



Parks, Recreation and
Cultural Services/Tree
Board

January 28, 2016



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

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



AGENDA

PARKS, RECREATION & CULTURAL SERVICES/TREE BOARD REGULAR MEETING

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

Shoreline City Hall Room 303
17500 Midvale Ave North

		<u>Estimated Time</u>
1. CALL TO ORDER/ATTENDANCE		7:00
2. APPROVAL OF AGENDA	Action	7:02
3. APPROVAL OF MINUTES	Action	7:03
4. PUBLIC COMMENT		7:04
NOTICE OF DISCLOSURE		
<i>The City of Shoreline will enter all comments received into the public record and may make these comments, and any attachments or other supporting materials, available unchanged, including any business or personal information (name, email address, phone, etc.) that you provide available for public review. This information may be released on the City's website. Comments received are part of the public record and subject to disclosure under the Public Records Act, RCW 42.56. Do not include any information in your comment or supporting materials that you do not wish to be made public, including name and contact information.</i>		
5. 2016 PROS PLAN	Discussion	7:07
a. Introduce Consultant Team		
b. Community Engagement Plan		
c. Board Involvement		
6. NORTH MAINTENANCE FACILITY/ HAMLIN YARD	Information	8:00
7. HIDDEN LAKE UPDATE	Information	8:20
8. PUBLIC ART REPORT AND SUBCOMMITTEE APPOINTMENT	Action	8:40
9. OLD AND NEW BUSINESS		9:00
10. ADJOURN		9:30

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

UPCOMING EVENTS

Gallery at City Hall Panel Presentation on Art and Historical Change

*On behalf of Shoreline Parks, Recreation, and Cultural Services, I am delighted to invite you to a special opening and reception for “**Modvale: Presence and Absence in Local History**” at Shoreline City Hall on Saturday, January 30, 4:00pm – 6:00pm (3rd floor). Nine local artists working in a wide variety of media (including pyrography and 3-D photo collage, among others) offer various interpretations of historical change, gentrification, density, nostalgia, memory, and loss. An **artists’ panel** will convene 4:30-5:15 to consolidate the “findings.” Beverages, hors d’oeuvres, free parking (17500 Midvale Ave N).*

- Date: 01/30/2016 4:00 PM - 6:00 PM
- Location: Shoreline City Hall Art Gallery

Council of Neighborhoods Monthly Meeting

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

Fat Laces Break Dance Battle

- **Date:** 02/12/2016 6:30 PM - 11:30 PM
- **Location:** Richmond Highlands Recreation Center

Tween Night

- **Date:** 02/13/2016 6:30 PM - 10:30 PM
- **Location:** Richmond Highlands Recreation Center

Middle School Night

- **Date:** 02/20/2016 7:00 PM - 11:30 PM
- **Location:** Richmond Highlands Recreation Center

Open House - 145th Street Multimodal Corridor Study

- **Date:** 02/24/2016 6:00 PM - 8:00 PM
- **Location:** Shorecrest High School

Work Parties at Richmond Beach Saltwater Park:

- 2/6 10am-2pm
- 2/13 10am-2pm
- 2/20 10am-2pm
- 3/5 10am-2pm



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

**October 22, 2015
7:00 p.m.**

**Shoreline City Hall
Room 303**

1. Call to Order/Attendance

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

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

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

2. Approval of Agenda: Chair Sycuro called for a motion to approve the agenda as written. So moved by Ms. Robertson and seconded by Ms. Southwick.

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

4. Public Comment

None

5. Director's Report

- Pavers will soon be engraved for the Veterans Memorial Plaza. We are waiting for news about a \$20,000 grant from 4Culture to fund the Plaza's completion.
- Janitorial services for Parks facilities are under review due to substandard performance.
- Ribbon cutting for the greenhouse at Richmond Highlands Recreation Center is scheduled for November 4th. This will provide new opportunities for our Specialized Recreation program.
- Mr. Friedli and Officer Perry met with the Ridgecrest Neighborhood Association regarding a CPTED project at Paramount Open Space.
- The Kruckeberg Botanic Garden Party was a success. The Solstice Stroll is taking a hiatus this year due to staff turnover and decreased resources with the expectation that it will return in 2016.
- Standard City of Shoreline park signs have been ordered for Darnell Park, Rotary Park and Innis Arden Reserve.
- The quarterly tree report is in the packet.
- The Parks Department will be on retreat on Friday, November 6 at the Rosehill Community Center in Mukilteo. The morning will focus on new technologies affecting Parks and the afternoon will invite recreation staff to think creatively about a new recreation/community center in the future and the maintenance staff will design their perfect park. The intention is to uncover the principles that are important to the staff as we enter the planning stages of the Parks, Recreation and Open Space Plan update.
- Hamlin Haunt is tomorrow at 6:00 p.m. at Hamlin Park.
- The Monster Mash Dash was held on October 10 and was another great success.

- Chair Sycuro updated the Board on the Public Art Subcommittee meeting held immediately prior to the PRCS Board meeting. The next subcommittee meeting is scheduled for December 10 at 5:30 p.m.

6. Hidden Lake Project Update

Eric Gilmore, Surface Water Engineer

Mr. Gilmore presented the following via PowerPoint:

- Project status
 - Alternative 1 produces a shallow grade coming into the lake
 - The Board inquired about the impact on and opinion of the neighbors most affected.
 - This option offers no fish passage benefit and is potentially the lowest cost option.
 - Alternative 2 is different from Alternative 1 in that it affects the culverts under Innis Arden Way (IAW), making them steeper. When the dam is removed the culverts under IAW can be removed and replaced in anticipation of future work that would allow fish passage.
 - No fish passage benefit and a moderate wetland creation.
 - Two phases.
 - Alternative 3 is the steepest and shallowest option. It leaves very little wetland area and offers the tightest control allowing for trails and land management.
 - Highest cost.
 - Most closely mimics natural stream conditions and sediment transport.
 - Immediate fish passage.
 - Alternative 3 most likely mimics the natural state prior to human involvement.
- The Board engaged staff in conversation about the alternatives and their impact on fish passage, neighbors, grant eligibility, and on the City's surface water utility.
- An open house on Saturday, October 24 will receive public comment to inform the design. Staff may return to the Board in December seeking a recommendation.

7. 2016 Proposed Budget

Mr. Friedli presented the Parks Department budget as it was proposed to the City Council on October 19. He reviewed the budget distribution, changes to the budget for 2016, revenue trends, and the Capital Improvement Plan General Capital Fund.

8. Parks, Recreation and Open Space (PROS) Plan Development

Maureen Colaizzi, Parks Projects Coordinator

Ms. Colaizzi reviewed major accomplishments since the last PROS Plan:

- Healthy City Strategy implementation
- Expanded youth programming
- Social media expansion
- Public Art Plan creation
- Key partnership development with Kruckeberg Botanic Garden
- Capital projects, including:
 - Sunset School Park
 - Park at Town Center master plan
 - Kruckeberg Botanic Garden parking lot and entry
 - Eastside Off-Leash Dog Area
 - Richmond Highlands Recreation Center interior renovation

- Shoreline Pool assessment
- Echo Lake Park improvements
- Richmond Beach Saltwater Park Bridge Repair
- Repair and Replacement project highlights
- After the adoption of the PROS Plan a number of things were added including:
 - Community gardens at Twin Ponds and Sunset School Parks
 - Tree City USA status
 - Hamlin Park 15th Ave. NE sidewalk improvements
 - Meridian Park wetland enhancement
 - Hidden Lake maintenance study
 - King County Trail Levy renewal
 - Pool planning and repairs
 - Veterans Recognition Site
 - Light Rail station subarea planning

Ms. Colaizzi presented the Community Survey timeline and strategy and the consultant selection process and timeline. The Board was invited to discuss the list of projects that are currently incomplete from the current PROS Plan to guide the planning process for the next PROS Plan. The Board observed that one of the areas of weakness is cultural programming.

