



Parks, Recreation and  
Cultural Services/Tree  
Board

**June 27, 2013**



**Parks, Recreation and Cultural Services Board  
2013 Meeting Schedule**

<b>Date:</b>	<b>Time</b>	<b>Location:</b>
July 25, 2013	6:00 p.m.	Annual Parks Tour/Meet in Room 104
August 22, 2013	7:00 p.m.	Shoreline City Hall, Council Chambers
September 26, 2013	7:00 p.m.	Shoreline City Hall, Council Chambers
October 24, 2013	7:00 p.m.	Shoreline City Hall, Council Chambers
December 5, 2013	7:00 p.m.	Shoreline City Hall, Room 301



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

June 27, 2013  
7:00 p.m.

City Hall Council Chambers  
17500 Midvale Avenue N

7:00 p.m.	1. Call to Order/Attendance	Action	Chair
7:02 p.m.	2. Approval of Agenda *	Action	Chair
7:10 p.m.	3. Approval of Minutes *	Action	Chair
7:12 p.m.	4. Public Comment		
	<p><i>Members of the public may address the Board on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation. Speakers are asked to sign up prior to the start of the Public Comment period.</i></p> <p style="text-align: center;">-----Old Business-----</p>		
7:20 p.m.	5. Subcommittee Report	Information	Dick Deal
7:25 p.m.	6. Echo Lake Mural Approval	Action	Ros Bird
	----- New Business -----		
7:30 p.m.	7. Public Tree Management In Shoreline <i>(This replaces the presentation by Seattle City Light which has been rescheduled for August due to scheduling conflicts)</i>	Information	Dick Deal
8:00 p.m.	8. PRCS/Tree Board Work Plan *	Discussion	Dick Deal
8:10 p.m.	9. DNR Tree Inventory	Discussion	Dick Deal
8:25 p.m.	10. PRCS/Tree Board Youth Membership Terms*	Action	Dick Deal
8:30 p.m.	11. Public Art Orientation	Information	Ros Bird
8:50 p.m.	12. July Parks Tour	Discussion	Dick Deal
9:00 p.m.	13. Adjourn	Action	Chair

\* Attachment included in packet

**Attachments:**

- Agenda Item #2: June 27, 2013 Agenda
- Agenda Item #3: Minutes from the May 23, 2013 PRCS/Tree Board Meeting
- Agenda Item #6: Echo Lake Mural Image
- Agenda Item #8: PRCS/Tree Board Work Plan
- Agenda Item #10: Revised Bylaws
- Staff Report Memos

The Parks, Recreation & Cultural Services Advisory Committee meeting is wheelchair accessible. Any person requiring a disability accommodation should

## Dates to Remember

### Shoreline Arts Festival

**Date:** 6/29 & 30/2013 10:00 AM - 6:00 PM

**Location:** Shoreline Center

### Noon Concert Series Begins

**Every Tuesday at various locations**

12:00 PM - 1:00 PM

### Concerts in the Park Begin

**Every Wednesday at various locations**

7:00 PM - 8:30 PM

### Richmond Beach Saltwater Park Volunteer Work Party

Habitat Restoration Project

**Date:** 7/13/2013 9:00 AM - 12:00 PM

### East Side Off-leash Area Grand Opening

**Date:** 7/13/2013 10:00 AM - 11:00 AM

**Location:** Fircrest Off-Leash Dog Area

### 2013 NW SolarFest

Renewable Energy & Sustainable Living Fair

**Date:** 7/27/2013 10:00 AM - 6:00 PM

**Cost:** Free, free parking with 3 or more passengers

**Location:** Shoreline Community College

### Arts al Fresco!

Sculpture Stroll, Piano Time & a Gallery Opening

**Date:** 8/1/2013 6:00 PM - 8:30 PM

**Location:** Shoreline City Hall and Park at Town Center

**Check the online City Calendar or the Recreation Guide for more information and additional events**



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

May 23, 2013  
7:00 p.m.

Shoreline City Hall  
Council Chambers

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**1. Call to Order/Attendance**

The meeting was called to order by Vice-Chair Sycuro at 7:00 p.m.

Park Board Members Present: Garry Lingerfelt, Betsy Robertson, Jesse Sycuro, Katie Beth, Kevin McAuliffe, Christine Southwick

Excused Tardy: John Hoey (arrived at 7:27 p.m.)

