

CITY OF EVERETT
BOARD OF PARK COMMISSIONERS MEETING
Tuesday, January 12, 2016
6:00 P.M.
Spruce Hall

Roll Call
Adoption of Meeting Agenda
Acceptance of Minutes: December 8, 2015
Member Reports
Parks Director Comments
Council Liaison Report
Citizen Comments

Adoption

Board Rules of Procedure

Paul Kaftanski

DISCUSSION ITEMS

2016 Golf Green Fees Revisions
Projects/Programs Highlights Q & A

Lori Cummings
Paul Kaftanski

INFORMATION ITEMS

Tree Policy/Ordinance Review Project Status

Jeff Price

SIGN-UP

2016 Special Event Board Member Interest Form

Lori Cummings

Other Business

Next Meeting

Adjourn

Next Meeting—WORKSHOP—PROS Plan Options
Tuesday, January 26, 2016
Spruce Hall
6:00 PM

MISSION STATEMENT:

"The Parks and Recreation mission is to bring all Everett citizens and visitors together on our common grounds and facilities. We provide a wide variety of quality recreational and park experiences that welcome everyone. We measure our success by customer satisfaction, efficiency and community development of our public spaces and recreation services that meet the values and needs of our citizens and visitors. We provide parks, play fields, recreation amenities, trails and pools that are attractive, clean, safe, and accessible."

CITY OF EVERETT
BOARD OF PARK COMMISSIONERS MEETING
December 8, 2015
6:00 P.M.
Spruce Hall

Chair Gary Allen called the meeting to order at 6:03 PM.

Roll Call

Present: Gary Allen, Ryan Taylor, Marcia Isenberg, Joel Taylor, Michael Swanson and Tina Hokanson.

Council liaison Brenda Stonecipher was present.

Staff present: John Petersen and Sue Stimson.

Adoption of Meeting Agenda

Ryan motioned to adopt the agenda as presented. Seconded by Marcia. All approved. Joel motioned to accept the minutes of November 10th, seconded by Ryan. All approved.

Member Reports

Gary-no report

Marcia-no report

Joel-visited Senator Jackson Park area and was encouraged by construction progress. John noted a soft opening is hoped for in the next couple weeks but weather could delay that. Ryan requested a damage report from recent water and wind storms. John stated approximately \$116,000 in damage was experienced, mainly due to trees and fences. The FEMA assessment process has begun. Tomorrow's rain/flood forecast is not expected to impact Lowell or Langus parks.

Michael-referenced citizen comments from the PROS sessions regarding the need for recycling within the parks. He shared information from Snohomish County Parks that encourages visitors to pack out trash and recyclables, and recommends this be discussed at a future meeting.

Tina-attended Healthy Communities meeting and shared action plan and process that involves public input.

Ryan—no report

Parks Director Comments—in Paul's absence, John Petersen had no report.

Council Liaison report— 2016 budget passed last week. Low barrier housing facility is under consideration.

Citizen Comments—none

ELECTION

Marcia nominated Michael Swanson for chair, nomination accepted. All approved. Joel nominated Ryan Taylor for vice chair, seconded by Marcia. Nomination accepted. All approved.

DISCUSSION ITEMS

Grand Ave. Park Pedestrian Bridge 60% Design

John introduced project manager Heather Griffin from Public Works. She explained the purpose of the bridge is to convey stormwater and sewage to two outfalls during overflow events with the added benefit of providing pedestrian access to the waterfront. Board members shared a concern regarding lack of public input on this project and feel an artistic element should be considered. Heather explained that as a utility project, this does not qualify for the 1% for Arts. Brenda will bring this desire to council.

Projects/Programs Highlights Q & A

John added comments regarding Senator Jackson Park stating that structures are in and the rope climber is installed. Inclement weather has made work less than desirable. The opening ceremony will be scheduled by early spring. He added that rain has also hindered remediation progress at American Legion Memorial Park.

INFORMATION

South Everett Forest Preserve Development

John reviewed the progress to date. A boardwalk over the wetland area received approval last month and the final design and documents should be complete in January 2016. Expected opening date is June 2016. Michael suggested the annual summer field trip for board members be held at this location.

