



Parks, Recreation and
Cultural Services/Tree
Board

February 25, 2016



**Parks, Recreation and Cultural Services Board
2016 Meeting Schedule**

Date:	Time	Location:
March 24	7:00 p.m.	Shoreline City Hall, Room 303
April 28	7:00 p.m.	Shoreline City Hall, Room 303
May 26	7:00 p.m.	Shoreline City Hall, Room 303
June 23	6:00 p.m.	Shoreline City Hall, Room 303
July 28	7:00 p.m.	Annual Tour of Parks & Facilities
August 25	7:00 p.m.	Shoreline City Hall, Room 303
September 22	7:00 p.m.	Shoreline City Hall, Room 303
October 27	7:00 p.m.	Shoreline City Hall, Room 303
December 1	7:00 p.m.	Shoreline City Hall, Room 303



AGENDA

PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD REGULAR MEETING

Thursday, February 25, 2016
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
<i>NOTICE OF DISCLOSURE</i>			
<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. COMMUNITY GARDEN LEADERSHIP APPOINTMENT	Action		7:20
7. PUBLIC ART SUBCOMMITTEE APPOINTMENT	Action		7:25
8. FEES AND COST RECOVERY REPORT	Discussion		7:30
9. 2016 PROS PLAN ASSET INVENTORY & ASSESSMENT UPDATE	Information		7:45
10. 2016 PROS PLAN COMMUNITY ENGAGEMENT PLAN	Discussion/ Possible Action		8:00
11. COMMENTS FROM THE BOARD	Discussion		8:45
12. ADJOURN	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.

UPCOMING EVENTS

Council of Neighborhoods Monthly Meeting

- **Date:** 03/02/2016 6:30 PM - 9:00 PM
- **Location:** Shoreline City Hall - Council Chambers

Ballinger Neighborhood Association Meeting

- **Date:** 03/07/2016 7:00 PM - 9:00 PM
- **Location:** North City Water District

Ridgecrest Neighborhood Association Meeting

- **Date:** 03/08/2016 7:00 PM - 9:00 PM
- **Location:** Anderson House

Briarcrest Neighborhood Association Meeting

- **Date:** 03/08/2016 7:00 PM - 9:00 PM
- **Location:** Patty Pan Neighborhood Kitchen

Richmond Beach Community Association Meeting

- **Date:** 03/08/2016 7:30 PM - 9:30 PM
- **Location:** Richmond Beach Congregational Church

Parkwood Neighborhood Association Meeting

- **Date:** 03/09/2016 7:00 PM - 9:00 PM
- **Location:** Aegis Library

Tween Night

- **Date:** 03/12/2016 6:30 PM - 10:30 PM
- **Location:** Richmond Highlands Recreation Center

Middle School Night

- **Date:** 03/19/2016 7:00 PM - 11:30 PM
- **Location:** Richmond Highlands Recreation Center



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

**January 28, 2016
7:00 p.m.**

**Shoreline City Hall
Room 303**

1. Call to Order/Attendance

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

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

Absent: Vadim Dolgov

City Staff Present: Eric Friedli, Director; Maureen Colaizzi, Parks Projects Coordinator; Kirk Peterson, Parks Superintendent; Lynn Gabrieli, Administrative Assistant III

2. Approval of Agenda: Chair Sycuro moved to insert the Director's Report prior to Old and New Business and called for a motion to approve the agenda as amended. So moved by Ms. Southwick and seconded by Mr. Franklin. The motion carried.

3. Approval of Minutes: Chair Sycuro called for a motion to approve the October, 2015 Board minutes as written. So moved by Ms. Schielke and seconded by Ms. Southwick. The motion carried.

