



Parks, Recreation & Cultural Services/ Tree Board

Regular Meeting Agenda Packet

March 22, 2018



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

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

March 22, 2018
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 MEETING MINUTES	Action 7:03
4. 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>	
5. DIRECTOR'S REPORT	Information 7:10
6. CONCEPT DESIGN STUDY	Discussion 7:20
7. MAINTENANCE & OPERATIONS MANUAL AND STANDARDS	Discussion 7:50
8. AGING ADULT STRATEGIC PLAN	Discussion 8:30
9. COMMENTS FROM THE BOARD	Discussion 8:45
10. 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 Vice-Chair Hoey at 7:01 p.m.

Park Board Members Present: John Hoey, Christine Southwick, Bill Franklin, Cindy Dittbrenner

Absent: Betsy Robertson, Christina Arcidy, Katie Schielke, Natalia Ablao Sandico, Erik Ertsgaard

City Staff Present: Director Eric Friedli, Parks Superintendent Kirk Peterson, Administrative Assistant III Lynn Gabrieli

2. Approval of Agenda: Vice-Chair Hoey called for approval of the agenda. So moved by Ms. Dittbrenner and seconded by Mr. Franklin. The motion carried.

3. Approval of Minutes: Vice-Chair Hoey called for approval of the January minutes. So moved by Mr. Franklin and seconded by Ms. Southwick. The motion carried. (See * in "Comments from the Board" section).

4. Public Comment

- Janet Way, Shoreline Preservation Society, spoke in favor of the development of "Firlands Way Greenlink Street" as proposed by Boni Biery. She shared a concern that historical areas in the region are under threat of development and encouraged the Board to imagine the street as a walkable street for gathering, celebration and a welcoming place for the business community.
- Gretchen Brooks, Shoreline, also spoke in favor of the "Firlands Way Greenlink Street." She encouraged the Board's support.

5. Director's Report

- Mr. Friedli expressed gratitude to staff for filling in during his absence last month.
- The Kruckeberg Botanic Garden Foundation received a \$100,000 gift from the living trust of Elizabeth Ruth Wallace for improvements to the Garden. These funds will likely be targeted for ADA access to the lower portion of the Garden and development of the children's garden. The Foundation is developing a master plan and cost estimates for improvements presented to the Board in 2017.
- Angie Ramirez has accepted the position of Recreation Supervisor II for the Spartan Recreation Center. Most recently, Angie has been managing the Delridge Community

Center in Seattle. As a Shoreline resident she is excited about working in her own community.

- Staff have been attending annual mandatory safety training this month conducted by the Shoreline Police Department focused on what to do in an active shooter situation.
- Youth Outreach Leaders have been hired as part of the King County Best Start for Kids grant received by our Youth and Teen Development program to provide professional services for youth programming.
- The PROS Plan was received and approved by RCO making us eligible for state grants.
- The Public Art Major Art Commission call for artists received 93 submissions. The selection panel has narrowed the 93 down to 6 finalists. Skype interviews of the 6 are being scheduled for the first two weeks in March. Mr. Friedli clarified that the artists are not proposing a specific artwork, but are selected for interviews based on their portfolio.
- Ms. Robertson and Mr. Friedli made a presentation to the Sidewalk Advisory Committee who were interested in future park projects and their potential impact upon voters.
- The Shoreline Pool will be closed for two weeks beginning Monday for general maintenance.
- Volunteer work parties for Washington Native Plant Stewards are underway throughout the winter and spring months. They are advertised on the City Community Calendar.
- Concept Design Open Houses are March 6 and 10. Interested Board members are encouraged to attend. In addition, presentations to 5 neighborhood associations have been scheduled in March. Mr. Friedli encouraged Board members to attend.

6. Firlands Way Proposal

Shoreline resident, Boni Biery requested the Board's support of a project to convert the existing Firlands Way into a walkable green space for pedestrians with sustainable surface water management that is compatible with wildlife. Ms. Biery oriented the Board to the location of Firlands Way and the historical significance of the road. She encouraged the Board to imagine Firlands Way with historical markers indicating the places of interest that used to be along that road and proposed a walking space as an extension of the IUT that is both business and pedestrian friendly. Ms. Biery expressed urgency around this issue because of the pace of current development.

Ms. Biery requested the Board recommend to the Council that this plan for the future of Firlands Way be added to the PROS Plan's list of priority projects. The Board asked for clarification about the current status of this project as it relates to the PROS Plan. Mr. Friedli reminded the Board that this project did not make it onto the PROS Plan project list based on the criteria used to rank proposed projects during the PROS Plan process. It did make it onto a list of "other great ideas."

The Board asked clarifying questions and requested information about whether funds earmarked for this project are available. Vice-Chair Hoey suggested Mr. Friedli provide an update to the Board at the March meeting to clarify any potential funding sources for this project that would determine its viability.

7. ADA Compliance and Face-To Face Resolution Policy

Mr. Friedli explained that this policy (see Agenda Packet) is one of the requirements of the accreditation process and generally a good idea. As he began working on this project for the PRCS Department, the City's leadership chose to expand it citywide as a mechanism to address complaints. In the PRCS Department, complains are largely geared toward programming limitations more than the physical parks themselves. The Board affirmed the development of this policy.

8. Park Land Management Procedures

Mr. Friedli explained that the land management procedure satisfies four CAPRA Standards which he reviewed as written in the agenda packet.

1. Parkland Acquisition Procedure - The Council holds ultimate authority for this process.

2. Areas and Facilities Development Policies and Procedure - ensuring there is a plan in place for the future development of parks and facilities including master plans with public review and participation and that the PRCS Board is involved in the process.
3. Defense Against Encroachment Procedure - Mr. Friedli identified this approach as a very passive approach to encroachments in contrast to other municipalities. Mr. Peterson informed the Board about the history of encroachments in Shoreline during his tenure since incorporation.
4. Disposal of Lands Procedure - outlines a process in the event that there is excess property.

Following review Ms. Dittbrenner moved to recommend approval of the Park Land Management Procedure as written. Seconded by Ms. Southwick. Discussion included a suggestion to broaden the Parkland Acquisition Procedure to include the evaluation of properties adjacent to all parks as they come on the market to see whether acquiring that property would substantially improve the value of that park. The Board discussed the merit of adhering to already-identified prioritized locations in the PROS Plan as the directive for property acquisition as opposed to including a directive to investigate park-adjacent parcels as they come available and determined a preference for following already-identified prioritized locations.

Following discussion, Vice-chair Hoey called for the vote to approve the motion on the floor. The motion carried unanimously.

9. Comments from the Board

- Ms. Southwick called staff's attention to public use of the dirt soccer field at Shoreview Park as an unofficial OLA, complete with signage. Mr. Peterson will investigate.
 - Mr. Franklin requested clarification about the January meeting minutes regarding the Director's Report on Shoreline A & B turf replacement. The minutes reflect that bids have been received. The accurate statement is that turf bids have not been received yet. The January minutes will be amended to reflect this correction.
 - Mr. Franklin asked for an update on the Hidden Lake project. Staff will follow up and report in March.
 - The Board noted that the "Comments from the Board" section of the January minutes refer to field turf replacement at Shoreview Park. The minutes will be amended to correct this to "Shoreline."
 - *** Mr. Hoey moved to amend the January minutes to reflect the following changes and to approve the January minutes as amended:**
 - **Amend "Comments from the Board" to say Shoreline, not Shoreview turf replacement**
 - **Note the correction to the minutes that Shoreline A & B turf replacement bids have not yet been received.**
- Seconded by Ms. Southwick. The motion carried.**
- Mr. Hoey referred to a February 22, 2018 Everett Herald article reporting that the Point Wells project may be running out of time for approval.

10. Adjourn

Hearing no further business, Vice-Chair Hoey called for a motion to adjourn. So moved by Ms. Dittbrenner and seconded by Mr. Franklin. The meeting adjourned at 8:54 p.m.

