



# **Parks, Recreation & Cultural Services/ Tree Board**

**Regular Meeting Agenda Packet**

**June 25, 2020**



**Parks, Recreation and Cultural Services Board  
2020 Meeting Schedule**

July 13	7:00 p.m.	ZOOM Meeting with City Council
July 23		TBD
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



## PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD VIRTUAL/ELECTRONIC REGULAR MEETING

June 25, 2020  
7:00 p.m.

ZOOM Meeting  
Estimated Time

**In an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's Regular Meetings will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may join the meeting via Zoom Webinar; or listen to the meeting over the telephone.**

**The PRCS/Tree Board is providing opportunities for public comment by submitting written comment. Your written comment must be received by 6:30 p.m. the night of the meeting. Please see the information listed below to access all of these options:**



**Attend the Meeting via Zoom Webinar:** <https://zoom.us/j/92924069207>



**Call into the Live Meeting:** (888) 475-4499 - Webinar ID: 929 2406 9207



**[Click Here to Submit Written Public Comment](#)**

*Written comments will be presented to PRCS Tree Board and posted to the website if received by 6:30 p.m. the night of the meeting.*



**[Click Here to Sign-Up to Provide Oral Testimony](#)**

*Pre-registration is required by 6:30 p.m. the night of the meeting.*

- |           |   |             |      |
|-----------|---|-------------|------|
| <b>1.</b> | <b>CALL TO ORDER/ATTENDANCE</b><br><i>John Hoey, Chair</i>  |             | 7:00 |
| <b>2.</b> | <b>APPROVAL OF AGENDA</b>   | Action      | 7:02 |
| <b>3.</b> | <b>APPROVAL OF MEETING MINUTES</b>  | Action      | 7:03 |
| <b>4.</b> | <b>PUBLIC COMMENT</b>   |             | 7:05 |
|           | Pursuant to Governor Inslee's Proclamation 20-28, in an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's Regular Meetings will take place online using the Zoom platform and the public will not be allowed to attend in-person. Written comments received by 6:30 p.m. on June 25, 2020 will be entered into the Public Comment portion of the meeting for Board consideration. Instructions for submitting written comments can be found at <a href="http://www.shorelinewa.gov/parkboard">www.shorelinewa.gov/parkboard</a> |             |      |
| <b>5.</b> | <b>DIRECTOR'S REPORT</b>  | Information | 7:10 |

<b>6. CITY FINANCIAL OUTLOOK</b> <i>Rick Kirkwood, Budget Supervisor; Sarah Lane, Director</i>	Information	7:25
<b>7. ACCEPTING DONATION OF PUBLIC ART</b> <i>David Francis, PhD, Public Art Coordinator</i>	Action	7:45
<b>8. PARKS FACILITY RENTAL OPERATIONS MANUAL AND SMC AMENDMENTS</b> <i>Rental and System Coordinator, Brett Abernethy; Eric Friedli, Director</i>	Action	8:00
<b>9. STRATEGIC DISCUSSIONS - EQUITY AND INCLUSION</b> <i>John Hoey, Chair</i>	Discussion	8:25
<b>10. COMMENTS FROM THE BOARD</b>	Discussion	8:55
<b>11. ADJOURN</b>	Action	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.*



**Memorandum**

**DATE:** June 25, 2020  
**TO:** PRCS/Tree Board  
**FROM:** Sara Lane, Administrative Services Department Director  
**RE:** City Financial Status Update

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**Requested Board Action**

No action is requested.

**Project or Policy Description and Background**

Staff from the City's Administrative Services Department will provide an overview of the preliminary estimate of impacts of COVID-19 health emergency on the City's revenue and budget forecast.



## Memorandum

**DATE:** June 25, 2020  
**TO:** PRCS/Tree Board  
**FROM:** David Francis, Public Art Coordinator  
**RE:** Recommendation to Add an Artwork to the Permanent Artworks Collection

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### **Requested Board Action**

The Board is asked to concur with the staff recommendation to add [*Big Red*], Title TBD, 2002, welded, painted steel, to the City's Permanent Artworks Collection.

### **Project or Policy Description and Background**

On May 26, 2020, Mayor Will Hall contacted staff about a donation opportunity that he had learned about from a neighbor. The donor, Jan Levy, has recently acquired a friend's estate which includes a large sculpture in a fenced backyard, which she had been seeking to move.

On May 29, staff visited Ms. Levy and documented the sculpture, an approx. 14' wide by 6' tall and 6' deep welded steel abstract by Joseph Kinnebrew, a nationally known sculptor and Northwest native. Staff conducted research on the piece but was unable to identify it by title although the year is 2002. Ms. Levy referred to it as "Big Red" and expressed a desire to share the sculpture in a more public setting rather than the confines of the private backyard, where it rests on a 12'x8' x 3" concrete pad (no pins). She speculated that it was installed in two sections but staff was unable to confirm, wondering if it had been welded into a single piece onsite. The red paint, which Ms. Levy provided original photos showing in progress with hand brushes (rather than powder coat), is fading and peeling in spots and the sculpture requires cleaning and repainting (estimated at \$10,000 to \$15,000).

Ms. Levy has offered to cover moving expenses for Big Red which she estimated at \$10,000 - \$15,000 based on a quote she had previously received from Art Tech. She indicated that while the artist was still living near Bellingham, he had responded to her offer of return with a request that she pay for storage until such time as he could find a home for it. He also indicated the value at \$85,000 although staff feels this is about double what the piece might bring on an open market. Ms. Levy also approached Edmonds about a donation but learned that Edmonds was unsure of a location for the sculpture. Through mutual friends she learned of Shoreline's

sculpture park at Town Center. She would like to complete the move by the end of August or early September and seemed agreeable to alternative placements when staff mentioned that a new sculpture commission was slated to be installed at her preferred location this Fall.

Placement, including a prepared pad (possibly created by Parks maintenance staff) of about the same size (12'x8'x3"), will need to be determined fairly quickly unless storage is an option. Staff would be open to placement at the north end of the Town Center site, in a pocket park along Aurora, at Hillwood, Shoreview, Paramount School, James Keogh, or one of the new park acquisitions in the future. With the fairly tight time constraint, a location would need to be identified and the pad created in early August; painting could occur onsite and (based on the original photographs) would not require expensive powder coating but hand-brush application with a close match. Professional art handlers would need to be hired for the move, installation, and final painting. Staff recommends ArtSite but would need to initiate a bidding process with at least three bids. Maintenance would become the City's responsibility, using funds from Parks Repair and Replacement rather than the Public Art Fund.

Pending Board approval, the recommendation would go to Council (in July or August) and a Conditional Gift Agreement created by the City Attorney's Office would be signed by both parties.

### **Budget Implications**

The donation of Big Red is not without cost and would require \$10,000 - \$15,000 for repainting. The same amount for the move and installation is being offered by the donor. It is not clear to staff at this time whether the re-calculated CIP project revenue (following the revised Public Art ordinance in January 2020) would enable the refurbishment to occur in 2020, whether it would use Public Art funds, or whether it would be eligible for Parks' Repair and Replace budget.

### **Additional Information**

David Francis, Public Art Coordinator, 206-801-2661, [dfrancis@shorelinewa.gov](mailto:dfrancis@shorelinewa.gov)

Attachment A: Information on “Big Red”



Joseph Kinnebrew sculpture (title unknown), 2002

Jan Levy, current owner; willing to donate and cover moving (10-15 k per ArtTech)

12'x8' concrete pad; seven 8' steel columns, in 2 sections (welded upon installation?)

Needs paint; her photo suggests the artist painted it onsite with a regular brush (rather than expensive powdercoating)



Artist Website: [https://www.josephkinnebrew.com/jk\\_homepg.html](https://www.josephkinnebrew.com/jk_homepg.html)

Similar Works:

[https://www.josephkinnebrew.com/sculpture/fabricated\\_steel\\_portfolio/pg9\\_fabsteel\\_yoyo.html](https://www.josephkinnebrew.com/sculpture/fabricated_steel_portfolio/pg9_fabsteel_yoyo.html)

“Yo Yo” is similar in style with five rectangular columns but is approx. double the size, with the largest element 16' (these are 8'). It appears unpainted on the webpage.

[https://www.josephkinnebrew.com/sculpture/fabricated\\_steel\\_portfolio/pg13\\_fabsteel\\_snafu.html](https://www.josephkinnebrew.com/sculpture/fabricated_steel_portfolio/pg13_fabsteel_snafu.html)

“Sanfu” is also similar as a series of elongated rectangular columns; it is yellow and is also larger than the current piece under consideration.



Exact piece: [https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew\\_72021\\_3.jpg](https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew_72021_3.jpg)  
Year is 2002



[https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew\\_72021\\_3.jpg](https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew_72021_3.jpg)



[https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew\\_98295\\_2.jpg](https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew_98295_2.jpg)

[https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew\\_98295\\_1.jpg](https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew_98295_1.jpg)

[https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew\\_98295\\_8.jpg](https://www.artbrokerage.com/art/jkinnebrew/ images/jkinnebrew_98295_8.jpg)

These appears to be editions from the same series; they could also be composite photographs showing what the piece would look like in a client's setting. Because the Art Brokerage tag #98295 includes shots 3 – 8 in the current homeowner's yard, we suspects that the photos are indeed composites and do not show other editions, although the artist often worked in series of 3.