The Board made note of the PROS Plan topics of highest interest to them and made the following recommendations:

- Conduct an inventory of current park conditions and assess them according to minimum levels of service,
- Allow the PROS Plan RFQ's scope of work to inform the Board's scope of work.
- Add an emphasis on Cultural Services,
- Identify the components of the Plan that can be discussed during Board meetings and which will require additional time outside of the monthly meeting.

9. Retreat Follow-up

Katie Schielke

- The lingering takeaway from the retreat is understanding the Board as citizen expert.
- "Promote Shoreline" was interpreted as a strategy to promote the visibility of the Parks Board.
- The Board explored ways to expand the MLK event to increase visibility and involve more people. The suggestion was made to join an existing work party rather than create something new. The consensus was made to rally around the South Woods work party on November 14 in honor of park volunteer, Charlie Brown. Staff will provide the details about that event as they become available.
- The Board requested that the role and mission of the Board be added to the December agenda for further discussion. The Board inquired whether there is a section of the PROS Plan that could be drafted and written by the Board to identify the role and mission of the Board?

10. Comments from the Board

- The preschools at North City Elementary School are looking for a new home. Staff suggested the Shoreline Center as a resource.
- North City and Aldercrest Schools are being reclaimed by the School District as active school properties. This prompted the Board to consider the possibility that Paramount and Sunset School Parks could be reclaimed. Recognizing the impact of the school district's decisions on the PROS Plan, the Board expressed the desire to invite the

Shoreline School District Superintendent or Deputy Superintendent to a Board meeting to learn more about their vision for the next few years.

- Chair Sycuro reported on the use of electric motorcycles by Shoreline police in parks.
- The Board requested the opportunity to meet with the new City Councilmember following the election.

11. Adjournment

Hearing no further business, Chair Sycuro called for a motion to adjourn. So moved by Ms. Dittbrenner and seconded by Ms. Schielke. The meeting adjourned at 8:58 p.m.

Signature of Chair
Jesse Sycuro

Date

Signature of Minute Writer
Lynn Gabrieli

Date



Memorandum

DATE: January 21, 2016
TO: Parks, Recreation and Cultural Services/Tree Board
FROM: Maureen Colaizzi, Park Project Coordinator
RE: PROS Plan: Consultant Introduction, Communication and Public Outreach Plan Input

Requested Board Action

The PRCS/Tree Board is requested to provide input on the PROS Plan Communication and Public Outreach Plan.

Project or Policy Description and Background

On Monday, January 25, the City Council [will take action](#) to authorize the City Manager to enter into an agreement with MIG to provide professional services for the Parks, Recreation and Open Space (PROS) Plan update.

The PRCS Department solicited statements of qualifications (RFQ 8347) from consultants or teams of consultants interested in the PROS Planning & Analysis Project. Four consultant teams submitted materials in response to the request for qualifications. Staff formed two teams, one to review the Statement of Qualifications (SOQ) and another to conduct in-person interviews. The team members included: a PRCS/Tree Board Member, Senior Planner, Communication Specialist, Neighborhood Coordinator, Park Maintenance Superintendent, Recreation Superintendent, Parks Project Coordinator, PRCS Administrative Assistant, and the PRCS Director.

After reviewing the statements of qualifications, three consultant teams were selected to be interviewed. Staff rated each consultant team on how they responded to the criteria provided prior to the interview. Based on ratings, follow-up discussions and reference checks, staff selected MIG as the most qualified firm to complete the PROS Planning and Analysis project.

Project Description

MIG will assist the City to complete major components necessary to update the City of Shoreline's PROS Plan. The primary objectives of the consultant contract work are as follows:

- Conduct and prepare a recreation demand study;
- Conduct and prepare an aquatic/community center feasibility study;
- Conduct and prepare an inventory and condition assessment report of major park assets such as outdoor restrooms and playgrounds;
- Create a park and open space plan for the City's two light rail station subareas;
- Prepare and implement a community outreach plan for the PROS Plan update; and,
- Draft specific written chapters of the PROS Plan document that relate to the work components identified above.

Public Involvement Process

Before going into a summary of the scope, schedule and budget for the project, I want to set the stage for your participation on January 28.

One of the first tasks to be complete is the creation of a Communication and Staff/Public Engagement Plan to set the stage for the public outreach efforts for the PROS Plan. We want to know who you think our target audiences should be, what we should do to engage with these target audiences and where and when we should go to reach our audiences. Please come prepared to provide your thoughts and ideas.

Scope of Work

Attachment A includes the consultant scope of services which is broken down into three phases. Each phase contains a list of tasks to be accomplished. The Phases and Tasks are tied to a project schedule in Attachment B.

Phase 1 Establishing a Foundation (January – May 2016)

In Phase 1, The City of Shoreline will provide MIG with a deeper understanding of the Shoreline park, recreation and open space system, building on MIG's existing knowledge and recent local and regional planning efforts.

Phase 2: Diving Deep (April – December 2016)

During Phase 2, MIG will lead the community in exploration of the broader challenges and opportunities facing Shoreline's parks, recreation and open space system. This phase will include the largest portion of public engagement and input; result in the market analysis and recreation demand study, as well as direction on the aquatic/community center and light rail station area park planning.

Phase 3: Bringing it All Together (October 2016 – July 2017)

In Phase 3, MIG will support City staff to refine and document outcomes from Phase 2 into a functional, actionable and visionary plan for Shoreline's parks, open space and recreation system.

Anticipated Schedule

The following is the anticipated schedule through September 2016. We are mapping out information, discussion and action items for the PRCS/Tree Board meetings as denoted in the schedule with a D, I, A. The asterisk represents anticipated City Council briefings on the PROS Plan update progress. As the dates for public meetings and briefings are planned, staff will update the schedule and share changes with the PRCS/Tree Board.