Signature of Vice-Chair

John Hoey

Date

Signature of Minute Writer

Lynn Gabrieli

Date



Memorandum

DATE: March 22, 2018
TO: PRCS/Tree Board
FROM: Eric Friedli, Director
RE: Concept Design Plans 2018 Project Update

Requested Board Action

No action is requested. Board members are encouraged to provide feedback on the public meetings and process to date.

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.

A public workshop was held on December 13, 2018 and very rough designs for the following parks were presented for discussion:

- 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

Subsequent to the December public workshop, the design team focused on the parks that seemed most appropriate for further design development. Two different concept designs were prepared and presented at open houses on March 6th and 10th. Those parks were:

- Richmond Highlands Park
- Shoreview Park
- Hamlin Park East (upper Hamlin Park adjacent to 25th Ave NE)
- Hamlin Park adjacent to NE 168th Street and 18th Ave NE (adventure park)
- Bruggers Bog Park renovation
- Hillwood Park Renovation
- James Keough Park renovation
- Ridgecrest Park renovation
- Westminster Park playground

Public input is being gathered through the end of March.

Public Involvement Process

A public workshop, attended by approximately 50 people was held on December 13, 2017. Public open houses on March 6th and 10th 2018 were attended by 37 and 40 people respectively. In addition, PRCS staff and Board members have attended Highland Terrace, Westminster, Richmond Highlands, Ridgecrest, and Briarcrest Neighborhood Association meetings and are scheduled to attend the Hillwood Neighborhood Association meeting on March 29.

Schedule

- 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

Additional Information

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

<http://www.shorelinewa.gov/government/projects-initiatives/park-concept-designs-2018>



Memorandum

DATE: March 22, 2018
TO: PRCS/Tree Board
FROM: Kirk Peterson, Parks Superintendent
RE: Park Operations & Maintenance Standards Manual, Asset Maintenance Standards Plan

Requested Board Action

No action is required. Staff is interested in feedback from the Board on the Draft Park Operations & Maintenance Standards Manual (Attachment A) and Draft Asset Maintenance Standards Plan (Attachment B).

Project or Policy Description and Background

PRCS Staff are developing a Park Operations & Standards Manual. This manual has a companion piece called the Asset Maintenance Standards Plan which works in conjunction with and is a part of the standards manual.

- The Park Operations & Standards Manual communicates an overview of park maintenance procedures, activities and standards.
- The Asset Maintenance Standards Plan details specific information about how and why a standard of maintenance should be met for each asset.

The City of Shoreline's Park Operations & Standards Manual has been formulated to communicate a set of maintenance standards that are to be used by staff as a guide for the maintenance of the park system in Shoreline. These standards are intended to be a guide for daily work assignments, annual work plan development and resource allocation.

The City of Shoreline's Parks, Recreation and Cultural Services Department manages the maintenance of the City's Parks, Public Art, and Urban Forestry Program. This area of stewardship includes, 34 parks, 413 acres of land, the Interurban Trail, Kruckeberg Botanic Garden, grounds at 2 recreation centers, 25 + pieces of public art, an estimated 11,000 street trees, as well as City Hall and the Police Station grounds.

The amenities, infrastructure and facilities within the Operation Division's area of responsibility are varied with public buildings, trails, grounds, parking lots and a number of associated utility systems that include, electrical, gas, sewer, surface water and waste water systems.

To provide stewardship of these resources, a number of operational procedures have been developed that are implemented through a combination of in-house staff assignments, professional service contracts, and volunteer support. Procedures performed by city maintenance staff and a number of dedicated volunteers include habitat restoration, athletic field and playground maintenance, carpentry, construction, trail maintenance, water quality improvement efforts, and more. Janitorial and landscape maintenance, hazardous tree removal, electrical and plumbing services, leash law and security enforcement contracts, and public art maintenance are performed by outside professional contractors.

The Park Operations & Standards Manual and Asset Maintenance Standards Plan communicate parks and recreation industry best management practices and satisfy one of the standards for national accreditation.

Budget Implications

The Asset Maintenance Standards Plan lists specific assets, the asset's standard of maintenance, annual frequency of maintenance and labor hours associated with each frequency. This information will be important for resource allocation decision making during the budget process and as a tool for communicating whether or not standards are being met with the department's allocated resources.

Public Involvement Process

We do not anticipate a public process associated with this work other than this review by the PRCS/Tree Board.

Additional Information

Kirk Peterson, Parks Superintendent
206-801-2611
kpeterson@shorelinewa.gov



DRAFT PARK OPERATIONS & MAINTENANCE STANDARDS MANUAL



Effective Date: April 1, 2018

Sponsor: Parks Superintendent

Next Review Date: April 1, 2021

Approved by:

Eric Friedli, PRCS Director

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PURPOSE

The City of Shoreline’s Park Operations and Maintenance Standards Manual has been formulated to communicate a set of maintenance standards that are applied to the City’s park system. The maintenance procedures and standards are to be used by staff as a guide for maintenance of the parks system in Shoreline. These standards are intended to be a guide for daily work assignments, annual work plan development and resource allocation.

These standards are the result of citizen interactions, feedback from the City of Shoreline Parks, Recreation, Cultural Services/Tree Board, staff input, and National Recreation and Park Association Park Maintenance Standards. Extensive research conducted in conjunction with the 2017-2023 Parks, Recreation and Open Space (PROS) Plan also informs this manual.

This plan, in conjunction with the 2014 City of Shoreline Urban Forestry Strategic Plan (UFSP) provides a framework for providing a safe, user-friendly park system for all park visitors and sets a vision for future improvements that will enhance the City’s park system as the community continues to grow.



VISION, MISSION, VALUES & GOALS

Parks Operations' Vision, Mission, Values and Goals guide its work in support of the City of Shoreline and PRCS Department's vision and mission (Figure 1).



Figure 1: PARK OPERATIONS Mission, Vision, Values and Goals

KEY THEMES

Three key themes from the Park Operations Division Mission guide its work and are reflected in this Maintenance and Standards Manual.

SAFETY

As a public service entity the City of Shoreline's Parks Operations Division strives to provide recreational facilities that are safe and free of concern. There are two primary areas of focus in providing public safety in parks.

- Physical Condition of Features & Amenities
- Illegal or Unauthorized Activities

Providing safe amenities within parks involves the inspection and repair of physical structures, i.e. play equipment, picnic shelters, walkways, trees, utilities, etc. To keep these features safe, staff perform audits on play equipment, routine inspections on a variety of amenities, maintenance and repair on physical structures and routinely replace items or upgrade amenities when they reach the end of their life cycle.

Illegal or unauthorized activities that occur in a park may include vehicle prowls, violation of ordinances, vagrancy and other undesirable activities. The City of Shoreline has taken a multifaceted approach to addressing these concerns. The steps the City has taken include contracting professional services for ordinance enforcement and on-call gate closing, working with the Shoreline Police Department to lock gates and restrooms, strategically placed ordinance and traffic control signs so enforcement can legally occur, as well as encourage the public to call 911 whenever an illegal activity is witnessed.

An additional step that the Shoreline Parks Department has undertaken includes CPTED or Crime Prevention through Environmental Design efforts. CPTED involves law enforcement review and strives to improve safety through landscape design. The landscape design elements may include strategic light placement, removal of plant materials that may create hiding places or the placement of features such as benches, play equipment or parking lots in areas that are highly visible.

AESTHETICS

Providing an aesthetically pleasing environment is one of the primary goals of the Parks, Recreation and Cultural Services Department. First impressions are very important in providing an enjoyable experience to park patrons. When in a park, key maintenance items provide an enjoyable experience when the public visits a park that staff are trained to address.

