



Parks, Recreation & Cultural Services/ Tree Board

Regular Meeting Agenda Packet

December 7, 2017



**Parks, Recreation and Cultural Services Board
2018 Meeting Schedule**

January 25	7:00 p.m.	Shoreline City Hall, Room 303
February 22	7:00 p.m.	Shoreline City Hall, Room 303
March 22	7:00 p.m.	Shoreline City Hall, Room 303
April 26	7:00 p.m.	Shoreline City Hall, Room 303
May 24	7:00 p.m.	Shoreline City Hall, Room 303
June 28	7:00 p.m.	Shoreline City Hall, Room 303
July 26	6:00 p.m.	Annual Tour
August 23	7:00 p.m.	Shoreline City Hall, Room 303
September 27	7:00 p.m.	Shoreline City Hall, Room 303
October 25	7:00 p.m.	Shoreline City Hall, Room 303
December 6	7:00 p.m.	Shoreline City Hall, Room 303



AGENDA

PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD REGULAR MEETING

December 7, 2017
7:00 p.m.

Shoreline City Hall Room 303
17500 Midvale Ave N

			Estimated Time
1. CALL TO ORDER/ATTENDANCE			7:00
2. APPROVAL OF AGENDA	Action		7:02
3. APPROVAL OF SEPTEMBER MEETING MINUTES	Action		7:03
4. APPROVAL OF OCTOBER MEETING MINUTES	Action		7:04
5. PUBLIC COMMENT			7:05
<i>Members of the public may address the PRCS/Tree Board on agenda items or any other topic for three minutes or less. 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. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. *</i>			
6. DIRECTOR'S REPORT	Information		7:10
7. PUBLIC ART UPDATE AND 2018 BUDGET	Action		7:20
8. REFUND POLICY AMENDMENTS	Action		7:45
9. PARK CONCEPT DESIGN PROJECT	Information		7:55
10. PRCS DEPARTMENT ACCREDITATION PROCESS	Information		8:25
11. PRCS/TREE BOARD 2018 WORK PLAN	Discussion		8:40
12. COMMENTS FROM THE BOARD	Discussion		8:55
13. 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.



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

City Hall Room 303

1. Call to Order/Attendance

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

Park Board Members Present: Cindy Dittbrenner, Betsy Robertson, John Hoey, Katie Schielke, Bill Franklin, Christina Arcidy, Christine Southwick, Natalia Ablao Sandico, Erik Ertsgaard

Absent: None

City Staff Present: Director Eric Friedli, Senior Transportation Planner Nora Daley-Peng, Administrative Assistant III Lynn Gabrieli

2. Approval of Agenda: Chair Robertson called for approval of the agenda. So moved by Ms. Dittbrenner and seconded by Ms. Southwick. The motion carried.

3. Approval of Minutes: Chair Robertson called for approval of the July minutes. So moved by Ms. Dittbrenner and seconded by Mr. Franklin. The motion carried.

4. Public Comment:

Wendy DiPeso, Shoreline, referred to the Sidewalk Prioritization Plan and asked why staff would want input on this Public Works project but not the proposed Maintenance Facility at Hamlin Park. She is concerned about safety when all city resources are located in a central location stating it is better to have multiple sites in the event of an emergency. She referred to the way citizens changed the opinion of staff and City Council regarding the preservation of South Woods and requested the Board engage in a similar effort with regard to this issue.

Janet Way, Shoreline Preservation Society, thanked the Board for their commitment to Parks and Public Works. She encouraged the Board to take a position on the issue of locating a Maintenance Facility at Hamlin Park and expressed concern about the impact of the proposed facility on the park, including grade leveling. The park serves a variety of uses including athletics, dog walking and respite. It is home to a variety of wildlife. She contends that locating a maintenance facility at Hamlin Park would go against the PROS Plan and Urban Forest Strategic Plan.

Richard Middleton of North Seattle is a regular visitor of Hamlin Park. He wants the Board to know that people love the park and he is concerned that the proposal would fundamentally change it. Hamlin Park is special and this kind of change is irrevocable. A utility yard can go anywhere. To lose what Hamlin Park is would be a devastating loss, so he encouraged the Board to speak up for the Park.

Jerry Cronk, Shoreline, advocated that a park is more important than a utility facility and meets a fundamental need for people. He asked the Board to tell the City Council that the facility should go somewhere else.

Krista Tenny, Shoreline, reminded the Board that Hamlin Park is a habitat corridor and a forested place for people to relax and get away from other people. As we encourage people to move to Shoreline we sell that we have places where people can be outside. Hamlin is one of those places. She requested that a utility facility be placed somewhere else.

5. Director's Report

- Mr. Friedli welcomed the Board to the new third floor meeting room.
- Mr. Friedli assured the Board that a proposal involving Hamlin Park would come to the Board before any decisions are made. In October the Board will hear a presentation from Public Works about the proposal and additional options. After the Board has all the information, the Board will be encouraged to ask questions and provide guidance.
- Mr. Hoey requested information about the existing maintenance facility prior to the Public Works presentation.
- Native Plant Stewards and the King Conservation District are removing invasives in parks with the hope of planting new plants this fall. Work Parties are scheduled every Saturday and Sunday through the fall.
- A street tree planting project is underway in the Ridgecrest Neighborhood. Staff conducted a public meeting last week to receive neighborhood input. 40 new trees will be planted in the next 2 - 3 weeks.
- An Arbor Day event has been scheduled for November 4 at Hillwood Park.
- Fall Parks activities are underway.
- Mr. Friedli was invited to be on the Middle School Advisory Team for Kellogg and Einstein Middle Schools.
- Mary Reidy and Kirk Peterson are both attending the NRPA conference in New Orleans this week.
- The Thornton Creek Alliance is working on a challenge to the community to eradicate knotweed from the watershed basin.
- The Monster Mash Dash is October 7.