October-December 2015

- ✓ Consultant selection process

January 2016

- ✓ Administer the community survey by ETC Institute
- Introduce Public Art Plan to Community Partners and Public Art Committee
- Task 1.1 & 1.5 Kick-off meeting and Tour
- **Task 1.3 Communication and Staff/Public Outreach Plan**
 - Identify target audiences for stakeholder interviews, focus groups, public workshops
 - Identify events and techniques for public engagement,
 - Develop a schedule for events and meetings

February 2016

- Task 1.2 Background Information Review by MIG
- Task 1.4 Base Map/Asset Inventory Review & Analysis by MIG
- Task 1.6 Asset Condition Assessments
- Task 1.7 Public Engagement Toolkit

March 2016

- Task 1.4 Conduct Staff Asset Inventory
- Task 1.6 Receive Asset Condition Assessments Summary Report
- Task 1.8 Stakeholder Interviews
- Task 1.10 Public Information Update
- Task 2.1 Online Questionnaire development
- Public Art Plan Update
- Receive results of the community survey conducted by ETC Institute

April 2016

- Review community survey results with PRCS/Tree Board & City Council
- Task 2.1 Launch Online Questionnaire

May-June 2016

- Task 2.2 Focus Group Meetings (5)
- Task 2.3 Public Workshops #1,#2
- Task 2.4 Market Analysis
- Task 2.5 Recreation Demand Study
- Task 2.6 Begin Aquatic/Community Center Feasibility Study
- Task 2.7 Begin Light Rail Station Area Park and Open Space Planning
- Public Art Plan Update

July-October 2016

- Task 2.3 Public Workshop #3
- Task 2.6 Aquatic/Community Center Feasibility Study Report
- Task 2.7 Light Rail Station Area Park and Open Space Plan Report
- Draft Public Art Plan Review

Budget Implications

The cost of this contract will be paid based on the following funding:

EXPENDITURES	
Parks, Recreation and Open Space (PROS) Plan Update	\$51,227
Pool & Recreation Facility Master Planning	\$115,000
Park Maintenance Operating Budget	\$20,000
<hr/>	<hr/>
Total Project Cost	\$186,227
REVENUE	
General Capital and General Fund	\$186,227
<hr/>	<hr/>
Total Funding	\$186,227

Shoreline Parks, Recreation and Open Space (PROS) Planning and Analysis Final Scope of Work – January 13, 2016

MIG will receive written authorization by the City prior to beginning work of a future phase.

Phase 1: Establishing a Foundation (January – August 2016) Fee: \$34,340

In Phase 1, the MIG|SvR Team will gain a deeper understanding of the Shoreline park, recreation and open space system, building on our Team's existing knowledge and recent local and regional planning efforts.

1.1 Project Initiation and Steering Team Meetings

To initiate the project, MIG|SvR will participate in a kick-off meeting with the Steering Team, Technical Team and key PRCS maintenance and operations staff to discuss the engagement plan, roles and responsibilities for community engagement, and key City initiatives and projects that have relevance to the Master Plan. Following the meeting, MIG|SvR will prepare a brief summary of key decision points and provide this to the City Project Manager for distribution to the meeting participants. This task is intended to occur in conjunction with task 1.5, so that key team members from the City and consultant teams visit key sites together.

MIG|SvR will meet with the Steering Team at key points in the process to solicit feedback on technical work products and seek guidance on the plan development, including aligning projects with existing City efforts. MIG|SvR may also meet with the Technical Team and other topic-specific groups. This scope of work allows for additional in-person meetings in the Project Management and Administration tasks within each phase, as specified under those tasks.

- MIG responsibility: Meeting materials and facilitation
- MIG deliverable(s) to City: Meeting summaries
- City responsibility: Scheduling and logistics support

1.2 Background Information Review

MIG|SvR will review key background information provided by the City. This documentation will include relevant site, city-wide and regional plans, City budget and capital improvement plan, recreation program guides, and other documents related to the planning effort. Information from this background review will be incorporated into other project deliverables over the course of the project. In task 1.11, MIG|SvR will prepare a request for information identifying the desired background information for the project.

- MIG responsibility: Information request, coordination with staff
- MIG deliverable(s) to City: Ongoing
- City responsibility: Data and background materials

1.3 Communication and Staff/Public Engagement Plan

MIG|SvR will prepare a draft Communication and Staff/Public Engagement Plan, identifying target audiences including underserved communities, defining how public engagement techniques will be deployed for each target audience, clarifying roles and responsibilities for both consultant and City, developing a schedule of events and meetings where staff/the public will be engaged. The plan will account for the busy summer season and holidays. Following review by the City, MIG|SvR will finalize the Communication and Public Engagement Plan and begin developing engagement activities and materials.

- MIG responsibility: Develop document and coordination edits with City
- MIG deliverable(s) to City: Draft and Final Document
- City responsibility: Review and editing

1.4 Base Map/Inventory Review and Analysis

MIG|SvR will review electronic and hard copy park, recreation facility, open space and trail inventory data provided by the City, working with the City's Geographic Information System (GIS) contact. We will work with the City to prepare a base map of Shoreline's system based on the available GIS data, and ensure that the base map will work for all subsequent analysis deliverables. Beginning in February, City will update the inventory in GIS for the PROS Update and for implementing CityWorks. Coordination between MIG and staff will be needed to coordinate inventory, deciding what asset types will be assessed by City or MIG|SvR and developing the rating system employed by both staff and MIG|SvR.

- MIG responsibility: GIS and inventory updates, draft and final maps
- MIG deliverable(s) to City: Draft and final maps, updated inventory
- City responsibility: Provide GIS and inventory data and review draft maps and inventory

1.5 Site Tour

MIG|SvR will participate in six hours of site touring following the project initiation meeting (Task 1.1) to familiarize the project team with the specifics of Shoreline's parks, recreation facilities and open spaces. This tour should include City staff members with on-the-ground knowledge of the best and the worst of the park and recreation system and are able to share current or future concerns/issues. Observations of park and facility condition from this tour will be used to help focus the condition assessments conducted in task 1.6.

- MIG responsibility: listen and ask questions of City staff as we tour the sites, document/take photographs
- MIG deliverable(s) to City: N/A
- City responsibility: develop tour "itinerary" highlighting representative sites and critical issues for the community

1.6 Condition Assessments and Summary Report

Expanding upon existing City of Shoreline documentation, MIG|SvR, with NAC Architecture, will conduct a physical assessment of existing major outdoor assets including restrooms, play equipment, shelters, hard courts and grass/dirt play fields. The assessment will identify potential

Contract 8347
Exhibit A: Scope of Work

needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable design, management practices and increasing health opportunities. The assessment will be based on the approved system inventory (Task 1.4), existing documentation (Task 1.2), and will align with the City's ongoing adoption of asset management tools using the CityWorks software system. As part of this task, MIG|SvR will meet with operations staff to discuss facility design, needs, operations and maintenance. At the end of this effort, the City will have a confirmed asset inventory with condition evaluations and recommendations of up to 10 asset classes. The asset in the field will be rated using a scoring system agreed to by the City and that aligns with the CityWorks asset management system in February 2016. MIG|SvR will provide a summary report documenting conditions of existing parks and recreation facilities and will provide a final draft based on comments from the City.

- MIG responsibility: Physical assessment, documentation, staff coordination
- MIG deliverable(s) to City: Draft and Final Summary Report
- City responsibility: Evaluation review and document edits

1.7 Public Engagement Toolkit

MIG|SvR will prepare a package of materials for use at intercept activities, stakeholder interviews and community meetings to be organized and staffed by City of Shoreline personnel. The toolkit will ensure a consistent message and common design theme throughout the duration of the project. MIG|SvR will develop and provide pdf files for up to three display boards, along with talking points and feedback forms to support staff extending the public input process. Using the pdf format, the City to print on demand and will provide an online data entry portal for City staff to input results. Once each engagement activity is complete and all data is entered, MIG will analyze the results and provide summaries to the City.

- MIG responsibility: Coordination and review with City, toolkit development
- MIG deliverable(s) to City: Public Engagement Toolkit, outreach summaries
- City responsibility: Review materials, print materials as needed

1.8 Stakeholder Interviews

The MIG|SvR Team will facilitate one day of stakeholder interviews, up to five meetings of 1-1.5 hours each, or in conjunction with a scheduled stakeholder meeting. The topics and invitees will be identified within the final Communication and Public Engagement Plan. The City will initiate outreach, provide meeting rooms and logistics support. MIG|SvR will provide a summary of the discussions that identifies issues and ideas raised by the participants and increase the diversity of responses.