City Staff Present: Dick Deal, Director; Kirk Peterson, Parks Superintendent; Mary Reidy, Recreation Superintendent; Maureen Colaizzi, Parks Projects Coordinator; Ros Bird, Public Art Coordinator; Lynn Peterson, Administrative Assistant III

- 2. Election of Chair/Vice-Chair:** Mr. Deal explained the process for election of Chair and Vice-Chair including their respective areas of responsibility. Any member of the Board may be nominated. A second is required for the candidate to be considered. **Mr. Deal opened the floor to nominations for Chair. Mr. Sycuro nominated Ms Beth. Ms. Southwick seconded the nomination. Hearing no further nominations Mr. Deal called for the vote to elect Katie Beth to Chair of the PRCS/Tree Board. A unanimous vote was cast.**

**Ms. Beth called for nominations for Vice-Chair. Mr. McAuliffe nominated Mr. Sycuro and this nomination was seconded by Ms. Robertson. Hearing no further nominations, Ms. Beth moved to close the nominations and cast a vote to elect Mr. Sycuro to Vice-Chair. Mr. Lingerfelt seconded the motion and a unanimous ballot was cast to elect Jesse Sycuro to Vice-Chair.**

- 3. Approval of Agenda:** Chair Beth called for the motion to approve the agenda as written. Mr. Sycuro so moved and Mr. McAuliffe seconded. The motion carried.
- 4. Approval of Minutes:** Chair Beth called for the motion to approve the minutes as written. Ms. Southwick so moved and Mr. Sycuro seconded. The motion carried.
- 5. Public Comment:**
- Lance Young, Shoreline, stated his desire to form a citizen committee to provide input into the Seattle City Light Franchise Agreement.
  - Boni Biery, Shoreline, called the Board's attention to the memo from Mr. Deal in the PRCS Board agenda packet that identifies the members of this Board as the Tree Board and she emphasized their role in reference to the Franchise Agreement with Seattle City Light.
  - Janet Way, Shoreline, spoke in favor of the Board's consideration of the Seattle City Light Franchise concerning the treatment of trees.

- Patty Pfeiffer, Shoreline, spoke to the importance of trees in Shoreline and urged serious consideration of the Franchise Agreement with Seattle City Light.
- Cynthia Hunt, Shoreline, spoke in favor of the preservation of Shoreline's natural environment in reference to the Franchise Agreement with Seattle City Light.

## 6. Staff Reports

### Kirk Peterson, Parks Maintenance

- 2500 trout have been planted in Echo Lake.
- The Community Garden has expanded to include 1500 additional square feet for the Giving Garden which donates all produce to the local Food Bank.
- The annual Richmond Beach Strawberry Festival was held on May 11. The Parks Dept. supports this effort by locating the Showmobile onsite and managing waste.
- An emergency tree removal was required along 192<sup>nd</sup> and Meridian.
- Play equipment was upgraded at Sunset School Park and it is now open to the public.

### Maureen Colaizzi, Parks Development

- The east side off-leash dog area is under construction. The Eagle Scout project approved by the Board in April to construct fencing around the site will begin the second week in June. A dedication of the site is scheduled for July 13 at 10:00 a.m.
- Sunset Park
  - Play equipment and park access from 10<sup>th</sup> Ave NW is now open.
  - Bids go out tomorrow for seeding of the lower field area.
  - Portable restrooms will be installed this summer
- The Shoreline Pool boiler failed after 42 years of use. The City is in the process of purchasing and installing a new boiler and will reopen the Pool as soon as possible.
- Meridian Park wetland enhancement and enlargement for storm water storage begins in June. Grading will take place this summer and plantings will be installed this fall.
- Work parties have been scheduled to clear vegetation from the stairs at RBSW Park in preparation for the second annual Million Stair Challenge.
- Ms. Colaizzi invited Board members to participate in the Trail Corridors Way-finding Signage Community Group. Mr. Sycuro volunteered to participate.

## 7. Kruckeberg Botanic Garden Annual Report

Mr. Deal introduced Brianne Zorn, Executive Director of KBG.

- Ms. Zorn provided an overview of the beginnings of the garden, its mission, and the Board's founding.
- 2012 statistics included numbers of visitors, volunteer hours, members, classes, activities, Facebook popularity, and monthly e-news mailings.
- Major projects in 2012 included the parking lot funded by the City, an entry arbor, interpretive signage which is currently underway, and Phase One of the Native Plant Demonstration Garden.
- Adult Education programs have increased by double digits since 2011 and the "Garden Tots" environmental education program for children is expanding. KBG is also a popular destination for school field trips.
- Volunteers logged over 4,000 hours in 2012.
- The annual Mother's Day plant sale generated \$14,000 in revenue.
- Most of the income to support the garden comes from the City contract and nursery sales. The rest of the support comes from fund raising and marketing endeavors.
- The addition of a full time executive staff person has resulted in increased revenue.