Joseph E. Kinnebrew IV

(b. Oct. 12, 1942, Tacoma WA)

[https://www.josephkinnebrew.com/resume/jk\\_resume\\_homepg.html](https://www.josephkinnebrew.com/resume/jk_resume_homepg.html)

Joseph Kinnebrew American Artist: Joseph Kinnebrew is an internationally recognized sculptor and painter. Kinnebrew's work is in the collections of major museums as well as many well established private collections. He had produced many public commissions for the NEA, National Endowment For the Arts. His work has been exhibited internationally including the Biennale in Florence Italy, the Palm Beach Biennale, Art Miami, Art Chicago and Art Toronto. In the US, his artwork is exhibited at Metropolitan Museum of Art, Guggenheim Museum, Brooklyn Museum, Library of Congress, Art Institute of Chicago, Harvard Fine Arts Library, Walker Art Center, Arizona State University, Detroit Institute of Art, New Orleans Museum of

Art The Museum of Fine Arts - Houston, Honolulu Academy of Arts, Philadelphia Museum of Art, The University of Texas, Eccels Museum of Art - Utah State University, Atkins Museum of Fine Arts - Kansas City, Michigan State University, The Grand Rapids Art Museum, Nelson-Atkins Museum (Kansas City) Cranbrook, Steelcase Corporation, Coopers and Lybrand, Grand Valley State University. Joseph Kinnebrew is Represented exclusively by Donna Rose CEO of Berkeley- Adams Fine Art Llc. - Contact: [Artsales@artbrokerage.com](mailto:Artsales@artbrokerage.com) for private or public commissions.



## Memorandum

**DATE:** June 25, 2020  
**TO:** PRCS/Tree Board  
**FROM:** Eric Friedli, PRCS Director  
Brett Abernethy, PRCS  
**RE:** Park Field and Facilities Rentals Operations Manual

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### **Requested Board Action**

The Board is asked to recommend approval of the proposed Field and Facility Rentals Operations Manual and associated amendments to the Seattle Municipal Code.

### **Project or Policy Description and Background**

The purpose of the Park Field and Facilities Rentals Operations Manual is to set forth guidelines for implementing Shoreline Municipal Code 8.12.040 pertaining to rental and use of Shoreline facilities, including indoor recreation centers, outdoor shelters, the Shoreline Pool, athletic fields, tennis courts, neighborhood parks, and all other park designated areas.

PRCS staff will use this Manual to consistently and fairly make determinations about the use of parks and recreation facilities for events and organized activities. The Manual is an important way for the public to understand our processes and reasons for making decisions related to rentals and use of park and recreation facilities.

PRCS staff have been using a set of guidelines that have evolved over time and are in need of review and formal adoption. In 2019 staff began a process to review, update and formalize the guidelines and operations manual for parks fields and facility rentals.

### **Shoreline Municipal Code**

The Shoreline Municipal Code (SMC) includes several sections that pertain to the use of parks facilities. Specifically, SMC 8.12.040-130. An important part of the Staff review of the facility rental process was review of the SMC. Attachment A presents a redlined version of the proposed amendments to the SMC. The most substantive changes are proposed to sections 040 and 130.

### **Special/Facility Use Permit (SMC 8.12.040)**

SMC 8.12.040 states that "Park and recreation facilities are available for public use whenever possible, without conflicting with city programs... Groups or individuals that desire to use a City of Shoreline owned or managed field, facility, or park may be granted special use permits by the department and may be charged a fee. Where appropriate, special conditions of use will be

established by the department and so noted on the facility use permit. Charges for special services in the city recreational facilities will be established by the department with the approval of the Shoreline City Council.”

Amendment to this section provide clarifying language. A key component is that the amended SMC gives the PRCS Director the authority to develop procedures for the administration of the facility use permit system.

**Sale of Goods and Services (SMC 8.12.130)**

SMC 8.12.130 states, “The use of park facilities for financial gain shall be allowed only through concession contracts secured by the city’s competitive bid process, negotiated concession contracts or by concessionaire permits or facility use permits, whichever is applicable.”

Amendments to this section provide more clarity. A key component is that the amended SMC gives the City the right to deny a permit if the use would be inconsistent with the purpose of the facility or would compete with program already offered by the City.

**Park Field and Facilities Rentals Operations Manual**

The purpose of the operational manual is to set forth guidelines for implementing Shoreline Municipal Code 8.12.040 pertaining to rental and use of Shoreline facilities, including indoor recreation centers, outdoor shelters, the Shoreline Pool, athletic fields, tennis courts, neighborhood parks, and all other park designated areas.

The Manual is included as Attachment B.

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**Additional Information**

Eric Friedli, PRCS Director

206-801-2601

[efriedli@shorelinewa.gov](mailto:efriedli@shorelinewa.gov)

Attachment A: Proposed Amendments to the Shoreline Municipal Code Section 8.12

Attachment B: Draft Park Field and Facilities Rentals Operations Manual

## Chapter 8.12

### RULES FOR USE OF CITY OF SHORELINE PARK FACILITIES\*

#### Article II. Administration/Facility Use Permits

##### 8.12.030 Administrative rules – Hours and operation.

The director shall promulgate rules establishing the times facilities will be open and closed for use by the public.  
[Ord. 195 § 1, 1999]

##### 8.12.040 Special-Facility use permits.

~~Park and recreation facilities are available for public use whenever possible, without conflicting with city programs. Special use permits or scheduling of use of facilities is required for any community special or private event involving more than routine use of a park and is done by contacting the parks and recreation department office. Permission for use for amplifying devices must be obtained in advance from the department.~~

~~Groups or individuals that desire to use the city park facilities, swimming pool, or city programs may be granted special use permits by the department, and may be charged a fee. Where appropriate, special conditions of use will be established by the department and so noted on the special use permit. Charges for special services in the city recreational facilities will be established by the department with the approval of the Shoreline city council.~~ [Ord. 195 § 1, 1999]

A. Facilities may be rented or reserved for non-routine use on an individual or on-going basis through the issuance of a facility use permit. If the proposed use pertains to filmmaking, then Chapter 5.25 Filmmaking Regulations apply in lieu of a facility use permit.

B. Facilities available for rent or reservation include, but are not limited to: Shoreline Pool, Richmond Highlands and Spartan Community Center, athletic fields, tennis courts, and picnic shelters and areas, and trails. The Director may, from time to time, add or remove available facilities, limit issuance of a permit so as to lessen impacts on the Facility, or prioritize allocation of Facilities.

C. All applications for a facility use permit shall be submitted on forms provided by the Department and shall include the appropriate application fee based on the official fee schedule set forth in chapter 3.01 SMC and any required security deposit.

D. The Director may promulgate procedures for the administration of a facility use permit system.

E. Permittees shall be required to comply with the provisions of this chapter and other applicable state and local laws and regulations. The Director may impose any reasonable conditions to granting a facility use permit deemed necessary to ensure the safe, reasonable, and orderly use of Facilities.

##### 8.12.050 Suspension or Cancellation of permit – By City.

~~The department reserves the right to cancel a permit for cause or to meet the needs of the department. Notice of cancellation for priority in order to meet the needs of the department shall be given at least 24 hours in advance. Notice of cancellation for cause may be given at any time.~~ [Ord. 195 § 1, 1999]

A. Violation of any of the terms and conditions of a facility use permit by the permittee, or any representative of a permittee, is cause for immediate suspension or cancellation of the facility use permit by the Director without prior notice.

## Attachment 1

### Proposed Amendment to Shoreline Municipal Code

B. The Director may suspend or cancel a facility use permit at any time due to an emergency, severe weather conditions, or other situations the Director has determined may result in Facility damage or personal injury. The Director shall provide notice to a permittee as soon reasonably practicable under the circumstances.

C. Refunds of any fees paid for a suspended or cancelled facility use permit shall be pursuant to applicable Department policies and procedures in effect at the time.

#### **8.12.060 Building facilities and outdoor field lights hours.**

~~Use of facilities Sunday through Thursday shall cease at 10:00 p.m. unless otherwise approved in the use permit. Use of facilities on Fridays or Saturdays shall cease at 12:00 a.m. unless otherwise approved in the use permit. Outdoor lights shall cease at 10:30 p.m. at park athletic fields unless otherwise designated.~~ [Ord. 195 § 1, 1999]

A. Unless otherwise approved by a facility use permit or designated by the Director, the use of building facilities shall cease as follows:

1. Sunday through Thursday: 10:00 p.m.

2. Friday and Saturday: 12:00 a.m..

B. Unless otherwise approved by a facility use permit or designated by the Director, use of outdoor athletic field lights will cease by: 10:30 p.m.

#### **8.12.070 Cleanup.**

~~All persons~~ Persons using a ~~building facility~~ Facility must leave the ~~facility~~ Vacility in a clean and neat condition considered satisfactory to the ~~department~~ Department. A Permittee shall return the Facility in a same or better condition or shall be liable for the costs of cleaning the Facility. [Ord. 195 § 1, 1999]

#### **8.12.080 Liability.**

~~Persons using facilities by permit will be required to protect, save and hold the city of Shoreline, its elected and appointed officials and employees, harmless from and against all claims, demands and causes of action of any kind or character, including the cost of defense thereof, arising out of the use of facilities.~~ [Ord. 195 § 1, 1999]

A. A Permittee shall:

1. Agree in writing to indemnify and hold the City, its officials, agents, and employees, harmless from and against any and all claims, damages, losses, and expenses, including attorney fees, arising out of or in connection with the permitted activity; and

2. Reimburse the City for all reasonable costs incurred to repair damages to the Facilities that occurred in connection with the permitted activity.