- MIG responsibility: Conduct interviews, develop interview summary
- MIG deliverable(s) to City: Draft and Final Interview Summary
- City responsibility: Stakeholder outreach and invitations

1.9 Training of and Staffing of Intercepts at Events

MIG|SvR will conduct one 1-hour training session with key City staff to teach staff how to use the Engagement Toolkit to employ intercepts at different events/locations to broaden the feedback of users. In Phase 2, Diving Deep, MIG will spend up to four hours at major city events, such as Celebrate Shoreline to conduct intercepts to engage a broad cross-section of residents and users and alert them to opportunities to provide additional feedback in the upcoming online questionnaire on the City's behalf.

- MIG responsibility: Conduct training session, staff two intercept events
- MIG deliverable(s) to City: Outreach summary
- City responsibility: Organize training and hold additional events as needed

1.10 Public Information Update

MIG|SvR will prepare a public information update for each phase of the project that describes the process, interesting facts and findings in a series of short paragraphs that can be easily utilized in a wide range of existing City communications (including social media, newsletters and website updates). The Phase 1 update will include a description of the process, key dates and preliminary facts and figures about the park system from the background analysis.

- MIG responsibility: Develop update
- MIG deliverable(s) to City: Public information update
- City responsibility: Post update to outlets as suggested in Public Engagement Plan

1.11 Project Management and Administration

This task will ensure a consistent basis for project management and follow-up. As part of this task, MIG|SvR will prepare a request for information identifying the desired background information for the project. MIG|SvR will coordinate with the City on project activities and progress in biweekly phone calls including up to 2 in-person meetings as needed, resolve issues that may arise regarding schedule and deliverables, and recommend direction for completing project tasks. Project Management and Coordination for this phase is based on a 4-month duration and includes bi-weekly project team conference calls. A project management protocol will be developed that will define MIG and City roles and responsibilities including coordination of document review and editing.

- MIG responsibility: Provide project management for duration of Phase 1. Participate in a discussion to create a 1-2 page Project Management Protocol document.
- MIG deliverable(s) to City: Attend two (1-2- hour) in-person meetings to update the City at a Staff, the PRCS/Tree Board and/or City Council meeting as determined by the City and provide written updates or progress reports as needed.
- City responsibility: Coordinate and convene meetings, Participate in and create the Project Management Protocol document.

Phase 2: Diving Deep (April – December 2016) Fee: \$121,426

During Phase 2, the MIG|SvR Team will explore the broader challenges and opportunities facing Shoreline's parks, recreation and open space system based on input from the community. This phase will result in the market analysis and recreation demand study, as well as direction on the aquatic/community center and station area planning.

2.1 Online Questionnaire

The MIG|SvR Team will develop an accessible online survey with input from the City to gather feedback from residents of Shoreline. This online survey will be designed to give all interested parties a voice in the planning process, and will collect community input about community desires, initial priorities and important park and recreation activities. The MIG|SvR Team will design and program the online survey, and analyze the results, including a brief memo summarizing key findings. The City will post the link to the City website and distribute it as widely as possible using existing communications networks and newsletters. The City will provide input on what subject matter will be included in the survey.

- MIG responsibility: Develop questions and administer questionnaire implement
- MIG deliverable(s) to City: Draft and final questions, questionnaire hosting
- City responsibility: Collaborate on question development, review and approve online questionnaire

2.2 Focus Groups

The MIG|SvR Team will facilitate discussions with hard to reach populations, under-represented, and underserved groups to determine needs and barriers to meeting these perceived needs. Topics and invitation lists will be determined in the Communication and Public Engagement Plan. MIG|SvR will hold up to five 1-1.5 hour focus group meetings. MIG|SvR will provide an agenda prior to the meeting. Following the meetings, MIG|SvR will prepare a single summary memo documenting key findings.

- MIG responsibility: Provide meeting materials, conduct meetings
- MIG deliverable(s) to City: Meeting summary
- City responsibility: Logistical support

2.3 Public Workshops

MIG|SvR will design and facilitate three topic-specific community workshops at times and locations convenient to the target populations. One will address the Station Area Parks and Open Space Plan (Task 2.8), the second will focus on the Aquatics/Community Center Feasibility Study (Task 2.7) and the last will focus on cultural services to assist in developing the cultural services needs analysis and the update to the Public Art Plan. During each event, the Team will present findings from the community survey, stakeholder interviews, focus groups, questionnaire, Market Analysis (Task 2.5) and Recreation Demand Study (Task 2.6). In addition to focusing on three specific topics, these events will provide options for the community to allow for greater participation. Following the events, the Team will also provide a single online version of the workshops using materials from these events to hear from a greater number of

residents and park users. MIG|SvR will provide a summary of the set of workshops and online feedback, identifying the specific ideas and overlapping themes raised by participants.

- MIG responsibility: Workshop invitations and announcements, materials and facilitation
- MIG deliverable(s) to City: Draft and final materials, workshop summary
- City responsibility: Meeting logistics and coordination

2.4 Market Analysis

The MIG|SvR Team will evaluate demographic data, recreation spending and recreation participation trends that affect the current and future market. The analysis will help identify the demand for different types of programming and the spending level in Shoreline relative to the greater Seattle area and the State of Washington. Along with information for broader recreation programming and services, findings from this document will provide insight and detailed understanding of future direction for the aquatic/community center. The Market Analysis will be provided to the City in pdf format for distribution and include a draft and final document.

- MIG responsibility: Conduct analysis
- MIG deliverable(s) to City: Draft and final Market Analysis
- City responsibility: Review and edit document

2.5 Draft and Final Recreation Demand Study

The Recreation Demand Study will provide a specific needs assessment for recreation programs and services in Shoreline. It will incorporate user feedback garnered through the City's separate statistically valid survey, the online questionnaire and other outreach methods. It will incorporate market information from the Market Analysis, and analyze best practices and areas of latent demand. This task includes comparison of up to three comparable cities recreational programs to be approved by the City. The result will be a stand-alone report designed to guide Shoreline's recreation services, feed into the Aquatic/Community Center Feasibility Study and provide recommendations for the PROS Plan document. This task includes a draft and final document.

- MIG responsibility: Conduct study
- MIG deliverable(s) to City: Draft and Final Recreation Demand Study
- City responsibility: Provide review and edits of study

2.6 Draft and Final Aquatic/Community Center Feasibility Study Report

For this task, the MIG|SvR Team will conduct a detailed study of the future aquatic/community center. The Team will base the study on a set of site evaluation criteria which will include a range of considerations related to size, location, availability, proximities, adjacencies, topography and infrastructure. Team members will visit and evaluate potential new sites and review the site analysis with the City to determine the preferred site or sites. The resulting report will describe recommendations for the preferred site or sites and summarize program areas and options based on findings from Phase 2. Based on review and discussion with the City,

the Team will then develop a final program for the preferred concept and cost estimate. The report will also detail the operational plan and one year operational budget for the preferred concept. This task will include a draft and final report.