- The garden is constantly looking for ways to expand workshops, programs, visitation, academic partnerships and environmental education for the City of Shoreline and the school district.
- Goals include the addition of a green house, trucks, tractors, classroom space and shelter spaces for education.
- Ms. Robertson asked about the progress of the donated art installation. Mr. Deal responded that the stipulations required to complete the installation are in process.
- Mr. Deal publicly thanked Ms. Zorn for her foresight, wisdom and energy that contribute to the success of the garden. He commended the relationship of the Garden with the City.
- Mr. Sycuro asked Mr. Deal about the present financial condition of the garden compared to the vision when it began. Mr. Deal responded that the initial intent to have the garden be self-supporting has proven to be unsustainable. Presently the City supports the Garden at \$40,000 per year which is a low cost way for the City to provide a botanic garden experience to the community. While the Foundation is surviving financially under Ms. Zorn's leadership, they may need increased financial support from the City.

#### 8. Hillwood Mini-Grant

Mr. Deal introduced Ms. Biery, Hillwood resident, and Ms. O'Brien-Ochs, City Neighborhood Coordinator. Ms. Biery introduced Ann Erickson from the Hillwood Neighborhood Association and Lisa Stubing of Mud Puddle Fitness. Ms. Biery requested the Board's approval of the proposal as it reads in the agenda packet. The particular pieces of equipment will be determined by City staff and the Neighborhood Association together. The Board asked clarifying questions regarding the budget and equipment requested as well as questions about the appeal and safety of equipment choices. Questions were addressed by both Ms. Biery and Ms. Stubing. **Chair Beth called for the motion to approve the proposal by the Hillwood Neighborhood Association. So moved by Ms. Southwick and seconded by Mr. Lingerfelt. The motion carried.**

#### 9. Seattle City Light Franchise Agreement

Mr. Deal stated that the Agreement is presently in negotiation and will be open to further public input when it goes before the City Council. Lance Young, Shoreline, then addressed the Board:

- Mr. Young distributed paper copies of the online agenda packet attachment and stressed two particular points: line clearance and replanting guidelines.
- Mr. Young requested the Board move to advise the Council to delay action on the franchise agreement until the Tree Board has time to review in depth the issues involved in vegetation management around power lines.
- Mr. Deal asked the Board to submit questions and feedback to City staff who will gather informed responses by the next PRCS Board meeting.
- The Board requested a copy of the approved street tree list. This will be emailed to the Tree Board members by City Staff and the list itself will be open for revision by the Board this fall.
- Mr. Sycuro suggested that a smaller group of Board members be appointed to discuss the franchise issue at greater depth.
- Ms. Robertson questioned the purpose of stalling negotiations given that prior Board members and City staff already have all of the information presented this evening.
- Ms. Southwick requested clarification regarding public and private trees referred to in the agreement. SCL agreement refers to both public and private trees.
- Mr. Lingerfelt spoke in favor of the establishment of a sub-committee to look at this issue in more depth. **Chair Beth called for volunteers to serve on a subcommittee: Mr. Lingerfelt, Ms. Southwick and Ms. Robertson volunteered to serve.**

## 10. Public Art Projects

### a. Echo Lake Mural

Ms. Bird reviewed the process for selecting artists to paint a new mural at the Holyrood site in the Echo lake neighborhood at 205th. Artist Andy Eccelshell is the artist recommended by the subcommittee to the Board for approval. The final design will be presented to the Board at the June meeting. **Chair Beth called for the motion to approve Andy Eccelshell as recommended by the subcommittee. Ms. Robertson so moved. The motion carried.**

### b. From the Ground Up

This initiative introduces temporary environmental/recycled art installations to enliven and engage people and spaces throughout Shoreline. The art subcommittee recommends three artists for this project: Briar Bates, Cynthia Knox and Meghan Lancaster.

### c. Piano Time Artists

Arts al Fresco will take place on August 1<sup>st</sup> featuring large sculpture installations at the Park at Town Center and the City Hall lawn, and the installation of painted pianos at various locations throughout the City. Twelve applicants responded to the call for piano artists. The subcommittee recommends the following artists for approval: Karien Balluff, Marsha Lippert, and Carol Meckling.

### d. Sculpture Stroll Artists

The subcommittee has reviewed sculpture proposals and recommends the following artists for approval by the Board depending upon installation details and requirements: Jeff Tangen, Michael Johnson, Kevin Au, Bruce Johnson, Rodger Squirrell, Lin McJunkin, Will Robinson, James Lapp, Mark Twain Stevenson, and Andrew Matt.