Other Business

Ryan spoke on the upcoming WRPA conference, offering of support by board members to staff. Tina asked what members gained at the recent workshops and Michael replied that Tom Beckwith covered data gained from community survey.

Joel motioned to adjourn at 7:25pm, seconded by Ryan.

Next Meeting
Tuesday, January 12, 2016
Spruce Hall
6:00 PM

MISSION STATEMENT:

"The Parks and Recreation mission is to bring all Everett citizens and visitors together on our common grounds and facilities. We provide a wide variety of quality recreational and park experiences that welcome everyone. We measure our success by customer satisfaction, efficiency and community development of our public spaces and recreation services that meet the values and needs of our citizens and visitors. We provide parks, play fields, recreation amenities, trails and pools that are attractive, clean, safe, and accessible."

**CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET**

TITLE: Rules of Procedure	<input checked="" type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	Staff Paul Kaftanski Phone 425-257-8335 Date January 12, 2016
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DESCRIPTION SUMMARY:

On an annual basis, board members and management staff review the current rules of procedure for potential changes. The rules are adopted by the board on an annual basis, usually in January.

The attached rules of procedure contain proposed changes in a "track changes" format. They are in sections 1.2 (housekeeping) and 4.3 (generally housekeeping). The signature page names are listed by Chair, Vice Chair and then alphabetically by last name.

RECOMMENDATION

Review staff's recommended changes. Suggest additional modifications, as appropriate for board consideration. Adopt 2016's rules of procedure.

Rules of Procedure ~~2015~~2016
City of Everett Board of Park Commissioners

Number	Rule of Procedure	Rationale
1.0	Meeting Length	
1.1	The length of board meetings and workshops shall not exceed two hours unless the board approves an extension past two hours.	Research demonstrates that the productivity of attendees tends to rapidly diminish after meeting for two consecutive hours.
1.2	The length of board -special board meetings and retreats will be jointly determined by the Parks and Recreation Department Director (“Director”) and the Board of Park Commissioners’ Chair (“Chair”).	This provides the necessary flexibility based upon the timing of projects and issues that need to be discussed prior to actions that may be taken by the board.
2.0	Meeting Day, Time and Location	
2.1	The regular meeting of the board shall be the second Tuesday of each month. The Director and Chair will jointly determine if a regular meeting will be canceled. All meetings of the board are open to the public.	The second Tuesday has been the traditional day for the regular meeting.
2.2	Workshops, if scheduled, shall be held on the fourth Tuesday of a month unless otherwise agreed in advance by a vote of the board. All workshops of the board are open to the public.	Provides consistency of a meeting date, regardless of the type of meeting.
2.3	Special meetings may be called by the Director, in consultation with the Chair, if a formal action is required of the board and the action must be taken prior to the next regularly scheduled board meeting. Public notice will be provided in advance of special meetings.	On the rare occasion there may be a need to have a special meeting for an item that is unanticipated and cannot wait until the next regularly scheduled meeting.
2.4	Regular meetings and workshops (if scheduled) will have a standard meeting time for each calendar year. The meeting time will be decided at the regular meeting in October for the subsequent year.	This gives the board flexibility to balance a variety of factors that can affect attendance.
2.5	All meetings and workshops shall be held at the same location throughout the year at a Parks and Recreation facility unless otherwise agreed to by the Director and Chair, and posted in the city’s official newspaper, on the City’s	This gives the board the ability to move its meetings and workshops around the community on an annual basis and also allows for a different location to have a meeting and/or workshop due to a special circumstance.