#### **8.12.090 Liability insurance.**

A. During all periods of use, a Permittee shall, ~~persons using facilities by permit shall,~~ except when a waiver is obtained from the ~~department~~ Department, obtain and maintain ~~commercial general liability~~ adequate insurance ~~in an amount~~ as follows:

1. Commercial general liability or

2. Tenant User Liability Insurance Program (TULIP).

B. Coverage shall be in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate, unless the Department requires a different amount based on the intended use. The city shall be named as an insured on ~~the person's commercial general liability~~ insurance ~~policy~~ policies.

## Attachment 1

### Proposed Amendment to Shoreline Municipal Code

~~C. A Permittee~~Persons shall provide a certificate of insurance or, upon written request of the ~~city~~City, a duplicate of the policy, as evidence of the insurance protection provided. This insurance shall not be canceled or reduced without prior written notice to the city at least ~~40~~thirty (30) calendar days in advance of the ~~policy's~~ cancellation. [Ord. 539 § 2, 2009; Ord. 195 § 1, 1999]

#### **8.12.100 Adults to accompany minors.**

When ~~facilities~~Facilities are used ~~by permit~~purasant to a facility use permit, and children are present, ~~an~~ adults must be present and responsible ~~at all times~~during all periods of use. [Ord. 195 § 1, 1999]

#### **8.12.110 Storage of equipment – Liability of city.**

~~Persons using facilities should not expect storage space for equipment necessary for their activity. If temporary storage is provided, the city of Shoreline shall not be held responsible for loss or damage.~~ [Ord. 195 § 1, 1999]

Unless authorized by the Department, no equipment shall be stored at or on a Facility. If equipment storage is authorized by the City, storage is at the Permittee's own risk and the City shall not be held liable for the loss of, or to damage, any equipment.

#### **8.12.120 Equipment regulations – Failure to perform.**

~~The misuse of a park facility or the failure to conform with regulations, the instructions of department employees, or the conditions of a permit will be sufficient reason for canceling a permit and/or denying any future permits.~~ [Ord. 195 § 1, 1999]

#### **8.12.130 Facility use**~~Concession Permit~~ – required for s~~ale~~ of goods or services.

~~The use of park facilities for financial gain shall be allowed only through concession contracts secured by the city's competitive bid process, negotiated concession contracts or by concessionaire permits or instructor permits, whichever is applicable. No concessionaire permit or instructor permit is required if the concessionaire or instructor has a contractual relationship with the city to provide instruction or to sell concessions at a city sponsored event. Concessionaire permit fees may be waived pursuant to SMC 3.01.060.~~ [Ord. 602 § 3, 2011; Ord. 195 § 1, 1999]

A. A Concession Permit permits a Person to sell goods or services at a Facility for financial gain.

B. If a Person does not have a concession contract with the City, a Concession Permit or Facility Use Permit is required for sale of goods or services.

C. All applications for a concession permit shall be submitted on forms provided by the Department and shall include the appropriate application fee based on the official fee schedule set forth in chapter 3.01 SMC unless a waiver has been approved as provided in that chapter.

C. The City reserves the right to deny any application when, in the City's sole discretion, the proposed goods or services are inconsistent with the public recreation purpose of the Facility or are similar to programs offered by the City.

D. Permittees shall be required to comply with all applicable provisions of this chapter. The Director may impose any reasonable conditions to granting a concession permit deemed necessary to ensure the safe, reasonable, and orderly use of Facilities.

E. A Concession Permit may be suspended or cancelled as providing in SMC 8.12.050. 5 § 1, 1999]





# Field & Facility Rentals Operations Manual

Parks, Recreation & Cultural Services



**Effective Date:** February 1, 2020

**Sponsor:** Brett Abernethy, Rental and System Coordinator

**Next Review:** February 1, 2023

**Approved By:**

Eric Friedli, PRCS Director

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## 1.0 INTRODUCTION

### 1.1. Purpose

The purpose of this operational manual is to set forth guidelines for implementing Shoreline Municipal Code 8.12.040 pertaining to rental and use of Shoreline facilities, including indoor recreation centers, outdoor shelters, the Shoreline Pool, athletic fields, tennis courts, neighborhood parks, and all other park designated areas.

### 1.2. Policy Guidance

#### 1.2.1. Facility Use Permit (SMC 8.12.040)

SMC 8.12.040 states that “Park and recreation facilities are available for public use whenever possible, without conflicting with city programs... Groups or individuals that desire to use a City of Shoreline owned or managed field, facility, or park may be granted special use permits by the department and may be charged a fee. Where appropriate, special conditions of use will be established by the department and so noted on the facility use permit. Charges for special services in the city recreational facilities will be established by the department with the approval of the Shoreline City Council.”

#### 1.2.2. Sale of Goods and Services (SMC 8.12.130)

SMC 8.12.130 states, “The use of park facilities for financial gain shall be allowed only through concession contracts secured by the city’s competitive bid process, negotiated concession contracts or by concessionaire permits or facility use permits, whichever is applicable.”

### 1.3. Definitions

#### 1.3.1. Concessionaire:

An individual, community organization, non-profit or private firm who sells food, beverage, merchandise and/or services.

#### 1.3.2. One-Time Rental:

Two (2) or less rental dates monthly.

#### 1.3.3. On-Going Rental:

Three (3) or more rental dates monthly.

#### 1.3.4. Major Event:

Any event with an estimated attendance of 300 or more people in any park area.

#### 1.3.5. Youth Organization:

Organizations that only provide services to participants/members who are 19 years of age & under.

**1.3.6. Adult Organization:**

Organizations that provide services to participants/members that include participants/members who are over 18 years of age.

**1.3.7. Renter:**

The individual or group renting a City facility who signs the Application and/or Permit.

**1.3.8. Renter's Designee:**

The individual specified in writing as the official representative of a group.

**1.3.9. Resident:**

An individual or organization who lives or pays property tax in Shoreline, and/or a group/team with 51% of their roster either living or paying property tax in Shoreline.

**1.3.10. Park & Open Space Area:**

Any park area that is not rentable per current fee schedule (e.g. picnic shelters, athletic fields, and/or tennis courts).

**1.4. References and Forms**

**1.4.1. References**

Shoreline Municipal Code Chapters 3.01, 8.12 and 12.15.

**1.4.2. Forms**

The following forms are attached:

- Community Center Facility Use Permit Application
- Shoreline Pool Facility Use Permit Application
- Outdoor Facility Use Permit Application.
- Concession Permit Application
- Historic Use Facility Use Permit Application
- Neighborhood Event Permit Application
- Park and Open Space Non-Exclusive Event Permit Application
- Request for Fee Waiver
- Special Alcohol Permit Application

**2.0 GENERAL REQUIREMENTS**

**2.1. General Facility Rental Process**

All activities at any city facility must comply with the Shoreline Municipal Code, the King County Code of Public Health, state and federal laws, and all conditions cited in the permit or on permit application forms.

**2.1.1. Tobacco and controlled substances**

(SMC 8.12.395, 8.12.500, RCW 69.50.445, RCW 70.160.075)

Smoking, or the use of any tobacco and/or controlled substance products, indoors at any City owned or managed facility or in any park area is not permitted. Smoking, or use of any tobacco and/or controlled substance products, is not permitted outside on the campus of City Hall, the Shoreline Pool, or the Spartan Recreation Center. For all other City-owned or managed facilities, smoking or use of other tobacco and/or controlled substance products, is not permitted within 25 feet of the entrance or windows of the facility.

### **2.1.2. Alcohol**

The use, possession, or consumption of any alcoholic beverages is not permitted on or in any City of Shoreline-owned or managed field, facility, or park except at the Richmond Highlands Recreation Center, the Terrace at Richmond Beach Saltwater Park, the Amphitheater at Cromwell Park, and Kruckeberg Botanic Garden. All events at permitted facilities that include the consumption of beer and wine must have a Special Alcohol Permit issued by the PRCS Department.

### **2.1.3. Code of conduct**

Use language and behave in ways that show respect for everyone (no swearing or derogatory slang), respect the facility, resolve conflicts without fighting, and be drug and alcohol free.

### **2.1.4. General park rules**

The City of Shoreline Parks, Recreation and Cultural Services Department invites you to enjoy this park. Please observe and obey the following rules:

All rental attendees and activities must comply with the Shoreline Parks, Recreation and Cultural Services Code of Conduct and General Park Rules (SMC 8.12).

- Parks are open dawn till dusk except for City-approved activities.
- Dogs are to be on leash at all times, except for designated off leash areas. Please clean up after dogs.
- Feeding of waterfowl and animals is prohibited.
- Fireworks are prohibited.
- Fires are prohibited except in designated barbecue units or designated fire pits.
- Removal of park property is prohibited.
- Alcoholic beverages are prohibited (unless approved by the department).
- Park in designated areas only; keep all vehicles on roadways.
- No overnight camping.
- Amplified sounds audible from a distance of 30 feet are prohibited except for City-approved activities.
- Place trash in trash receptables. No dumping of household or commercial generated trash is allowed.

### **2.1.5. General guidelines for determining availability**

- Concessionaires requesting to offer programs similar to a City of Shoreline program may not be permitted.
- The City reserves the right to limit outside use of certain parks or facilities for rental to lessen the impact on a park or facility and adjacent neighbors.