- MIG responsibility: Conduct study
- MIG deliverable(s) to City: Draft and Final Report
- City responsibility: Provide review and edits of study

2.7 Draft and Final Light Rail Station Areas Park and Open Space Plan Report

This task will result in a plan for park and open space improvements for Shoreline's future light rail station areas. The MIG|SvR Team will review the City's survey and project questionnaire to assess community needs and determine future park/open space, recreation and cultural needs for the two new light rail station subareas based on anticipated land use and transportation changes. Beginning with a review of existing documentation (EISs, planning studies, etc) for both the 145th and 185th light rail subareas, and findings from the Recreation Demand Study, the Team will discuss the potential for future park/open space, recreation and cultural facilities based on input from the public, including the focused discussion during the public workshops (Task 2.4). The Team will review and analyze existing nearby park sites within the two subareas to determine opportunities for these sites to better serve current and future park and recreation users, and make recommendations for new park/open space site locations, connections and improvements. During Task 2.3, the City/project team may choose to focus on getting input from residents concerned about the future of these station subareas. This study will also explore and identify connections between the subareas via parks and recreation facilities. Following this thorough review, the Team will complete the City's light rail station subareas parks and open space plan report, providing a draft and final document.

- MIG responsibility: Conduct planning and analysis, coordinate with City for potential public feedback and communication
- MIG deliverable(s) to City: Draft and Final Report
- City responsibility: Support public review logistics, review and edit of draft report

2.8 Public Open House

Working with City Staff, MIG|SvR will coordinate and conduct a public open house to present the draft list of prioritized potential projects and improvements and present draft products from Tasks 2.6, 2.7, 2.8 et al. The workshop will be structured to ensure clear understanding of the issues and opportunities, the options available and their impacts, and preferred visions and strategies. This final open house can also feature interactive polling technology which can also be extended through a companion online workshop, similar to the online workshop offered in Task 2.4. MIG|SvR will provide agendas, public comment sheets, and produce a summary memo of the results of the workshop.

- MIG responsibility: Meeting announcements, materials and facilitation
- MIG deliverable(s) to City: Meeting announcements, materials and summary memo
- City responsibility: Coordinate meeting logistics

2.9 Public Information Update

The Phase 2 update will include outcomes from the community input process and a summary of important findings from the asset assessment/inventory, market analysis and studies.

- MIG responsibility: Develop update
- MIG deliverable(s) to City: Public information update
- City responsibility: Post update to outlets as suggested in Public Engagement Plan

2.10 Project Management and Administration

Project Management and Coordination for this phase is based on an 8-month duration and includes bi-weekly project team conference calls including up to six in-person meetings.

- MIG responsibility: Provide project management for duration of Phase 1
- MIG deliverable(s) to City: Attend six (1-2- hour) in-person meetings to update Staff, the PRCS/Tree Board or City Council as determined by the City and written updates or progress reports as needed.
- City responsibility: Coordinate and convene meetings

Phase 3: Bringing it All Together (October 2016 – July 2017) Fee: \$24,491

In Phase 3, the MIG|SvR Team will support City staff to refine and document outcomes from Phase 2 into a functional, actionable and visionary plan for Shoreline's parks, open space and recreation system.

3.1 Prioritized Capital Project List and Cost Estimates

MIG|SvR will build a prioritized 20-year capital projects (CIP) list, divided into short, mid and long-term projects with order of magnitude cost estimates, and a planning model of the cost for operating the sites and facilities recommended in the draft PROS Plan. The assumptions for costs will be derived from any recent Shoreline projects and the MIG|SvR team experience. The model will be a working document that can be updated with new cost assumptions during and following the planning process. For review the document will be provided in Excel and pdf formats.

- MIG responsibility: develop a draft and final capital projects list and operating cost model for O+M.
- MIG deliverable(s) to City: draft and final capital projects list, operating cost model for O+M.
- City responsibility: review draft CIP list and operating cost model

3.2 Draft PROS Plan Document Chapters

In Phase 3, MIG|SvR will draft specific written chapters of the PROS plan document that relate to earlier deliverables, working in collaboration with the City who will be the primary author of the Administrative Draft PROS Plan document. Specific chapters MIG will draft include:

- MIG responsibility: develop and or compile and format deliverables listed below as chapters to include in the draft PROS plan document

- MIG deliverable(s) to City: demographics profile, demand and needs analysis, PROS plan implementation (20-year CIP)
- City responsibility: format and include text in the draft PROS plan document

3.3 Public Draft Plan Support

MIG|SvR will work with staff to support necessary revisions to the Administrative Draft Plan based on project team comments (received at the meeting and in written form), a full plan will be released to the public and provided to City Council for comment and consideration for adoption. This draft is intended to support the community discussion of the plan through the adoption process. Rather than creating multiple versions as comments are received, the City will track comments and corrections in a separate memo, allowing City Council to consider the comments together and City Staff to recommend changes to incorporate in the final plan and which to address in other ways.

- MIG responsibility: support for the Administrative Draft Plan
- MIG deliverable(s) to City: written/verbal comments to the City on the Administrative Draft Plan
- City responsibility: Administrative Draft Plan, tracking memorandum (memo template provided by MIG) with compiled comments from various stakeholders/public.

3.4 Adoption Support

MIG|SvR will provide a PowerPoint presentation to accompany the Public Review Draft Plan that can be presented by City staff as needed during the review and adoption process. MIG|SvR will also be available to respond to questions and comments as the plan moves forward. This task includes coordination for the City's SEPA review and compliance prior to Council adoption and RCO compliance following adoption.

- MIG responsibility: Provide Draft Plan adoption support as needed
- MIG deliverable(s) to City: PowerPoint presentation
- City responsibility: Coordinate presentation and Q/A as needed

3.5 Final Plan Support

Following adoption of the plan, MIG|SvR will support City staff to complete one round of final edits based on feedback received during the adoption process (as approved by City Council) and deliver the final version of Shoreline's plan to the City in pdf files suitable for printing and for publishing online and the original InDesign files.

- MIG responsibility: Provide final document edits in coordination with City
- MIG deliverable(s) to City: Final Plan chapters in coordination with City
- City responsibility: Coordinate plan edits and review needs

3.6 Project Management and Administration

Project Management and Administration for this phase is based on a 7-month duration and includes bi-weekly project team conference calls including up to two in-person meetings. This task includes the packaging and delivery of project files and other close-out activities.

Contract 8347
Exhibit A: Scope of Work

- MIG responsibility: Provide project management for duration of Phase 1
- MIG deliverable(s) to City: Attend two (1-2- hour) in-person meetings to update Staff, the PRCS/Tree Board or City Council as determined by the City and written updates or progress reports as needed
- City responsibility: Coordinate and convene meetings

*Note about deadlines and draft review: Unless otherwise specified in this scope or by other prearrangement, all materials due to the City will be delivered by the end of the day they are due, if not sooner. All draft review materials will be sent to the City electronically (eg. Word or pdf file) for one consolidated set of City comments using track changes or similar. The City is responsible for resolving any conflicting comments or changes prior to submitting edits.



Memorandum

DATE: January 28, 2016

TO: Parks, Recreation and Cultural Services Board

FROM: Randy Witt, Public Works Director

RE: North Maintenance Facility Development

CC: Eric Friedli, Parks, Recreation and Cultural Services Director

Requested Board Action

No action is requested. This is an introduction of the project to the Board as a discussion item.

