

June 25, 2020  
via ZOOM Webinar



## Parks, Recreation & Cultural Services/Tree Board Meeting Minutes

### Call to Order/Attendance

**The meeting was called to order at 7:00 p.m.**

**Park Board members present:** John Hoey, Sara Raab McInerney, Elizabeth White, Jeff Potter, Bruce Amundson, Bill Franklin (Delayed 7:19)

**Absent:** Christine Southwick (Excused)

**PRCS Staff present:** PRCS Director Eric Friedli, Administrative Assistant II Martha Karl, Public Art Coordinator David Francis, Recreation Superintendent Mary Reidy, Parks Superintendent Kirk Peterson, Rental & System Coordinator Brett Abernethy

### Approval of Agenda

**Chair John Hoey called for a motion to approve the agenda. So moved by Mr. Amundson and seconded by Mr. Potter. The motion carried.**

### Approval of Minutes

**Chair Hoey called for a motion to approve the May meeting minutes. So moved by Mr. Potter and seconded by Mr. Amundson. The motion carried.**

### Public Comment:

Pursuant to Governor Inslee's Proclamation 20-28, in an effort to curtail the spread of the COVID-19 virus, the PRCS/Tree Board's Regular Meetings will take place online using the Zoom platform and the public will not be allowed to attend in-person. Written comments received by 6:00 p.m. on June 25, 2020 have been entered into the Public Comment portion of this meeting for Board consideration. More information at [www.shorelinewa.gov/parkboard](http://www.shorelinewa.gov/parkboard)

#### **Mary Ellen Stone, Shoreline resident - Richmond Beach Neighborhood**

*Commissioners, I am writing in support of accepting the donation of Big Red. It is a wonderful piece and offered to the city as a real gift. I hope you will accept this; I look forward to seeing it on display.*

### Director's Report

Director Eric Friedli provided some updates from the June 22<sup>nd</sup> Council meeting

- Thanked Mr. Hoey for addressing City Council about the outgoing and incoming Youth Park Board Members.
- July is Parks and Recreation Month across the country and every year the City Council signs a proclamation dedicating July to Parks and Recreation in Shoreline.
- Mayor thanked outgoing youth members Erik Ertsgaard and Ivan Brown and welcomed Incoming youth members. Council officially welcomed the two new youth members the Board.

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Their terms will start in September, but they will be invited to join in July and August after they have orientation training. The new youth members are:

Hayley Berkman – is from the Richmond Highland neighborhood.

David Lin – is from the Richmond Beach/Innis Arden neighborhood.

We are lucky to have them both join the Board and look forward to their ideas and participation.

- At the June 15<sup>th</sup> Council meeting, City Council gave Staff direction on park improvements and acquisitions bond measure. (Council deferred a ballot measure to at least April 2021, choosing not to put it on the Ballot this year.) The PRCS Board's recommendation from the May meeting played an important role in their discussions. Council asked staff to come back in the fall with a recommended package of items for a ballot measure, that is scheduled for November 2<sup>nd</sup> for a Ballot measure to be on the April Ballot, a decision is needed no later than mid-February. Council discussed wanting to find an appropriate mix of improvements and land acquisition, taking care of current parks and amenities, and adding new parks and amenities. There was not a clear consensus on what that package would look like. Director Friedli asked the Board if they would like to appoint a sub-committee to meet over the next month to develop a package that the Board could then discuss in July or August. This subcommittee would be looking at options / packages and building on the priorities the community has already put together through the public process that the board has worked on in the past and the PFAC several of this board participated in last year.
- A press release was sent out about the City managers recommendation to not reopen the Shoreline Pool. More of the reasoning behind that will be provided in the financial update. A pool closure – does have staff impacts.
- Summer Camps are underway. Staff have been adjusting operations to new and changing guidelines, and lower than expected enrollment numbers for the first two weeks of camps. Numbers are expected to improve later in the summer. Camps may be consolidated and adjust to manage the enrollment numbers. When the camps were originally planned they were structured around a certain set of guidelines of eight children to two counselors. However, recent guidelines allow up to 22 children. We have decided to keep our camp sessions at eight children and if a camp counselor or Staff becomes sick or can't come in then we can consolidate camps if needed. We don't have a huge waiting list so the demand is not there for needing larger groups sizes.
- Park naming process was discussed at the last meeting, is being delayed, until we get a little farther along in negotiations.
- The Assessment and Recover Center (AC/RC) at Shoreline soccer field B is moving out. Fortunately, the facility did not get the use anticipated as was reported in past meetings. Deconstruction has begun this week. We expect to have the tents down in mid July. A contractor will do an inspection of the field to determine what repairs or replacement needs to happen.