Aesthetic maintenance items to immediately address include:

- Graffiti removal
- Clean restrooms that are fully stocked
- Litter receptacles that are emptied
- Loose litter removed from parking lots, landscaped areas, playgrounds, etc.
- Parking lot and ADA stalls are painted and clearly denoted
- Landscape is maintained, i.e. lawn is mowed, line trimming and shrub bed work has occurred
- Picnic shelters, benches, drinking fountains, picnic tables and other features are clean and in good working order

Customer Service

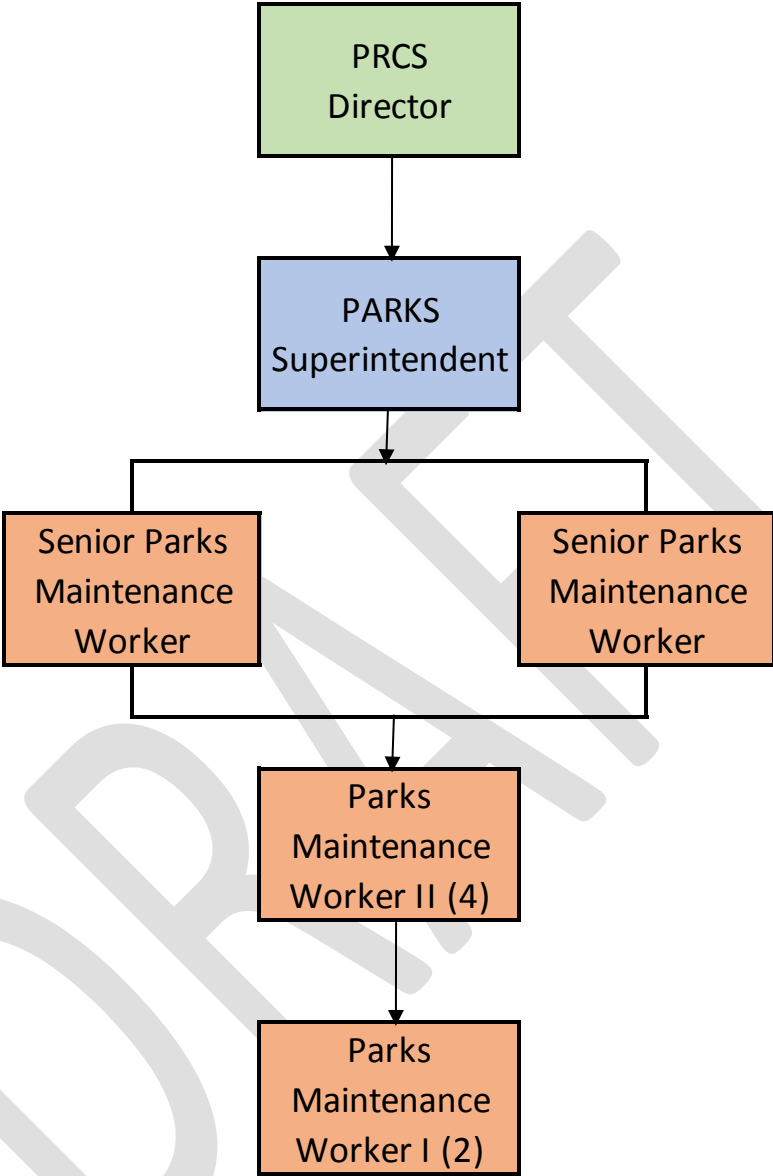
Customer service is a key component for the entire Parks, Recreation & Cultural Services Department. Likewise, the Park Operations Division identifies customer service as a primary focus. One area of critical importance includes park rental features such as athletic fields, amphitheaters and picnic shelters used regularly by Shoreline residents and guests.

Park Operations staff ensure that a patron's rental experience is a pleasant one to increase the likelihood that they will recommend our facilities to others and want to rent again in the future. To ensure our customer service goals are met park staff follow procedures that include:

- Weekly review of all scheduled activities
- Meet with the department Facilities Coordinator to share feedback from customers
- Schedule staff to clean and prepare rental facilities before events
- Perform periodic inspections on each rental facility for safety concerns

A second critical customer service element involves listening to patron concerns and suggestions while in the field. Operations staff are frequently representatives of the PRCS Department and City as a whole. Often field staff are the only City employees that citizens interact with. Therefore, building community support begins with positive resident/staff interactions during the course of daily work.

PARK OPERATIONS DIVISION ORGANIZATIONAL CHART



PARK OPERATIONS DIVISION SUMMARY

The Park Operations Division consists of full-time and extra help staff. A variety of professional service companies are contracted for certain maintenance activities. The division is further augmented with non-profit organizations, volunteers and capital improvement project funding to aid and improve maintenance activities.

The Park Operations Division maintains 34 parks, 413 acres of land, grounds for a number of public buildings, 14 public restrooms, athletic complexes, the Interurban Trail, and over 25 permanent public artworks. It provides funding for the maintenance of Kruckeberg Botanic Garden and is responsible for the management of the City's urban forest which includes an estimated 11,000 street trees.

The division provides and assists with recreational opportunities offered to a variety of patrons. There are four areas of focus and support that the Parks Operations Division provides. These include active and passive recreation, environmental stewardship and capital improvements. A basic breakdown of service delivery examples areas include:

Active Recreation:

- Athletic field maintenance for practice, games & tournaments
- Non-motorized pedestrian traffic flow on the Interurban Trail
- Special events support
- Cultural services support

Passive Recreation:

- Maintenance of landscapes open to the public (lawns, beaches, picnic areas, etc.)
- Trail system maintenance (soft and hard surfaces, ADA access, steps and walkways)
- Native and non-native planting areas (Kruckeberg Botanic Garden, urban forests and community gardens)
- Playgrounds, opens spaces and beaches

Environmental Stewardship:

- Tree City USA, Arbor Day, Earth Day and volunteer management
- Citywide urban forestry stewardship and tree canopy enhancements
- Wetland and water basin health improvements through the National Pollutant Discharge Elimination System (NPDES) maintenance

Capital Improvements:

- Assessment of park amenities and assets for condition reporting
- Development of a multi-year approach to repair and replacement of aging infrastructure
- Manage contracts and construction of repairs and replacements

The Park Operations Division also has extensive citizen interaction through a number of activities and programs that are managed directly by the division. Some of these items include working closely with non-profit organizations such as the Mountains to Sound Greenway Trust, EarthCorp and the Washington State Native Plant Society. Other groups such as the University of Washington Restoration Group provide students with valuable experience, enhance the City's environmental stewardship programs and build life-long supporters of parks and recreation.

In a further effort to build life-long supporters and to support educational opportunities, the division provides financial and maintenance support to the Kruckeberg Botanic Garden Foundation and the department has a Joint Use Agreement with the Shoreline School District and Shoreline Community College.

Support services for business operations of the Park Operations Division include administrative services, marketing information, park planning and construction services, reservations for park facilities, athletic fields and picnic shelters are provided by a variety of internal service providers. Park Operations staff work closely with a number of City staff who deliver a variety of services in conjunction with the Operating Division.

The Park Operations Division employs technology to aid in maintenance operations. The City uses Cityworks Asset Management Software to track and monitor key elements of its Maintenance Management and Urban Forestry

Strategic Plans. This software is a Geographic Information System (GIS) centric system that physically locates and records assets into a GIS database that the division operates. This allows the department to record, catalog and track the depreciation of assets, as well as record a variety of maintenance activities associated with assets or a particular park. The scheduling of park facilities, shelter rentals and athletic reservations are managed via the Max Galaxy Software system. This system is readily available to operations staff that aid in the maintenance that is required with a reservation or rental in one of the City's facilities.

