



Parks, Recreation and
Cultural Services/Tree
Board

September 24, 2015



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

Date:	Time	Location:
September 24	7:00 p.m.	Shoreline City Hall, Room 303
October 8 Board Retreat	3:00 – 8:00 p.m.	Shoreline Community College
October 22	7:00 p.m.	Shoreline City Hall, Room 303
December 10	7:00 p.m.	Shoreline City Hall, Room 303



AGENDA

PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD REGULAR MEETING

Thursday, September 24, 2015
7:00 p.m.

Shoreline City Hall Room 303
17500 Midvale Ave North

		<u>Estimated Time</u>
1. CALL TO ORDER/ATTENDANCE		7:00
2. APPROVAL OF AGENDA	Action	7:02
3. APPROVAL OF MINUTES	Action	7:03
4. PUBLIC COMMENT		7:04
NOTICE OF DISCLOSURE		
<i>The City of Shoreline will enter all comments received into the public record and may make these comments, and any attachments or other supporting materials, available unchanged, including any business or personal information (name, email address, phone, etc.) that you provide available for public review. This information may be released on the City's website. Comments received are part of the public record and subject to disclosure under the Public Records Act, RCW 42.56. Do not include any information in your comment or supporting materials that you do not wish to be made public, including name and contact information.</i>		
5. DIRECTOR'S REPORT	Information	7:07
6. REVIEW OF NEW POLICIES AND PROCEDURES	Discussion	7:25
A. Recreation Program Refund Policy	with possible Action	
B. Donor Equipment Policy		
7. KING CONSERVATION DISTRICT URBAN FOREST HEALTH MANAGEMENT SYSTEM	Information	7:45
8. PROS PLAN SCHEDULE DEVELOPMENT	Discussion	8:00
9. PARK BOARD RETREAT UPDATE	Discussion	8:35
10. COMMENTS FROM THE BOARD		8:45
11. ADJOURN		9:00

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

UPCOMING EVENTS

Richmond Beach Saltwater Park Volunteer Work Party

September 26, 9:00 a.m.

Shoreline Farmer's Market every Saturday through October 17 at Aurora Square

PRCS/Tree Board Retreat

October 8, 3:00 – 8:00 p.m.

Monster Mash Dash

October 10, 9:00 a.m.

Neighborhood Association Meetings

Council of Neighborhoods Meeting

October 7, 7:00 p.m. Location: **City Hall Council Chamber**

Ridgecrest Neighborhood Association Board Meeting

October 13, 7:00 p.m. Location: **Anderson House – Activities Room**

Richmond Beach Community Association Meeting

October 13, 7:00 Location: **Richmond Beach Congregational Church**

Parkwood Neighborhood Association Leadership Meetings

October 14, 7:00 p.m. Location: **Aegis Living of Shoreline in the Library**

Meridian Park Neighborhood Monthly Leadership Meeting

October 20, 6:30 Location: **Shoreline City Hall, Room 303**

Echo Lake Neighborhood Association Meeting

October 20, 7:00 Location: **Shoreline City Hall Room 301**



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

**August 27, 2015
6:30 p.m.**

**Shoreline City Hall
Room 303**

1. Call to Order/Attendance

The meeting was called to order by Vice-Chair Robertson at 6:30 p.m.

Park Board Members Present: Christine Southwick, William Franklin, Katie Schielke, Lauren Smith, John Hoey, Betsy Robertson, Cindy Dittbrenner

Absent: Jesse Sycuro, Vadim Dolgov

City Staff Present: Eric Friedli, Director; Lynn Gabrieli, Administrative Assistant III

2. Approval of Agenda: Vice-Chair Robertson called for a motion to approve the agenda as written. So moved by Ms. Southwick and seconded by Mr. Franklin. The motion carried.

3. Approval of Minutes: Vice-Chair Robertson called for a motion to approve the August, 2015 Board minutes as amended to correct the reference from "Seattle Conservation Association" to "Student Conservation Association." So moved by Ms. Schielke and seconded by Ms. Southwick. The motion carried.