**Ms. Beth called for the motion to approve all of the artists as recommended by the sub-committee pending installation details. Ms. Southwick Moved and Mr. Sycuro seconded. The motion carried.**

***Ms. Beth called for the motion to extend the meeting until 9:15. So moved by Mr. Hoey and seconded by Ms. Southwick. The motion carried.***

## 11. Orientation to Recreation

Mary Reidy, Recreation Superintendent provided an overview of the Recreation division that included the following:

- The bulk of the PRCS budget goes to support the Recreation Division
- The City partners with The Shoreline Historical Museum, Shoreline Arts Council, City of Lake Forest Park, the YMCA, and youth sports organizations to bring services to the community.
- Specialized Recreation serves people with developmental and physical limitations.
- The Pool offers water safety classes, public swims, lifeguard trainings, exercise classes and swim lessons.
- Recreation offers multiple camps for youth and teens.
- The Recreation Division oversees facility rentals that include both indoor and outdoor venues.
- Youth and Teen development programming are an important aspect of recreation outreach.
- Spartan Recreation Center is home to all recreation registration and many programs. It is owned by the School district and operated by the City through a joint use agreement
- Active Adult programming is new this year and includes Shoreline Walks, Trips, and the Million Stair Challenge.

## 12. Director Updates

- Mr. Deal invited the Board to the State of the City Breakfast on Thursday, June 6, 7-8:30 a.m.
- In the reading packet is a letter responding to the email received by the Board by Mr. Bachety.
- The Arts Council Gala is Saturday, June 1.<sup>st</sup>



- Staff has received input from the Board that a change in meeting venue may be welcome. Mr. Deal suggested that the next meeting be held in room 301.

**13. Adjourn**

Hearing no further business Chair Beth called for the motion to adjourn. Mr. Sycuro moved and Mr. Lingerfelt seconded. The May meeting of the PRCS/Tree Board adjourned at 9:20 p.m.

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Minute Writer

\_\_\_\_\_  
Date

1ST AVE. N.E.

RENT



ECHO LAKE  
BATHING BEACH  
BOATING-CANOEING



# 2013 PRCS / Tree Board Work Plan

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*Adopted January, 2013*

## **Q-1 January - March**

Review Shoreline Urban Forest Findings Report

Plan Arbor Day event

Review Earth Corps Holly Strategy

Receive First Tree City USA Designation

Quarterly Update on Tree Work and permit activity

Host Sunset School Park Community Meeting

## **Q-2 April - June**

Training of new Board members on Parks, Arts, Tree, and Recreational work of Dept.

Quarterly Update on Tree Work and permit activity

Discuss Regional Trail Signage Strategy

Review Shoreline Pool Assessment

Recommend Pesticide Use Policy for Council Approval

Shoreline CC Joint Use Agreement Review

Appoint Arts Committee Members

Approve Sunset School Phase 1 improvements

## **Q-3 July - September**

Quarterly Update on Tree Work and permit activity

Review of Alcohol in Parks Policy

Begin Update of ROW Tree inventory (if grant received from DNR)

Begin work on Urban Forestry Management Strategy (if grant received from DNR or other funding source)

## **Q-4 October - December**

Review Ordinance 627 and ROW Tree list

Quarterly Update on Tree Work and permit activity

Shoreline School District Joint Use Agreement Review



# Parks, Recreation & Cultural Services Advisory Board BY-LAWS

## ARTICLE I - MEMBERSHIP

The Parks, Recreation and Cultural Services Advisory Board (also referred to as the Parks Board) shall consist of 9 members. ~~Only~~ persons who reside and/or own property in the city of Shoreline shall be eligible for membership on the Parks, Recreation and Cultural Services ~~B~~oard. Two members shall be between the ages of 15 and 19 at the beginning of their term in addition to meeting other eligibility requirements and shall be non-voting members. Members shall serve without compensation but may be reimbursed for reasonable expenses pursuant to city ordinances and policies. ~~The~~ position of a member shall become vacant upon such member's ceasing to reside within or own property within the Shoreline city limits.

The position of a member shall be forfeited and become vacant for failure to attend three regular consecutive meetings of the board, unless such absence is excused by a majority of the board. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this chapter.

Members shall serve four-year terms; provided, however, that youth appointed to the two age-restricted positions shall serve ~~two~~one-year terms that coincide with the academic year. No member shall serve more than three consecutive four-year terms, and youth members shall be limited to ~~two~~four consecutive ~~two~~one-year terms. Terms shall expire the thirty-first day of March for adult members. Terms for youth members shall expire the thirtieth day of June.

## ARTICLE II - STATEMENT OF PURPOSE

The Shoreline Parks, Recreation and Cultural Services Board will serve in an advisory capacity to the City Council. It will be their responsibility to provide additional citizen input on park maintenance and operations, design matters, programs and services in sports, leisure and cultural activities.

## **ARTICLE III - OFFICERS AND DUTIES**

### ***SECTION 1: OFFICERS***

Officers shall be a Chair and Vice-Chair, both elected by the Parks Board from members of the Parks Board. In absence of both, members may elect a Chair *pro tem*. All officers will serve one-year terms, elected each May.