DRAFT

PARKS & FACILITIES

PARK	ADDRESS	Acres	Permanent Art	Baseball/Softball	Basketball	Garden (X) Formal (✓) Community	Handball	Horseshow Pit	Open Space/Natural Area	Open Water Access	Picnic Areas	Playground	Public Art	(X) Restroom (✓) Sanican	Skatepark	Soccer	Tennis	Trails	Pickleball
1	Ballinger Open Space	2350 NE 200th St	2.63						X		X								
2	Boeing Creek Open Space	601 NW 175th St	4.41						X										X
3	Boeing Creek Park	17229 3rd Ave NW	33.45						X		X								X
4	Brugger's Bog Park	19553 25th Ave NE	4.36								X	X							X
5	Cromwell Park	18030 Meridian Ave N	9.24	X	X	X			X		X	X	X	X		X			X
6	Darnell Park	1125 N 165th St	0.84						X										X
7	Eastside Off-Leash Dog Area	1902 NE 150th St												✓					
8	Echo Lake Park	19901 Ashworth Ave N	2.43	X						X	X	X	X	X					X
9	Hamlin Park	16006 15th Ave NE	80.4	X	X			X	X		X	X	X	X					X
10	Hillwood Park	19001 3rd Ave NW	10		X			X			X	X		X		X	X		
11	Innis Arden Reserve Park	17701 15th Ave. NW	22.94						X										X
12	Interurban Trail (including Park at Town Center)	Between N 145th & 205th St	21.19	X									X						X
13	James Keough Park	2350 N 167th St	3.1									X				X			
14	Kayu Kayu Ac Park	19911 Richmond Beach Dr NW	2.05	X							X	X	X	X					X
15	Kruckeberg Botanic Garden	20312 15th Ave NW		X		X					X		X	X					X
16	Meridian Park	16765 Wallingford Ave N	3.79					X			X								X
17	North City Park	19201 10th Ave NE	3.96					X											X
18	Northcrest Park	827 NE 170th St	7.31					X			X								X
19	Paramount Open Space	946 NE 147th St	10.74					X											X
20	Paramount School Park	15300 8th Ave NE	8.55			X					X	X		X	X	X			X
21	Richmond Beach Community Park	2201 NW 197th St	3.14	X							X	X		✓		X	X		X
22	Richmond Beach Saltwater Park	2021 NW 190th St	32.06	X				X	X	X	X	X	X	X					X
23	RBSP Seasonal Off-Leash Dog Area	2021 NW 190th St (Open 11/1-3/15)						X						X					
24	Richmond Highlands Park	16554 Fremont Ave N	4.23		X						X	X		X		X			
25	Richmond Reserve	19101 22nd Ave. NW	0.4					X											
26	Ridgecrest Park	108 NE 161st St	3.88	X			X						✓						
27	Ronald Bog Park	2301 N 175th St	13.36	X		X		X		X		X							X
28	Rotary Park	NE 185th & 10th Ave. NE	0.3					X		X									
29	Shoreline Park	19030 1st Ave NE	11.6								X	X	X	X		X	X	X	
30	Shoreview Park	700 NW Innis Arden Way	46.65		X			X		X	X			✓		X	X	X	X
31	Shoreview Park Off-Leash Dog Area	320 NW Innis Arden Way												✓					
32	South Woods Park	2210 NE 150th St	15.56					X											X
33	Strandberg Preserve	19101 17th Ave NW						X											X
34	Sunset School Park	17800 10th Ave NW	6.5	X	X	X	✓				X	X		✓		X			X
35	Twin Ponds Park	15401 1st Ave NE	21.6	X			✓	X		X	X		X		X	X	X		X
36	Westminster Triangle	14929 Westminster Way	0.31					X											
37	195th Street Trail	Between Meridian Ave. N & 1st Ave.	2					X											X

OPERATIONS STAFF HOURS

The City of Shoreline's Park system is very diverse with two large regional parks that draw patrons from all over the greater Puget Sound region. There are also numerous community and neighborhood parks that are heavily used throughout the year. These parks include athletic complexes with outdoor lighting that is heavily scheduled on a daily basis and special use areas such as the Interurban Trail that serve as a recreational feature, and also as a non-motorized pedestrian traffic corridor.

Due to the volume of use, variety and popularity of the City of Shoreline's park system, operations staff work year round and every day of the year with the exception of major holidays.

To maximize coverage for park operations, personnel begin work at 6 AM typically on a Tuesday through Saturday, or Sunday through Thursday shift. This system helps to ensure staff availability on weekends when parks receive the highest volume of use and reservations.

PARK AND FACILITY HOURS

Parks open within 45 minutes after dawn to within 45 minutes of dusk. Athletic complexes, recreation facilities frequently operate outside of these hours.

PARK OPENING AND CLOSING PROCEDURES

14 public restrooms in the park system and a number of gates are locked each evening by the Shoreline Police Department. Morning opening of gates and restrooms are performed by operations staff or contracted janitorial staff depending on the cleaning schedule.

Richmond Beach Saltwater Park has a renter/caretaker who occupies the residence at the park. As part of the rental agreement the tenant is required to open and close gates daily at dawn and dusk respectively.

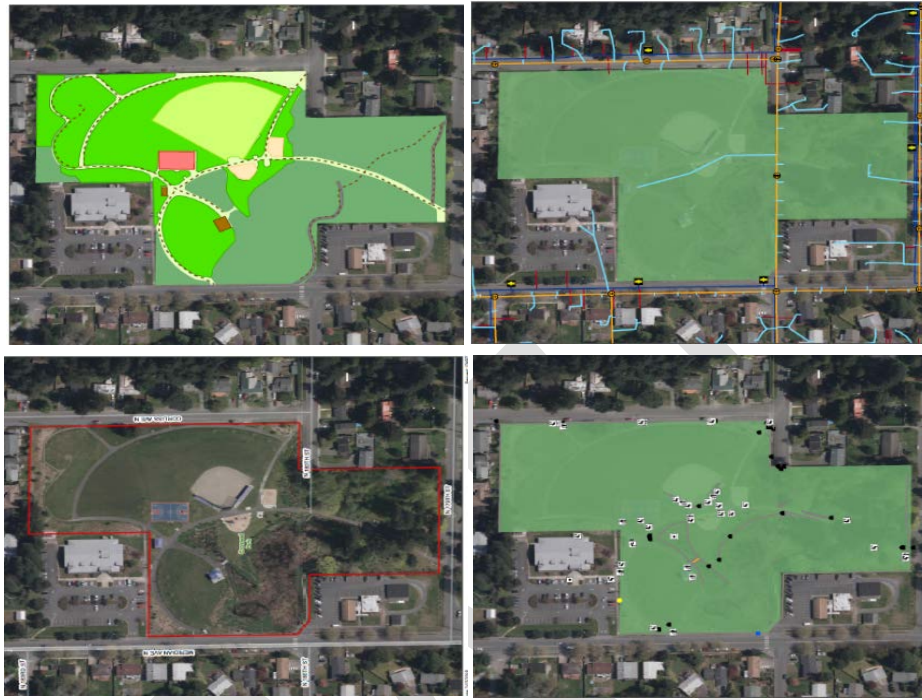
The Park Operations Division maintains an on-call contract with a private security company for gate closing and opening in the event that City staff is not available to address opening and closing procedures.

GIS INVENTORY, CONDITION ASSESSMENT & CITYWORKS ASSET MANAGEMENT SOFTWARE

The City of Shoreline's Park Operations Division utilizes a Geographic Information System (GIS) centric asset management software system called Cityworks. This software is popular within the public service sector for the management and maintenance for a wide variety of municipal infrastructure items including parks, storm water, sewer and water systems as well as road and pavement management.

The system includes a complete inventory of park facilities and assets. While inventorying park assets, staff performed a condition assessment of each asset. The asset's condition was assessed using the National Recreation & Park Association (NRPA) guidelines of good, fair and poor. Assets with a good condition rating are estimated to have a future life span of at least 6 years. Fair rating conditions estimate that an asset has a life span of roughly 3 to 5 years and a poor condition rating informs staff that the asset should be addressed within a 1 to 3 year period.

This condition assessment is used in developing future year's CIP replacement schedules as well as providing a focus of work for maintenance activities.



The inspection and work order system tracks a number of activities including Employee, Labor and Materials (ELM). By tracking ELM and areas of maintenance activities, staff are able to produce a number of useful reports that detail activities and time spent on asset maintenance.

PREVENTIVE MAINTENANCE MANAGEMENT STANDARD PER ASSET

Each asset within the park system has specific guidelines and timing of maintenance. For example, play equipment should be inspected for safety on a monthly basis occurring every month of the year. Drinking fountains should be winterized in November and turned on in March. Litter receptacles within a large regional park should be emptied daily and the cleaning of restrooms should occur, at a minimum, of one time per day. Another example is the mowing of turf areas. The specifications set forth to contractors for mowing grass include a mowing height of 2 to 2.5 inches, one time per week beginning the first week in March and ending the first week in November.