Mr. Hoey requested to add time in the July agenda for the Boards Strategic Priorities and requested that it be an ongoing discussion item. Mr. Hoey solicited questions and comments for the other board members about the Director's Report.

Mr. Hoey noted that Mr. Franklin joined the meeting via zoom at 7:19.

## City Financial Outlook Update

*Rick Kirkwood, Budget Supervisor; Sara Lane, ASD Director*

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**Mr. Kirkwood:** On April 20, staff presented Council with the initial estimate of the financial impacts of the COVID-19 pandemic. Assessing the impact and effectively modeling revenues is important so Council can take the necessary and immediate long-term actions to maintain financial sustainability.

In May, staff received additional information used to update the forecast, which now projects a \$7.6M reduction in revenue. The forecast for the 2020 plan of the 2019-2020 biennial budget anticipated an almost \$0.9M budget surplus and part of the revenue loss can be offset with \$0.5M in directly related expenditure containment, so the revenue shortfall that needs to be filled to balance the 2020 budget is approximately \$6.2M.

**Mr. Kirkwood:** (Attachment 1). A table on this power point presentation illustrating the City's action plan to address the 2020 revenue gaps.; noting there are still challenges ahead. The May forecast also projects ongoing impacts of COVID-19 and the related recession on the 2021-2022 biennium though it does not include a longer or staggered lockdown period in response to a potential second wave (or more) of COVID-19 later this year that would prolong the depths of the recession. At this point in time we are projecting an operating budget shortfall of \$3.7M.

(Attachment 2). A comparison chart comparing of two revenue and expenditure forecasts with the dashed lines representing our November 2019 (Pre-COVID-19) forecast and solid lines with markers representing our May 2020 forecast incorporating assumptions of the impacts of COVID-19. For each forecast, red plots forecast expenses and black plots forecast revenues. In the November 2019 forecast, revenues were projected to exceed expenses through 2022, at which time the levy lid lift would have expired creating a "gap" filled with blue. The impacts of COVID-19 are present through all years of the forecast with expenses projected to exceed revenues. The blue area represents the gap between projected expenditures and projected revenues based on the new forecast. It is important to note that a major assumption for projected revenues is that the property tax levy lid lift for the period of 2023-2028 is not renewed. While the renewal of the Levy Lid Lift in 2022 would help reduce the gap it cannot close the shortfall.

The City Manager is required by policy to present a balanced 2021-2022 Proposed Biennial Budget to Council later this fall. In order to do so, actions to close the 2021-2022 forecast operating budget shortfall will need to be considered.

While one of those options is to utilize reserves set-aside in the Revenue Stabilization Fund (RSF), commonly referred to as a rainy-day reserve, it is limited to covering shortfalls for a recessionary period that is forecast to return to pre-recession levels. The City's Financial Policies require a plan to restore any reserves used for this purpose. Additionally, it is important to note that this forecast is based on economic data from April 2020 that doesn't yet include any analysis of actual collections for Shoreline. One reason for this, is there is typically a delay of a month or two from when revenues are collected to when they typically distributed to City. The final updated forecast upon which we will be building our budget will be produced in early August; however, the City manager and staff have been evaluating options to address the shortfall.

The City Manager will be presenting her initial recommendations to City Council in the coming weeks and months.

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In response to the COVID-19 health emergency the Shoreline Pool has not been operating since March 6 and is expected to remain closed until September 2020. You may recall that, prior to its closure, it was announced that the City would stop operating the Shoreline Pool in September 2021.