Staff Recommendation:

None

Project Background

The City of Shoreline purchased the former King County Maintenance yard off of Ballinger Way and 25th Ave NE adjacent to Brugger's Bog Park, with the intent of bringing several maintenance activities together on one site. These include Public Works Streets, Surface Water Management (SWM), and Waste Water (WW) groups, with limited presence of Facilities, Traffic Engineering, Environmental Services, and Police. This property is adjacent to and south of Brugger's Bog Park.

Several of these public works functions are currently co-located with parks maintenance in the maintenance yard at Hamlin Park. Parks maintenance operations will stay at Hamlin Park.

The City entered into a contract with TCF Architects for programming and design of a maintenance facility (the North Maintenance Facility – NMF) at the end of 2016. In the first round of programming it was determined that the existing structures were not adequate to support the new program and functions, all existing structures will be demolished and the site will be regraded to accommodate the new structures. The existing structures include a wood framed structure, two pre-engineered canopies and fuel dispensers and above ground fuel tanks. The new public works and maintenance facility will include administrative and crew functions, vehicle storage (enclosed and

canopy covered), shops, vehicle washing, vehicle fueling with diesel and gasoline in a below ground fuel tank, deicer tank storage, decant facility and bulk materials storage.

The NMF site is bounded by Brugger's Bog Park on the north, 25th Ave NE on the east, Multifamily residential on the south and Ballinger Way on the Western edge. The eastern edge of the NMF site, along 25 Ave NE, floods during high rainfall events. The City is actively looking to correct this issue with the "25th Ave NE Floor Reduction Project". The intent of this project is to correct the flooding issue in the area including on the NMF site, the design strategy is yet to be determined. It is expected that the flood reduction project will be behind the NMF project schedule so strategies for the NMF project will need to be implemented to prevent flooding of the new structures until the flood reduction project is complete. Coordination between the two projects is expected throughout design and construction.

There are 4 buildings planned on this site:

Building A - Administration, crew and shops building, at 15,500 SF.

Building B - Vehicle and equipment canopy, pre-engineered metal building at 5,180SF.

Building C - Vehicle storage, enclosed and canopy covered, equipment storage vehicle wash bay and vehicle fuel bay, pre-engineered metal building at 20,900 SF.

Building D - Vehicle and material storage canopy, pre-engineered metal building at 4,500 SF.

Preliminary concept plans under consideration by the design team will be shared at this meeting.

With the development of the NMF and the relocation of public works out of the Hamlin Park maintenance facility, it can be reconfigured for more efficient use by Parks Maintenance operations. Over the years there have been numerous designs developed for how a new parks maintenance facility might be configured. The Hamlin Park facility is not a part of the NMF design project but staff have taken the opportunity to resurface some of those previous designs and update them based on current operations. Park staff anticipate looking towards upgrades after the public works staff move to the NMF.

Public Involvement Process

The Parks, Recreation and Cultural Services Board are being introduced to the project at this meeting, an informal meeting with the Ballinger Neighborhood is planned for February 1, 2016 and an update of the City Council is planned for February 22, 2016. Further public meeting will be conducted during the design process.

Schedule

The NMF project is in the early design phase, the site and building plans are still being vetted by the user groups. Although a firm schedule is not been established, the design phase will continue through 2016, with construction starting towards the end of 2016 or beginning of 2017 and continuing through 2017. Occupancy of the buildings is expected in early 2018.



Memorandum

DATE: January 14, 2016
TO: Parks, Recreation, and Cultural Services (PRCS) Board
FROM: John Featherstone, Engineer 2 – Surface Water
RE: Hidden Lake Dam Removal Project Update

Requested Board Action

The Utility requests a Parks Board consensus in support of the proposed staff recommendation (see below). If a consensus can be reached, the Utility will include mention of Parks Board support within an upcoming staff recommendation staff report and presentation to Council.

Proposed Staff Recommendation

The Staff recommendation is to take a multi-year approach in attempting to implement Alternative 3. The project team will seek to obtain a significant amount of grant funding during the coming grant cycles, and could also use this time to gather streamflow data and monitor lake sedimentation rates to help to inform future project management and design decisions. If sufficient grant or other funding sources cannot be secured within a proposed 5-year timeframe, then Alternative 1 should be implemented as the minimum means to address flood risk elements of the lake, which will be exacerbated as it gradually fills with sediment.

Such a multi-year approach will also provide more time to resolve uncertainties regarding adjacent property owners, which would potentially pertain to all alternatives and will likely need further resolution or clarification prior to the final selection and implementation of any alternative.

Alternative 3 is the Staff's preferred alternative when taking into account overall value and quality of improvements, community feedback, and long term elimination of liability.

Alternative 1 is the lowest cost (and hence least subject to funding uncertainty) but is expected to provide the minimum necessary improvements to lessen the liabilities of the current Hidden Lake situation.

Project Background

Hidden Lake is the man-made pond located at the intersection of NW Innis Arden Way and 10th Avenue NW in the Boeing Creek Basin and partially within Shoreview Park, originating over 80 years ago when Mr. William Boeing first dammed Boeing Creek to create a fishing pond and small hatchery near his estate. Current ownership of Hidden Lake is shared between the City of Shoreline (Shoreview Park) and 5 private property owners. The lake traps sediment that would otherwise be carried downstream and replenish Innis Arden Beach. Sedimentation occurred at a high rate in the past decade and the City's Surface Water Utility was required, at a high cost, to frequently remove large volumes of sediment in order to maintain the lake as an open water feature.

In September 2014, the City Council directed staff to cease dredging the lake and begin a phased approach to remove Hidden Lake Dam and re-establish Boeing Creek at Hidden Lake. This decision followed the Hidden Lake Management Feasibility Study and a July 24, 2014 recommendation from the PRCS Board. No sediment removal has occurred since 2013.

In 2015 the Hidden Lake Dam Removal Project team (consisting of City staff and a consultant team led by Herrera Environmental Consultants) developed three distinct design alternatives for the Hidden Lake Dam removal. Each alternative would modify the existing lake and its associated outflow configuration to safely convey flood flows and manage sediments that will continue to be transported into the existing lake area in Boeing Creek during storm events in the basin. These alternatives are intended to inform the City regarding a range of design strategies and to help the City select a preferred configuration for project design and implementation. Hidden Lake is expected to fill with sediment within 5 to 10 years and risks to NW Innis Arden Way and other utilities and infrastructure within the road right-of-way will arise if no action is taken to alter or remove the dam.

Conceptual alternatives in development were presented to PRCS Board on October 22, 2015, and in a Public Meeting at Shoreview Park on October 24, 2015. Comments received were used to further refine the alternatives.

Project Status

The Hidden Lake Dam Removal Project team has prepared a draft Design Alternatives Analysis report, (which will be electronically provided to PRCS board members). The alternatives can be summarized as follows:

Alternative 1

A concrete spillway would be constructed from the dam crest to the existing concrete apron at the roadway culvert entrance area. No stream channel would be constructed through the lake bed. Boeig Creek would naturally create a channel(s) in what is currently the lake area, gradually sluicing out some of the sediment in the lake bed. Over time, vegetated wetland habitat could be established and allowed to colonize those floodplain areas. This alternative is not fish passable.

Planning level cost estimate: \$680,000.

Alternative 2

Work would involve excavating a new creek channel through the lake bed and down to the concrete pad at the existing roadway culverts entrance, planting riparian areas within the former lake bed, and removing the dam and lake outlet structures. Alternative 2 would construct floodplain areas that emulate pre-lake conditions and that would be similar to the eventual naturally-formed floodplains under Alternative 1. This alternative could be made fish passable, but as defined it would not involve replacing the culverts beneath NW Innis Arden Way. However, it would allow for the future replacement of the fish impassible barriers under NW Innis Arden Way as a subsequent, complementary project.