4. Public Comment

None

5. Parks and Open Spaces in Densifying Neighborhoods

Guy Michaelson, Principal with the Berger Partnership

Mr. Michaelson led a conversation intended to foster creative and expansive thinking about the topic rather than to reach any kind of conclusion. He is experienced in landscape planning in urban areas preparing for the arrival of Sound Transit Light Rail.

Mr. Michaelson distributed an outline to guide the conversation that included the following topics:

1. The Role of Parks in Density

- **Pause and Escape:** "Levels of Service" have traditionally been defined as square footage per resident. New measures of service are needed for higher density areas that relate to connectivity of people to open spaces. The focus shifts from square footage per resident to how we move people from dense areas to parks and recreation opportunities. Bus routes, walking paths, and transportation corridors are reimagined.
- **Recreation & Exercise:** when density increases and citizens don't have back yards, opportunities to recreate in parks and recreation centers increase in importance.
- **Social and Cultural Catalyst:** Partnerships with other organizations that share a common mission and resources maximize the efficiency and quality of service to citizens.

- Ecology and Habitat: In a densifying area hyper ecological performance is created in small areas to provide the most ecological benefit.
- Placemaking.
- Connectivity: bringing densified areas to open spaces and recreational opportunities, and allowing those opportunities to promote and enrich densification.

2. The tool-kit for creating open spaces:

- Acquisition of new space offers the most flexibility, and is the most expensive option,
- Dedication of a portion of land for public use during development,
- User agreements for the sharing of facilities for mutual benefit,
- Privately owned public open spaces,
- Right of way usage,
- Land swap.

All of these require careful proactive planning and specific code requirements. The creation of networks of connectivity to parks, open spaces and recreational opportunities can make it easier for citizens who live in denser areas to participate in open space and recreational opportunities.

3. Working with Sound Transit Cautionary Tales

- Don't assume Sound Transit cares about place making and creating communities. Their job is to move people and that's what they do.
- Land ownership is essential to the system. A cohesive system can't be built solely on partnerships.
- Beware of commitments to other agencies that allow you to acquire land which may obligate land to specific uses.

Storm water management is a golden opportunity to leverage funds and landscape options that provide a benefit to the city and the environment.

The Board requested information about Shoreline's timeline. The 2016 Parks Recreation and Open Space Plan update will focus heavily on the Light Rail Station areas which will be the guide going into this higher density future. Citizen surveying and data collection will take place during the first quarter. Futuristic planning will begin in quarter two through early 2017. Consultants will be hired to guide the process. Questions were asked about the School District's process which is currently unknown.

6. Critical Areas Ordinance

Juniper Nammi, AICP, City of Shoreline Associate Planner

Ms. Nammi distributed a PowerPoint handout which she explained in detail. The state requires an update of regulations regarding critical areas every 8 to 10 years. Shoreline's last update was in 2006. The three sections of the Critical Areas Ordinance update that are receiving the most attention are Geologic Fish and Wildlife Habitat Areas, Wetlands, and Streams. Two thirds of Shoreline's parks contain critical areas. Ms. Nammi reviewed the updates and changes affecting Shoreline parkland. The Ordinance is scheduled for adoption by Council on November 2, 2015.

Vice-Chair Robertson called for a motion to extend the meeting to 8:45 p.m. So moved by Ms. Southwick and seconded by Ms. Dittbrenner. The motion carried.

7. Park Board Retreat Update

Mr. Hoey confirmed the date and time of the retreat: October 8 from 3 – 8 p.m. at Shoreline Community College. The draft agenda was reviewed and input from the Board was received. The Board suggested the following topics to discuss with the City Manager:

- The future of Westminster Triangle and Aurora Square,
- The Joint Use Agreement and overall relationship with the School District,

- Plans and processes for the 145th Street Subarea Plan,

Other discussion:

- The Board decided that they wanted to cater food from Puerto Buenita if possible.
- The suggestion was made to watch “The Social Life of Small Urban Spaces” – a 30 minute film that addresses human nature in relationship to parks and urban spaces.