### ***SECTION 2: RESPONSIBILITIES OF THE PARKS BOARD***

- A. The Parks Board shall serve in an advisory capacity.
- B. The Board may make reports and recommendations to the City Council concerning park maintenance and design of parks, and program activities in sports, leisure and cultural services. The Board may make recommendations concerning the acquisition, care, maintenance, utilization and disposition of buildings, property and equipment related to parks, recreation and cultural services programs.
- C. The Board may review, advise and make recommendations to the Parks, Recreation and Cultural Services Director and the City Council concerning the development and enforcement of rules and regulations concerning the use of parks, buildings and equipment, and rules of conduct and behavior of persons using the same. The Board shall advise and make recommendations relative to the scope and quality of services provided or to be provided, including instructional and park materials.
- D. The Board shall forward meeting minutes to the City Clerk and provide an annual review of their activities.

### ***SECTION 3: DUTIES OF THE OFFICERS***

#### **A. CHAIR**

The Chair shall preside at all meetings and call special meetings when necessary. The Chair shall be a full voting member of the Parks Board. The Chair shall sign minutes and official papers and may delegate duties to other Parks Board members with the consent of the Parks Board. The Chair shall speak on behalf of the Parks Board before the City Council and to the public.

#### **B. VICE CHAIR**

The Vice Chair shall perform the duties of the Chair in the absence of the Chair.

#### **C. ELECTIONS**

Generally, officers shall be elected and take office annually at the April public meeting of the Parks Board. In the event of the departure of an officer from the Parks Board, the Parks Board shall elect a new officer to fill out the term at the next regular meeting.

## **ARTICLE IV - MEETINGS**

### ***SECTION 1: SCHEDULE***

The Parks Board shall hold a minimum of eight regular meetings per year. The meetings shall begin at 7:00 p.m. and end no later than 9:00 p.m. unless extended by the Parks Board. Should a regular meeting day be a legal holiday, the scheduled meeting shall be canceled, unless a majority of the Advisory Committee votes to select another day.

A special meeting may be called by the Chair of the Parks Board, the Director of Parks, Recreation & Cultural Services, the City Council or Mayor or by the written request of any five (5) Parks Board members, providing a 24-hour public notice period.

### ***SECTION 2: ORDER OF BUSINESS***

The order of business for each meeting of the Parks Board shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. PUBLIC COMMENT
6. Reports from Staff
7. UNFINISHED BUSINESS
8. NEW BUSINESS
- ~~8.~~ ~~REPORTS FROM STAFF~~
9. ADJOURNMENT

## **ARTICLE V - RULES OF MEETINGS**

### ***SECTION 1: ABSENCES***

Unexcused absence from more than three (3) consecutive meetings shall be cause for removal. Members shall communicate with the assigned City staff representative prior to the meeting with requests for excused absences. Emergency requests may be considered. The Parks Board may approve the excused absence.

### ***SECTION 2: QUORUM***

The presence of four voting (4) members constitutes a quorum, and is required for the Parks Board to take any action other than to adjourn.

**SECTION 3: RULES OF PROCEDURE**

The current edition of Robert’s Rules of Order shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Parks Board.

**SECTION 4: VOTING**

In instances where a vote is necessary, the present majority is sufficient to act (providing a quorum is present). Each voting member shall have one vote and no proxies shall be allowed. The Chair may vote on any issue and In the event of a tie-, additional discussion will be followed by a second vote. If a tie persists the motion shall be postponed until a mutually determined date. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes.

**SECTION 5: CONTINUATIONS**

Continuations of meetings shall be to a definite time and place, by majority vote of present members.

**ARTICLE VI - COMMITTEES**

The Parks Board Chair may appoint standing and ad hoc committees. ~~Standing~~ committees shall serve at the pleasure of the Parks Board and special committees shall also serve for such purposes and terms as the Parks Board approves. ~~Committees~~ shall establish their own meeting schedule and the deliberations thereof shall take the form of written reports, submitted to the entire Parks Board.

**ARTICLE VII - AMENDMENTS**

These By-laws are to be approved by the City Council. They may be amended or repealed and new By-laws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed By-laws or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the by-laws shall be submitted to the Mayor and City Council for their information.

**SIGNED BY:**

\_\_\_\_\_  
Parks, Recreation and Cultural Services  
Board Chair

\_\_\_\_\_  
Parks, Recreation and Cultural Services  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## Memorandum

**DATE:** June 27<sup>th</sup>, 2013  
**TO:** PRCS & Tree Board  
**FROM:** Kirk Peterson, Park Superintendent  
**RE:** June Staff Report

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The month of June has been busy for the Park Maintenance Division. Staff has been working hard to keep our athletic fields in safe and playable condition. Fortunately Mother Nature has cooperated by providing nice spring weather. We have had less than a dozen rained out games in May and June.