Planning level cost estimate: \$2,350,000.

Alternative 3

Work would involve excavating a new creek channel through the lake bed, installing a large box culvert or small bridge at NW Innis Arden Way to replace the existing roadway culverts, and stream channel and vegetation improvements from upstream of the lake to downstream of the road. Work would also include removal of the dam, lake outlet structures, and the concrete pad at the existing culvert entrances. By removing the roadway culverts, creating better conditions for fish habitat and passage downstream of the road, and creating a gradual creek channel slope through the existing lake area, continuous fish passage would be restored from several hundred feet downstream of NW Innis Arden Way to the upstream end of the lake area.

Planning level cost estimate: \$5,200,000.

Project-related Park Improvements

All alternatives have the potential to install amenities and improvements specifically for the users of Shoreview Park, such as trail renovations and interpretive displays. The exact types of improvements would be dependent upon details of the design will be further developed in the next phase of the project. It can be inferred that the larger the area impacted, greater project budget, and a higher proportion of grant funding would generally be expected to correlate with

more opportunities for park improvements. For example, Alternative 1 directly impacts a smaller area of the park and would not involve constructing anything in the midst of the lake, so generally would not be expected to provide the degree of park improvements which one might expect under Alternative 3, which would impact a much wider area with a much larger, grant-driven project budget.

There is an existing trail spur that leads to a viewing spot at the eastern side of the lake. The creek bank has eroded significantly close to this trail segment. Alternatives 2 and 3, each of which would include constructing a stream channel(s) through the existing lake and thus yielding a predictable landscape within what is currently open water in the lake footprint, could readily allow for improved trail access (eliminating a potentially unsafe segment) and a viewing area with educational signage at the end of the trail spur close to the new creek channel.

Ongoing Public Involvement Process

The Design Alternatives Analysis report will be made available to the public by means of the project website, expected to be available by the beginning of February. The staff recommendation will be developed around the same time and is expected to be presented to Council in March.

The project team is in the process of reaching out to lakeside residents to determine if they want to meet to discuss the alternatives, and offer support for a preferred alternative. Further public involvement may be on hold until the selected alternative can be developed to a preliminary design stage.

Budget Implications

As estimated costs vary widely between the three alternatives, funding sources for this project will be dependent on which alternative is implemented. Alternative 1, with the lowest cost and least grant appeal, will likely be funded by Surface Water Utility funds. Alternative 3 has the highest cost and greatest grant appeal, so implementation will likely require securing grant funding for a large proportion of the total costs. Alternative 2 is expected to have lower costs and less grant appeal than Alternative 3, but still much higher costs and more grant appeal than Alternative 1.

One potential source of grant funding is the Washington Wildlife and Recreation Program (WWRP) Habitat grants offered by the Washington State Recreation and Conservation Office. The project team intends to apply during the upcoming grant cycle, the first deadline for which is on March 1, 2016.

Adjacent Property Owners

Hidden Lake is spread over five private properties in addition to Shoreview Park. Project participation of all five private property owners is uncertain, and ultimately some may not allow work to occur on their property. Alternatives 1 and 3 were designed to allow for full implementation contingent only upon the involvement of one property owner at the downstream end of the lake. This homeowner has been generally open to the proposed conceptual changes

thus far, but no formal agreement has been reached. Implementation of Alternative 2 would require consent of all five adjacent private property owners, three of whom have not granted property access for field data collection work that the project team sought to do on their land during this alternatives analysis phase.

Comparison of Alternatives

Table 1 presents a summary comparison of the three alternatives with respect to a wide range of criteria defined by the project team, based in part on public feedback obtained to date.

Table 1. Comparison of Alternatives.			
Criteria	Alternative 1	Alternative 2	Alternative 3
Cost	\$680,000	\$2,350,000 ^a	\$5,200,000 ^b
Required Participation of Several Adjacent Private Property Owners	No	Yes	No
Park Uses and Values	Low	High	High
Wetland Mitigation Likely Required	No	No	Yes
Fish Passage Benefits	No	No ^c	Yes
Other Habitat Benefits (e.g., waterfowl, forest, wetlands, amphibians, beaver)	Low	High	Medium
Downstream Suspended Sediment Loading	Low	Medium	High
Downstream Gravel Supply	Low (eventual)	High (immediate)	High (immediate)
Short-term Maintenance Needs	Low to Medium	Medium	Medium
Grant Funding Attractiveness	Low	Medium ^d	High
Permitting Complexity	Medium	Medium	High

^a If the culverts beneath NW Innis Arden Way were replaced as part of this alternative to allow fish passage, the total cost would increase to approximately \$5,550,000.

^b The new box culvert or bridge beneath NW Innis Arden Way would require temporary closure of roadway traffic to excavate into the deep earth fill prism underlying the existing roadway. The deep excavation and associated traffic control requirements are significant cost components of Alternative 3.

^c Fish passage could be achieved with Alternative 2 if the culverts beneath NW Innis Arden Way were replaced as under Alternative 3.

^d Grant funding attractiveness would be rated high for Alternative 2 if fish passage improvements were included in it.

Additional Information

Project webpage: www.cityofshoreline.com/hiddenlake

Contact information

John Featherstone

Engineer 2 – Surface Water

Public Works - Engineering

206-801-2478

jfeatherstone@shorelinewa.gov



Memorandum

DATE: January 28, 2016

TO: Parks, Recreation and Cultural Services Board

FROM: David Francis, Public Art Coordinator
Eric Friedli, Director

RE: Arts Committee Operations

Requested Committee Action

The Board is asked to discuss and act on several recommendations related to operational matters of the Art Committee. The Art Committee is scheduled to meet prior to the Board meeting on January 28. It is expected to discuss several operational matters and will potentially advance them to the Board for its approval.

- The Art Committee meeting frequency.
- Formalizing the Chair of the Art Committee.
- Establish a process for adding new members

Project or Policy Description and Background

The Public Art Policy was adopted in 2013 and describes, among other things related to public art, the Art Committee as “a sub-group comprised of a minimum of three members appointed by the PRCS Board, of which one member must be from among the board, to provide input on public art. Two additional members with art knowledge are to be appointed by the Park Board from either current board members or the community... Art Committee terms will be three years and may be renewed.”

The Policy does not provide operational guidelines for the Art Committee.

Staff have suggested it would be helpful to establish a bit more of a formal structure to the Art Committee as we move forward.

To that end, staff have recommended the following operational matters be discussed by the Art Committee and that they make recommendations to the PRCS Board:

1. The Art Committee meets monthly, preceding the monthly Park Board meetings in the same room, and/or at other times as needed.
2. The Public Art Coordinator serve as Chair of the Committee.
3. Establish a process for considering new members for the Art Committee. The Art Policy requires that there be a minimum of three members on the committee and at least one be a member of the PRCS Board. Members of the Art Committee need not be current Park Board members and may be invited from the community. The Art Committee is expected to discuss this item and may or may not forward a recommendation to the PRCS Board.

Schedule

The Art Committee is expected to discuss these matters at its January 28th meeting and then possible forward recommendations to the PRCS for action at its January 28th meeting.