8. Director’s Report

- Celebrate Shoreline was an overall success with the addition of a new headliner band.
- Hidden Lake Dam Removal update: the consultant is interviewing five neighbors regarding the three alternatives under consideration. A public meeting will be scheduled in the fall.
- Seattle City Light is scheduled to trim / remove trees under the high voltage distribution lines along the Interurban Trail. This was scheduled a couple of years ago but was postponed because of public protest. The City Council voted on August 24 to request Seattle City Light delay again the pruning of these trees because of similar public protest. Ultimately this is a decision to be made between Seattle City Light and the City Manager’s Office unrelated to the Parks Department.
- A construction schedule has been developed to make needed improvements at the Shoreline Pool. This will mandate the pool’s closure for several months beginning in February. The City is attempting to find employment opportunities within the City for six displaced staff.
- The Echo Lake Bench Donation website is live. First-run applications will be received until September 30, 2015 as approved by the Board in July.
- One more week of summer camp remains this year. There are 104 enrollees and 75 people on the wait list. The Parks Dept. is seeking approval for a new outdoor camp at Hamlin Park next year to meet the demand.
- Max Galaxy will go live as the department’s online registration system on January 1, 2016.
- A bulletin board has been installed at Twin Ponds Park and three homeless encampments were removed at Shoreline parks this month.
- The Veterans Recognition Plaza is moving forward with pavers and flagpole installation.
- Grant applications have been submitted for Twin Ponds field turf and a vegetation management plan, and to continue student work in vegetation management at Richmond Beach Saltwater Park.
- The Echo Lake drainage repair project is scheduled to begin soon.

9. Comments from the Board

The Board was made aware of the September 3 Council meeting to discuss the 145th street Light Rail subarea plan.

10. Adjournment

Hearing no further business, Vice-Chair Robertson called for a motion to adjourn. So moved by Mr. Hoey and seconded by Ms. Southwick. The meeting adjourned at 8:47 p.m.

Signature of Vice-Chair
Betsy Robertson

Date

Signature of Minute Writer
Lynn Gabrieli

Date



Memorandum

DATE: September 24, 2015

TO: Parks, Recreation and Cultural Services Board

FROM: Mary Reidy, Recreation Superintendent

RE: Parks, Recreation and Cultural Services Department Refund Policy

Requested Board Action

The Board is asked to review the proposed Refund Policy (Attachment 1) and recommend its adoption to the Director.

Project or Policy Description and Background

To date the PRCS Department has not had a detailed refund policy, but rather a broad refund philosophy which allowed for differing interpretations. In an effort to formalize our financial management and monitoring around refunds, as well as standardize customer service, the proposed policy was developed. The proposed policy is a combination of effective historical practice with new modifications which bring the policy in line with the fee schedule requests. The Recreation Division staff worked with the City Finance Division on developing an effective system that is efficient for the city's business practices. The Recreation Team has been piloting this refund approach as a standard operating procedure for 2015 and it has proven to be highly functional.

Budget Implications

Since this has been our operating procedure for the past 9 months we do not anticipate any budget implications.

Public Involvement Process

The Parks, Recreation and Cultural Services Advisory Board will provide perspective and feedback on behalf of the public.

Additional Information

Mary Reidy
206-801-2621
mreidy@shorelinewa.gov

Shoreline Policy and Procedure

Parks, Recreation and Cultural Services Department Refund Policy

Category and Number: Category Name - 5.110715	Receiving Number: Request Number from Portal
Code and statutory authority: If Any	Authorized: Effective Date: Month Day, Year By: Name , Title
Supersedes: If Any	Name , Title

0.0 PURPOSE

The purpose of this document is to standardize customer service to citizens and describe the necessary steps to refund payment for services.