The annual pool operational costs historically exceeded the revenue generated from the aquatic programs by approximately \$800,000 to \$850,000 per year. (Attachment 3) Like the previous slide, the blue area in this chart reflects the forecast annual amount of General Fund subsidy required to operate the pool. Operating the pool in a reduced capacity will not reduce the operational costs of the pool (red line); in fact, staff is certain costs will rise from additional sanitation requirements. A loss of revenue (black line) from capacity limits and reduced class offerings will create a larger General Fund subsidy than currently exists. Given the budget challenges ahead and impacts resulting from the COVID-19 health emergency, the City Manager is recommending that the City no reopen the pool in September 2020.

(Attachment 4) This chart presents a scenario for the May 2020 forecast assuming closure of the pool in 2021 and beyond, reflected by the dotted lines. Closing the pool will resolve approximately \$1.7M of the forecasted \$3.7M shortfall for 2021-2022 as reflected in the dotted lines in the chart below. Again, these projections do not assume the City's property tax levy lid lift has been renewed for 2023-2028.

In the CIP update on June 22 Council briefly discussed alternative options for the pool and continued to express a desire for the Shoreline School District to take over the pool's operations. Staff have made that offer to the District. Council will have a more in-depth discussion about this recommendation at their meeting on July 13 when they discuss this May 2020 forecast.

Mr. Kirkwood then opened the discussion up to questions.

Mr. Amundson inquired about any other preliminary cuts for 2020.

Mr. Kirkwood responded stating the City Staff has done a pretty thorough analysis of their one time supplemental requests that were included in this current biennium's budget, looking at the things that we might be able to be able to put off and have also evaluated savings that have resulted from 2019.

Mrs. Lane, ASD Director added that departments have been and looking at saving and money that was not spent in 2019 and purchases that could held in 2020 and other opportunities to identify savings. In 2019 the City earned \$3M of revenue over what was projected. So that revenue will be used in 2020 due to having a biennial budget. This helps to take care of half of the gap while the other half came from departmental cuts. The City is just kicking off the next budget process for the 2022 -2023. Departments are continuing to look at those savings opportunities and asking if these projects need to happen or can continue to wait. It is a work in progress and is confident the forecast is accurate. However, until actual data is in, this is just a forecast.

The good news is 2020 is taken care of without dipping into our RSF which as preserved it help soften the blow for budget development for 2022 /2023. The City manager is willing to do this given that we will know more as move through the situation to help narrow the gap for the next two years.

Assistant City Manager, John Norris noted that is important to know it that the RSF funds would need to be repaid. The City has financial policies about repaying funds that are used. The RSF available to address recessionary time periods. Once we enter a better economic picture, under our current policies we must come up with a plan to replenish the RSF for use in future years. Now is a time in which it

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would make a lot sense to use the RSF but how we balance the budget, is part of the budget process that ultimately the City Council will approve this fall.

Mr. Potter inquired about the of amount of the RSF.

Mr. Kirkwood responded that the end of 2019 it is about \$5.5M. City policy requires that we set aside 30% of economically sensitive revenues (most likely to be impacted during a recession). The policy dictates amount set aside for the RSF.

Mr. Hoey inquired about hearing from community members or stake holders in response to the pool closure announcement news and aske Director Friedli to share those comments?

Mr. Friedli commented he had only seen one comment, but that Recreation Superintendent tracks Social media and Facebook comments more closely. He added that the one comment forwarded to him, stated disappointment in the outcome of the election, wanted to know how soon before it would be put on the ballot again, and accepted the pool would be closed a year from now but didn't completely understand the need to closed opposed from a year from now when it was expected. He also noted there hasn't been an over whelming response. It was also noted that the Department will be sending out an email to all pool users, which might generate more response.

Mr. Hoey encouraged the Board to share their thoughts on the announcement of the pool closure.

Mr. Norris commented that the City Manager, Debbie Tarry did not make the recommendation to the City Council lightly. It is obvious the pool means so much to many community members. Although it was a very difficult decision to recommend the pool closure to City Council, it was the right one and not taken lightly. City Council will review the budget picture and have an open discussion around this recommendation at the July 13th Council meeting. We will wait to hear from the City Council.

## Accepting Donation of Public Art

*David Francis, PhD, Public Art Coordinator*

Mr. Francis presented an overview including images, background information, and budget implications regarding a large sculpture offered to the City as an addition to their Permanent Artwork Collection.