4. Public Comment

Janet Way representing the Shoreline Preservation Society and resident of 145th Street next to Paramount Park Open Space, expressed concern about the effect the potential rezoning may have on the largest wetland in the City. She referred to the "Comments from the Board" section of the October Park Board minutes that mentioned the potential for Shoreline School District property to be reclaimed for active school use and stated her concern that Paramount School Park could be reactivated by the school district at some point. She requested that the Park Board do everything in its power to prevent that park from ever going away, emphasizing that Shoreline does not have enough parks to accommodate the rezone. Ms. Way also drew the Board's attention to the program, "Salmon in the City" which utilizes ecologically sustainable design in urban areas to protect water quality around Puget Sound.

5. 2016 PROS Plan

Mr. Friedli introduced Brice Maryman of the consultant team MIG who will be leading the PROS Plan update effort. The project scope of work includes the following:

- Asset Inventory and Condition Assessments,
- Market Analysis/Recreation Demand Study,
- Aquatic/Community Center Feasibility Study,
- Light Rail Station Area Park & Open Space Plan,
- Public Art Plan update.

Mr. Maryman stressed the importance of Public Engagement. Strategies to engage the community will include surveys, stakeholder interviews, questionnaires, community event

intercepts, focus groups with underserved communities, topic related public workshops, and a public open house for prioritizing action steps.

The Board was asked to provide input about target audiences, underserved populations public engagement techniques, and where to engage target audiences. Responses included:

- a. Ask the schools (family advocates) which languages/cultures are represented in their schools
- b. Work with the City's Diversity Coordinator
- c. Use social service agencies
- d. Pay attention to where people congregate: the YMCA, Center for Human Services in North City, The Senior Center or other gathering places for Seniors, including Aegis Living.
- e. Youth would respond to an engaging quick and easy online survey especially geared toward youth. Maybe use a QR code or link through Facebook, Twitter, or other social media.
- f. Dog owners
- g. Kids who consistently use the REC. Conduct a Tween Night intercept
- h. Park stewards and volunteers
- i. Neighborhood associations, acknowledging that these are likely to be the people most likely to respond to invitations to public meetings, surveys, and questionnaires
- j. All past Park Board members
- k. Light Rail citizen groups
- l. Facebook groups like "shorelinewamoms"
- m. Farmers' Market
- n. Ridgecrest food trucks
- o. Crest Theater lines
- p. Night Out Against Crime
- q. Organized sports groups
- r. Introduce a Facebook page for the PROS Plan
- s. Trader Joes, especially at the opening
- t. Potential Shoreline residents; those who are likely to live here, but don't yet
- u. Interview other Light Rail Station area residents in Seattle to find out what has worked, what hasn't.

Mr. Maryman identified upcoming milestones:

- Communication & Staff/Public Outreach Plan
- Asset Inventory & Condition Assessments
- Public Outreach Toolkit – intercept training
- Online Questionnaire
- Community Survey Results

6. North Maintenance Facility/Hamlin Yard

Mr. Friedli introduced Randy Witt, Public Works Director, who described proposed designs for a North Maintenance Facility located next to Brugger's Bog. Hamlin Yard has historically been used to house both Streets and Parks Maintenance crews and equipment. As the City has grown, this space has become increasingly crowded. The assumption of Ronald Wastewater makes the expansion of maintenance facilities to house Public Works staff and equipment all the more pressing. Mr. Witt solicited the Board's feedback about proposed preliminary plans as presented in the Agenda Packet. The Board asked clarifying questions and discussed the interface of the facility with the park boundary.

Kirk Peterson described the impacts of this project on the Parks Maintenance facility and described the reconfiguration of existing space as depicted in the Agenda Packet.

The City Council will review proposed plans by the end of February with more detailed design to follow. Construction is anticipated to begin late in 2016; the ideal completion date would coincide with the Ronald assumption in October 2017.

7. Hidden Lake Update

John Featherstone, Surface Water Operations

Uki Dele, Surface Water Utility & Environmental Services Manager

Mark Ewbank from Herrera Environmental Consultants presented the results of the Alternatives Analysis (available online) and requested Board feedback.