1.0 DEFINITIONS

- 1.1 Refund-** Any money once received by City of Shoreline and then returned to customer per this policy.
- 1.2 Rental -** Any use of City of Shoreline facilities associated with a signed agreement, including both indoor and outdoor spaces.
- 1.3 League -** Organized on-going rental with scheduled games.
- 1.4 Registration –** The process by which the rental of a facility is secured including receipt of full payment and confirmation of completed paperwork by the City of Shoreline.
- 1.5 Late Payment -** Payments received or owing after the deadline set by the rental agreement, or as otherwise noted in *Facility Rental Policy and Procedures*.
- 1.6 Damage Deposit -** Any payment received in addition to the facility rental fee required to compensate for damage to City facilities incurred during the rental period.
- 1.7 Deposit -** Any payment received in addition to the facility rental fee required to hold the reservation per this policy.

2.0 REFERENCES AND FORMS

- 2.1 References -** Facilities Rental Policies and Procedures and Code of Conduct for Use of City Facilities

3.0 DEPARTMENTS AFFECTED

Parks, Recreation and Cultural Services Department
Administrative Services Department

4.0 PROCESS

- 4.1** Classes, camps, programs or special events cancelled by the City of Shoreline will result in a 100% refund of program fee paid.
- 4.2** Fees paid through scholarship funds are not refunded in cash. They are reassigned to account per City of Shoreline Scholarship Policy.

- 4.3** Program fees may be refunded in full for any reason after the first day of class, as long as they are requested prior to the second day of class.
- 4.4** After the second day of class, but prior to the third, refunds will be pro-rated per the registration fee paid.
- 4.5** Refunds will not be issued after the third day of class. Requests for an exception must be in writing prior to the fourth class and are subject to approval.
- 4.6** Refunds may be issued for single trips/workshops/special events if requested at least three (3) calendar days prior to event.
- 4.7** Refunds will not be issued for reasons of inclement weather unless it results in the closure of the City facility hosting the event during the time of session or rental.
- 4.8** Fees may be pro-rated for those on a waitlist entering the session after start date.
- 4.9** Classes will not be pro-rated when registering after start date.
- 4.10** Upon approval damage deposits may be refunded.
- 4.11** 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.
- 4.12** Rentals cancelled by the Renter seven (7) or more calendar days before the event will be refunded in full. Rentals cancelled by the Renter less than seven (7) days but before 24 hours of the date/time of reservation will be issued a 50% refund of the fees already collected or \$50, whichever is less. Reservations cancelled 24 hours or less prior to rental will not receive a refund.
- 4.13** Field Rentals: The City may, at its sole discretion, cancel a rental anytime due to an emergency, severe weather, power outage, or situations that may result in facility damage or personal injury. In such instances, the Renter will be entitled to a 100% refund if reason for cancellation was not Renter's fault. If a field is deemed unusable by City staff on the day of the rental, a credit will be issued to the Renter's account. If a field is deemed unusable on the day of rental by a league official, the Renter must inform the City within five (5) calendar days of event cancellation to have a credit issued on their account.
- 4.14** Day Camp: Weekly camp sessions require cancellation request at least three (3) calendar days prior to first day of camp for a full refund. No refunds will be issued after the start of the camp session.
- 4.15** Requested exemptions from this policy may be submitted in writing to Recreation Superintendent and require approval by Parks Director.

5.0 PROCEDURE

- 5.1** Debit/credit card payments will be refunded to the debit/credit account from which the payment was made.
- 5.2** If paid in cash or check the City of Shoreline will issue, remit and mail a refund check within four to six weeks.
- 5.3** City of Shoreline policy prohibits cash refunds.

- 5.4** Any standing credit on accounts will be refunded after 6 months by a City of Shoreline issued check.
- 5.5** Damage Deposits may be refunded in full or part upon completion of the activity and inspection of the facility by City staff for assessed damages. Rentals paid via credit card shall be refunded with a credit to the Renter's card. If paid by cash or check, the City of Shoreline Finance Department will issue, remit, and mail a refund check to Renters within four (4) to six (6) weeks. The State Auditor prohibits cash refunds.
- 5.6** Any payments made via Scholarship Program shall not be refunded to an individual but put back into the participant's scholarship account.
- 5.7** Any payment made via State of Washington Department of Social and Health Services (DSHS) shall not be refunded to an individual but rather will be taken off prior to billing balance sent to State quarterly.