On the Capital side, the new play equipment at Richmond Beach Saltwater Park continues to be installed. Unfortunately there was a mistake made by the manufacturer of the play equipment. One of the tubes that connect the uprights to a slide was not the right length. The new tube is on rush order but it will take an extra week for it to arrive. We are still hopeful for a July 1<sup>st</sup> opening.

Staff recently completed the installation of banners along Aurora. These banners hang from the light poles and add an artistic touch to the thoroughfare.

During the week of June 3<sup>rd</sup> I went with the Hillwood Neighborhood Association representative, Boni Biery, to a King County Housing Authority apartment complex to investigate outdoor exercise equipment. The equipment at the Housing Authority complex is made by the same company that the Hillwood Neighborhood Association is interested in purchasing for Hillwood Park. I found the equipment to be sturdy and well made. I believe it will be a fine addition to the park.



## Memorandum

**DATE:** June 20, 2013

**TO:** PRCS and Tree Board Members

**FROM:** Mary Reidy, Recreation Superintendent

**RE:** Monthly recreation update

**CC:** Dick Deal, Parks, Recreation and Cultural Services Director

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The big news from this past month is that the pool is back up and running with water temperature at a balmy 86 degrees. The new boiler installation was a bit more challenging than initially anticipated and thus took an extra two weeks. At this point City facilities staff is meeting today with Puget Sound Energy and the contractor to check the gas meter installation and verify gas flow, as they think that is the reason the boiler continues to turn off. The new boiler is much more sensitive and has a manual override when it shuts off as opposed to the old boiler which had a more forgiving range and an automatic override. Until this is completely resolved staff will continue to regularly check the boiler to ensure that it is working properly.

June also played host to our 10<sup>th</sup> Annual Dance Recital with 179 dancers showing off their talents in hip-hop, ballet, Irish step and pre-ballet. There were two packed houses full of many proud parents.

This coming Monday Camp Shoreline kicks off another summer of fun activities for youth ages 4-12. Registrations at both Meridian Park and Spartan Recreation Center are high and folks are still enrolling daily.

The Youth and Teen Development program is diving into summer programming with the CIT camp (Counselor In Training), LOCO Camp, Swim around the Lake, Tuesday Treks and Outdoor Adventures, all full with waitlists.

Planning for summer concerts and festivals are in final stages. Lunchtime concerts start in July as does Karaoke in the Park. Please come stop by and join us for one of these free community events.



Memorandum

DATE: June 19, 2013

TO: Shoreline Parks, Recreation and Cultural Services (PRCS) Board

FROM: Maureen Colaizzi, Parks Project Coordinator  
Parks, Recreation and Cultural Services Department

RE: Sunset School Park Improvement Project Phase I Recommendation

**Eastside Off-Leash Dog Area**

With the help of the Eagle Scouts and the maintenance staff, the Eastside Off-Leash Dog Area at the Fircrest Campus is nearing completion. The dedication and grand opening is set for Saturday, July 13 at 10am. We anticipate the site being open with site signage and amenities by early July.

**Sunset School Park**

The first phase of construction (Attachment A) will be underway at Sunset School Park in July. Staff is in the process of finalizing the contract with Trinity Contractors, Inc. Their bid of \$76,025.85 was received on June 11 as the lowest responsible bidder.

The scope of Trinity's work will include: topsoil, grading, erosion control, asphalt paving, crushed rock base, concrete ramps, extruded curbing, sawcutting existing paving and limited disposal as per construction documents and specifications as part of bid 7261. Construction is anticipated to begin the week of July 8-12 and completed by the end of the month. The Park Maintenance staff will seed the site and install irrigation directly following the contractors work.

Staff has completed and submitted the King County Youth Sports Facility Grant application which was due on June 21. The grant request is for \$75,000 with an additional match from the Friends of Sunset Park, Hillwood Soccer and Richmond Little League of \$5,000 of in-kind labor and donated materials and an additional match from the City of Shoreline for approximately \$45,000 for a total project of \$120,000. Attachment B is a plan for the second phase grant requested improvements. The elements shown in green or light green on Attachment B are included in the grant request.