Alternative 1: Do nothing. The lake will naturally fill with sediment. Flow would eventually go over the dam. The City could build a spillway, but would otherwise leave things alone. Ms. Dittbrenner inquired about impact on existing beaver habitat and requested an environment that supports mutual habitation.

Alternative 2: Design some stream channels, stop short of Innis Arden Way, and allow a chance for the stream to meander. This alternative produces a fairly steep upstream end, and flat downstream end.

Alternative 3: Construct a stream channel, cross the road, eliminate culverts and put in a bridge, remove the dam, and keep the stream on City parkland.

Staff described how Alternative 2 appears to have the highest benefit to the Parks system, but the price tag is high for what is gained. The Board suggested the downstream sediment effects on salmon recovery ought to be reflected in the alternative comparison summary. Are there benefits for the near shore? Could this qualify us for additional grant funding?

Staff recommends Alternative 3, provided grants could be secured to fund the project within the next 5 years.

- The Board requested clarification about the current relationship with adjacent property owners, and whether the opportunity exists to modify Alternative 2 to include attractive components of Alternative 3 without buying the whole 3rd option package.
- Modify Alternative 3 to more closely reflect the natural flow of the stream.
- Questions were asked about how to separate park from private land? What would be the deterrents that would keep people from moving from one area to the other?
- **The Board expressed unanimous support of a five-year grant seeking timeframe to support Alternative 3 as described by Staff, and encouraged continued efforts to collaborate with homeowners.**

8. Public Art Report and Subcommittee Appointment

Mr. Friedli summarized the Art Subcommittee's recommendation for more defined structure and process for subcommittee appointments:

1. The Art Committee will meet monthly, preceding Park Board meetings in the same room, and/or at other times as needed.
2. The Public Art Coordinator will serve as Chair of the Committee.
3. New members may be appointed to the Art Committee following the Committee's review of the candidate's biographical statement, and majority vote of the Park Board.

Ms. Southwick moved that the Board approve the Art Committee's recommendation; seconded by Mr. Franklin. The motion carried.

The Art Committee recommended the purchase of “Enshrouded in the Tempest” by Henry van Voast for \$200. So moved by Mr. Franklin; seconded by Ms. Southwick. The motion carried.

Ms. Southwick tendered her resignation from the Art Committee. Any other Board members wishing to serve should communicate with Chair Sycuro.

9. Director’s Report

- The Clerk’s Office is currently receiving applications to fill Jesse Sycuro’s unexpired term this summer. Applications will be accepted until February 26.
- Staff recommends the incoming Board member overlap with the outgoing Board member as an observer before officially beginning their term.
- The Board discussed the timing and process of filling the vacancy.
- 10 additional plots have been added to Sunset Community Garden.
- The City Manager has convened a Financial Sustainability Citizen Advisory Committee to provide input on how best to support the financial resources that ensure the long-term delivery of basic services to the community. Applications were received until January 13.
- Threats at Kellogg Middle School resulted in lock down of the school and vacating of Hamlin Park this afternoon. Results and motives are not known.
- Shoreline’s newly elected mayor is Chris Roberts.
- Mr. Friedli will be on vacation from January 29-February 19. Director duties will be shared between Kirk Peterson and Mary Reidy.

10. Old and New Business

- The Board acknowledged community concern about the potential for the school district to reclaim their properties in the future, and encouraged future discussion around how the City might obtain more public park land.
- The Board reiterated their request to meet with School District heads. Mr. Friedli responded that District staff is open to the conversation, but would prefer to meet in June.
- The Board recommended Ballinger Park as the focus of future improvements.
- The Board requested adding the Board’s Mission and Vision to a future agenda.

11. Adjournment

Hearing no further business, Chair Sycuro called for a motion to adjourn. So moved by Ms. Southwick and seconded by Ms. Schielke. The meeting adjourned at 9:28 p.m.