DRAFT



Memorandum

DATE: September 24, 2015

TO: Parks, Recreation and Cultural Services/Tree Board

FROM: Lynn Gabrieli, Administrative Assistant III

RE: Donor Equipment Policy

Requested Board Action

The Board is asked to review the proposed Donor Equipment Policy (Attachment 1) and recommend its adoption to the Director.

Project or Policy Description and Background

The Parks Department frequently receives requests from the public to memorialize loved ones or events through the donation of park equipment. When the 2006 Park Bond passed and funded improvements in several Shoreline parks, a Donor Bench Program was developed that allowed the public to purchase plaques for benches that were installed according to a master bench plan. The policy guiding this program was approved by the PRCS Board in 2007 (Attachment 2).

The parks included in the initial program were Richmond Beach Saltwater Park, Hamlin Park, Cromwell Park, and a couple of benches at Paramount Open Space. In July, 2015 the PRCS Board approved the expansion of the program to Echo Lake Park. Currently only Cromwell and Echo Lake Parks have available benches.

The Parks Department continues to receive requests for opportunities to donate equipment at parks not currently on the list. To satisfy these public requests and standardize the process for administering the program a new policy has been drafted that would expand the program to any Shoreline park, include picnic tables as well as benches, and offer the opportunity to refurbish existing wooden equipment or purchase new park-standard metal equipment.

Budget Implications

The current fee for a donor bench in the Shoreline Park System is \$1,500. Staff conducted a study of neighboring cities and determined an increase in the fees to \$2,000 for a bench or picnic table would be more on par with market rate.

Public Involvement Process

The Parks, Recreation and Cultural Services Advisory Board will provide perspective and feedback on behalf of the public

Additional Information

Lynn Gabrieli
206-801-2602
lgabrieli@shorelinewa.gov

Shoreline Policy and Procedure

Donor Park Equipment Policy – (12.classification #)

Category and Number: Category Name – (12.year/month/day)	Receiving Number:
Code and statutory authority: None	Authorized: Effective Date:
Supersedes: N/A	By:

0.0 PURPOSE

To provide procedures and opportunities for the donation of commemorative park benches and picnic tables throughout the City of Shoreline park system to honor a person or event.

1.0 DEFINITIONS

1.1 Bench Program – the donation of new or refurbished benches plus plaque.

1.2 Picnic Table Program – the donation of new or refurbished picnic tables plus plaque.

1.3 New park benches and picnic tables -- the donation and installation of a bench or picnic table within a park where none existed before or the complete replacement of an existing bench or picnic table with a new one. A plaque is installed when a new bench or picnic table is donated.

1.4 Refurbished benches and picnic tables -- the renewal of an existing park bench or picnic table through the removal of old wooden back and seat rests, and replacement with new wood, and frame repairs as needed. A plaque may be installed when a refurbishment is donated.

2.0 DEPARTMENTS AFFECTED

Parks, Recreation and Cultural Services

3.0 PROCESS

3.1 Requests for Donor Benches and Picnic Tables will be received in writing by the City of Shoreline Parks, Recreation and Cultural Services Department.

3.2 Any park site that is requested will be considered as long as it fits with the Master Plan and current conditions of the park. The location should be an appropriate setting and should not interfere with existing and proposed circulation and use patterns. It is recognized that a particular location may reach a saturation point and it would then be appropriate to consider limitations or a moratorium of future commemorative installations

at a particular location or area.

4.0 PROCEDURE

4.1 The City and Donor will agree on the location of the donation. In all cases, the Parks, Recreation and Cultural Services Director is the final decision-maker.

4.2 Benches, picnic tables and plaques will be purchased by the Parks, Recreation and Cultural Services Department according to the Park Master Plan to guarantee consistency and quality.