Standards and associated maintenance of assets have been established for PRCS and are listed in the *Asset Maintenance Standards and Plan* – see Appendix A.

PARK DEVELOPMENT STANDARDS

A *Park Development Standards Manual* has been developed and implemented to guide acquisition and installation of new park assets. The items listed in the *Park Development Standards Manual* clearly identifies a consistent standard that guide the Park Operations Division's quality of work and response time for repair. For example, roofing material is specified to be blue metal, twenty-three gauge. Paint for interior restrooms should be Orcas white, ordinance signs are blue background with white lettering.

These standards provide a uniformed appearance that is of high quality. This uniformity means staff can quickly react to vandalism and needed maintenance, and it has the added benefit of providing guidance during the design phases of capital improvements.



Before Construction



After Construction

PARK STAFF EXPECTATIONS & SUPPORT OF PROFESSIONALISM

Park Operations staff are in frequent contact with a variety of citizens on a daily basis. Customer service is a core value of the City of Shoreline and as parks and recreation employees it is incumbent that staff act as, “the face of City”. This is due to frequent interaction with citizens and park patrons.

Staff are expected to be always be polite, courteous, and professional and to take time to sincerely listen to park patron and citizen’s concerns.

The City of Shoreline strives to have staff that are prepared and educated in the field of Park Operations. To complete this endeavor staff attend a variety of trainings and are provided education opportunities. See the *Training and Program Update Matrix - Appendix B*.

CONTRACTED MAINTENANCE SERVICES

The City of Shoreline competitively bids for part of its maintenance services. The decision to contract certain maintenance activities is based upon cost efficiency and the ability of a contractor to meet park maintenance standards as specified in the Asset Standards and Maintenance Plan.

Examples of contracted services are:

- Landscape Services
- Janitorial Services
- Security & Ordinance Enforcement Services
- Environmental Improvement Services
- EarthCorp
- Hazardous Tree Removal
- Construction Services
- Vehicle Maintenance
- Plumbing, Electrical and HVAC Services
- Public Art Maintenance
- Sediment Vactoring Services
- Vegetation Management

RESPONSIVE MAINTENANCE MANAGEMENT

Graffiti Removal

Staff remove graffiti as soon as possible. To aid in the removal of graffiti the Operations Division has three standardized paint colors within the park system. Each park vehicle carries the three colors of paint so reaction times are increased by having the materials readily at hand to paint over graffiti. There are usually three methods employed to remove graffiti:

- Paint over the graffiti with one of the three standardized colors
- Sandblast graffiti to remove from masonry, concrete or asphalt areas
- Use graffiti remover products on items such as ordinance or traffic control signs

Homelessness Encampment Protocol

When the Parks Operations Division is notified or finds an unauthorized encampment on park property, staff follow the City of Shoreline's Encampment Clean-Up Protocol.

This protocol directs staff to place a Notice and Order to Remove Personal Property. The person who has placed the encampment is notified that pursuant to the Shoreline Municipal Code, they are not authorized for shelter or storage in a public park. A 24 hour notice is posted in the encampment for removal of materials and notice is given that all items removed by the Parks Department will be stored for 60 days.

When removing an encampment park staff follow safety guidelines as outlined by blood borne pathogens training models. If an encampment is deemed too unsanitary for the personal protective gear provided to staff, a private company will be employed to remove affected materials.

Tree Inspection & Hazardous Tree Removal

The International Society of Arboriculture (ISA) is an industry leader in tree care practices. The ISA offers certification in the form of a Certified Arborist license. This licensing requires a series of testing and educational requirements. A licensed Certified Arborist has the training and legal authority to use the ISA Hazardous Tree Evaluation Form. This form uses a scientific approach to evaluate the health of a tree and its potential to fail or become a hazard.

The City of Shoreline requires the ISA Certified Arborist licensing of one of its Senior Park Maintenance Workers and it is a requirement option for a Park Maintenance Worker II.

When evaluating a tree for health, a Park Operations employee who is a licensed Certified Arborist records information with the ISA Hazardous Tree Evaluation Form. This information is then recorded and used to determine whether there is a safety concern, if the tree is in good health or if mitigation can occur to avoid tree removal.

See/Click/Fix Response

An increasing form of citizen-to-government communication is technology based. One commonly used form of technology application-based communication is See/Click/Fix. This application allows users to send a brief communique to the City of Shoreline expressing a concern with a publicly maintained property, park or asset via the citizen's smart phone or other device.

This communication is instantly relayed to the City of Shoreline’s Customer Response Team as well as the Parks and Public Works Operations Divisions. Staff then determine which department is responsible for investigating the issue, the concern is addressed and the citizen is informed of the response to their submission.

INCLEMENT WEATHER PROCEDURES

Inclement weather sometimes causes an uptick in park usage. This is due to the fact that school districts are closed during snow events and many parks become very popular for outdoor recreation during these school closures.

To ensure park safety during snow or storm events, park staff perform the following inclement weather procedures:

- Cursory safety inspection of the park system
- Roadway safety, (i.e. icy roads, down trees or electrical wires, etc.)
- Snow and Ice removal from facilities, ADA designated walkways and restroom access points of entries will be cleared and treated with ice melting compounds to allow pedestrian walkway access.
- Snow plowing is to occur where applicable on park roadways and parking lots. Snow plow operators will be trained by authorized staff and will be trained on the recommended use of equipment.
- Review trails and walkways for broken overhanging limbs, electrically wires or debris that may fall or represent a safety concern.

URBAN FORESTRY STRATEGIC PLAN IMPLEMENTATION

The maintenance and improvement of the City of Shoreline’s Urban Forest is under the stewardship of the Parks, Recreation and Cultural Services Department.

The key priorities of the Urban Forestry Strategic Plan (UFSP) include:

- Achieve a climate-appropriate degree of tree cover, community-wide
- Establish a tree population suitable for the urban environment and adapted to the regional environment

- Comprehensive inventory of the public tree resource to direct its management
- Develop and implement a comprehensive urban forest management plan for public property
- Develop and maintain adequate funding to implement a city-wide urban forest management plan
 - Employ and train adequate staff to implement city-wide urban forestry plan/program
 - At the neighborhood level, citizens understand and cooperate in urban forest management

The Park Operations Division develops an annual work plan to implement priorities. Examples of annual urban forestry work plan items implemented by Park Operations staff include:

- Review of citizen requests for tree service and prioritize requests
- Review of tree planting opportunities to increase overall tree canopy
- Management of volunteer and non-profit organizations in the improvement of overall urban forestry health
- Maintenance of the City of Shoreline’s “Tree City” status with the National Arbor Day Foundation
- Provide information for grant opportunities that provide for the enhancement of the City’s park system

SUPPORT OF ARTS, CULTURAL SERVICES, SPECIAL EVENTS & RECREATION

The City of Shoreline Parks Operations Division provides support for a number of special events and arts events throughout the calendar year. A representative of the Park Operations Division is a permanent member of the City’s Special Event Oversight Committee.

Support occurs by assisting with the setting up of events, working events to control pedestrian and auto traffic, assist vendors and to clean facilities as well as breaking down and cleaning up after events. Operations staff work closely with

the Public Arts Coordinator to assist with the installation and maintenance of art work.

Examples of special events include:

- Celebrate Shoreline
- Christmas Ship
- Hamlin Halloween Haunt
- Karaoke in the Park
- Million Step Challenge
- Monster Mash Dash 5K
- Noon Concerts
- North City Jazz Walk
- Sandcastle Contest
- Solstice Stroll
- Swingin Summer Eve
- Veteran's Day Celebration
- Youth/Teen Skate Event



SAFETY INSPECTION

Safety of park patrons and citizens is one of the primary goal of the Parks, Recreation and Cultural Services Department. The approach of the department to meet this goal is to provide safety through routine park safety analysis, play equipment inspection through the use of the NPSI model, tree inspection through the uses of the International Society of Arboriculture Inspection form and maintenance programs as well as a capital upgrades through a repair and replacement CIP program.