6. Sidewalk Prioritization Plan

Ms. Peng provided information via PowerPoint presentation consistent with information in the PRCS Board agenda packet. The intent is to have a plan in place by spring, 2018, following a public process. Cost packages will be developed and brought to the public and to the Board. Public feedback is being received in the following ways:

1. Sidewalk Advisory Committee
2. Open houses
3. Presentations to stakeholders

A project website contains all the information and more legible graphics than are in the packet: See www.shorelinewa.gov/sidewalks

She invited the Board to provide feedback:

1. Ms. Dittbrenner requested emphasis placed on connectivity corridor between parks, consistent with the PROS Plan.
2. Ms. Arcidy emphasized the importance of walkability between residents and services to create a more walkable City.
3. Mr. Franklin encouraged connections to the Interurban Trail as it is a major existing hub.
4. Mr. Hoey stated the importance of this being a data-driven process and encouraged emphasis around multi-family housing where development is planned. He expressed approval of low-cost sidewalk treatments and encouraged researching less expensive options.
5. Ms. Southwick expressed concern about the installation of ADA corners in a school zone near her home that end in dirt, which is ultimately not accessible to wheelchairs. She encouraged expansion of existing partial sidewalks.
6. Ms. Dittbrenner encouraged collaboration with Surface Water to daylight Thornton Creek

and create rain gardens. Ms. Peng responded that the Surface Water Master Plan is working in collaboration with sidewalk development.

7. Ms. Schielke encouraged the preservation of trees and the planting of the right type of trees in the right places. Her street benefited from a white sideline to indicate protected walking space.

7. **Kruckeberg Botanic Garden Master Plan**

Mr. Friedli provided background about the existing Master Plan. He expressed his opinion that the changes proposed this evening are entirely consistent with the existing master plan and encouraged the Board's feedback.

Joe Abken, Executive Director, illustrated proposed modifications to the Master Site Plan via PowerPoint including the following:

1. One unisex restroom that fits into the aesthetic of the garden would reduce the footprint and scale of the restroom proposed in the master plan,
2. The addition of a deck and ADA ramp off the front of the house, also consistent with the existing master plan,
3. Updated kitchen with commercial grade appliances making it more usable for rentals and small events,
4. Improved pathway access through the garden,
5. The addition of a Children's Discovery Garden is not part of the master plan, but it would create a purpose and educational outreach opportunity,
6. Changes to the lower garden including a shed and pergola,
7. Functional art and nature play,
8. The addition of a meadow rather than the existing master development plan.

Board feedback included:

- Ms. Southwick requested the installation of wayfinding signs to lead people to Kruckeberg and the installation of handrails along the path leading down to the lower garden. She also requested signage around art pieces.
- Ms. Schielke expressed enthusiasm for the Children's Discovery Garden.
- The Board commended Mr. Abken on the installation of the new water feature at the Garden.
- Mr. Abken expressed support for the Master Plan's intent to build a boardwalk from the upper garden to the lower garden.
- Ms. Robertson encouraged careful placement of ADA accessibility to the house so as not to unintentionally communicate any kind of lesser-than status.
- Ms. Southwick requested information regarding the agreement between the City and the Foundation related to the financial support of improvements.
- The Board expressed a desire to partner with the Garden's development in a hands-on way and requested to be informed about upcoming events.

8. **PROS Plan Implementation**

Mr. Friedli referred to the packet materials, reviewing each line item in the Implementation Plan and updating the status.

The Strategic Action Initiatives provide the basis for future staff work plans.

Chair Robertson introduced conversation about potential funding sources to implement the

Strategic Action Initiatives including the possibility of a future bond measure. She and Vice-Chair Hoey briefed the Board on their conversation with Deputy Mayor Winstead who was an integral part of the 2006 Park Bond measure process. The Board requested clarity about any restrictions the Open Public Meetings Act may place on Board members' involvement in discussions about next steps in implementation. Mr. Friedli clarified that the role of staff is to provide logistic support, fact sharing, and coordination.

9. **Comments from the Board**

The Board expressed appreciation for the Twin Ponds soccer field turf replacement and acknowledged Chair Robertson for her Red Cross work in Houston following the hurricane.

10. **Adjourn**

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

_____	_____
Signature of Chair	Date
Betsy Robertson	

_____	_____
Signature of Minute Writer	Date
Lynn Gabrieli	



Parks, Recreation & Cultural Services/Tree Board Meeting Minutes

Shoreline City Hall Room 301

1. Call to Order/ Attendance:

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

Park Board Members Present: Betsy Robertson, William Franklin, John Hoey, Christine Southwick, Natalia Sandico, Katie Schielke, Cindy Dittbrenner, Christina Arcidy, Erik Ertsgaard

City Staff Present: Director Eric Friedli, Parks Maintenance Superintendent Kirk Peterson, Public Works Director Randy Witt, Surface Water Engineer II John Featherstone, Associate Planner Kate Skone, Administrative Assistant III Lynn Gabrieli

2. Approval of Agenda: Chair Robertson moved to approve the agenda as written. Seconded by Ms. Arcidy. The motion carried.

3. Approval of Minutes: Chair Robertson called for a motion to approve the September 28 minutes as written. Mr. Franklin mentioned errors in the draft meeting minutes which will be corrected and re-submitted for approval in the December 7 agenda packet.

4. Public Comment (*Public Comment was received after the Director's Report to accommodate late arrivals. The change in agenda was made by motion from Chair Robertson, seconded by Ms. Southwick, and unanimous approval.*)

- a. Dharam Khalsa, Shoreline, expressed concern about tree removal related to neighborhood development and requested increased public noticing for neighbors when trees are being removed.
- b. Kathy Marden, Shoreline, requested information regarding tree regulations on private property. She was encouraged to stay for the presentation by Associate Planner Kate Skone.

5. Director's Report

- a. The City Council directed staff to consider options other than a consolidated Maintenance Facility.
- b. 40 trees have been planted in the Ridgecrest neighborhood. Most people were happy to have the trees, but for those who were not, every attempt was made to accommodate all residents' wishes.
- c. Arbor Day will be celebrated on November 4 at Hillwood Park starting at 10:00 a.m. A Department of Natural Resources representative will speak at noon along with Mayor Roberts and PRCS/Tree Board Chair Betsy Robertson.
- d. Hamlin Haunt was a big success. Ways to accommodate growth are being discussed.
- e. The Art Selection Panel is close to issuing a call for artists for the significant artwork destined for the Park at Town Center.
- f. There is an art opening in City Hall this evening.
- g. HBD Architects was selected to provide Park Concept Designs for several parks. The scope and schedule of that project will be reviewed at the next meeting.
- h. The Parks Dept. will go on retreat on November 2 for development training on Diversity and Inclusion. Park facilities will be closed during the day.