## 2.2. General Facility Rental Guidelines

### 2.2.1. Select Type of Permit Needed

Type of Permit	Pool Facility Rental	Community Center Indoor Facility Rental	Outdoor Facility Rental	Returning On-Gong Facility Rentals	Sale of Food, Drink, Goods	Sanctioned Neighborhood Event	Sale of Services in a Park & Open Space Area	Park & Open Space Area Event 25+ Attendance
Shoreline Pool Facility Use Permit	<b>Yes</b>							
Community Center Facility Use Permit	No	<b>Yes</b>	No	No	No	No	No	No
Outdoor Facility Use Permit	No	No	<b>Yes</b>	No	No	No	No	No
Historic Facility Facility Use Permit	No	No	No	<b>Yes</b>	No	No	No	No
Concession Permit	No	No	No	No	<b>Yes</b>	No	<b>Yes</b>	No
Neighborhood Event Permit	No	No	No	No	No	<b>Yes</b>	No	No
Park & Open Space Non-Exclusive Use Event Permit	No	No	No	No	No	<b>Yes</b>	No	<b>Yes</b>

### 2.2.2. Application Submittal

Groups and/or individuals wishing to reserve City of Shoreline facilities are required to complete the appropriate application forms for a Facility Use Permit from the PRCS Department.

### 2.2.3. Age Requirements

Persons completing the appropriate application form(s) must be 18 years of age; provided that any application for facility use permit where alcohol will be served must be completed and signed by an individual 21 years old or older.

### 2.2.4. Advance Application required

#### 2.2.4.1. **Indoor Rental Applications**

Applications for indoor facility rentals will be accepted up to 90 days in advance and at least at least fourteen (14) days prior to the requested date.

##### *Exception – Shoreline Pool*

Applications for the Shoreline Pool will be accepted up to 180 days in advance to the requested date.

##### *Exception – Spartan Recreation Center*

Applications will be accepted up to seven (7) days in advance for reservations during Spartan Recreation Center operating hours. (See Section 6.2.2)

2.2.4.2. **Outdoor Rental Applications**

Applications for facility rentals of outdoor facilities will be accepted up to 180 days in advance and at least seven (7) days prior to the requested date.

*Exception - Athletic Field Historic Rental Application Submittal. (See Section 5.2.5)*

2.2.4.3. **Major Event Applications**

Applications for Major Events may be accepted up to one (1) year in advance and not less than one (1) month in advance of the event date.

2.2.5. Facility Scheduling

A minimum reservation of one (1) hour is required with minimum reservation increments of thirty (30) minutes.

**Exceptions**

- Three (3) hour minimum reservation required for Richmond Highlands rentals.
- Three (3) hour minimum reservation required outside normal operating hours at the Spartan Recreation Center.
- Thirty (30) minute minimum reservation required for Athletic Field rentals.
- Picnic Shelter reservations only accepted in designated time blocks of 9:00 a.m. - 2:00 p.m., 2:30 p.m. - Dusk, and 9:00 a.m. - Dusk.

2.2.6. Scheduling Priorities for Facility Rentals

**Tier 1** – Shoreline Parks & Recreation

**Tier 2** – Interlocal Agreements

**Tier 3** – Non-Profit Organizations with over 50% of their roster that live or pay property tax in the City of Shoreline.

**Tier 4** – All other facility rental requests are on a first come, first served basis.

2.2.7. Renter Responsibilities

The Renter or the Renter’s designee must be present at the facility during the actual reservation. The Renter is responsible for all aspects of use, including payment of fees, obtaining and maintaining any required insurance, and adherence to all conditions cited in the permit or rental agreement.

2.2.8. Rental Fees, Security Deposits and Fee Waivers

2.2.8.1. **Fee Schedule**

Fees are established by the City of Shoreline fee ordinance and are set forth in SMC Chapter 3.01.

2.2.8.2. **Security Deposit**

A security deposit is required for Spartan and Richmond Highlands Recreation Center rentals and one-time Shoreline Pool rentals.

2.2.8.2.1. Outdoor rentals for events that have the potential to incur damage to a park area and/or equipment or that may require additional maintenance may be required to provide a security deposit.

2.2.8.2.2. Costs related to damage or extra cleaning will be deducted from the deposit. Upon completion of the rental and inspection of the facility by City staff, the security deposit (or any portion remaining) will be refunded. The State Auditor prohibits cash refunds. Costs for exceeding the scheduled rental timeframe or that required additional staff time will also be deducted from the deposit or billed to the Renter if there is no deposit.

2.2.8.3. **Rental Ranges**

*Rental/Deposit Fees \$1,000 or Less* - Rental/Deposit Fees for \$1,000 or less must be paid in full at the time of the reservation.

*Rental Fees over \$1,000* – If Rental/Deposit fees exceed \$1,000 a \$200 deposit is required at the time of the reservation, with the balance due 14 days prior to the rental date or pursuant to a monthly payment schedule established by the PRCS Department.

2.2.8.4. **Late Payments**

Fees not paid as directed may result in the loss of the facility reservation. Any payments that are more than thirty (30) days past due will be assessed a \$25.00 late fee or 1% of the balance owed, whichever is greater.

2.2.8.5. **Rental Fee Waivers**

The PRCS Director may grant a rental fee waiver as permitted under Shoreline Municipal Code Chapter 3.01.800 if the event serves the community and is consistent with adopted city programs. Organizations receiving rental fee waivers must still provide a security deposit and pay a supervision fee if required. A Renter wishing to have a fee waived must first fill out a Request for Fee Waiver form.

**2.2.9. Rental Cancellations and Refunds**

2.2.9.1. **City Cancellations**

The City may cancel a rental anytime due to an emergency, severe weather or situations that may result in facility damage or personal injury. In such instances, the Renter will be entitled to a 100% refund.



2.2.9.2. **Renter Cancellations**

See Recreation Program Refund Policy and Procedures–1000-03 (9247)

**2.2.10. Insurance**

2.2.10.1. **City of Shoreline Insurance Renter Requirements**

SMC 8.12.090 states that during all periods of use, persons using facilities by permit shall, except when a waiver is obtained from the department, obtain and maintain commercial general liability insurance.

The following rental activities require insurance:

- Events with an estimated attendance of 200 or more,
  - Events charging registration, membership, and/or admission fees to participants,
  - Ongoing rentals at Pool, Gymnasium, Athletic Field and Tennis Court facilities,
  - Concessionaire Permit applications,
  - Events that have inflatable games (bouncy houses),
  - Events that will serve alcohol, and
  - Other events on a case-by-case basis.
1. Certificate of Insurance naming the City of Shoreline as additional insured is required before final confirmation of the permit will be issued by the City.
  2. Insurance liability limits shall meet the following requirements: Commercial General Liability insurance in an amount of not less than \$1,000,000 each occurrence and \$1,000,000 general aggregate.
  3. The cost of the insurance is the responsibility of the Permittee.
  4. Participant liability insurance is required for athletic or sporting events.
  5. The City of Shoreline reserves the right to adjust the amounts of insurance required based on the level of risk presented by the intended use of the facility.

The “Certificate of Insurance” as evidence of the insurance protection must be received by the PRCS Department Scheduler at least two (2) working days prior to the first scheduled event. This insurance shall not be canceled or reduced without the prior written notice to the City of Shoreline at least thirty (30) days in advance of the cancellation.

2.2.10.2. **Ongoing Insurance Requirement**

Ongoing Rental Groups are required to renew contractual agreements seasonally in order to keep user group and insurance information up to date.

**3.0 CONCESSION PERMITS**

As required by SMC 8.12.130 individuals, community organizations and private firms wishing to sell food, beverages, merchandise, and/or services in a City park or facility are required to obtain a Concession Permit or Facility Use Permit.

### **3.1. Application Procedures**

Concession Permit Applications may be submitted for review up to 180 days in advance of scheduled start date but no later than seven (7) days prior to the scheduled start date. It shall be the responsibility of each Concession Permit Applicant to verify that adequate utilities are available to support any concession equipment they intend to operate at any City park or facility.

### **3.2. Concession Permit Fees**

As set forth in the Fee Schedule, SMC 3.01.300(C).

### **3.3. Permit Requirements**

- Concessionaires providing food and/or beverage sales must meet all State, County and City health code and permit requirements.
- The City reserves the right to deny the sale of items it deems to be a public nuisance, potentially damaging to its facilities, or not family friendly.

### **3.4. Shoreline Business License**

All Concessionaires must obtain a Shoreline Business License, as required under Shoreline Municipal Code Chapter 5.05.

### **3.5. Concession Permit Cancellations and Refunds**

See Recreation Program Refund Policy and Procedures–1000-03 (9247).

## **4.0 SHORELINE FILM PERMIT**

### **4.1. Shoreline Film Permit Policy**

See SMC Chapter 5.25 Filmmaking Regulations.

### **4.2. Shoreline Film Permit Fee Schedule**

Fees are established by the City of Shoreline Fee Ordinance and are set forth in SMC Chapter 3.01.205

## **5.0 OUTDOOR FACILITY RENTALS**

### **5.1. Major Event Rentals**

Activities with 300 or more guests at any park area are considered Major Events and a Park and Open Space Non-Exclusive Event Application must be submitted along with the appropriate rental application. Applications must be submitted a minimum of one (1) month prior to the requested rental date. All Major Events require proof of insurance

naming the City of Shoreline as additionally insured. The City of Shoreline PRCS Director must approve all Major Events.