The large abstract sculpture is approximately 14' tall x 6' wide x 6' deep sitting on a 12' x 8' x 3" concrete pad. The Sculpture is made of welded steel, painted red, created by nationally known sculptor (NW native) Joseph Kinnebrew around 2002. The piece is being gifted by donor Jan Levy that acquired it from a friend's estate. Ms. Levy was hoping to share the sculpture in a more public setting than its current location in a private backyard. Mr. Francis went to the current site location of the sculpture to see it in person and take photos. Mr. Francis did additional research about the Artist and the sculpture provided additional background about the Artist training, education and national reputation that the sculptor has amassed over the past 40 years. The sculptor estimated the value at \$85,000. Ms. Levy has generously offered to cover up to twelve thousand dollars towards the move cost which are estimated to be \$10-\$15,000, based on a quote from Art Tech. The However the City would be responsible for the cost to restore/repaint the piece and that cost is estimated to also be around \$10-\$15,000. Professional art handlers would need to be hired for the move, installation, and final painting. Mr. Francis discussed with Ms. Levy the option to have the Art refurbished, cleaned and repainted at its current location. It would then be moved to its permanent location to avoid the additional cost of multiple moves.

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Locations slated as potential homes are the Westminster Triangle or at another location along Aurora Ave near the Town Center. There has been discussion of a future art corridor for monumental art starting with the large installation coming in October. Ms. Levy is requesting this project be completed or underway by August or Early September and a commemorative plaque in the friend's honor. Maintenance would become the responsibility of the City using funds from the Parks repair and replacement budget rather than the Public Art fund.

Mr. Francis requested the Board recommend the City add the sculptor to the City's art collection. It fits in the public art plan for phase two of 2019 -2020. We are slightly behind with the phase one of the plan, the major commission installation at Town Center.

Mr. Francis then opened the discussion to questions.

The Board members ask questions about the cost of refurbishing the piece and if there was a condition that required funding before the City would accept the piece of art? Mr. Friedli noted that there was not a condition but felt confident that we could identify the funding to move and refurbish the art piece leveraging the funding from the donor. Mr. Francis added that due to the Covid 19 pandemic a lot of programming has been cancelled, including pop up pianos which a \$8500 savings from the 2020 art budget. Additionally, there are a lot of other programs that will not happen in 2020. Those funds can be redirected to offset the cost needed to paint and refurbish the piece.

Mr. Amundson stated the opportunity to acquire a piece like this from a nationally acclaimed artist was something the City should move forward with and is an exciting opportunity. Board members Hoey and Franklin echoed Mr. Amundson's sentiments. Mr. Hoey noted that the Board is committed working on their strategic plan, and Public Art is one of the Board's top three priorities. Mr. Hoey requested that Mr. Francis be invited back in the next few months as part of a broader discussion about future of the Public Art Program in the City.

**Mr. Amundson moved to make a motion that the City accept the art sculptor piece. Mr. Franklin Seconded the motion and the motion passed unanimously.**

## Parks Facility Rental Operations Manual and SMC Amendments

*Brett Abernethy, Rental and System Coordinator; Eric Friedli, Director*

Mr. Friedli introduced Brett Abernethy who has been working with staff on the Parks Facilities Rental Operations Manual. A power point presentation given detailing changes and updates to the original manual which was adopted in 1999. Many of these processes have been in place for a long time but have not been not formally adopted.

The manual is used to set guidelines for implementing Shoreline Municipal Code 8.12.040 pertaining to rental and use of Shoreline facilities, including indoor recreation centers (Richmond Highland and Spartan Recreation Center), outdoor shelters, athletic fields, tennis courts, neighborhood parks, and all other park designated areas.

The Shoreline Municipal Code (SMC) includes several sections that pertain to the use of park facilities. Specifically, SMC 8.12.040-130. The proposed amendments to the SMC were pointed out in redline mark ups. The most substantive changes are proposed to sections 040 and 130.

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Special/Facility Use Permit - SMC 8.12.040 states that "Park and recreation facilities are available for public use whenever possible, without conflicting with city programs. Groups or individuals that desire to use a City of Shoreline owned or managed field, facility, or park may be granted special use permits by the department and may be charged a fee. Where appropriate, special conditions of use will be established by the department and so noted on the facility use permit. Charges for special services in the city recreational facilities will be established by the department with the approval of the Shoreline City Council." Amendment to this section provide clarifying language. A key component is that the amended SMC gives the PRCS Director the authority to develop procedures for the administration of the facility use permit system.