6. **Tree Regulations on Private Property**

Mr. Friedli clarified that the PRCS/Tree Board's role relates to public trees. Private trees are under the purview of the Planning and Community Development Department.

Kate Skone, Associate Planner, described the City of Shoreline tree code as it relates to private property via PowerPoint presentation. The tree code is an element of the Shoreline Development Code: <http://www.codepublishing.com/WA/Shoreline/#!/Shoreline20/Shoreline2050.html#20.50.290>

The Board's comments were as follows:

- a. Recognizing that private trees are not under the Board's purview, they asked what kind of communication they can provide related to private trees when they receive inquiries.
- b. Ms. Dittbrenner inquired about how our code compares with other jurisdictions. Ms. Skone replied that comparable jurisdictions would be studied during the next code review.
- c. Ms. Arcidy requested to see data about the status of replacement vs. removal before the next tree code update.
- d. Ms. Southwick requested that the "canopy" refer only to trees.

Ms. Dittbrenner made a motion to request a review of the tree code in next year's batch of code amendments. Seconded by Mr. Franklin. The Board discussed the motion. Ms. Skone indicated a code review would be separate from a batch amendment. **Chair Robertson called for the vote which carried as follows: 5 in favor, one opposed, one abstained.**

- Ms. Schielke (opposed) requested an urban canopy assessment prior to changing tree code regulations in order to make informed decisions.
- Chair Robertson abstained.

A letter communicating this Board action will be sent to the Planning Commission and appropriate Planning and Community Development Staff.

7. **Update on the City Maintenance Facility**

Public Works Director, Randy Witt updated the Board via PowerPoint presentation on the current state of the proposed new maintenance facility. The Board requested and received confirmation that the current intent is to divide resources between multiple areas rather than consolidating as a single facility. Current Council direction includes the evaluation of improvements required to utilize four existing City properties for long-term City maintenance operations including: Hamlin Yard (current maintenance facility site), North Maintenance Facility near Brugger's Bog Park, the Brightwater Portal Property, and Ronald Wastewater District property.

8. **25th Street Drainage Project**

Mr. Witt presented background information, objectives, analysis, alternatives, and the direction from the City Council about the project via PowerPoint. Objectives and challenges include flood risk reduction, permitting and fish passability, 25th Ave NE right-of-way usage and NE 195th St culvert physical and boundary constraints. Alternatives include:

- a. NE 195th St. culvert replacement
- b. Daylight Ballinger Creek within the City's North Maintenance Facility property
- c. Daylight the channel and culverts along 25th Ave NE

Direction includes both short and long-term phasing involving design and construction of improvements within the North Maintenance Facility site over a six year period.

9. **Hidden Lake Update**

John Featherstone, Surface Water Engineer II, provided background information, project updates, and an updated staff recommendation on the Hidden Lake project via PowerPoint presentation. Since the last Council discussion in May, 2016 staff has been gauging Boeing Creek streamflow, monitoring Hidden Lake sediment, analyzing nearshore habitat gains, considering fish passage concepts, and

applying for grants. The most recent Surface Water Master Plan update ranks Hidden Lake Dam Removal #5 in the priority ranking among 40 CIP projects. Boeing Creek Restoration ranks #22.

The updated staff recommendation includes proceeding as scheduled on the Hidden Lake Dam Removal project, including designing the replacement of NW Innis Arden Way culverts. Because of resource limitations and the high cost and scope of the project, staff recommends the discontinuation of further development of project concepts for the Boeing Creek Restoration project. Staff will continue to monitor Hidden Lake sedimentation and Boeing Creek flows while also pursuing grants.

The Board asked clarifying questions about the intent to upgrade the trail system, benefit to salmon, and consequences of following the master plan to remove the dam without restoring Boeing Creek. Boardmember Schielke encouraged signage and messaging to the community as Hidden Lake begins to undergo change.

10. Comments from the Board

- Ms. Schielke inquired about the purpose of the hay at Twin Ponds Park. Mr. Friedli responded that it is serving as ground cover for newly seeded areas.
- Mr. Franklin inquired about the newly installed cork infill at the Twin Ponds soccer field. Mr. Friedli responded that user reviews are mixed regarding playability. Mr. Franklin requested a cost breakdown for actual costs related to the field replacement vs. crumb rubber. Mr. Friedli indicated it would be difficult to make a direct comparison of costs because bids for crumb rubber were not obtained. Estimated costs based on current data will be reviewed when the turf at Shoreline A&B is replaced.
- Mr. Hoey extended Bettelinn Brown's invitation to volunteer to lead work parties at South Woods. The next one is November 4 from 10:00 - 1:00.
- Mr. Friedli indicated that there is a work party at Twin Ponds that weekend as well.

11. Adjourn

Hearing no further business, Chair Robertson moved to adjourn. Seconded by Ms. Schielke. The meeting adjourned at 8:58 p.m.

_____/_____
Betsy Robertson, Chair / Date

_____/_____
Lynn Gabrieli, Minute Writer / Date



Memorandum

DATE: December 7, 2017
TO: PRCS Board
FROM: David Francis, Public Art Coordinator
RE: Public Art Plan Budget for 2018

Requested Board Action

The Board is asked to endorse the Public Art Program budget for 2018 (Exhibit B).

- The budget reflects a staff recommendation to shift \$10,000 in 2018 from a combination of programs (Indoor art exhibition, \$1,000; Temporary Sculpture at Town Center, \$3,000; Outreach, \$1,000; Grants to Artists, \$3,000; Nature Art, \$2,000) toward the creation of a Portable Works Collection as described below.
- All other budget items remain unchanged from the budget as approved with the Public Art Plan.