## **5.2. Athletic Field & Tennis Court Use**

All City-managed athletic fields and tennis courts, when not scheduled for use for City sponsored or co-sponsored activities, may be made available for booking consistent with Section II: General Requirements, with the exceptions listed below:

### **5.2.1. Application Submittal**

See Section 2.2.2: Application Submittal.

#### **5.2.1.1. Rental requests - athletic fields**

Outdoor Facility Use Permit Applications for athletic fields may be submitted through mail, email or in person at the Spartan Recreation Center or City Hall. No call-in reservations for athletic fields.

#### **5.2.1.2. Rental requests - tennis courts**

Tennis court rentals may be completed online, or an Outdoor Facility Use Permit Application may be submitted in person at the Spartan Recreation Center or City Hall. No call-in reservations for tennis courts.

### **5.2.2. Athletic Field Scheduling**

Thirty (30) minute minimum reservation required for Athletic Field rentals. Field rentals are available for baseball, softball, soccer, football, Ultimate Frisbee and other approved activities. Rentals are available during the dates and times set forth in Section 5.2.9. No organized use is permitted outside the dates and times listed in Section 5.2.9.

***Exception** - No baseball reservations before 5:00 p.m. on weekdays for non-residents or non-resident organizations.*

### **5.2.3. Tennis Court Scheduling**

Sixty (60) minute minimum reservation required for Tennis Court Rentals. The tennis courts are available for drop-in use or reservations from 8:00 a.m. to dusk except for the lighted tennis courts at Shoreline Park, which are available 8:00 a.m. to 10:30 p.m.

### **5.2.4. Scheduling Priorities for Athletic Field & Tennis Court Use –**

**Tier 1** – Shoreline Parks & Recreation

**Tier 2** – Interlocal Agreements

**Tier 3** – Non-Profit Organizations with over 50% of their roster that live or pay property tax in the City of Shoreline.

**Tier 4** – All other facility rental requests are on a first come, first served basis.

#### **5.2.4.1 Allocation Priority Within Tiers**

In recognition that there are limited multi-use fields and tennis courts suitable

for all sports, the following criteria will be used to establish fair and reliable allocation within the tiers listed above:

- Historic use: In order to provide a reliable baseline schedule for field/court users and City staff, historic use will be a factor in field/court allocation. Two years of consistent use will establish historical precedence.
- Number of participants within an organization: Allocation should be generally proportional to the number of participants in an organization.
- Appropriate use: The City will attempt to assign earlier time slots for younger teams, smaller grass fields for the youngest participants, games on higher quality fields, etc.
- Users in good standing: Invoices are up to date according to the payment plan, requests are received according to the scheduling calendar, and permit conditions are consistently met.

**5.2.5. Athletic Field & Tennis Court Historic Rental Group Responsibilities**

Returning ongoing Rental Groups will receive a copy of their historic use and Historic Facility Use Permit Application packet on a seasonal basis.

Name of Season	Date Range of Season	Month Application and Historic Use Sent
Winter/Spring	January-3 <sup>rd</sup> Week in June	November
Summer	4 <sup>th</sup> Week of June-August	February
Fall	September-December	June

5.2.5.1. Ongoing Rental Groups must complete and submit the Historic Facility Use Permit Application within 14 days of the date the application packet is sent, or the tentatively scheduled rental dates will be returned to the general “availability pool” for other groups to reserve.

5.2.5.2. The Renter must designate one point of contact who must handle all correspondence with the PRCS Department. Parents, coaches, participants and league coordinators should be encouraged to correspond through this contact person.

**5.2.6. Inclement Weather Cancellations & Refunds**

See Recreation Program Refund Policy and Procedures–1000-03 (9247)

*Exception - Shoreline Little League is not given credit for field light fees when an event is cancelled due to inclement weather by the City of Shoreline.*

**5.2.7. Athletic Field Playability Rules & Regulations**

The baseball infield “playability” phone number is (206) 801-2662. League officials, coaches and participants are responsible for calling the field playability phone number on dates when weather conditions may affect playability status of each field. Playability information is available via a recorded phone message after 3:00 p.m. on weekdays and after 8:30 am on weekend mornings. Weekend field playability after 11:00 a.m. will be determined by league officials on site. Fields

that are posted with “Field Closed” signage are not to be used for games or practices. Teams ignoring field closure signs may be charged for repairs and/or denied further access to field use.

#### **5.2.7.1 Soccer Fields/Tennis Courts**

Soccer field and tennis court playability will be determined by the renter.

#### **5.2.8. Field Preparation**

City staff, or a designated representative, will perform all field preparation, unless otherwise approved by the Parks Superintendent, according to the following schedule:

##### **5.2.8.1. Soccer fields**

Determined by Parks maintenance schedule.

##### **5.2.8.2. Baseball/softball infields**

5.2.8.2.1. *Field Prep for Scheduled Practices* – Each baseball field listed in Section 5.2.9. with scheduled practices will receive two field drags per week.

5.2.8.2.2. *Field Prep for Scheduled League Games* – The City of Shoreline will provide one field game prep per day for any baseball field scheduled for a baseball league game on the master field schedule.

5.2.8.2.2.1. Each rental group requesting field “preps” for baseball/softball league games must complete and submit printed league schedules to the PRCS Department at least seven (7) days before the first scheduled league game commences to guarantee field “prep”.

5.2.8.2.2.2. Exception – Field game preps are only provided at Hamlin Park and Paramount Park for Shoreline Little League. Shoreline Little League is responsible for all field game preps at all other City of Shoreline baseball fields.

##### **5.2.8.3. Athletic Field Incidents/Accidents**

All Renters are required to report incidents and accidents that occur during field use to the PRCS Department rental coordinator. In addition, field user groups are encouraged to inform the PRCS Department recreation staff of any hazardous field conditions they observe, (i.e. holes in turf, broken irrigation, loose fencing, etc.).

#### **5.2.9. Athletic Field Rental Availability – Dates and Times**

<b>Park / Field</b>	<b>Rental Dates</b>	<b>Rental Times</b>	<b>90' Baseball</b>	<b>65' Adult Softball</b>	<b>60' Youth Baseball</b>	<b>Adult Soccer</b>	<b>Youth Soccer</b>	<b>Youth Football</b>	<b>Ultimate Frisbee</b>	<b>Field Lights</b>
<b>Cromwell Park</b>			No	No	Yes-1	No	Yes-1	No	Yes-1	No
Baseball Field	Mar – Aug	8:30am – Dusk	No	No	Yes	No	No	No	No	No
Soccer Field	Mar – Oct	8:30am – Dusk	No	No	No	No	Yes	No	Yes	No
<b>Hamlin Park</b>			Yes-2	Yes-2	Yes-4	No	No	No	Yes-3	Yes
Baseball Field 1	Mar – Oct	8:30am – 12a.m.	No	No	Yes	No	No	No	No	Yes
Baseball Field 2	Mar – Oct	8:30a.m. – 12a.m.	No	No	Yes	No	No	No	Yes	Yes
Baseball Field 5	Mar – Oct	8:30a.m. – 12a.m.	Yes	Yes	Yes	No	No	No	Yes	Yes
Baseball Field 6	Mar – Oct	8:30a.m. – 12a.m.	Yes	Yes	Yes	No	No	No	Yes	Yes
<b>Hillwood Park</b>			No	No	No	No	Yes-1	No	Yes-1	No
Soccer Field	Mar – Oct	8:30a.m. – Dusk	No	No	No	No	Yes	No	Yes	No
<b>Paramount Park</b>			No	Yes-1	Yes-2	No	Yes-1	No	Yes-1	No
South Baseball Field	Mar – Aug	8:30am – Dusk	No	Yes	Yes	No	No	No	No	No
North Baseball Field	Mar – Aug	8:30a.m. – Dusk	No	No	Yes	No	No	No	No	No
Soccer Field	Mar – Oct	8:30a.m. – Dusk	No	No	No	No	Yes	No	Yes	No
<b>Richmond Highlands Park</b>			No	Yes-1	Yes-2	No	Yes-1	No	Yes-1	No
Baseball Field 1	Mar – Aug	8:30a.m. – Dusk	No	Yes	Yes	No	No	No	No	No
Baseball Field 2	Mar – Aug	8:30a.m. – Dusk	No	No	Yes	No	No	No	No	No
Soccer Field	Mar – Oct	8:30a.m. – Dusk	No	No	No	No	Yes	No	Yes	No
<b>Shoreline Park</b>			No	No	No	Yes-2	Yes-2	Yes-2	Yes-2	Yes
Shoreline-A	Year Round	8:30a.m. – 10:30pm	No	No	No	Yes	Yes	Yes	Yes	Yes
Shoreline-B	Year Round	8:30a.m. – 10:30pm	No	No	No	Yes	Yes	Yes	Yes	Yes
<b>Shoreview Park</b>			No	Yes-1	Yes-2	Yes-1	Yes-1	No	Yes-1	No
Upper Baseball Field	Mar – Oct	8:30a.m. – Dusk	No	No	Yes	No	No	No	No	No
Lower Baseball Field	Mar – Oct	8:30a.m. – Dusk	No	Yes	Yes	No	No	No	Yes	No
Soccer Field	Year Round	8:30a.m. – Dusk	No	No	No	Yes	Yes	No	No	No

Park / Field	Rental Dates	Rental Times	90' Baseball	65' Adult Softball	60' Youth Baseball	Adult Soccer	Youth Soccer	Youth Football	Ultimate Frisbee	Field Lights
Soccer Field			No	No	No	No	Yes	No	Yes	No
<b>Twin Ponds</b>			No	No	No	Yes-1	Yes-1	Yes-1	Yes-1	Yes
Soccer Field	Year Round	8:30a.m. – 10:30pm	No	No	No	Yes	Yes	Yes	Yes	Yes

### 5.3. Picnic Shelter/Area Facility Use

#### 5.3.1. Picnic Shelter/Area Use

All City managed picnic shelter facilities, when not scheduled for use for City sponsored or co-sponsored activities, may be made available to reserve consistent with the Section 4. General Facility Use with the exceptions listed below:

#### 5.3.2. Application Submittal

See Section 2.2.2: Application Submittal.