Sale of Goods and Services - SMC 8.12.130 states, "The use of park facilities for financial gain shall be allowed only through concession contracts secured by the city's competitive bid process, negotiated concession contracts or by concessionaire permits or facility use permits, whichever is applicable. "A key component is that the amended SMC gives the City the right to deny a permit if the use would be inconsistent with the purpose of the facility or would compete with program already offered by the City.

The Board is asked to recommend to Council approval of the proposed amendments to the Shoreline Municipal Code and Recommend to approval by the Director the Field and Facility Rentals Operations Manual.

Mr. Friedli then opened the discussion to questions.

**Mr. Amundson moved to recommend council approval amendment to the SMC and the Directors approval of the Director the Field and Facility Rentals Operations Manual. The motion was seconded by Mr. Potter. The motion and the motion passed unanimously.**

## Strategic Discussions – Equity and Inclusion

Mr. Hoey talked about making a priority at every board meeting to have the opportunity to discuss the Strategic priorities that were generated at the September Board Retreat. The meeting was so productive that there was a follow up meeting and in reviewing the notes. There were three top priorities that came out of the retreat meetings.

- Public Art – Cultural Services
- Parks
- Equity and Inclusion

Mr. Hoey discussed the desire to make sure that the vision was not lost. Mr. Hoey suggested it is timely to have discussions about equity and inclusion with everything going on in the world, locally and in Shoreline. After the recent peaceful protest at Cromwell Park with the Black Lives Matter march that ended at the Park at Town Center, now is a good time to kick off a discussion about the commitment to equity and inclusion. The Board has not followed up on the topic much since the retreat six month ago. Mr. Hoey was interested in scheduling a discussion on the other two topics Public Art/Cultural Services and Parks soon, and to continue ongoing dialog.

Mr. Franklin asked about the sticky notes on the flip charts refresh the Boards memories of the discussions and notes from the Retreat. Mr. Hoey provided a summary of the notes from the and agreed to send them out to the group.

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Equity & Inclusion Retreat Notes

- The PRCS/Tree Board ought to reflect the diverse population of Shoreline. This would bring the desired lens or framework to the Board’s discussions
- Develop a framework as a board to approach diversity work
- Take action to support inclusion
- Engage in diversity and inclusion training. Invite the City’s Diversity & Inclusion Coordinator to present the City’s initiatives and discuss barriers to inclusion with the Board.
- Perhaps individuals could be invited to provide feedback to the Board during meetings
- Perhaps the Board could meet in the community rather than at City Hall
- Maybe one Board meeting could include a representative from each neighborhood
- Level of Service is also an equity marker. Parks and playgrounds should be accessible to everyone.
- Provide equity and access to all facilities, programs, activities and events for all residents in Shoreline.

Board members discussed setting up goals and outcomes from the discussions. Board agendas could be centered around the strategic goals and creating an implementation plan for the goals with timelines. A conclusion was made to form subcommittees for each of the three priority areas. Subcommittees would meet and come back to the full Board to report on their progress on goals and objectives or outcomes and timelines for the priority areas.

Mr. Friedli noted an observation that the Purpose of the board is to provide advice to the City the City Manager and the City Council. That is the main purpose for PRCS/ Tree Board. Goals should mindful of how do these priorities allow the Board to provide better advice to the City?

Board members decided to email the Chair with their interest in sub committees. It was agreed the board members that were part of Parks Funding Advisory Committee( Ms. Raab McInerny, Mr. Potter, and Mr. Franklin) will meet as a Parks subcommittee about priorities and bring back ideas to the Board.

Comments from the Board

Ms. Raab McInerny encouraged staff to look at the messaging on the website to make clear the differences between Phase 1.5 and Phase 2 regarding playgrounds. Additional messaging may be in order. Mr. Hoey expressed his gratitude for the City’s Summer camp programs.