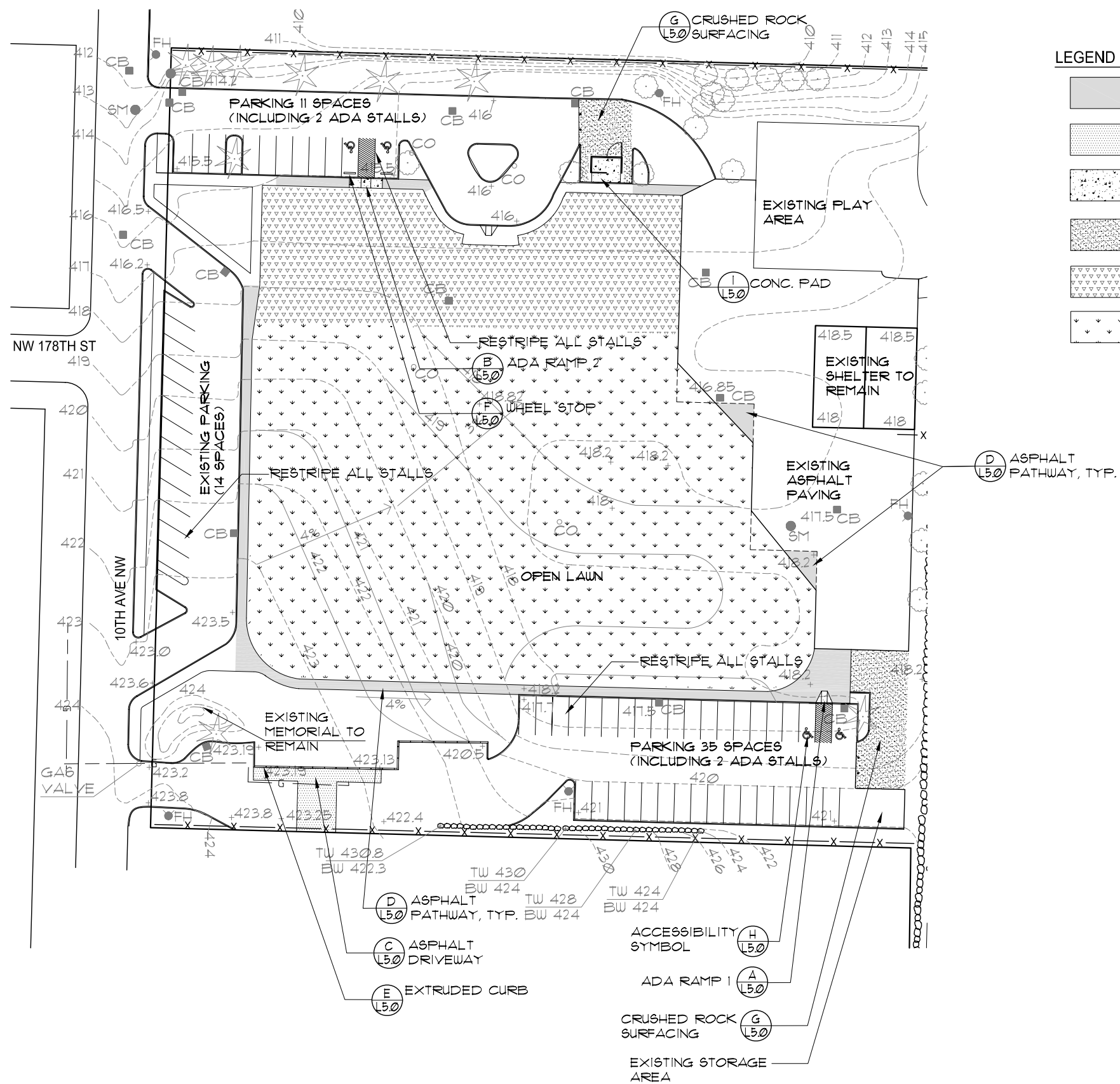
**SUNSET SCHOOL  
PARK**

SHORELINE, WA

FOR:  
CITY OF SHORELINE

REVISIONS/DRAWING ISSUES:

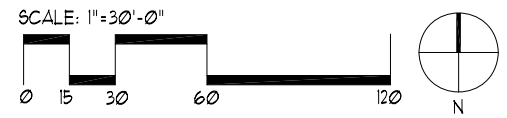
Drawn by: SC  
Checked by: CL



**LEGEND**

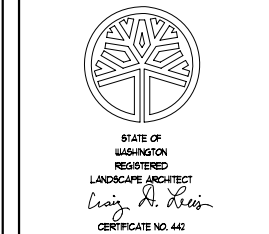
- NEW/ REGRADED ASPHALT PATHWAY
- NEW ASPHALT DRIVEWAY
- NEW CONCRETE SLAB
- NEW CRUSHED ROCK SURFACING
- NEW STRAW MULCH
- NEW TOP SOIL & SEEDING

(D) ASPHALT PATHWAY, TYP. (L5.0)  
 (C) ASPHALT DRIVEWAY (L5.0)  
 (E) EXTRUDED CURB (L5.0)  
 (H) ACCESSIBILITY SYMBOL (L5.0)  
 (A) ADA RAMP 1 (L5.0)  
 (G) CRUSHED ROCK SURFACING (L5.0)  
 (L5.0) EXISTING STORAGE AREA