Project or Policy Description and Background

Creation of a Portable Works Collection

Art exhibitions at City Hall provide an important service to Shoreline residents, especially to the art classes at nearby Shorewood HS. During the past three years, rotating exhibitions have been accelerated to accommodate up to six exhibitions per year, displaying the work of over 50 artists. Prior to 2017, the City of Shoreline maintained a \$1,000 contract with the Shoreline LFP Arts Council to curate four exhibitions per year on the 3rd floor. This was discontinued in the 2017/18 service contract. The current contract includes a mention of the Council's Portable Works Collection and the City's request to "enhance City facilities by making selections available from the Portable Works collection upon 14-days prior request." Staff reviewed the Council's collection in summer 2017 and arranged to borrow nine works for display at Spartan Recreation Center. This worked well enough; however, the Council's collection is mostly small (20"x20" or smaller) and somewhat dated, originating from earlier Gala events and Festivals. The Council is currently exploring options for their Collection.

In the opinion of staff, a Portable Works Collections is highly desirable and would provide a resource for City Hall as well as additional City property. Many cities with 1% Arts Programs

have collections of 2-dimensional artworks. The need is not met by the Council's collection at this time.

Moreover, the staff position is evolving in the wake of the 2017 – 2022 Art Plan to implement major commissions and neighborhood art. Rotating exhibitions at City Hall are time consuming and challenging to incorporate with the additional focus on larger work and community arts projects.

Staff recommends an open call once a year that would include the incentive of a purchase and inclusion in the City's portable works collection, a valuable placement for an artist. The City would benefit from artwork in this exhibition and the purchase(s) that would be made from it. Since the exhibition would involve a display period of many months, the Public Art Coordinator could make recommendations for purchase and submit the choice(s) to the Park Board for final approval. A fund of \$10,000 would allow for 2 – 6 artworks to be purchased each year.

From the Shoreline Public Art Plan, 2017 – 2022:

It is recommended that the City create a Portable Works Collection for City Hall as well as other city owned properties, possibly with a special focus to help differentiate its indoor collection from the Arts Council's collection as well as other cities'. For instance, this could be a unique collection of works on paper, prints; or a video art collection that would loan out flat panel monitors. Current visitation of rotating exhibitions in City Hall is about 10 per week with up to 100 Shorewood High School students every three months in the spring. (Appendix B, p. 42; see also p. 26)

Budget Implications

The Budget developed in conjunction with the Public Art Plan is attached as Exhibit A.

The proposed budget with revisions for 2018 is attached as Exhibit B. It should be kept in mind that not all of the suggested budget (\$10,000) would be used and that a selection panel could decide NOT to purchase any of the submitted work.

- Staff recommends that the following line items from the Public Art Plan budget be combined to allow for the Portable Works Collection purchase fund.
 - Delay Artist Grants until 2019: \$3,000
 - Reduce budget for Town Center Art (*Artscape*) from \$3,000 to 0 (2018 commission underway)
 - Devote budget for Indoor Art to Portable Works acquisition (\$1,000)
 - Reduce budget for Nature Art from \$3,500 to \$1,500
- Savings toward Portable Works Collection: \$10,000

Additional Information

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

Exhibit A: Public Art Plan Budget

	2017	2018	2019	2020	2021	2022
Municipal Art Fund (MAF)						
MAF Beginning Fund Balance	\$358,258	\$418,568	\$279,076	\$252,479	\$183,748	\$154,894
MAF Revenues (1% CIP Contribution)	\$99,635	\$27,111	\$17,697	\$13,240	\$13,428	\$15,590
Other MAF Revenue (Grants/Philanthropy)	\$5,000	\$15,000	\$5,000	\$5,000	\$15,000	\$15,000
MAF Expenditures	(\$44,326)	(\$181,603)	(\$49,294)	(\$86,972)	(\$57,282)	(\$93,166)
MAF Ending Fund Balance	\$418,568	\$279,076	\$252,479	\$183,748	\$154,894	\$92,319
Municipal Art Program RESOURCES						
Use of MAF Fund Balance	\$44,326	\$181,603	\$49,294	\$86,972	\$57,282	\$93,166
General Fund Contribution	\$80,826	\$89,853	\$91,307	\$92,760	\$94,360	\$96,047
Total Public Art Program Revenue	\$125,151	\$271,456	\$140,600	\$179,731	\$151,641	\$189,212
Public Art Program EXPENDITURES						
Major Commission	\$10,000	\$140,000	\$0	\$40,000	\$0	\$40,000
Temporary Sculpture Program	\$3,000	\$3,000	\$3,000	\$3,000	\$5,000	\$4,000
Nature Art Program	\$3,500	\$3,500	\$3,500	\$3,500	\$5,000	\$4,000
Neighborhood Arts (Murals/Wraps)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Community Involvement (Piano Time)	\$2,500	\$0	\$3,500	\$0	\$4,000	\$0
Equity Arts (project; grants)	\$3,000	\$2,500	\$3,000	\$3,000	\$5,000	\$5,000
Indoor art exhibitions	\$2,500	\$1,000	\$3,000	\$3,000	\$3,000	\$3,000
Outreach and awareness	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Grants to Artists	\$0	\$3,000	\$3,500	\$3,500	\$3,000	\$3,500
Shoreline LFP Arts Council (GF)	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Maintenance (GF / CIP)	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381
<i>Total non-staff Expenditures</i>	<i>\$93,500</i>	<i>\$222,250</i>	<i>\$89,013</i>	<i>\$125,788</i>	<i>\$95,078</i>	<i>\$129,881</i>
Public Art Coordinator	\$31,651	\$49,206	\$51,587	\$53,943	\$56,563	\$59,331
Total Art Program Expenditures	\$125,151	\$271,456	\$140,600	\$179,731	\$151,641	\$189,212