Signature of Chair
Jesse Sycuro

Date

Signature of Minute Writer
Lynn Gabrieli

Date



Memorandum

DATE: February 19, 2016
TO: Parks, Recreation & Cultural Services/Tree Board
FROM: Lynn Gabrieli, Administrative Assistant III
RE: Sunset Community Garden Leadership Committee Appointment

Requested Board Action

Staff recommends the appointment of five Sunset Community Garden members to the Sunset Community Garden Site Leadership Committee for 2016.

Project or Policy Description and Background

When Shoreline's community garden program began in 2012 a precedent was set for the Park Board to appoint individuals to leadership committees at both gardens on an annual basis. These committee members are responsible for general garden oversight, community building activities, work parties, neighborhood outreach, and communication/coordination with Parks staff. Onsite leadership is critical to the sustainability and vitality of the community garden program. Without these leaders, City resources would be required in much greater measure.

Involving the PRCS Board in the appointment process lends a sense of validity and responsibility to the gardener's leadership role and provides an important connection between the citizen-gardener and the governing body. Over the years, the Board has chosen to approach this responsibility in a variety of ways; sometimes meeting with the applicants, other times acting on staff recommendation after review of the applications.

Either way, the language used in the Site Leadership Committee Application provides the following guidelines:

The committee will be composed of a maximum of five current plot holders. Members of the committee will be appointed by the Parks Board to a one-year renewable term beginning each year in January. Those with an enthusiasm for the garden and the desire to serve the community should consider applying. Selections will be based on the following criteria:

- *Current plot holder in a Shoreline Community Garden*
- *The ability to be part of a team*
- *An enthusiasm for the garden*

Five applications have been submitted for the Sunset Community Garden Site Leadership Committee. Four are returning committee members, and one is new. The essay portion of the applications is attached for your review. Personal information has been omitted.

1. Jeanne Powell – renewal. This will be Jeanne’s third year as a committee member at Sunset following two years in leadership at Twin Ponds.
2. Diana Ensenat – renewal. This will be Diana’s second year in leadership at Sunset.
- 3 & 4. Glenda and Ben Fabrizio – renewal. This will be Glenda and Ben’s third year in leadership at Sunset.
5. Mardie Ashby – new applicant.

Twin Ponds Community Garden received no applications for the Site Leadership Team for the second year in a row. Until gardeners come forward to volunteer in this capacity, staff is providing support at this site.

Budget Implications

There are no budget implications as these are all volunteer positions.

Public Involvement Process

The invitation to participate on the 2016 Site Leadership Team was extended to all current plot holders at both gardens in the fall, concurrent with the plot renewal process. The applications included here were the only applications submitted. A Season Kickoff meeting is scheduled for Tuesday, March 15 from 6:30 – 8:30 in the City Hall Council Chamber at which time another appeal will be extended for members of the Twin Ponds Community Garden to volunteer for some aspect of leadership.

Additional Information

www.shorelinewa.gov/communitygarden

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

Sunset Community Garden Leadership Applications

February, 2016

Applicant Essays

1.

I am interested in returning as a member of the Garden Leadership Committee for a second year. I have truly enjoyed working with the committee and the City of Shoreline, always trying to improve our beautiful Sunset Community Garden and bringing our neighborhood together.

I want to continue helping this garden provide joy to all those who garden there and to all the people who walk through it, especially the kids, the future gardeners.

This past year, we were more successful at creating community events and garden parties (two work parties and one Halloween community event) and I would really love to continue this and of course add to it.

Coming into our third year, the gardeners are getting to know each other better and the sense of community is spreading at Sunset. I am looking forward to what next year will bring with more garden beds and members.

~Diana Ensenat

2.

I am interested in being reappointed to the Sunset Garden Leadership Committee because I love the community garden and want to see it prosper. I enjoy the gardeners I have met at Sunset and would like to be of help in any way I can.

Our community and our gardens are young and there is still much to do to help both grow. I would like to be part of making that happen. Thanks for your consideration.

~Jeanne Powell

3 & 4.