4.3 If a bench or picnic table and/or plaque are damaged for any reason, repair or replacement is guaranteed by the City of Shoreline for 10 years from the date of purchase at no further cost to the Donor. After 10 years the City will maintain the equipment for its natural lifetime.

4.4 The donation is renewable after 10 years at the future price with the right of first refusal given to the original Donor. If the original Donor decides not to renew or cannot be reached, the equipment may be removed or rededicated.

4.5 The Donor agrees to the City's right of relocation of the donated item, if necessary, after installation.

4.6 Fees for new and refurbished benches and picnic tables will be established by the fee schedule adopted by the City Council as part of the annual City of Shoreline budget process.



**Parks Recreation and Cultural Services Department
Policies and Procedures**

Title Park Equipment Dedication Policy	
Department Parks, Recreation and Cultural Services	Effective Date: October 25, 2007
Approved By Parks, Recreation and Cultural Services Board	

1.0 Purpose

Establish a standard policy for the dedication of park equipment for benches and other park equipment.

The City of Shoreline Parks, Recreation and Cultural Services (PRCS) Department will receive and accept equipment and monetary donations provided the need has been established by the Department and the donor releases all rights and ownership.

2.0 Procedure

People interested in donating park equipment must complete an application form to be reviewed and approved by the PRCS Director or designated alternate.

The application will be reviewed by staff and a determination will be made by staff within sixty days of receipt of application. Applicant will be notified in writing if their donation has been accepted or rejected.

The Department will select the size, color and style of equipment that is appropriate for a particular park or site. The cost for equipment donations will be determined by staff, and will be set to recover all or the majority of the cost of the equipment.

The City will guarantee donors that equipment will be maintained and kept in use for a minimum of ten years. If damaged beyond use during that time it will be replaced by the City to fulfill the ten year obligation.

A small metal dedication plaque will be allowed for each donation. The size of the plaque will be determined based on the size of equipment. The plaque will read one of four options: "Dedicated in Honor of (name)", "Dedicated in Memory of (name)", "Dedicated To (name)", or "Dedicated By (name)". Any other language will need Park Board approval. When possible, the plaque will be integrated into the design of the equipment (i.e. park bench).



Memorandum

DATE: September 17, 2015
TO: Parks, Recreation and Cultural Services/Tree Board
FROM: Maureen Colaizzi, Park Project Coordinator
RE: King Conservation District Urban Forest Health Management Program Proposal

Requested Board Action

No action is required. Staff will share information with the Board about our proposal to the King Conservation District (KCD) Urban Forest Health Management Program.

Project or Policy Description and Background

- The City of Shoreline’s proposal would develop neighborhood-wide vegetation management plans in collaboration with community groups, private single-family land-owners, large institutional and private land-owners, and our partner environmental organizations in two neighborhoods: Innis Arden and Ballinger neighborhoods.
- - Ballinger neighborhood is home to Brugger’s Bog Park and Ballinger Park Open Space adjacent to the King County Housing Authority’s Ballinger Homes and a mix of single-family and multi-family residential properties.
 - Innis Arden neighborhood is home to the city-owned Innis Arden Reserve M, Boeing Creek Park, Boeing Creek Open Space Park, Richmond Beach Saltwater Park, and Strandberg Preserve. In addition, the Shoreline Community College owns forested open space that is contiguous to Boeing Creek and Shoreview Park and the Innis Arden Club owns seven other reserves throughout the neighborhood that are also undeveloped open spaces.
- This initiative would provide key information for the city to help implement our Urban Forest Strategic Plan (UFSP) and work collaboratively with private property owners to begin implementing the large scale vegetation management recommendations.

- If selected by KCD, the proposal would provide staff resources from a King Conservation District environmental partner to assist the City of Shoreline with developing neighborhood-wide forest stewardship plans and implementation actions.

Budget Implications

KCD would provide resources in the form of contracted services to conducting the Vegetation Management/Stewardship Plans and begin working with adjacent single family and large landowners.