Exhibit B: Public Art Plan Budget – Proposed Revised 2018

	2017	2018	2019	2020	2021	2022
Municipal Art Fund (MAF)						
MAF Beginning Fund Balance	\$358,258	\$418,568	\$279,076	\$252,479	\$183,748	\$154,894
MAF Revenues (1% CIP Contribution)	\$99,635	\$27,111	\$17,697	\$13,240	\$13,428	\$15,590
Other MAF Revenue (Grants/Philanthropy)	\$5,000	\$15,000	\$5,000	\$5,000	\$15,000	\$15,000
MAF Expenditures	(\$44,326)	(\$181,603)	(\$49,294)	(\$86,972)	(\$57,282)	(\$93,166)
MAF Ending Fund Balance	\$418,568	\$279,076	\$252,479	\$183,748	\$154,894	\$92,319
Municipal Art Program RESOURCES						
Use of MAF Fund Balance	\$44,326	\$181,603	\$49,294	\$86,972	\$57,282	\$93,166
General Fund Contribution	\$80,826	\$89,853	\$91,307	\$92,760	\$94,360	\$96,047
Total Public Art Program Revenue	\$125,151	\$271,456	\$140,600	\$179,731	\$151,641	\$189,212
Public Art Program EXPENDITURES						
Major Commission	\$10,000	\$140,000	\$0	\$40,000	\$0	\$40,000
Temporary Sculpture Program	\$3,000	\$0	\$3,000	\$3,000	\$5,000	\$4,000
Nature Art Program	\$3,500	\$1,500	\$3,500	\$3,500	\$5,000	\$4,000
Neighborhood Arts (Murals/Wraps)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Community Involvement (Piano Time)	\$2,500	\$0	\$3,500	\$0	\$4,000	\$0
Equity Arts (project; grants)	\$3,000	\$2,500	\$3,000	\$3,000	\$5,000	\$5,000
Indoor art exhibitions	\$2,500	\$0	\$3,000	\$3,000	\$3,000	\$3,000
Outreach and awareness	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Portable Works Collection		\$10,000				
Grants to Artists	\$0	\$0	\$3,500	\$3,500	\$3,000	\$3,500
Shoreline LFP Arts Council (GF)	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
Maintenance (GF / CIP)	\$5,000	\$5,250	\$5,513	\$5,788	\$6,078	\$6,381
<i>Total non-staff Expenditures</i>	<i>\$93,500</i>	<i>\$222,250</i>	<i>\$89,013</i>	<i>\$125,788</i>	<i>\$95,078</i>	<i>\$129,881</i>
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Total Art Program Expenditures	\$125,151	\$271,456	\$140,600	\$179,731	\$151,641	\$189,212



Memorandum

DATE: December 7, 2017
TO: Parks, Recreation and Cultural Services Board
FROM: Mary Reidy, Recreation Superintendent
RE: Proposed Changes to the Recreation Program Refund Policy and Procedures

Requested Board Action

Discuss and endorse proposed changes to the Recreation Program Refund Policy and Procedures (Attachment A).

Project or Policy Description and Background

October 3, 2016, via the adopted on Resolution No. 394, the City Council adopted the Recreation Program Refund Policy and Procedures so as to outline under what circumstances and through what process refunds for programs will be given. The PRCS Board reviewed the proposal at its September 2015 meeting and recommended its adoption.

Since its adoption PRCS staff have identified several procedural changes that would improve the implementation of the Policy. The changes in the attached proposal reflect the 'lessons learned' from the 2016 policy and associated recommended changes.

The main changes to this policy are related to Camp Shoreline. In addition, policy language for permit refunds was added.

In 2017 City staff performed over 1,000 Camp Shoreline registration refunds and transfers. Most of these changes were within the 5 days prior to the camp start date which required staff to scramble to move folks off waitlists during our busiest time of year. The changes proposed are an attempt to minimize patrons using the system to 'reserve' spots without consequence and then make multiple changes directly prior to the program start date. This policy and procedure implements a new \$50 administrative fee applied for applicable changes to Camp Shoreline registration.

The 2016 Refund Policy did not include any language regarding permits as we had just implemented a program for issuing use permits. Park and Open Space Non-Exclusive Use and Concession Permits are included in this updated policy and procedure.

Additional Information

Attached is the 2016 Refund Policy redlined with the proposed changes. This item is scheduled for City Council discussion on January 27, 2018 and action on February 7, 2018.

Shoreline Policy and Procedure

Recreation Program Refund Policy and Procedures

Category and Number: <u>7.161003</u>	Receiving Number: <u>Need new one</u>
Code and statutory authority: Resolution No. 394	Authorized: Effective Date:
Supersedes: <u>8623</u>	By:

1.0 PURPOSE

The purpose of this Recreation Program Refund Policy and Procedures is to describe under what circumstances refunds will be awarded and describe the necessary steps to refund payment for services and use of facilities.

2.0 DEFINITIONS

2.1 Cancellation – City notification of class, camp, program or event being cancelled.

2.2 Damage Security

2.2.3 Deposit – Any payment received in addition to the facility rental fee required to compensate for damage to City facilities incurred during the rental period-, not adhering to rental permit conditions or requiring extra on-site staff time

2.3.4 Late Payment – Payments received or owed after the deadline set by the rental agreement, or as otherwise noted in Facility Rental Policy and Procedures.

2.4.5 League - Organized on-going rental with scheduled games.

2.5.6 Membership Pass – A purchased amount of time that allows for entrance to specified drop-in activities.

2.6.7 Point of Sale Item – Any product sold for purchase that is not a program or service.

2.7.8 PRCS Director – The Director of the City of Shoreline Parks, Recreation and Cultural Services Department.

2.8.9 Refund - Any money once received by City of Shoreline and then returned to a customer per this policy.

2.9.10 Registration – The process by which the rental of a facility is secured including receipt of full payment and confirmation of completed Rental Use Permit or the process of paying for and receiving confirmation of acceptance to participate in a class, trip/workshop or special event by the City of Shoreline.

2.10.11 Rental Use Permit – Signed agreement governing the use of City of Shoreline facilities, including both indoor and outdoor spaces.

2.12.12 Renter – Person(s) or party on the signature line of a Rental Use Permit who is legally obligated to terms and conditions of agreement.

2.13 Course – A class or specialty camp (not Camp Shoreline).

3.0 REFERENCES AND FORMS

3.1 Facilities Rental Policies and Procedures

3.2 Code of Conduct for Use of City Facilities

4.0 DEPARTMENTS AFFECTED

4.1 Parks, Recreation and Cultural Services Department

4.2 Administrative Services Department

5.0 PROCESS

5.1 Refund Due to City Cancellation. Classes, camps, programs, trips or workshops/special events cancelled by the City of Shoreline will result in a 100% Refund of the program fee paid.