Daily Inspections

Park Maintenance staff perform a daily inspection of parks. This inspection includes removal of litter and debris, cursory inspections of walkways, facilities, site amenities and grounds for any issues that may represent a safety concern.

If a safety concern is present staff are directed to address the concern immediately. If a concern cannot be addressed immediate the area will be caution taped and closed to public access.

The Parks Superintendent or their designee is immediately informed of the concern and a corrective action plan is then designed and implemented to correct the safety issue.

Playground Inspections

The City of Shoreline performs safety inspections for playgrounds on a monthly basis. The National Recreation and Park Association (NRPA) is an industry leader in the training of staff on how to properly inspect and maintain play equipment. NRPA offers an in-depth training course titled National Playground Safety Inspector School (NPSI). After attending the training course, the attendee is offered the option to test to become a NPSI Certified Inspector.

One of the optional requirements to become a City of Shoreline Park Maintenance Worker II (PMWII) is to be a NPSI Certified Inspector. The monthly inspection of play equipment in Shoreline parks is performed by a NPSI Certified Inspector. During the monthly inspection, the inspector performs an in-depth safety review of all play equipment using NPSI guidelines, records the inspection using NPSI suggested forms, and submits the forms with any corrective actions needed to the Parks Superintendent for review and signature.

Crime Prevention through Environmental Design

In addition to routine park safety inspections, Park staff have selected specific parks for CPTED or Crime Prevention through Environmental Design. This CPTED review evaluates landscape architectural design options that may increase safety in a park. An example of this may include the strategic placement of lighting or the removal of overgrown vegetation that could provide a hiding location.

ENVIRONMENTAL STANDARDS

The City of Shoreline has a very active environmental community. The parks department is intricately involved in three main areas of environmental stewardship. These areas include:

- Implementation of the City's Urban Forestry Strategic Plan (see plan)
- National Pollutant Discharge Elimination System or NPDES
- Pesticide Free Parks Program

These three areas of environmental focus serve to actively improve water quality and urban forest health through an increase in tree canopy as well habitat restoration in the understory of forested areas. The third area of environmental stewardship includes the Parks Department's Pesticide Free Parks Program.

The City of Shoreline's park system has a number of watersheds, wetlands, lakes and creeks within the boundaries of its parks. The National Pollutant Discharge Elimination System (NPDES) requires that surface water features and connivance systems are routinely inspected and maintained to improve and protect water quality. The Park Operations Division works closely with the City's Surface Water Utility Division to ensure that NPDES requirements are met.

The Pesticide Free Parks Program is an integrated pest management system that focus on providing a pesticide free park system through landscape architectural design, use of native plant materials, removal of invasive species and weeds through mechanical as well as the education and acceptance that there are acceptable tolerances.

An example of acceptable tolerance may include a weed population (dandelion or clover) in a turf area of 30%. The weeds could be removed with the use of broadleaf herbicides but the application of which is harmful to water quality and the environment. Therefore the City of Shoreline has actively chosen to not use pesticide but as a last resort or emergency (i.e. bee infestation in a public restroom).

VOLUNTEER MANAGEMENT IN PARKS

Volunteers are a large part of the City of Shoreline workforce. The value of volunteer work is immeasurable and provides numerous benefits to the Shoreline community.

The City of Shoreline has a very active environmental community. Much of the effort of this community is devoted to the restoration of habitat through invasive species removal and the reintroduction of native plants and trees.

The process for managing the success of volunteers includes:

- Completion of a City of Shoreline Volunteer Services Agreement
- Detailed description of volunteer work or project that is being proposed
- Review of proposals by Parks Superintendent and Community Services Coordinator
- Background check of individuals that wish to volunteer
- Recording of volunteer hours work which are then submitted to the City of Shoreline's Human Resources Department

APPENDIX

Appendix A - Asset Maintenance Standards and Plan

Appendix B - Training and Program Update Matrix

Appendix C – Public Art Maintenance Plan

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Asset Maintenance Standards Plan
Appendix A

Asset	Standard/Goal	Method	Description of Maintenance Task	Frequency measure	Frequency
Amphitheater	In working order for all events and venues; check electrical connections and plugs, flooring and staging clean, free of graffiti, extra litter receptacles for large events, open access points open for sound crews and performers	Clean/Inspect	Inspect Electrical System & Outlets, Pressure Wash	Quarterly	4
Amphitheater Turf	Comfortable & presentable for events and venues; turn off irrigation two days before an event so area is dry, schedule mowing and line trimming five days prior to event so as not to leave clippings, remove loose debris	Maintain	Aerate/Fertilize/Overseed,	Bi-Annually	2
Art Work, Sculptures & Murals	Graffiti free, free of damage, etc. (See Public Art Maintenance Plan (Appendix C for major maintenance schedule), inspect connection points so art work is secure, trim trees and shrubs so art work can be viewed, work with Arts Coordinator for scheduled maintenance, funding for maintenance and access as needed	Clean/Inspect/Maintain	Inspect Art Work, Graffiti or Damage	Annually	1
Athletic Courts (Basketball, Handball & Tennis)	Safe, user friendly & playable condition; secure nets and backboard connections, windscreen condition inspections, lines visible, chain-link secure and areas free of debris, free of algae & molds that may cause slippery areas and possible trip hazards	Clean/Inspect/Maintain	Blow Off Surfacing, Tighten Nets & Chain-link Fencing & Power wash as Needed	Monthly Inspection and Cleaning	12
Athletic Field Light Timers	Light timers working as programmed; review field light timers and event times weekly with Facilities Coordinator. Coordinate repairs with Facilities Department and Recreation staff to minimize schedule disruptions	Inspect/Maintain	Electrical Connection, Working Condition	Annually	1
Backflow Preventer	Safety of potable water system; inspect and test all irrigation backflow preventers on an annual basis to ensure pressure tests are in compliance, file compliance documentation with proper agency	Inspect/Maintain	Inspect & Report for Potable Water Protection	Annually	1
Backstops/Dugouts	Safe, user friendly & playable condition; secure backboard connections, windscreen condition inspections, chain-link secure and areas free of debris, free of algae & molds that may cause slippery areas and possible trip hazards, roofing in working order with no leaks	Inspect/Maintain	Inspect for Sharp Edges, Loose Connections, Inspect Uprights, Roofing on Dugouts	Annually	1
Barbecue	Clean, user friendly and ready to use for cooking; free of used charcoal, grill grates are adjustable for various heights and grill connections are secure	Clean/Inspect	Preventative & Reactive Maintenance, Inspect Metal/Grill	Weekly & Scheduled Shelter Reservation; as needed at BBQ's not Associated with Shelter	1
Barrier	Control of auto & pedestrian traffic; barriers are clearly denoted, uprights are securely in the ground and placement of barriers properly direct flow of auto and pedestrian traffic as designed	Clean/Inspect	Inspect Attachments, Repair, Clean Graffiti	Annually	1