Dear Park Board,

Thank you for allowing my husband Ben and I to be a part of the leadership team with the Sunset Community Garden project. This experience has been rewarding for us on many levels and we would love to continue to work with the City, the gardeners, and our community.

Ben and I are true green thumbs who are able to sustain 80% of our produce each year from our little 10x10 garden plot with canning, dehydrating, and preserving. This has not only been a huge benefit to our family, but we are also able to donate produce to Hopelink and other families in need.

We truly enjoy being an integral part of the “growing process” of the garden and working to make sure the gardeners as well as City’s needs are being addressed. It has been so amazing watching Sunset change from the school, to the infancy stages of the gardens, to what we have now – a beautiful serene relaxing place where people of all ages feel welcome.

One of our biggest enjoyments is watching how each week more people from the community use the space, inquire about the gardens, and appreciate the lovely setting that the City has created. The park creates an open forum for neighbors and has only a positive effect on the area.

We look forward to welcoming new gardeners this year, as well as have great excitement to know that we have been able to add more garden plots for those who are on the waiting list. Our garden roundabout has finally come into its own and this year we plan to expand the strawberry beds to cover more of the roundabout, as well as make signs stating that “All are welcome to the berries in the roundabout” to make the space even more welcoming to the community.

Again, we thank you for allowing us to spread the joy of gardening with our neighbors and community! We very much look forward to another wonderful year at the Sunset Gardens.

Life’s a garden, Dig it!

~Glenda and Ben Fabrizio

5.

I would like to work with the site leadership committee and Parks Department to contribute to the success of the community garden and make it one of the focal points of Sunset School Park. The community garden is a great feature of the park. Children and their parents often stop on the way to the park's playground to point out vegetables they recognize and ask about plants they don't know. The community garden adds interest to the park and many of us with garden plots have received great gardening advice from other community gardeners, neighbors, and park visitors who like to check on the progress of the flowers and vegetables in the plots.

I have the time and energy to devote to the committee. I am frequently at the garden volunteering for the giving garden (Hopelink food bank) and working at my own plot. I also worked with the City of Shoreline to host two youth groups who contacted the City looking for service projects.

Biography:

- *Born and raised in Seattle, Washington*
- *Resident of Shoreline since 2008*
- *Retired in 2013 from the U.S. Dept. of Housing and Urban Development (HUD)*
 - *Served as the Department's Training Officer/Field Training Consultant for Region 9 (California, Arizona, Nevada and Hawaii) and Region 10 (Washington, Oregon, Idaho and Alaska)*
 - *Administered the Department's training program and taught classes on leadership, teamwork, interpersonal skills, supervisory skills, employee orientation, cross-program training, etc.*

~Mardie Ashby



Memorandum

DATE: February 25, 2016
TO: Park, Recreation & Cultural Services Board
FROM: David Francis, Public Art Director
RE: Appointment of Bruce Amundson to the Public Art Subcommittee

Requested Board Action

Pending review of the applicant's biographical statement and the recommendation of the Public Art Subcommittee, the Board may be requested to approve the appointment of Bruce Amundson to the Public Art Subcommittee.

Project or Policy Description and Background

The PRCS Board adopted guidelines for the appointment of new Art Committee members at the January 28th meeting. Following the new guidelines, a biographical statement from the candidate and recommendation by the Public Art Subcommittee are required for the PRCS Board to take action to appoint a new member to the Public Art Subcommittee. The Public Art Subcommittee will be reviewing a biographical statement from Bruce Amundson at their February 25th meeting just prior to the PRCS Board meeting, and may bring a recommendation to the PRCS Board to approve appointment.

Budget Implications

There are no budget implications for the City as the position is a volunteer, three-year renewable term.