Rental requests for picnic shelters may be submitted online or an Outdoor Facility Use Application may be submitted in-person at the Spartan Recreation Center. No call-in reservations.

#### 5.3.3. Picnic Shelter/Area Scheduling

Picnic shelters/areas are available for reservations year-round. Reservations will be accepted up to 180 days in advance. Three reservation time slots are available for all picnic shelter/areas: 9:00 a.m. to 2:00 p.m., 2:30 p.m. to dusk, 9:00 am to dusk.

#### 5.3.4. Scheduling Priorities for Picnic Rentals

See Section 2.2.6: Scheduling Priorities for Facility Rentals.

#### 5.3.5. Picnic Shelter/Area Renter Responsibilities

- All park facilities utilized shall be left in a clean and neat condition.
- No staking or digging is allowed in any park area.
- Painter's tape ONLY for decorations (no tacks, nails, glue, or other tape).
- Personal and/or rental equipment must not interfere with other park or park facility users.
- Renter is responsible for their own set-up and clean up. Set-up and clean-up times are included in the rental time.
- All of Renter's equipment must be removed at the end of each individual event date with no equipment left at the end of the entire rental period.
- Garbage and recyclables shall be placed in appropriate containers or removed from city property.
- Renter shall be subject to additional fees if facility is not left in a condition considered satisfactory to City facility staff.

#### 5.3.6. Inclement Weather Cancellations

No inclement weather refunds are allowed for picnic shelter/area rentals.

### **5.3.7. Alcohol Use**

Alcohol use is permitted at the Richmond Beach Terrace and the Cromwell Amphitheater with a Washington State Liquor Control Board One Time Use Banquet Permit and an approved Special Alcohol Permit. The Liquor Control Board permit must be displayed on premises during the entirety of the event. Renters must obtain liability insurance.

### **5.3.8. Picnic Shelter/Area Preparation**

Picnic shelters will be cleaned once a day before scheduled use. Trash is picked up daily. Renter accepts the City of Shoreline's Park and/or Park Facilities "as is," subject to the effects of rain and wind, other park patrons, and the presence of park wildlife.

## **5.4. Park and Open Space Non-Exclusive Use**

### **5.4.1. Park and Open Space Use**

The City monitors the use of natural areas and open spaces on City property along with the various neighborhood parks managed by the PRCS Department. Non-exclusive uses, other than drop-in use, that have minimal impact on the vegetation, wildlife, enjoyment of the facility by other patrons and adjoining properties will be considered on a case-by-case basis as set forth in this policy.

### **5.4.2. Application Submittal**

See Section 2.2.2: Application Submittal.

Park and Open Space Non-Exclusive Event Permit Applications may be submitted by mail, email or in person at the Spartan Recreation Center or City Hall.

### **5.4.3. Park and Open Space Scheduling**

Natural areas and open spaces, community parks and the Connie King Skate Park are available for non-exclusive passive use from 8:00 a.m. to dusk throughout the year (unless posted as "closed" due to safety concerns).

### **5.4.4. Conditions of Use of Park and Open Space Area**

#### **5.4.4.1. Park and Open Space Non-Exclusive Use Event Permit**

A Park and Open Space Non-Exclusive Use Event Permit is required if the request meets any of the following criteria:

1. Estimated attendance is 25 or more, or
2. A request to place large equipment or object in a Park or Open Space Area, or
3. A requested event that is outside normal park hours and/or policies.

##### **5.4.4.1.1. Low Impact Park & Open Space Permit**

Low-Impact Park & Open Space Applications are reviewed by Rental Coordinator. Low-Impact Park & Open Space Permit requests to use Park & Open Space Areas must meet all the following criteria:

1. Estimated attendance of 25 -99 participants and



2. No large equipment and/or objects being placed in a Park & Open Space Area and
3. Event is not outside normal park hours and/or policies.

5.4.4.1.2. *High Impact Park & Open Space Permit*

**Permission from PRCS Director** - To diminish the impact on park and open spaces and to minimize impacts on other facility patrons and adjoining properties, all events that meet any of the following criteria must have a High-Impact Park & Open Space Permit approved by the PRCS Director.

1. Estimated attendance of 100 or more participants, or
2. Large equipment and/or objects are being placed in a Park & Open Space Area, or
3. Event is outside normal park hours and/or policies.

5.4.4.2. **Park and Open Space Non-Exclusive Event Permit Cancellation and Refunds**

See Recreation Program Refund Policy and Procedures–1000-03 (9247)

## 6.0 INDOOR FACILITY RENTALS

### 6.1. Richmond Highlands Recreation Center Facility Use

The Richmond Highlands Recreation Center, when not scheduled for use for City sponsored or co-sponsored activities, may be made available for booking consistent with Section 4. General Facility Use with the exceptions listed below:

#### 6.1.1. Application Submittal

See Section 2.2.2: Application Submittal.

Rental requests for Richmond Highlands may be submitted online, or a Community Center Facility Use Permit Application may be submitted in person at City Hall. No call-in reservations.

#### 6.1.2. Richmond Highlands Scheduling

The Richmond Highlands Recreation Center is available for reservations on weekends during designated time slots between 8:00 a.m. - 6:00 p.m. on Saturdays and between 8:00 a.m. - 10:00 p.m. on Sundays.

Rental groups will be scheduled at least thirty minutes apart. Renters will be charged additional fees in 15-minute increments for time in excess of agreed time. A three (3) hour minimum reservation is required.

#### 6.1.3. Scheduling Priorities for Richmond Highlands

See Section 2.2.6: Scheduling Priorities for Facility Rentals.

#### **6.1.4. Conditions for Richmond Highlands Rentals**

- The maximum allowable attendance at the Richmond Highlands Recreation Center is 214. Renters reserving the entire building will not have access to the office space.
- All decorations the use of painters tape only.
- No tacks, glue, nails or other means that temporarily or permanently alter the building is allowed.
- The City-provided building monitor is in charge at all times.
- Renters must notify the building monitor immediately in the event of an incident, accident or emergency.
- Appropriate shoes and clothing must be worn at all times while at the facility; muddy shoes or cleats are not permitted in the building.
- All equipment must be returned to its appropriate location for storage.

#### **6.1.5. Alcohol Use**

Alcohol use is permitted at the Richmond Highlands Recreation Center with a Washington State Liquor Control Board One Time Use Banquet Permit and an approved Special Alcohol Permit. The state banquet permit must be displayed on premises during the entirety of the event. Renters must obtain liability insurance.

#### **6.1.6. Gymnasium Rental Rules & Regulations**

- An adult must accompany children under ten (10) years old at all times in the gymnasium. Dunking and/or hanging from the basketball goals is prohibited.
- Roller-skates, skateboards, and/or in-line skates are not permissible on the premises.
- Indoor hockey and baseball are prohibited in the gym.
- Other conditions may be specified in the permit.

### **6.2. Spartan Recreation Center Facility Use**

The Spartan Recreation Center facility, when not scheduled for use for City sponsored or co-sponsored activities, may be made available for booking consistent with this policy.

#### **6.2.1. Application Submittal**

See Section 2.2.2: Application Submittal.

Community Center Facility Use Permit Applications for the Spartan Recreation Center may be submitted by mail, email, or in person at the Spartan Recreation Center. No call-in reservations. Rental applications accepted up to seven (7) days in advance for reservations during Spartan Recreation Center operating hours.

#### **6.2.2. Spartan Recreation Center Scheduling**

The following Spartan Recreation Center facility rooms are available for reservation Sunday through Thursday from 8:00 a.m. to 10:30 p.m., and Friday and Saturday from 8:00 a.m. to 12:00 midnight: Gymnasium, Cascade Room (with or without kitchen), Olympic Room (with or without kitchen), Dance Room and

Gymnastics Room. A one (1) hour minimum reservation is required during regular business hours and a (3) three-hour minimum reservation is required outside regular business hours.

**6.2.3. Scheduling Priorities for Spartan Recreation Center**

See Section 2.2.6: Scheduling Priorities for Facility Rentals.

**6.2.4. Conditions for Spartan Recreation Center Rentals**

**6.2.4.1. Gymnasium**

- No food or drink is allowed. Capacity of the Gymnasium is 955 people.
- An adult must accompany all children ten (10) and under at all times.
- All participants must have shoes with non-marking soles.
- Facility staff is required to move bleachers and basketball goals, set up nets, and move any major equipment.
- Tables and chairs may be used only with use of appropriate floor coverings. Hanging from the basketball rims or goals is prohibited.
- Any reservation that prevents the use of the other court in the gym will be charged for the use of the entire gym.
- Sports other than basketball, volleyball and pickleball need prior approval.
- Other conditions as may be specified in the permit.

**6.2.4.2. Cascade Room**

Food and drink are allowed in the Cascade Room with a damage deposit. Capacity of the Cascade Room is 64 people.