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Baseball Infields-Skinned	Safe, user friendly & playable condition; secure nets and backboard connections, lines visible, chain-link secure and areas free of debris, free of holes and rocks that may cause possible trip hazards	Clean/Install	Annual Restoration for Baseball Season. Weekly Preps for Games/Practices. Paint Soccer Field Lines Weekly Till and Roll Baseball Fields in February/March in Preparation for Up coming Season. Prep Fields for Games and Practices as Needed. During September/October Paint Soccer Field Lines Weekly. Install and Remove Goals and Nets	Bi-Annually	2
Beaches	Accessible, clean, safe; secure hand rails and seating connections, underneath free of debris, free of algae & molds that may cause slippery areas	Clean/Inspect/Maintain	Remove Debris, Broken Glass, etc.	Quarterly	4
Bench	Accessible, clean, safe; secure hand rails and seating connections, underneath free of debris, free of algae & molds that may cause slippery areas, wood material should solid and free of rot or soft areas	Clean/Inspect/Maintain	Structurally Sound & Intact Hardware with no Protrusions or Sharp Edges	Annually: Benches are Inspected with Annual Painting and Repairs as Needed	1
Bike Rack	Accessible, clean and strategically placed to maximize exposure and use	Clean/Inspect/Maintain	Structurally Sound & Intact Hardware with no Protrusions or Sharp Edges	Annually	1
Bioswales	Functioning water flow system that meets NPDES requirements; clear flow of water to catch basins, creeks, wetlands and other water bodies as designed	Inspect/Maintain	Line Trim, Clear Debris & Clean Outflow Structures	Quarterly	4
Bleacher	Accessible, clean, safe and user friendly; secure hand rails and seating connections, underneath free of debris, free of algae & molds that may cause slippery areas, wood material should be solid and free of rot or soft areas	Clean/Inspect/Maintain	Structurally Sound & Intact Hardware with no Protrusions or Sharp Edges	Annually: With Spring Athletic Preparation	1
Bollard	Control of auto & pedestrian traffic, direct entry points; bollards are clearly denoted, uprights are securely in the ground and placement of bollards properly direct flow of auto and pedestrian traffic as designed	Clean/Inspect/Maintain/Secure	Inspect for Free of Graffiti, Lock Present & Lubricated	Annually	1
Bridges-Pedestrian	Control the flow of pedestrian traffic, ADA Accessible; decking and hand rails should be secure, wood should be firm with no rot, algae and & molds that may cause slippery areas and possible trip hazards should not exist	Clean/Inspect/Maintain	Inspect Condition of Wood, Bolts & Decking, Pressure Wash	Annually	1
Catch Basins	Functioning water flow system that meets NPDES requirements; outflow and inflow connection pipes are moving water as designed, riser and grates are firmly connected, vaults do not leak into ground water	Clean/Inspect/Maintain	Vactor, Repair & Maintain to NPDES Standards,	Annually	1

Asset Maintenance Standards Plan
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Drinking Fountain	Potable water that is accessible, clean, safe and user friendly; anti-freeze control device & backflow preventers inspected on an annual basis to ensure pressure tests are in compliance, file compliance documentation with utility agency, winterize annually and inspect for leaks	Clean/Maintain	Activate/Deactivate, Operational from March 15-October 30	Annually	2
Drinking Fountain	Potable water that is accessible, clean, safe and user friendly; anti-freeze control device & backflow preventers inspected on an annual basis to ensure pressure tests are in compliance, file compliance documentation with proper agency, winterize annually and inspect for leaks	Inspect/Maintain	Backflow Test, Inspect for Leaks & Mechanical Items	Annually	1
Exercise Equipment	Accessible, clean, safe and user friendly; secure hand rails and seating connections, underneath free of debris, free of algae & molds that may cause slippery areas, scratches and paint touch up as needed and lubricated zurk fittings	Clean/Inspect/Maintain	Inspect for Safety/Needed Repairs, Lubricate, Clean Graffiti	Bi-Annually	2
Fencing	Maintain separation of public/private property, control the movement of auto/pedestrian traffic; secure chain-link connections, uprights are firmly in the ground, replace any wood that is rotting and remove graffiti as needed	Inspect/Install	Inspect Attachments, Repair, Clean Graffiti, Install Replacement Wood or Chain-link	Annually	1
Fire Pit	Cleaned & ready for use; free of previous burned debris or any harmful materials that are in the pit (i.e. Styrofoam, plastics, etc.)	Clean	Shovel Firepot	Monthly in Summer and as Needed	1
Flagpoles	In good working condition for flag raising/lowering; pulleys and ropes work, graffiti free & painted annually, securely attached to mounting brackets	Clean/Inspect/Maintain	Pressure Wash, Paint, Inspect for Safety	Annually	1
Floral Display Beds	Rotated four times annually with each season; flowers in bloom and free of weeds	Install/Maintain	Install Floral Display at Ronald Bog, Water & Weed Removal	Quarterly	4
Gate	Control of entry & flow of auto/pedestrian traffic, ADA Accessible; in working condition with locks and functioning as designed	Inspect/Maintain	Swings on Hinges, Locks Working, Lubricate, Free of Graffiti	Annually	1
Hardscape	Control of entry, auto & pedestrian traffic; accessibility to the park, free of debris & potholes, algae & molds that may cause slippery areas and possible trip hazards should not exist	Clean/Inspect/Maintain	Asphalted Paths are to be Blown Off, Holes Patched & Pressure Washed	Monthly	1
Horseshoe	In working order for all events and drop in use; upright is firm, sand is free of weeds and debris, backboards are solid and free of rot	Clean/Maintain	Remove Debris, Add Sand, Rake	Annually	1
Irrigation	In working order for all zones that are activated; heads are adjusted, rain sensors are activated and working, zone times are monitored to minimize water consumption	Inspect/Install/Maintain	Repair Breaks, Inspect Pumps, Adjust Zone Time & Winterize, Install Heads & Valves	Bi-Annually	2
Kiosk	Accessible, clean, safe and user friendly; open to public postings, secure, free of graffiti, roof does not leak and any wood material is solid/rot free	Clean/Inspect/Maintain	Paint & Remove Graffiti, Remove Old Flyer	Annually	1
Lakes/Ponds	Functioning ecosystem that meets NPDES requirements; provide habitat for wildlife and serves as a recreational feature for Park Patrons	Clean/Maintain	Remove Floating Debris, Clear Outflow Gates	Quarterly	4

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Line Trimming	Hardscapes, fence lines, bollards, parking lots, sign posts and other park features are free of surrounding tall weeds & grass	Maintain	Line Trim Turf Areas	Monthly, March thru 1st Week in Nov.	36
Litter Receptacle	Not to be more full than 3/4 so as there is room within the litter receptacle to add debris; spring loaded dome lids are in working order so birds and squirrels don't spread litter, wood slats are replaced as needed, painted & free of graffiti	Clean	Empty at No More than 3/4 Full	Daily	1
Litter Receptacle	Wood and metal structure should not have significant rust, rot or graffiti	Maintain	Painting or Repair of Damaged Wood or Metal	Annually	1
Natural/Riparian Areas	Provide habitat for wildlife, native plant materials & serve as a passive recreational feature for park patrons	Clean/Inspect/Install/Maintain	Inspect for Debris, Encampments, Safety Issues, Install Native Plants and Trees	Quarterly	4
Parking Lot & Driveways	Control of auto traffic & accessibility to a park; free of debris, potholes & safety concerns. ADA access stalls and lines should be visible and clear for parking	Install/Maintain	Patch Pot Holes, Stripe Parking Stalls, Install Curb Stops, ADA & Traffic Signage	Annually	1
Picnic Table	Accessible, clean, safe; secure hand rails and seating connections, underneath free of debris, free of algae & molds that may cause slippery areas, wood material should solid and free of rot or soft areas	Clean/Inspect/Maintain	Structurally Sound, Intact Hardware, No Protrusions or Sharp Edges	Benches are Inspected with Annual Painting Cycle and Repaired as Needed	1
Plaques & Memorials	Viewing access to be maintained, clean & free of graffiti, firmly attached, landscape surrounding plaques and memorials will be maintained	Clean/Inspect	Inspect Attachments, Clean Graffiti	Annually	1
Playgrounds	Meet all NPSI & ASTM requirements; perform safety inspections on a monthly basis with NPSI Certified Inspector. During the monthly inspection the inspector performs an in-depth safety review of all play equipment using NPSI guidelines, records the inspection using NPSI suggested forms, and submits the forms with any corrective actions needed to the Parks Superintendent for review and signature. Corrective repairs to be made as soon as possible.	Clean/Inspect/Install/Maintain	Install New Parts that are Broken or Vandalized, Tighten Bolts & Hardware, Ensure Proper Function, Replace Play Surface Material as Needed, Pressure Wash	Monthly: Inspection to NPSI Standards, Annual Play Surface Replenishment as Needed	12
Restrooms	Accessible & clean; doors, toilets, sinks in working condition & graffiti free, all restrooms fixtures disinfected, floors swept, mopped on a daily basis, cobb webs removed, dusted and litter receptacles emptied daily	Clean/Inspect/Maintain	Check for Vandalism, Cleanliness & Graffiti	Weekly	52
Roofing & Gutters	Flow of water is not constricted; seams do not leak and leaves removed as needed	Clean/Inspect/Maintain	Power wash, Remove Debris	Annually	1
Security Lighting	Bulbs and ballast in working condition; lighting is directed to designed standards to provide safety and increase visibility	Inspect/Maintain	Inspect for Photocell and Lighting	Annually	1