If early implementation is successful, the City would seek additional grant funding and find ways to tie city resources to future implementation. The city will explore the possibility of working with AmeriCorps as a way to enhance staff resources.

Public Involvement Process

The City would need assistance from KCD and its outside consultants with conducting the Vegetation Management/Stewardship Plans and outreach to private property owners to begin implementation.

Additional Information

Next Steps:

- ✓ **STEP 1** In June and through the month of July, KCD connected with KCD communities to learn more about their current urban forestry efforts and interests to determine how we can assist. The City of Shoreline completed a comprehensive questionnaire.
- ✓ **STEP 2** In July, the KCD accepted a Letter of Interest from individual member jurisdictions for an initial project proposal relating to public/private partnerships in urban forest stewardship. The City of Shoreline completed the letter of interest.
- ✓ **STEP 3** Based on feedback provided in the questionnaire and the Letter of Interest, KCD contacted the City of Shoreline in August to explore opportunities and/or help develop a project proposal for further consideration. A request for proposal was sent to us and the City of Shoreline submitted a completed proposal on Monday, September 14, 2015.
- **STEP 4** In October, the KCD's Ad Hoc Urban Forestry Initiative Working Group will meet to review project proposals and recommend project rankings for concurrence by the KCD Advisory Committee and approval by the KCD Board of Supervisors in November. The City of Shoreline should learn in late October or early November if our proposal is selected. Staff will let the Board know if we are successful at either our October or December meeting.
- **STEP 5** The KCD Urban Forestry Program will implement KCD Board-approved project proposals with the respective jurisdictions beginning in December.



Memorandum

DATE: September 17, 2015
TO: Parks, Recreation and Cultural Services/Tree Board
FROM: Maureen Colaizzi, Park Project Coordinator
RE: 2016-17 Parks, Recreation and Open Space (PROS) Planning Process

Requested Board Action

No action is required. Staff will share information with the Board about the upcoming PROS planning process.

Project or Policy Description and Background

- This briefing provides the PRCS/Tree Board with an overview of the City's efforts to update to the Parks, Recreation and Open Space (PROS) Plan.
- The Parks, Recreation and Open Space (PROS) Plan is a 20-year visioning document that will guide the development of Parks and Recreation into the future.
- It is required to be updated every six years to qualify the City for state and federal grants through the Recreation and Conservation Office.
- The City of Shoreline's first Parks, Recreation and Open Space (PROS) Plan was completed in 1998 and updated in 2005. The current PROS Plan was adopted by City Council on July 25, 2011 by Resolution number 316.
- Funding for this update to the PROS Plan is an approved project in the 2015-2020 Capital Improvement Plan (CIP) and is scheduled to begin in 2016.
- The PROS Plan is one of the City's three Functional Plans along with the Transportation Master Plan and the Surface Water Master Plan. The Functional Plans tie to the current City of Shoreline Comprehensive Plan in two specific ways:
 - 1) The goals, policies, and maps from the Functional Plans are incorporated into the Comprehensive Plan (either verbatim or in a summarized form) and,

2) the Functional Plans inform the Capital Facilities Element of the Comprehensive Plan.

- The PROS Plan is used to assess our citizen's needs through a statistically valid survey and align and prioritize recreation program, park maintenance and facility capital needs with the Parks, Recreation and Cultural Service (PRCS) Department's core mission and goals.
- It also creates a capital improvement project list, and identifies projects that can qualify for state and federal grants.
- **The 2017-2023 PROS Plan will include the following major components:**
 - A review of our community profile with demographic data;
 - The plan goals and policies;
 - A community needs assessment including analysis of a statistically valid survey and Level of Service (LOS), stakeholder and community input;
 - An inventory of park and facility assets;
 - Life cycle replacement costs for park and facility assets;
 - Recreation program services update and analysis;
 - Cultural services update and analysis; and
 - Short term (1-6 years) and long term (7-20 years) recommendations for property acquisition, park and facility major maintenance and capital improvements including public art and trees.
 - Additional components new to this update will include:
 - Urban forest management services;
 - Park maintenance and facility operations services;
 - An inventory and assessment of the park system's assets;
 - A recreation demand study to analyze our recreation services;
 - An aquatic/recreation center feasibility study;
 - Future park planning for light rail station areas;
 - A proposal for a park impact fee program;