**6.2.4.3. Cascade Room w/Kitchen**

Includes Cascade Room listed above plus a 88 square foot kitchen. Capacity of the Cascade Room with Kitchen is 64 people.

**6.2.4.4. Olympic Room**

Food and drink are allowed in the Olympic Room with a damage deposit. Capacity of the Olympic Room is 74 people.

**6.2.4.5. Olympic Room w/Kitchen**

Includes Olympic Room listed above plus the 88 square foot kitchen. Capacity of the Olympic Room with Kitchen is 74 people.

**6.2.4.6. Dance Room**

No food or drink is allowed. Capacity of the Dance Room is 181 people.

**6.2.4.7. Gymnastics Room**

No food or drink is allowed. Capacity of the Gymnastics Room is 80 people.

**6.2.5. Spartan Recreation Center Special Rental Groups**

**6.2.5.1. Shoreline School District**

The Spartan Recreation Center facility is owned by the Shoreline School District and operated by the City of Shoreline. Both Shoreline School District and City of Shoreline-sponsored activities may be scheduled in the Spartan Recreation Center without incurring fees and charges during established hours of operation under the Joint Use Agreement between the

organizations. All Shoreline Public School requests for the Spartan Recreation Center are submitted through the Shoreline Public Schools' Athletic Director's office. The Athletic Director will submit requests quarterly. Shoreline Public Schools must provide opening/closing of building and supervision during school events that occur outside the normal operating hours of the Spartan Recreation Center.

**6.2.5.2. Designated Shoreline Public School Employees**

Drop-in fees at the Spartan Recreation Center will be waived for designated Shoreline Public School employees showing Shoreline Public Schools Employee I.D. or a Shoreline Public Schools Lifetime Pass. All Shoreline School District guests must pay the listed fees.

**6.2.5.3. Shoreline-Lake Forest Park Senior Center**

The Shoreline-Lake Forest Park Senior Center will not be charged for the first ten (10) hours of scheduled use of the Spartan Recreation Center during any given week.

**6.2.6. Decorations**

Free-standing decorations are allowed. Items may not be affixed to equipment, the ceiling, doors or light fixtures. Flammable materials, candles and smoke machines are prohibited. Confetti, glitter and other similar decorations are also prohibited. If Renters wish to affix decorations to the walls, only light adhesive painters' tape may be used.

**6.2.7. Spartan Recreation Center Rules & Regulations**

Abusive language, fighting and inappropriate behavior are prohibited. Spartan Recreation Center facility staff must be notified immediately in the event of an incident, accident or emergency. Appropriate attire must be worn at all times. Clean shoes and clothing that is appropriate to the activity involved is required. Muddy shoes, cleats, roller-skates, skateboards and in-line skates are prohibited in the facility. Non-service animals are not allowed in Spartan Recreation Center at any time.

**6.3. Shoreline Pool Facility Use**

**6.3.1. Shoreline Pool Use**

The City owned Shoreline Pool, when not scheduled for use for City sponsored or co-sponsored activities, may be made available for booking consistent with this policy.

**6.3.2. Application Submittal**

See Section 2.2.2: Application Submittal.

Shoreline Pool Facility Use Permit Applications for the Shoreline Pool may be submitted by mail, email, or in person at the Shoreline Pool. No call-in reservations.

**6.3.3. Shoreline Pool Scheduling**

The Shoreline Pool is available for rental Monday through Friday from 5:30 a.m. to 11:00 p.m. and Saturday and Sunday from 7:00 a.m. to 7:00 p.m. Renters may be scheduled back-to-back.

**6.3.4. Scheduling Priorities for Shoreline Pool**

See Section 2.2.6: Scheduling Priorities for Facility Rentals.

**6.3.5. Shoreline Pool Renter's Responsibilities**

Renters reserving the entire building will have access to locker rooms, balcony and pool areas. The Pool office space is not available for use by Renters. Food and drinks are permissible in the balcony area only. All decorations and/or games that require temporary or permanent alteration to the facility must be approved by Pool staff in advance. Certified lifeguards are designated in charge at all times. Renters must follow all posted Pool rules. Renters must notify the supervisor immediately in the event of an incident, accident or emergency. Appropriate footwear and clothing must be worn at all time while at the facility. Muddy shoes and cleats are not permitted in the building. All Pool equipment and supplies must be returned to the appropriate storage locations by the rental group.

**6.3.6. Conditions for Shoreline Pool Rentals**

Maximum attendance is 150. Rental organizations will be charged additional fees in 15-minute increments for time in excess of agreed time. The City will provide certified lifeguards and a supervisor on duty to serve as the building monitor of public safety at all times during rentals. A one (1) hour minimum reservation is required.

**6.3.7. Joint Use Agreement**

Shoreline Public Schools' sponsored activities may be scheduled at the Shoreline Pool without incurring fees and charges during the Pools' regular hours of operation as per inter-local agreements between the Shoreline School District and the City. The City and the Shoreline School District will meet quarterly to set schedules for the up-coming season.



## Parks, Recreation & Cultural Services/Tree Board Meeting Minutes

### Call to Order/Attendance

**The meeting was called to order at 7:00 p.m.**

**Park Board members present:** Christine Southwick, John Hoey, Sara Raab McNerny, Bill Franklin, Elizabeth White, Erik Ertsgaard, Ivan Brown, Jeff Potter, Bruce Amundson (via intermittent phone connection)

**Absent:** None

**PRCS Staff present:** PRCS Director Eric Friedli, Administrative Assistant III Lynn Gabrieli, Administrative Assistant II Martha Karl

### Approval of Agenda

**Chair Southwick called for a motion to approve the agenda. So moved by Mr. Franklin and seconded by Mr. Potter. The motion carried.**

### Election of Officers

Director Eric Friedli introduced the procedure to elect officers and called for nominations from the floor for Chair.

#### Election of Chair

**Mr. Franklin nominated John Hoey. Hearing no further nominations, Mr. Friedli called for a raised hand vote. Mr. Hoey was elected Chair by unanimous ballot of all present Board members.** The Board thanked Ms. Southwick for her service as Chair.

#### Election of Vice-Chair

Chair Hoey thanked Ms. Southwick for her service and thanked the Board for electing him as Chair for his final year of service before his second term expires.

**Chair Hoey opened the floor for nominations for Vice-Chair. Ms. Southwick nominated Bill Franklin. Hearing no further nominations, Mr. Hoey called for the vote. Mr. Franklin was elected Vice-chair by unanimous ballot of all present Board members.**

### Approval of Minutes

**Chair Hoey called for a motion to approve the February meeting minutes. So moved by Ms. McNerny and seconded by Ms. Southwick. The motion carried.**

### Public Comment:

Pursuant to Governor Inslee's Proclamation 20-28, in an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's Regular Meetings will take place online using the Zoom platform and the public will not be allowed to attend in-person. Written comments received by 6:00 p.m. on May 28, 2020 have been entered

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into the Public Comment portion of this meeting for Board consideration. More information at [www.shorelinewa.gov/parkboard](http://www.shorelinewa.gov/parkboard)

**Janet Way, Shoreline Preservation Society**

*Dear Parks/Tree Board:*

*I appreciate all your work and that of the staff. I had sent a letter to Director Friedli who replied and said he's look into my concerns about the proposed Tree Cutting Plan at Kellogg Middle School, adjacent to Hamlin Park. I got a nice letter response today from Brian Lee. However, one of the statements made by Mr Lee was confusing to me. He said that since the trees were on SSD property, the Shoreline Tree Board does not review..*

*If you recall a plan is now permitted by the City to allow the SSD to cut 43 trees in total related to the Kellogg Project. They have already cut about 24 trees on NE 165th to accomodate a sidewalk, which is clearly not on School District property. It is the street Right of Way. That, it seems to me make it NOT only a SSD matter and one that the Parks/Tree Board should have to review.*

*The current project on the South side of Kellogg is on a steep slope and leaves some nearly pristine sections of Hamlin Park trees and understory exposed. Both of these cutting sites were directly adjacent to Hamlin Park.*

*My question is why is the Shoreline Parks/Tree Board permitted to have some oversight on such proposals? There is no like citizen entity available to oversee Tree Impacts created by the Shoreline School District, other than the School Board, which is quite preoccupied with educational and budget concerns.*

*I am requesting that the Parks/Tree Board request information on how many trees have been cut by the Shoreline School District this past year and especially how many were cut in total in relation to the School Bond projects?*

*As you know, Climate Change is not waiting around for our tiny new trees which will be planted to replace these mature trees, to grow and become effective at removing Carbon and other pollutants .*

*Thank you for your consideration.*

**Bob Keller, Shoreline resident – Meridian Park Neighborhood**

*I have a question regarding maintenance of trees planted when a new home is built. They remove numerous large trees and (I assume) have to plant some new trees as "replacements". Is there any requirement to try and keep those new trees alive or replace them if they die. For example, at the new homes built on the corner of 165th and Ashworth, 3 of the 6 trees on 165th are dead. The replacement tree requirement does not work if that is allowed to happen with no consequences. There should be a requirement to maintain the new trees by the developer or home owners for several years. Let's make an attempt to keep trees in Shoreline! Thanks for your consideration.*

**Director's Report**

Artist cottage at Saltwater Park – Committee selected three artists to work this summer and fall More information about the Committee is on the city's website at [shorelinewa.gov/art](http://shorelinewa.gov/art)

- Ronald Bog Park is complete. The fence is up to allow newly hydroseeded grass to establish.
- Sunset School Park playground is scheduled for installation later this summer
- The Artist Residency program at the Cottage at Richmond Beach Saltwater Park is moving forward. The committee selected 3 artists to begin working this summer and into the fall. More information will be coming at [shorelinewa.gov/art](http://shorelinewa.gov/art).