5.2 Cancellation Due to Weather. 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.

5.3 Refund Request Deadlines.

5.3.1 ClassCourse fee first day. Program fees may be refunded in full for any reason after the first day of class, as long as the refund is requested prior to the second day of class. ~~Participant must contact the registration desk and make a formal written request.~~ Aquatics programs requests must be made atthrough the pool registration desk. All other recreation program requests must be made at the Spartan Recreation Center registration desk.

5.3.2 ClassCourse fee second day. After the second day of class, but prior to the third, requested refunds will be pro-rated per the registration fee paid and the total number of classes.

5.3.3 ClassCourse fee third day. Refunds will not be issued after the third day of class, unless an exception is granted. ~~Requests for an exception to this policy must be submitted in writing prior to the fourth class and must be approved by the PRCS Director. Exception requests are to be submitted per 5.9 of this policy.~~ The City has sole discretion to decide whether or not to grant this exception.

- ~~5.3.4 Single trips/workshops/special events. One Day Class. Refunds may be issued if requested at least three (3) calendar days prior to (not including) the event date.~~
- 5.3.5 Point of sale admissions. Refund requests must be made in writing and submitted to the registration desk prior to leaving the facility on the day of use. All requests are at the discretion of the PRCS Director.
- ~~5.3.6 Day camp cancellation. Weekly camp sessions require a cancellation request. Single Trips: Refunds may be issued if requested at least three (3) calendar days prior to (not including) event date.~~

5.3.7 Camp Shoreline camps

5.3.7.1 Full refunds will be given until the close of business on the first Monday in June.

5.3.7.2 Refunds requested after COB the first Monday in June, but prior to 7 days before (but not including) the first day of camp, will be subject to an administration fee for a full refund. each weekly camper registration.

5.3.7.3 No refunds will be issued after three given less than seven (7) days prior to (not including) the first day of camp.

5.3.7.4 If transferring from one Camp Shoreline Day Camp into another the administration fee will be waived during the transfer. The transfer must be made at the same time as the cancellation.

5.3.7.5 Transfer can only be made into a camp that has an available spot.

~~5.3.6~~

5.3.8 Facility rental cancellation. 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 prior to 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 the rental will not receive a refund. Any ~~Damage~~Security Deposit received associated with this rental will be 100% refunded.

5.3.9 Park and Open Space Non-Exclusive Use Permit. Permits cancelled by the Renter seven (7) or more calendar days before the event will be refunded in full. Permits cancelled by the Permittee less than seven (7) days, but before 24 hours prior to 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 the rental will not receive a refund. Any Security Deposit received associated with this permit will be 100% refunded.

5.3.10 Concession Permit. Concession Permits are non-refundable.

5.3.7

5.4 Waitlist and Pro-rated Refunds.

5.4.1 Waitlist refunds. For those that are on a class waitlist that attend after the start date, requests for refund shall be treated as if the first day of attendance is the first day of class.

5.4.2 Pro-rated refunds. Class fee refunds will not be pro-rated when registering after the start date except for those entering from the waitlist.

5.5 Refund of DamageSecurity Deposits. The City will inspect the permitted area in the Rental Use Permit after usage to determine if any damage occurred. If damage occurred, the City will assess a cost to fix the damage and retain that amount from the DamageSecurity Deposit. Security Deposit may also be retained if all conditions of the permit are not adhered to or extra on-site staff time is required. Any remainder of the DamageSecurity Deposit will be refunded. Should no damage occur, all conditions of the permit are met and extra staff time is not required then 100% of DamageSecurity Deposit will be refunded

5.6 Facility Rental Cancellation Outside of Renter Control. The City may, at its sole discretion, cancel a rental anytime due to an emergency, severe weather which merits either School District or City facility closures, power outage, or situations that may result in facility damage or personal injury as determined by the PRCS Director. In such instances, the Renter will be entitled to a 100% refund. 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 notify the City in writing so that the City receives such notice within five (5) calendar days of event cancellation in order to have a credit issued on their account.

5.7 5.7 No Pro-Rated MembershipPass Refunds. All memberships are for the specified amount of time from purchase date. Pro-rated refunds are not permitted for unused portion of purchased time.

5.8 Refund for Defective Products. Point of Sale Items may be returned for a full refund within one week of purchase if product has a manufacturing defect.

5.9 Exemptions. Requested ~~exemptions~~exceptions from this policy may be submitted ~~in writing on the Refund Request Waiver Form~~ to the Recreation Superintendent and require approval by the PRCS Director.

5.10 10 Punch Passes expire on December 31st of the calendar year purchased with the remaining punches value refunded.

6.0 PROCEDURE AND METHOD FOR ISSUING REFUNDS

6.1 Debit/credit card payments will be refunded to the debit/credit account from which the payment was made; if within 120 days of the original purchase date. If past 120 days a check will be issued within six (6) weeks or refund request.

6.2 If paid in cash or check, the City of Shoreline will issue, remit and mail a refund check within six (6) weeks to the customer who made payment.

6.3 No cash refunds will be made.

6.4 Any standing credit on accounts will be refunded after six (6) months by a City of Shoreline issued check.

6.5 ~~Damage~~Security Deposits may be refunded in full or part after completion of the activity and ~~inspection of the facility assessed~~ by City staff for ~~assessed any damage~~; breach of permit or staffing requirements. 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 six (6) weeks. No cash refunds will be made.

6.6 Fees paid through scholarship funds are not refunded in cash. They are reassigned to account per City of Shoreline Scholarship Policy.

6.7 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.



Memorandum

DATE: December 7, 2017
TO: PRCS/Tree Board
FROM: Eric Friedli, Director
RE: Parks Concept Design Project Introduction

Requested Board Action

No action is necessary. This item is for information only.

Project or Policy Description and Background

Shoreline's 2017-2023 Parks, Recreation and Open Space (PROS) Plan lays the groundwork for parks, recreation and cultural services for many years to come.

