtaining the larger funding available from the Sustained Support program. The next application for SS doesn’t occur till September 2016 as it is a 2-year cycle. The takeaway is that up to \$10,000 per year could fairly easily be coming in as revenue for the fund, except that the time for grant research and writing would substantially alter the current .3 FTE role of the Art Coordinator position.

2015 PRCS/Tree Board Draft Work Plan/Agenda Topics

Q-1 January – March

- Discussion Topics
 - Arts Program Status and discussion
 - Kruckeberg Foundation 2014 Annual Report and 2015 Work Plan
- Issue Topics
 - Spring Arbor Day activity
 - Butterfly Garden proposal
 - Environmentally Critical Areas
 - Work Program
- Events
 - Echo Lake Improvement Dedication
 - Receive Third Tree City USA Designation

Q-2 April - June

- Discussion Topics
 - Urban Forest Strategic Plan Discussion
 - Update on Tree Work and permit activity
 - Community Garden Program development
 - Station Area Development and Parks and Recreation
- Specific Project/Issue Topics
 - Veteran's Memorial at City Hall
 - Hidden Lake project update
 - Review Policy updates and proposals
 - Update on Phase I Trail / Pedestrian Signage Installation
- Events
 - Dedicate Saltwater Park Bridge Improvements

Q-3 July - September

- Discussion Topics
 - Fees and Charges
 - Draft JUA w Shoreline School District Update
 - PROS Plan Update Schedule
 - Parks and Economic Development

- Issue Topics
 - Fall Tree Planting Planning
 - CIP 2016 -2021 Review and Discussion
 - 2016 Proposed Department Budget Review

- Events
 - Summer Fieldtrip to Parks

Q-4 October - December

- Discussion Topics
 - PROS Plan 2016 Survey Discussion
 - Review Approved 2016 Budget / CIP improvements
 - Historic Museum presentation
 - Update on Tree Work and permit activity