Adjourn

**Hearing no further business, Mr. Amundson moved to adjourn. The motion was seconded by Mr. Potter. The meeting adjourned at 9:12 p.m.**

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Signature of Chair                      Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of Minute-Writer                      Date  
Martha Karl, Administrative Assistant II

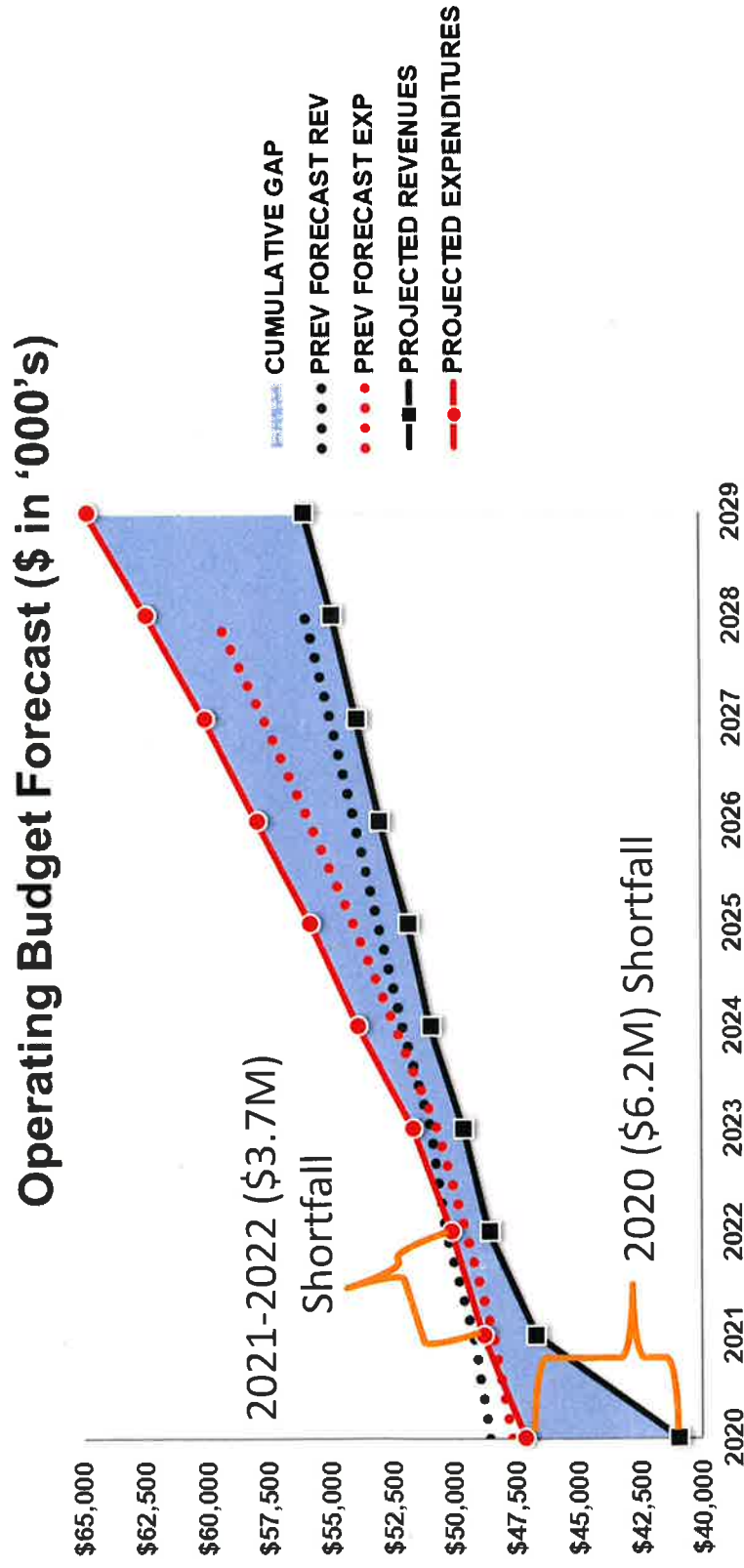


# May 2020 Update on COVID-19 Impacts

	2020	2021
Previously Forecast Surplus	\$0.874M	\$0.817M
Forecast Revenue Loss	(\$7.591M)	(\$2.530M)
Forecast Expenditure Increase	\$0.000M	(\$0.436M)
Implemented Expenditure Containment	\$0.527M	\$0.000M
<b>Forecast Operating Budget Shortfall</b>	<b>(\$6.189M)</b>	<b>(\$2.148M)</b>
Strategies to Address Shortfall *		
2019 Revenue Surplus	\$3.000M	
2019-2020 One-Time Supplemental and Operating Expenditure Reductions	\$3.658M	
Ongoing Operating Expenditure Reductions	\$0.000M	
Use of Revenue Stabilization Fund	\$0.000M	