Additional Information

David Francis
dfrancis@shorelinewa.gov
206-801-2661

Attachment 1: 2016 Proposed Schedule

January 28 Thursday, 5:45 – 6:45pm	Art Sub Committee Meeting Shoreline City Hall, room 303
January 30 Saturday, 4:00pm – 6:00 pm	“Modvale,” Art Opening at City Hall w/ Arts Council Panel Presentation: <i>Art, History, and Imagination</i>
February 2 – 5	Issue and Post Calls for Art
February 25 Thursday, 5:45 – 6:45pm	Art Sub Committee Meeting Shoreline City Hall, room 303
March 15	Draft Plan for 3 rd Mile Banners / Traffic Box Art Present to City Manager
March 24 Thursday, 5:45 – 6:45pm	Art Sub Committee Meeting Shoreline City Hall, room 303
March 30	Banners / Traffic Boxes – Call for Art
April 23 Saturday, 4:00 pm – 6:00 p	“Cross-Pollinations,” Art Opening, City Hall, w/ Arts Council. Panel Presentation: “Artistic Collaboration in the Digital Age”
April 28 Thursday, 5:45 – 6:45pm	Art Sub Committee Meeting Shoreline City Hall, room 303
May 12 Thursday, 5:30 – 7:30	Jury Panel for 2016 Temporary Art City Hall, room 440
May 26 Thursday, 5:45 – 6:45pm	Art Sub Committee Meeting Shoreline City Hall, room 303
June 23 Thursday, 5:45 – 6:45pm	Art Sub Committee Meeting Shoreline City Hall, room 303

July 14 Thursday, 5:30-7:00	Jury Banner Submissions / Traffic Box Art
July 25 – 29	Temporary Artwork Install period
July 23 Saturday 5:00 – 7:00	Interurban Art Walk Grand Opening Park at Town Center (No Art Committee Meeting)
August 25 Thursday, 5:45 – 6:45pm	Art Sub Committee Meeting Shoreline City Hall, room 303
September 22 Thursday, 5:45 – 6:45pm	Art Sub Committee Meeting Shoreline City Hall, room 303
September 30	Draft Public Art Plan
October 27 Thursday, 6:00 – 8:00	Art Reception at City Hall 4 th floor Gallery (No Art Committee Meeting)
November 15	Banners / Traffic Box Art Install
December 1 Thursday, 5:45 – 6:45pm	Art Committee Meeting Shoreline City Hall, Room 303
December 31	Final Public Art Plan to City Council

**Shoreline Parks, Recreation and Cultural Services Board
Agenda Planner**

D=Discussion A=Action
PH=Public Hearing I=Information

2016

**January 28 Room 303
7:00pm (Regular Meeting)**

Planned Absence:

Subject	Type	Time	Staff
Art Committee Structure and Appointment	A	10	David
Hidden Lake Update	I/A	15	John Featherstone
North Maintenance Facility/Hamlin Yard Update	I	30	Randy Witt/Kirk
PROS Plan -Consultant Team Scope & Schedule Review	I	20	Maureen -Consultant
PROS Plan – Communication & Public Engagement Plan Input	D	40	Maureen- Consultant

**February 25 Room 303
7:00pm (Regular Meeting)**

Planned Absence:

Subject	Type	Time	Staff
Fees & Cost Recovery Report	I	15	Mary
PROS Plan – Asset Inventory & Assessment Update	I	30	Kirk / Maureen
Community Garden Report	I	10	Lynn
PROS Plan - Community and Public Engagement Plan	A	15	Maureen
PROS Plan – Public Engagement Tool Kit Input	D	30	Maureen

**March 24 Room 303
7:00pm (regular Meeting)**

Planned Absence:

Subject	Type	Time	Staff
Alcohol in Park at Town Center and Kruckeberg	D	30	Eric
Water Consumption Reduction Plan	I	20	Kirk
Kruckeberg Residential Lease	I	15	Eric
Joint Use Agreement with School District	D	30	Eric/Mary
PROS Plan – On-line Questionnaire Input	D	20	Maureen-Consultant
PROS Plan – Quarterly Report	I	20	Maureen -Consultant

Shoreline Parks, Recreation and Cultural Services Board Agenda Planner

D=Discussion A=Action
PH=Public Hearing I=Information

**April 28 Room 303
7:00pm (Regular Meeting) Planned Absence:**

Subject	Type	Time	Staff
Alcohol in Parks at Town Center and Kruckeberg	PH/A	30	
Kruckeberg Residential Lease	A	20	
Urban Forest Health Management Project Update	I	30	Maureen
PROS Plan – On-line Questionnaire Update	I	10	Maureen
PROS Plan - Community Survey Results Report	I	30	Eric

**May 26, Room 303
7:00pm (Regular Meeting) Planned Absence:**

Subject	Type	Time	Staff
Interim 2017 Public Art Plan & Budget	D	30	David
Outline of Policies and Procedures Manual	I	30	Lynn
Pros Plan – Focus Group/Workshop Mtg. Input	D	45	Maureen-Consultant

**June 23
7:00pm (Regular Meeting) Planned Absence:**

Subject	Type	Time	Staff
PROS Plan – Quarterly Report	I	10	Eric-Consultant
PROS Plan – Market Analysis/Rec Demand Study Report Review	D	60	Eric-Consultant
PROS Plan – Aquatic/Rec Center Feasibility Study Input	D	20	Mary - Consultant

**July 28, Annual Park Tour
6:00pm (Special Meeting) Planned Absence: Maureen**

Subject	Type	Time	Staff
Parks and Facilities Tour ?			Eric/Miranda/Kirk/Lynn
PROS Plan – Aquatics / Rec Center Feasibility Study Report Review	D	45	Mary
PROS Plan – Light Rail Station Area Park & Open Space Planning Input	D	20	Maureen or Eric

Shoreline Parks, Recreation and Cultural Services Board Agenda Planner

D=Discussion A=Action
PH=Public Hearing I=Information

**August 25, Room 303
7:00pm (Regular Meeting)**

Planned Absence:

Subject	Type	Time	Staff
PROS Plan – Aquatics / Rec Center	PH/A	45	Mary
PROS Plan – Light Rail Light Rail Station Area Park & Open Space Planning Input	D	45	Maureen

**September 22, Room 303
7:00pm (Regular Meeting)**

Planned Absence:

Subject	Type	Time	Staff
PROS Plan – Public Art Plan	PH/A	45	David
PROS Plan – Quarterly Report	I	10	Maureen- Consultant
PROS Plan – Light Rail Station Area Park & Open Space Planning Input	D	60	Maureen-Consultant

**October 27, Room 303
7:00 p.m. (Regular Meeting)**

Subject	Type	Time	Staff
PROS Plan – Draft PROS Plan Document Chapters Review	D	45	Maureen
PROS Plan – Capital Projects List –Input	D	75	Kirk-Consultant

**December 1, Room 303
7:00pm (regular Meeting)**

Planned Absence:

Subject	Type	Time	Staff
PROS Plan - Quarterly Report	D	15	Maureen-Consultant
PROS Plan – Capital Projects List Review	A	75	Kirk-Consultant

Shoreline Parks, Recreation and Cultural Services Board Agenda Planner

D=Discussion A=Action
PH=Public Hearing I=Information

2016 Topics

Arbor Day
Parks and Recreation Month
PROS Plan
Public Art Plan
National Wildlife Habitat Status
Tree Removal Notification Process