PROS Plan Strategic Action Initiative #3: Expand Recreation Facility Opportunities establishes a goal of providing new park amenities by 2023. In addition, the six-year Capital Improvement Plan (PROS Plan Table 6.5) prioritizes a list of parks for improvements by 2023. The Parks Concept Design Project is intended to engage the community in creating a more detailed design for selected parks in order to facilitate developing a funding plan for implementation of park improvement.

Park Concept Designs Primary Objectives

- Engage neighborhood residents in developing concept plans for their local parks;
- Build on Shoreline's recently adopted 2017-2023 Parks, Recreation and Open Space Plan;
- Result in a set of concept designs for specific parks that provide guidance the community and to staff for developing implementation plans; and,

Provide rough order-of-magnitude cost estimates for making improvements to each park based on the concept plans.

The plan includes a list of important amenities that will need to be added to existing or new parks over the next six to twelve years in order to maintain the current level of service

- an additional community garden
- three multi-purpose/pickleball courts
- two swing sets
- thirteen outdoor pieces of art
- three loop paths
- an additional skate park
- two adventure playgrounds
- five basketball courts
- three playgrounds
- one adult exercise station
- two picnic shelters
- six miles of new trails
- two spray parks

In addition to needed park amenities the PROS Plan also identified priority parks for improvements. The Plan did not develop plans or designs for these specific parks but generally noted possible improvement themes. Through the PROS Plan public process various possible amenities were discussed (Attachment 1).

- Richmond Highlands Recreation Center outdoor basketball court
- Shoreview Park soccer field conversion from cinder to synthetic, off-leash area amenities, and other park enhancements
- Briarcrest Neighborhood Park development at upper Hamlin Park adjacent to 25th Ave NE
- Adventure Playground in Hamlin Park adjacent to NE 168th Street and 18th Ave NE
- Bruggers Bog Park renovation
- Hillwood Park Renovation
- Park at Town Center Phase 1 development
- James Keough Park renovation
- Ridgecrest Park renovation
- Westminster Park playground
- Cedarbrook Park development ideas
- Twin Ponds Trail development
- Paramount Open Space trail development

Schedule

- December 13 Public Open House kick-off – present very general possibilities for each park
- January 2018 Develop rough concepts
- February 2018 Public workshop – review rough concepts
- March 2018 Public workshop – review rough concepts
- April 2018 Refine concept designs and cost estimates for 5-6 parks
- May 2018 Public Workshop – review concept designs
- June/July 2018 Refine concepts / review and finalize with PRCS Board
- August 2018 Present to City Council

Budget Implications

PRCS has contracted with HBB Landscape Architects to assist with the Park Concept Design Project. The contract amount is \$127,226. Funding for this project was approved by the City Council in the 2018 budget.

Public Involvement Process

The public involvement process kicks-off on December 13, 2017 with an Open House (Attachment 2). Additional public meetings will be scheduled February/March and May 2018.

Additional Information

Eric Friedli; efriedli@shorelinewa.gov; 206-801-2601

Attachment 1: Potential Park Amenities summarized from PROS Plan process

Park/Facility	Features	Rough Guesstimate
Richmond Highlands Recreation Center	Outdoor basketball/multi-purpose court	\$ 75,000
Shoreview Park	Soccer field conversion from cinder to synthetic, multi-use court, off-leash area amenities, picnic shelter, loop path, adventure playground, and other park enhancements	\$ 4,262,819
Briarcrest Neighborhood Park (upper Hamlin Park)	Picnic area, Playground, connect to 25th	\$ 770,000
Hamlin Park adjacent to NE 168th Street and 18th Ave NE	Adventure Playground	\$ 363,000
Bruggers Bog Park renovation	Playground in new location, multi-use court, restroom, picnic shelter, electrical service, expand into maintenance facility	\$ 1,093,000
Hillwood Park Renovation	Playground, art, swing sets, picnic shelter, Basketball/multi-use courts, restroom, spray park, perimeter trail, remove ball diamond, keep lawn area	\$ 3,241,000
Park at Town Center Phase 1 development	Playground, multi-use court, picnic table, public art, refer to Master Plan	\$ 488,000
James Keough Park renovation	Playground, multi-use court, picnic table, public art, community garden	\$ 888,000
Ridgecrest Park renovation	Playground, multi-use courts, picnic shelter, restroom, off-leash dog area, community garden	\$ 1,021,000
Westminster Park playground	Playground and related amenities	\$ 191,000
Cedarbrook Park development ideas	Playground, community garden plus...	\$ 404,000
Twin Ponds Trail development	Trail development	\$ 182,000
Paramount Open Space trail development	Trail development	\$ 162,000
Rotary Park development	Community garden, layground, picnic shelter, multi-use courts, restroom, spray park, perimeter trail, remove ball diamond, keep lawn area	\$ 3,241,000

Attachment 2: Announcement for Open House



SHORELINE
PARK CONCEPT DESIGNS

OPEN HOUSE

Shoreline is updating the design of parks throughout the city. Please join us at our first open house meeting to kick off the new park designs and help determine what activities you want to see improved or added in each park.

Parks included in this design review:

*Ballinger Open Space • Brugger's Bog Park • Cedarbrook School Site • Hamlin Park • Hillwood Park
James Keough Park • Paramount Open Space • Park at Town Center • Richmond Highlands Park
Ridgecrest Park • Shoreview Park • Twin Ponds Park • Westminster Triangle Park*

DATE: December 13, 2017

TIME: 6:00 PM - 7:30 PM

LOCATION: Shoreline City Hall
17500 Midvale Ave N
Shoreline, WA 98133

Can't attend? Get more information at...

<http://www.shorelinewa.gov/projects>

For questions or special accommodations please call 206-801-2602

Help shape the future of your parks !



Memorandum

DATE: December 7, 2017
TO: PRCS/Tree Board
FROM: Lynn Gabrieli
RE: Parks and Recreation Accreditation Process

Requested Board Action

No action is necessary. This item is for information only.

Project or Policy Description and Background

PROS Plan Strategic Action Initiative #11: Attain Administrative Excellence calls for “attain[ing] certification from the Commission for the Commission of Parks and recreation Agencies (CAPRA).” Through this process we will document that PRCS operations are consistent with Best Management Practices for parks and recreation agencies across the country.