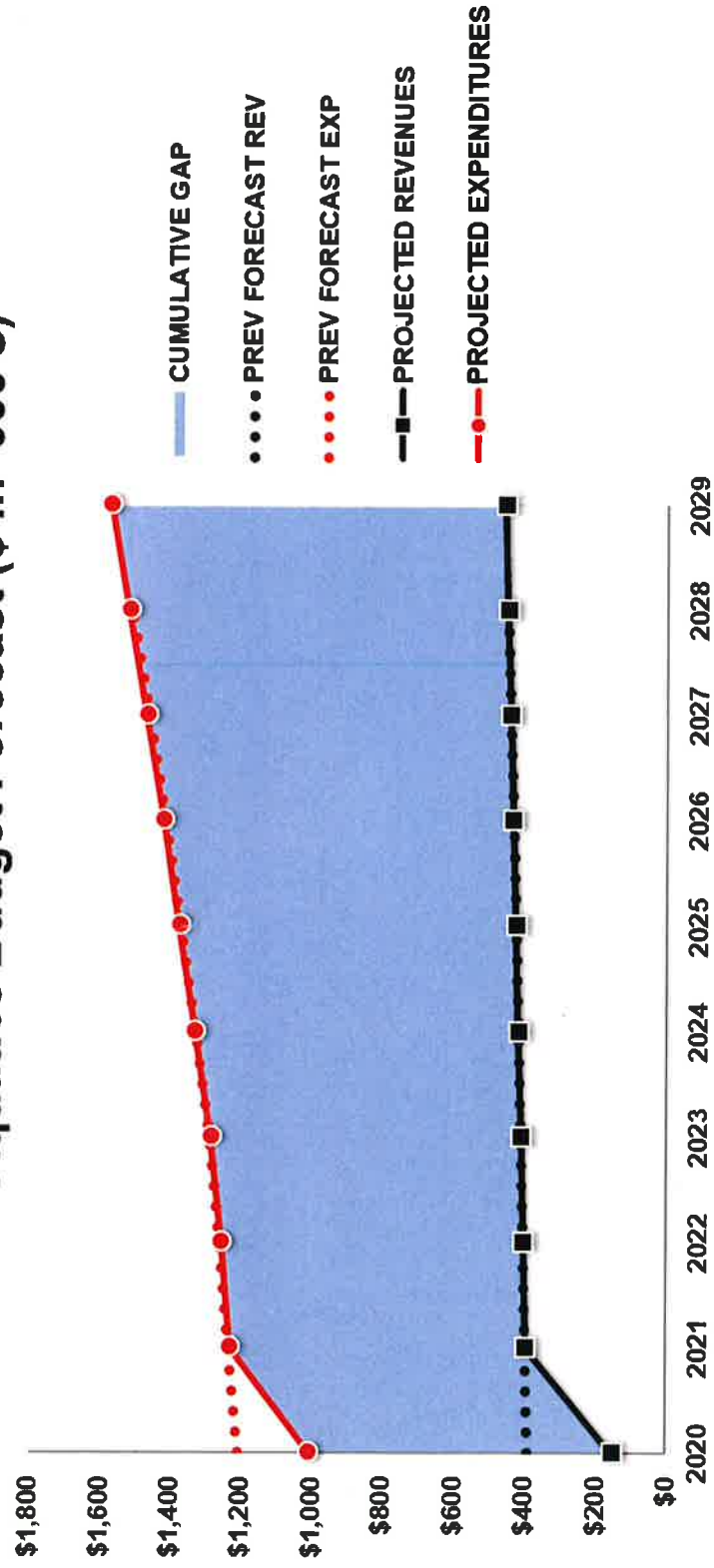


# May 2020 Update: 10 Year Financial Sustainability Model with COVID-19 Impacts



# Shoreline Pool Operating Forecast

## Aquatics Budget Forecast (\$ in '000's)



# Impact of Closing the Pool on the Citywide Forecast