Budget Implications

The newly added work components are complex, varied and require expertise in areas such as statistical analysis and data collection. Additional budget is being proposed to hire a consultant team(s) with subject area experts to assist staff with these new work efforts including public outreach specialists to develop a communication plan for public engagement.

The proposed 2016-2021 CIP includes the updated to the PROS Plan with a proposed budget of \$100,000. In addition to this proposed budget, there is a budget proposal for the inventory assessment and park impact fee proposal work.

Public Involvement Process

Once hired, the consultant team's public outreach specialists would develop a plan and schedule for how and when to engage the community to solicit meaningful input on the major work components of the PROS Plan.

Additional Information

Next Steps – Staff will begin the process of hiring the consultant team(s) to begin work in January 2016. The work components that will need to be completed early because they will help to inform the writing of the PROS Plan include the following:

- Community Survey,
- Recreation Demand Study,
- Asset Inventory and Assessments
- Aquatic/Recreation Center Feasibility Study
- Community Outreach.

The other work that the city will need assistance from outside consultants will begin in the middle of 2016 including the:

- Park Impact Fee Proposal
- Station Area Future Park Planning
- Community Outreach.

Schedule-Attached for your review is a quick overview of the tentative schedule for all work components between 2016 and 2017 for the PROS Plan Update.

Board Input-There will be an opportunity at our September meeting to discuss how the PRCS/Tree Board will be involved in this comprehensive project and brainstorm some ideas for public outreach.

PROS Plan Work Components		Consultant Services	Schedule	
DEMAND AND NEED ASSESSMENT		Yes	January - June 2016	
	Community Survey	Yes	January - April 2016	
	Recreation Demand Study	Yes	January - June 2016	
PARK AND ASSET INVENTORY & Assessments		Yes	February - August 2016	
PARK IMPACT FEE PROPOSAL		Yes	June 2016- June 2017	
AQUATIC - REC CENTER FEASIBILITY STUDY		Yes	May 2016 - January 2017	
	Focus Groups, Public Meeting Workshops		Jun-16	Nov-16
	Site Assessments		Jul-16	Aug-16
	Concept Designs & Cost Estimating		Sep-16	Nov-16
	Feasibility Report		Nov-16	Dec-16
Chapter	PROS PLAN DEVELOPMENT		May 2016 - July 2017	
1	Introduction			
2	Community Profile			
	Recreation Demand Study Demographics	Yes	Jan-16	Jun-16
3	Vision, Goals and Policies			
4	Demand and Needs Assessment			
	Community Participation	Yes		
	Neighborhood Association Outreach		Apr-16	Jun-16
	Stakeholder Meetings / Open House Workshops		Jul-16	Dec-16
	Station Area Park Planning	Yes		
	Analysis of Community Survey Results			
	Park Classification & Level of Service			
5	Park & Recreation Facility Major Maintenance & Operations			
	Park, Recreation & Cultural Asset Life Cycle Costs			
	Major Maintenance Priority List			
	Park & Recreation Facility Operational Plans			
6	Asset Inventory (documents park & facility information)	Yes		
7	Urban Forestry			
	Tree City USA			
	Street Trees			
	Vegetation Management			
	Volunteer Stewardship			
8	Recreation Program Plans			
	Teen programs			
	Specialized recreation			
	Pre-school			
	Youth			
	Life-long recreation / Seniors			
	Aquatics			
	New and emerging recreation			
9	Cultural Services		May 2016 - July 2017	
	Arts & Public Art Planning			
	Heritage & Cultural Programs			
	Community Events			
10	Implementation Steps			
	Park Impact Fees	Yes		
	New Facility Needs	Yes		