Shoreline’s Parks, Recreation and Cultural Services Department receives high marks from the community for the value it receives. When asked their level of satisfaction with the overall value received from PRCS, 81% report being satisfied, 15% reported being neutral and just four percent report being dissatisfied. This high level of satisfaction reflects the public’s overall confidence in the Department and its operations.

Developing and maintaining a highly functioning organization that efficiently and effectively provides highly valued public services requires constant attention. It is important that operations are continually reviewed and updated to ensure that our operations are consistent with best management practices.

Certification from the Commission for the Accreditation of Parks and Recreation Agencies (CAPRA) is one reputable way of documenting high operational standards. Through compliance with the standards of excellence, CAPRA accreditation assures policy makers, department staff, and the general public and tax payers that an accredited park and recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality. Certification of a CAPRA accredited agency is based on compliance with 151 standards for national accreditation.

Benefits for the Public

- Assurance and validation of well-administered services in accord with approved professional practices
- Potential for external financial support and savings to the public
- External recognition of a quality governmental service
- Holds an agency accountable to the public and ensures responsiveness to meet their needs
- Improves customer and quality services

Benefits for PRCS

- Public and political recognition
- Increased efficiency and evidence of accountability
- Answers the question, "How are we doing?" through extensive self-evaluation
- Identifies areas for improvement by comparing an agency against national standards of best practice
- Enhances staff teamwork and pride by engaging all staff in the process
- Creates an environment for regular review of operations, policies and procedures, and promotes continual improvement
- Forces written documentation of policies and procedures

Bellevue, Renton and Tacoma are the only other park agencies in Washington to have achieved the CAPRA Accreditation.

ACCREDITATION PROCESS

CAPRA accreditation is a five-year (5) cycle that includes five (5) phases: training of agency staff on the accreditation process, development of the agency self-assessment report, Commission review of the self-assessment to determine readiness for visitation, onsite visitation, and Commission review and decision.

At least one (1) person from the agency must attend a CAPRA-approved training session or workshop on the current set of standards within the three (3) years prior to submitting the preliminary application. The agency's self-assessment must be received and the visit scheduled within two (2) years of the application date unless an extension is granted.

If accreditation is granted by the Commission at its meeting following the onsite visit, the agency will be accredited for five (5) years. In each of the following four (4) years the agency will submit an annual report that addresses its continued compliance with the accreditation standards.

Eighteen (18) months in advance of the expiration of the five (5)-year initial accreditation, the accreditation manager sends a written reminder to the agency that a review of the agency is due within a specified period to maintain accreditation. The reaccreditation process is similar to initial accreditation.

UNDERSTANDING STANDARDS

Standards are not a quantitative measure of the local availability of funds, lands, personnel, etc. and should be distinguished from other types of standards that address specific elements, such as open space standards, which are population-based, and playground equipment standards

that are product-based. CAPRA's qualitative standards for accreditation comprehensively deal with all aspects of agency operations.

The standards provide an effective and credible means of evaluating a park and recreation agency's overall operations. The standards apply to all park and recreation systems, inasmuch as they are considered to be generally accepted prerequisites for effective and efficient operations regardless of jurisdictional size or agency structure. Most agencies administer both park and recreation functions; however, many only administer one. Additionally, the jurisdictional structure of agencies differs throughout the country, with many agencies operating under municipal authority, while others operate under county, park district, or other structures. Further, the standards apply to agencies of all sizes in terms of personnel, budget, and population served.

Budget Implications

There is no immediate budget implication. In 2019 PRCS will pay an initial review fee of \$1,650 and pay for a site visit by the CAPRA review team to visit and review Shoreline's evidence of compliance with the standards.

Public Involvement Process

Achieving national accreditation was included in the community review and discussion of the PROS Plan in late 2016 and 2017.

Additional Information

<http://www.nrpa.org/certification/accreditation/CAPRA/>

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



Memorandum

DATE: December 7, 2017
TO: PRCS/Tree Board
FROM: Eric Friedli, Director
RE: Draft 2018 Work Plan

Requested Board Action

No action is necessary. This item is for discussion only.

PRCS Board Work Plan 2018 - DRAFT

ADA Compliance

Present to Park Board on February 22.

- Standard 9.3 - ADA Compliance and Face-to-Face Resolution

Concept Design Plans

Present to Park Board quarterly.

- Draft Concept Design – March 22
- Alternative Concept Designs – April 26
- Preferred Concept Designs – June 28

Risk Management

Present to Park Board on March 22, 2018

- Standard 9.1 - Risk Management Policy
- Standard 9.1.1 - Risk Management Plan and Procedures

Facility and Land Use Compliance

Present to Park Board on April 26, 2018.

- Standard 7.1 - Parkland Acquisition Procedures
- Standard 7.2 - Areas and Facilities Development Policies and Procedures
- Standard 7.3 - Defense Against Encroachment Procedures
- Standard 7.4 - Disposal of Lands Procedures

Recreation Plan

Present to Park Board on May 24, 2018

- Standard 6.1 – Recreation Programming Plan (approval on September 27)
- Standard 6.1.1 – Program and Service Determinants
- Standard 6.2 – Program Objectives
- Standard 6.3.1 – Outreach to Diverse Underserved Populations
- Standard 6.3 – Scope of Program Opportunities

Maintenance and Operations

Present to Park Board on June 28, 2018.

- Standard 7.8 - Environmental Sustainability Policy and Program
- Standard 7.5 – Maintenance and Operations Management Standards
- Standard 7.9 – Natural Resource Management Plans and Procedures
- Standard 7.9.1 – Recycling and/or Zero Waste Plan (may not fall under Parks' purview)

Quality Assurance

Present to Park Board on August 23, 2018

- Standard 10.1 - Systematic Evaluation Processes
- Standard 10.5 - Program and Service Statistics
- Standard 10.6.1 - Quality Assurance

Marketing

Present to Park Board on September 27, 2018

- Standard 3.4.3 - Marketing Plan

ADA Transition Plan

Present to Park Board on September 27

- Standard 2.10 ADA Transition Plan

Aquatic and Community Center Design Plan

- Concept Design Outline – October 25