Additional Information

David Francis, Public Art Coordinator, 206-801-2661, dfrancis@shorelinewa.gov



Memorandum

DATE: February 18, 2016

TO: Parks, Recreation and Cultural Services/Tree Board

FROM: Maureen Colaizzi, Park Project Coordinator
Kirk Peterson, Parks Superintendent

RE: PROS Plan: Communication and Staff/Public Outreach Plan, Public Engagement Tool Kit, Asset Inventory/Condition Assessments

Requested Board Action

The PRCS/Tree Board is requested to review and recommend support of the PROS Plan Communication and Outreach Plan. In addition, staff will provide informational updates to the PRCS/Tree Board on the Asset Inventory/Condition Assessments and the development of the Public Engagement Tool Kit.

Project or Policy Description and Background

PROS Plan Communication and Staff/Public Outreach Plan –

Staff met with MIG on February 8 to discuss and develop the framework for the Communication and Outreach Plan. The input provided by the Board at the January 28 meeting was included. MIG is finalizing the draft plan and staff review will occur the week of February 22. A final draft of the plan will be provided to the Board at the February 25 meeting. Staff will present the details of the draft Plan in a PowerPoint presentation prior to Board discussion. The Public Engagement Tool Kit will be developed following the February 25 meeting.

The Public Engagement Took Kit –

The toolkit will ensure a consistent message and common design theme throughout the duration of the project. MIG|SvR will develop and provide pdf files for up to three display boards, along with talking points and feedback forms to support staff extending the public input process. MIG|SvR will conduct one 1-hour training session with key to teach City staff and volunteers how to use the Engagement Toolkit to employ intercepts at different events/locations to broaden the feedback of users. The time/date and location for the training will be announced soon.

Asset Inventory and Conditions Assessments –

Staff and our consultant team MIG are working to set the stage for the completion of the asset inventory and condition assessments beginning in March. The goal of the asset inventory work is to have City staff use a GPS (Global Positioning System) application on a handheld tablet to enter the coordinates of all the outdoor park and art assets into the City's GIS (Geographic Information System) as an asset type layer. GIS is the platform for the CityWorks Asset Management Tool which is designed to create an integrated GIS-centric public asset management system using spatial relationships as a way to manage, coordinate, and analyze all public assets and work activities. The park assets that will be inventoried will be integrated into CityWorks in 2016/17.

Staff will be attending a training session on March 2nd to learn how to use the GPS application to locate a park asset by coordinates and enter data about the assets condition. After the training, staff will begin their work in the field collecting data. Some of the asset types that will be inventoried include outdoor structures, park use areas, athletic fields, fencing, furniture, litter receptacles, playgrounds landscape areas, hardscapes, bridges, trails, drinking fountains, buildings, signs, utilities, lighting, etc. The asset types will include further detail about that asset. For example, fencing would include a feature type of 'chain-link', 'cable' or 'wood'.

As mentioned above, staff will capture some information about the assets overall condition using a rating system adapted from the National Recreation and Park Association (NRPA). The system is meant to be simple with the ratings of good, fair and poor. A site amenity of good means it should be reviewed again within 5 to 7 years. A fair assessment means it should be reviewed within 2 to 5 years and a poor condition means it should be repaired or replaced immediately or within a 2 year period depending on the asset and condition.

Using the same rating system, our consultant team will conduct asset conditions on larger, more complex assets. Expanding upon existing condition assessment documentation, MIG|SvR, with NAC Architecture, will conduct a physical assessment of existing major outdoor assets including: the 14 outdoor restrooms; outbuildings such as shelters, pavilions, arbors, sheds; hard courts; grass/dirt play fields; asphalt pathways, parking and driveways; major soft surface trails and security lighting.

The consultant's work on the asset condition assessment will identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable design, management practices and increasing health opportunities. The assessment will be based on the approved rating system and will align with the City's ongoing adoption of asset management tools using the CityWorks software system. As part of this task, MIG will meet with operations staff to discuss facility design, needs, operations and maintenance. MIG will provide a summary report documenting the conditions of the assets they assess. Staff will share the draft summary report with the Board for review and discussion at a future meeting.