Asset Maintenance Standards Plan
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Shelters	Clean & presentable for events and venues; electrical & water systems in working order, litter and debris removed, picnic tables and barbecues clean	Clean/Inspect	Pressure Wash, Blow Off per Rental, Inspect for Cleanliness	Monthly /Weekly Depending on Schedule	40
Showmobile	All systems (electrical, hydraulics & staging) in working order; clean, drive train, lighting and wheels in drivable condition	Inspect/Install	Set Up & Take Down for Events	Tri-Annual	3
Shrub Bed/Landscape Area	Clean/free of debris; weeds removed, trees & shrubs pruned and mulch layer applied as needed	Clean/Maintain	Spread Mulch, Remove Debris, Maintain Shrub Beds	Monthly	12
Signage	Proper placement for communication & enforcement; free of graffiti, ordinance numbers visible	Inspect	Replace, Clean & Install	Annually	1
Skate Park	Accessible, clean, safe and user friendly for a variety of ages; free of graffiti, litter and loose debris removed daily, power washed as needed, cracks and trip points removed, inspected monthly, landscape surrounding skate park maintained for visibility & signage that encourages good behavior	Clean/Inspect/Maintain	Inspect for Cracks, Edges, Graffiti	Quarterly	4
Soccer Field-Natural Turf-Seasonal	Accessible, clean, safe and user friendly; lines visible, turf mowed weekly, free of debris and holes, scheduled for league use and drop in practice/use	Clean/Inspect/Install/Maintain	Annual Restoration for Baseball Season. Weekly Preps for Games/Practices. Paint Soccer Field Lines Weekly Till and Roll Baseball Fields in February/March in Preparation for Up coming Season. Prep Fields for Games and Practices as Needed. During September/October Paint Soccer Field Lines Weekly. Install and Remove Goals and Nets	Bi-Annually	2
Soccer Field-Synthetic Turf	Accessible, clean, safe and user friendly; lines visible, swept to remove debris, goal nets secure, scheduled for league use and drop in practice/use	Clean/Maintain	Mechanically Sweep Turf, Fibers Groomed &Free of Debris	Monthly	1
Soccer Field-Synthetic Turf	Safe; inspect on a quarterly basis for loose seams that may cause a tripping concern	Inspection	Inspect Seams for Loose Attachments	Quarterly	1
Trail	Accessible where possible; way finding signage, surfacing provided for cleanliness & for delineation of pathway, staircases in working order, pressure wash areas that may be slippery as needed	Clean/Inspect/Maintain	Pressure Wash or Blow Off Debris, Add Gravel, Repair Pot Holes, Inspect ADA Access, Inspect and Repair Staircases	Weekly	52
Tree	Maintain to ISA standards, evaluate for health as needed, incorporate into GIS tree layer, establishment period of newly planted trees, water, prune, mulch, plant & remove	Inspect/Maintain	Health Assessment, Hazard Removals & Maintenance, Plant, Prune, Remove, Root Prune, Water, Volunteer Tree Efforts	Daily	365

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Landscape Turf	Accessible & Clean; mowed weekly during the growing season between 2" & 2.5", irrigate as to water reduction plan, aerate, overseed and fertilize on amphitheater turf	Maintain	Turf Grass height mowed between 2 and 2.5 inches, begins first week in March and ends first week in November	Weekly during season, March 1st thru 1st Week Nov.	1
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Memorandum

DATE: March 22, 2018
TO: PRCS/Tree Board
FROM: Eric Friedli, Director
RE: Aging Adult Services Strategic Plan Project Update

Requested Board Action

No action is requested. The Board will be asked for at least one member to participate in the Work Group.

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. Implementation of the PROS Plan is centered around eleven strategic action initiatives.

Strategic Action Initiative 4: Serve the Full Spectrum of Aging Adult Recreation Needs

- **Objective:** Develop a strategic plan by 2019 for meeting the aging adult recreation needs of Shoreline.
- **Strategy:** Work with the Shoreline-Lake Forest Park Senior Center staff and Board to understand their plans and then develop a strategic plan in 2018 for implementation in 2019 and beyond.

The City has recently contracted with BERK and Associates to begin the development of a strategic plan for services for aging adults.

Shoreline's population is currently the oldest in King County. Adult programming emerged as one of the highest demand programs from community meetings and public surveys. Baby Boomer retirements are putting increased demand on community adult programs. As Boomers retire they are less inclined to identify as "seniors" and more likely to refer to themselves as "Active Adults." Some seniors rely heavily on social and health services that require an established physical location, while others are looking for opportunities to explore and create new friendships. How does a community merge the disparate needs and desires of an aging population?

Currently, the Shoreline-Lake Forest Park Senior Center and the City of Shoreline PRCS Department offer services and programs which strive to meet these diverse needs. The Senior Center has an emphasis on supporting social service needs. The City hosts a growing Active Adults recreation program. Sustainability and expansion of these offerings will be the challenge in the future. Both service providers are based on the Shoreline Center campus, near the proposed light rail station. There is uncertainty in the future of the Shoreline Center Campus, which may redevelop. In addition, limited financial and staffing resources are realities which come into play.

These factors create the need to further study how Shoreline will provide service and program delivery to aging adults. PRCS staff will work with the Shoreline-Lake Forest Park Senior Center to develop a strategic plan to meet the needs of the adult/senior community in Shoreline.

Key Project Tasks

Situation Assessment & Inventory

The objective of the situation assessment is to gather demographic, economic, social, and health data to better understand potential demand for senior services in Shoreline. While information and analysis needs will be finalized collaboratively at the kick-off meeting, we anticipate the assessment will include:

- Population and demographic characteristics for the current senior population (65 plus) and the future senior population (45-64)
- Census data on place of birth to better understand the diverse population of the City
- Updated information on household income
- Access to care, health risk factors, and chronic disease incidence
- Public transportation options (current and planned light rail)

BERK will inventory health and human service providers that deliver senior services to Shoreline residents through a series of phone interviews and publicly available data on provider location. This provides both an opportunity to collect key data and discover community contacts, local leaders, and alternate resources that can be used for public engagement and implementation. Interviews would help us understand the range of services available to residents of Shoreline, whether delivered in Shoreline or in adjacent communities. Questions would also explore the adequacy, cost, and quality of the services. As part of the assessment, we would also conduct qualitative interviews with staff from the City and the Senior Services Center.

Work Group

The Work Group would be made up of Shoreline Parks, Recreation and Cultural Services/Tree Board member(s), City staff, and Senior Center staff. The experience and connections within this group will help guide the project. For each task, they will be used as a resource and sounding board. We anticipate the Work Group meeting four times:

- Work Group kick-off to discuss the overall project and key questions, assessment and inventory plan, and stakeholders and/or providers to interview.
- Community profile and inventory review to present preliminary results and gather input on strategy direction. This could include a vision and objectives related to senior services.
- Strategy development workshop to review draft strategic plan, and to gather input on the public outreach.
- Work session to finalize the strategic plan.

Public Involvement Process

Once a draft strategy is prepared, we will plan up to two public open houses and/or stakeholder group meetings. The objective of collecting input is to verify the assessment of needs and the strategic direction and build community support for implementation. This will be accomplished through a community open house, potentially held as part of another community event and posting of materials to the City’s website.

Schedule

- April 9, 2018 Project Kick-off
- July 2018 Complete Situational Analysis
- September 2018 Public Meeting(s), Stakeholder meeting(s)
- September 2018 Draft Plan
- October 2018 Final Plan

Additional Information

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