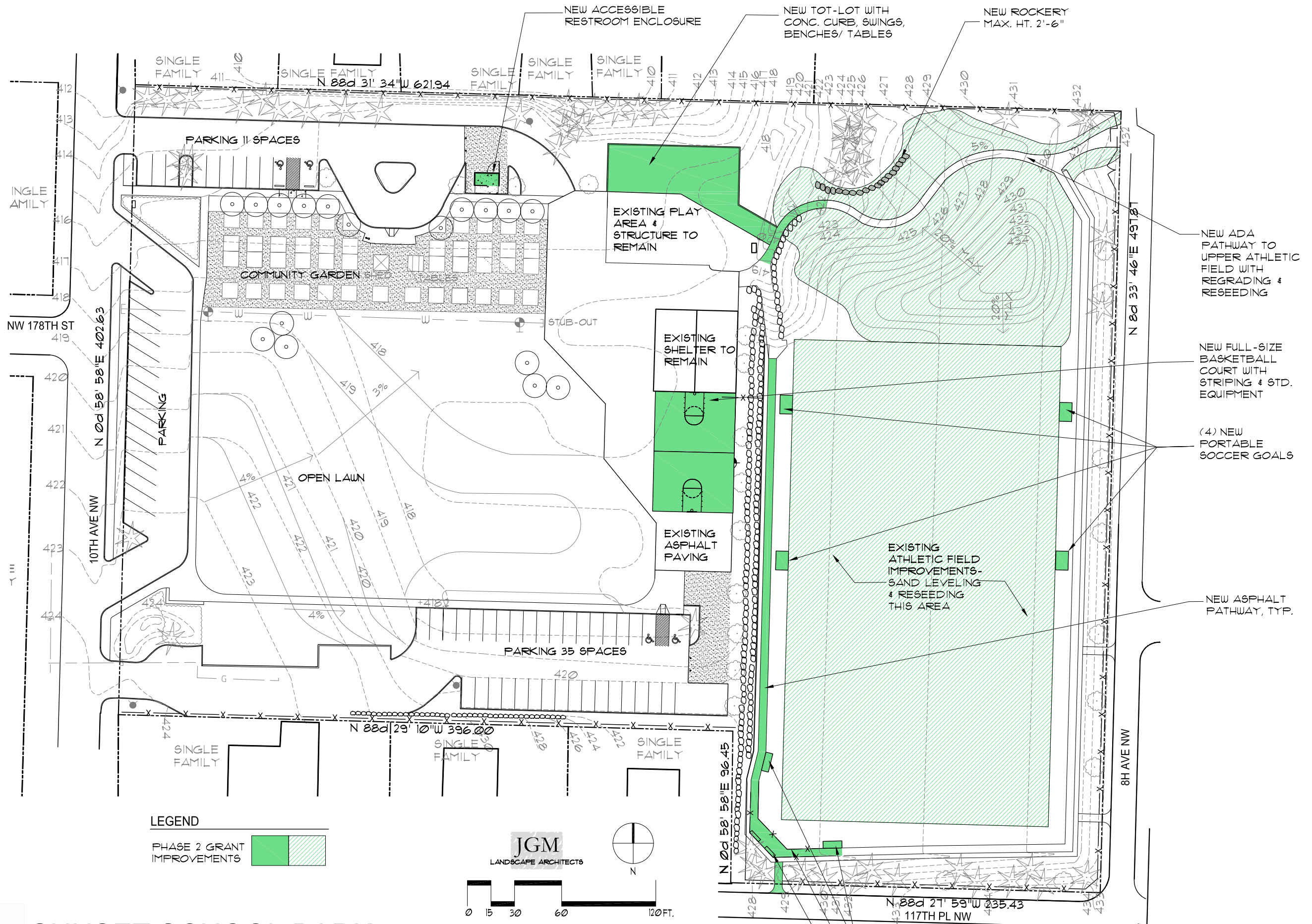
NOTE: VERIFY EXISTING SPOT ELEVATIONS AND LOCATION OF EXISTING SITE FEATURES & UTILITIES ON SITE BEFORE COMMENCING WORK.

BID SET



DATE: 5-8-2013  
LAST UPDATE:  
CAD FILE:  
DRAWING TITLE  
**PHASE I  
SITE PLAN**

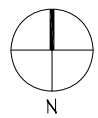
SHEET NUMBER  
**L4.0**



**LEGEND**

PHASE 2 GRANT IMPROVEMENTS 

**JGM**  
LANDSCAPE ARCHITECTS



# SUNSET SCHOOL PARK - PHASE 2 GRANT IMPROVEMENTS

PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT  
KING COUNTY YOUTH SPORTS FACILITY GRANT APPLICATION

- (2) NEW 3-ROW PORTABLE BLEACHERS
- NEW BACKSTOP
- (2) NEW BENCHES