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- The Public Art program is moving forward with a series of site-specific poems titled “Voices in the Forest.” This project is sponsored by grants from the State Arts Commission and the National Endowment for the Arts.
- The Board has received numerous emails related to tree removal at Kellogg Middle School. All trees in question are on School District property and have gone through the City’s permitting process. These trees are not under the purview of the Tree Board because they are not located on public parkland.
- Summer Camp registration is currently open for those whose previous registrations were canceled due to COVID-19. 15 new camps have been developed: 8 kids and two staff per camp for 10 weeks with careful attention to adherence to the most current Department of Health guidelines. Registration will open to the general public after the priority registration period has ended.
- Maintenance staff will return to work full-time on Monday but without extra-help staff. Site safety plans have been developed for all City worksites.
- Important dates:
  - June 22
    - Parks and Recreation Month Council Proclamation
    - Recognition of outgoing youth Board members
    - Appointment of new youth Board members by Consent
  - July 13
    - Joint Council/PRCS.Tree Board meeting via Zoom Webinar

#### [PRCS status in the era of COVID-19](#)

Mr. Friedli shared the City of Shoreline plan for phased opening of Shoreline Parks & Recreation (Attachment 1).

#### [King County Library System \(KCLS\) Update](#)

*Elsa Steel (KCLS Assistant Manager) and Katie Boyes (Librarian Services Manager)*

**Ms. Steel:** KCLS staff are working from home like many residents during the COVID-19 health emergency. Online library usage is up during this time. KCLS is planning for Phase 2, the timing of which will follow the State and Board’s direction.

When the Library moves to Phase 3A (timing unknown) patrons will be able to check out materials via an app or over the phone and pick up materials curbside. Holds at Richmond Beach will be moved to Shoreline Library which will serve as the only curbside pick up location in Shoreline. When staff return, they will be checking in and re-shelving all the material that was checked out before the Stay at Home Order went into effect. Returned materials will be set aside for a couple of days to protect staff from the spread of COVID-19.

During Phase 3B library patrons will be allowed in the building on a limited basis. Staff will be wearing PPE and maintaining social distancing. Staff are eager to get back into the libraries and schools, but being an online library for all these weeks has been enlightening.



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Prior to COVID-19, the library system was able to meet the demand for demand for eBooks, but because publishers charge more for eBooks than print books and the increase in current demand, the wait is long for those who currently have books on hold.

**Ms. Boyes:** Librarians have moved from providing in-person service to creative online services. Story times, the Wisdom Café, book groups, and other library services have all successfully moved online to Zoom and social media platforms.

Ms. Boyes asked the Board to consider the kind of information they are interested in receiving from future presentations and invited feedback at [Kcls.org/ask](https://kcls.org/ask). Mr. Friedli requested information about the library's relationship to, and connections with, other local organizations.

## Park Naming Process

*Eric Friedli, Director*

The City is currently in negotiations for several properties for conversion to public parkland including:

- 709 N 150<sup>th</sup> St. at Westminster Triangle
- 1341 N. 185<sup>th</sup> St. in Meridian Park Neighborhood and across from Echo Lake
- 1221 N. 192<sup>nd</sup> St.

The City's Park Naming Policy (see Agenda Packet) states requirements for naming new parks. Mr. Friedli proposed the following PRCS Board process:

- July 1 – Release a call for park naming proposals
- August 14 – Deadline to submit proposals
- August 17/18: PRCS subcommittee (if needed/desired) reviews naming proposals
- August 27 PRCS Board reviews proposals and develops recommendations to the City Council
- September: City Council adopts park names

Mr. Franklin inquired about the policy's direction to wait 6 months between receiving a naming proposal and the Council's final vote. Mr. Friedli clarified that the lapse was instituted to address unsolicited naming proposals mitigated by this appropriate timeline for consideration.

Mr. Franklin inquired whether there are any development proposals for the Meridian Park property at Echo Lake. The desire at this point is to create another community garden.

Mr. Hoey requested clarification about whether a subcommittee would be needed. It depends on how much feedback is received. If proposals are few, a subcommittee may not be necessary.

Ms. Raab McInerney questioned the wisdom of naming something prior to activating the space. There may be value in waiting until there is investment in community engagement and park development in order to pair the naming process with a more robust development plan.

Chair Hoey and Director Friedli affirmed that the Board's comments have been heard and will be considered as staff moves forward in developing this process.

## Possible Parks Bond Measure 2020

*Eric Friedli, Director*

Prior work that led to the failed 2019 Proposition 1 Ballot measure was reviewed. Mr. Friedli presented alternative scenarios and the costs associated with them via PowerPoint presentation.

**Key discussion points** to consider when determining whether to offer a bond measure to Shoreline voters include:

1. What park improvements should be included in a potential bond measure?
2. What is an appropriate amount to include for land acquisition?
3. What should the overall bond measure cost?
4. When should the bond measure be put before the voters?

**Options:**

1. Do not go forward and reduce overall tax burden
2. Develop a bond measure that maintains current tax levels
3. Go for something larger and increase the tax level by a modest amount

**Alternative bond measures to consider include:**

1. Priority park improvements, \$1.9M in park acquisition, and pay off the bond anticipation note used to purchase the Storage Court property = \$38.1M total;
2. Priority Park improvements and minimal parkland acquisition = \$21.1 M including \$1.2 M for property acquisition and \$0.77 M for improvements to acquired land;
3. Priority Park improvements and park acquisition = \$26 M which equates to a renewal of the current 2006 Park Bond which will expire this year and results in no net change for taxpayers.

**Current status:** Staff recommended that Council delay putting a measure on the ballot until either the November 2020 General election or until a future time when the economic impacts from the COVID-19 Health Emergency are determined.

**Key Question:** Given the COVID-19 incident that is affecting the City and the region, should the City proceed at all with a ballot measure for public consideration in 2020? The City Council is scheduled to discuss this topic on June 15. In order to place something on the ballot, the proposal needs to be submitted to King County early in August. The Board has not been asked to provide a formal recommendation, but is invited to do so.

Board members weighed the implications of each alternative and expressed general support for a \$26 M bond measure as a Park Bond “renewal.” They discussed the tension between acquiring new parks and improving the parks we already have.

Mr. Franklin stated support for a \$26M bond measure that imposes no new taxes but reminded the Board of the Park Funding Advisory Committee effort that went into developing a prioritized park investment opportunity list. Mr. Franklin recommended staying within that list, with some potential modifications, when determining how best to allocate bond measure funds. If property acquisition is desired, raise the bond measure amount to include it.

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Mr Potter expressed support for including property acquisition in the \$26M bond measure because of the improbability of being able to purchase property at a later date.

Ms. White expressed support for caring for Shoreline's urban forest which will cost more money and require more time the longer it is let go.

Mr. Potter recommended placing the acquisition of the Storage Court property on a separate bond measure as opposed to including it in a bond measure for parks.

Chair Hoey acknowledged the strange time we are living in and the uncertainty of its financial impacts. He feels concerned about asking property owners to pay any additional money and wants to proceed cautiously. He thanked Mr. Friedli for the analysis and encouraged the board to remain "dreamers" but also be realistic. He encouraged the Board to at least watch the June 15 Council meeting and submit public comment if they feel inclined.

**Mr. Franklin moved to recommend the placement a renewal bond measure on the 2020 General Election ballot in the amount of \$26 M. The Board would like to offer an additional recommendation on the contents of the bond measure at a later time. The motion was seconded by Ms. Southwick. Chair Hoey called for the vote which was as follows:**

**In favor: Mr. Franklin, Ms. Raab McInerny, Ms. Southwick, Ms. White, Mr. Hoey, Mr. Potter**

**Against: Mr. Amundson**

**The motion carried by majority vote.**

## Farewell to Erik and Ivan

The Board thanked youth Board members, Ivan Brown and Erik Ertsgaard, for their years of active service. Both graduates will be attending the University of Washington in the fall, and both expressed gratitude for their time on the Board and all they had learned in the process.

## Comments from the Board

**Chair Hoey moved to extend the meeting, seconded by Mr. Franklin. No objections.**

Ms. Southwick wondered whether the red brick road between Aurora and Midvale could be signed with an historical marker and she inquired about the status of the major art installation. The installation has experienced minor delays, but it is scheduled for installation later this year.

Mr. Franklin requested a status update on Hidden Lake. Mr. Friedli will send an update to the Board via email.

Ms. Raab McInerny affirmed the value of public parks and open spaces during this time of isolation and reflected the public's appreciation for these outdoor places of refuge.

Mr. Hoey was one of three jurors for the Artist Residency program. The top three artists and the alternate have all accepted an invitation to begin work later this summer. He requested that the links to their proposals be forwarded to the Board.

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## Adjourn

**Hearing no further business, Chair Hoey called for a motion to adjourn. So moved by Ms. Southwick and seconded by Mr. Franklin. The meeting adjourned at 9:12 p.m.**

_____ / _____	_____ / _____		
Signature of Chair	Date	Signature of Minute-Writer	Date
		Martha Karl, Administrative Assistant II	

DRAFT