	<p>website and Facebook page at least one week in advance of the meeting date. The meeting location will be decided at the regular meeting in October for the subsequent year.</p>	
2.6	<p>A board retreat may be held once per year at a Parks and Recreation facility. The decision to hold a retreat will be made at a regular meeting at least three months prior to a retreat.</p>	<p>A retreat provides board members an opportunity to discuss issues in a more in depth level of detail, if desired.</p>
2.7	<p>When a regular meeting or workshop falls on a holiday or specially recognized day of celebration (though not an official holiday), the Director and Chair shall jointly determine if the regular meeting or workshop will be canceled or re-scheduled.</p>	<p>Necessary because occasionally, a conflict will occur.</p>
3.0	Meeting Agenda	
3.1	<p>All regular meetings, workshops, special meetings and retreats shall have an agenda prepared by the Director to guide board member and staff discussion. The agenda shall be distributed to board members no later than three business days before regular meetings and workshops. Agenda for special board meetings shall be distributed no later than one business day before said meeting. A retreat agenda shall be distributed no later than five business days before said retreat.</p>	<p>This helps to ensure that discussion is focused and that the intent of meetings, workshops, special meetings and retreats is accomplished.</p>
3.2	<p>The Chair has the authority to alter the order of the agenda prior to adoption of the meeting agenda by the Board.</p>	<p>Provides the needed flexibility to account for any issue.</p>
3.3	<p>Regular meeting agenda shall include, at the minimum, the following in the order stated: 1) roll call of members; 2) acceptance of minutes from the previous meeting; 3) acceptance of minutes from a workshop that falls between the current and immediate past regular meeting; 4) adoption of the meeting agenda; 5) board member comments; 6) director comments; 7) city council</p>	<p>This order closely aligns with the order of the city council meetings. An opportunity is also provided to more fully discuss board member initiated ideas, observations and/or concerns as part of the new business section without necessarily needing to speak to these types of items under their board member comment's section.</p>

	liaison report; 8) public comment on any item not on the agenda; 9) board action items (adoption, public hearings and/or recommendation to city council); 10) discussion items; 11) information items; 12) new business as time allows and as allowed by the Chair; and 13) adjournment. Under board member comments, members may include requests to have an item placed under new business to allow an appropriate amount of time to initiate discussion, including a request to place items on an agenda at a future meeting. The only planned exception to the agenda is when a public hearing/public forum is scheduled at the meeting. If scheduled, the public hearing will constitute the second item on the agenda.	<p>Additionally, the time between workshops can be long. In order to minimize the possibility of “not remembering” most discussion details, approval of workshop minutes at the next regularly scheduled meeting helps to mitigate this issue.</p> <p>There are usually several meetings during the year where a public hearing or public forum is scheduled as part of the Board meeting. In this case, placing hearings/forums as the second agenda item allows staff to advertise a specific time to the public when the hearings/forums will begin.</p>
3.4	Special meeting agenda shall only include action items (adoption and/or recommendation to city council). No other item is discussed.	By its nature a special meeting is for a more narrow purpose than a regular meeting.
3.5	Workshop agenda shall only include items for discussion. These items are of a nature that extended discussion by board members may be necessary. Items for discussion at workshops would typically precede an action by the board. The Chair shall determine if public comment will be allowed during workshops.	Typically, policy items and comprehensive plan processes affecting staff work priorities are the types of items that would usually be scheduled.
3.6	Retreat agenda will be jointly developed by the Director and Chair in consultation with all board members.	Issues may vary from year to year. Potential retreat topics may be suggested from board members for consideration and discussion prior to agenda finalization.
4.0	Meeting Conduct	
4.1	In all practical cases, Robert’s Rules of Order will govern the conduct of meetings, special meetings, workshops and retreats.	This is to help ensure fairness and protection of speech by all board members.
4.2	Acceptance of minutes and board actions (adoptions, public hearing closure and recommendations to city	Motions apply to formal board activity. All other activity involves discussion and consensus.

	council) require motions (first and second) and a quorum. A quorum consists of a simple majority present based on the total number of appointed positions. A quorum shall be four (4) members based upon six (6) or seven (7) appointed positions. A quorum shall be three (3) based on four (4) or five (5) members appointed. Actions shall be determined by a simple majority vote of the members present. Voting shall be by voice unless a board member requests a roll call vote.	
4.3	Board member, city council liaison and general public comments are limited to three (3) minutes each unless otherwise approved, in advance of the meeting, by the Chair. Discussion items shall not exceed <u>205</u> minutes in length (including board questions/comments unless otherwise arranged ahead of time between the Director and Chair. Information items shall not exceed <u>105</u> minutes in length unless otherwise arranged ahead of time between the Director and Chair.	This is to help ensure that the gist of the comment is identified and discussion/information items are concisely presented to help ensure that the agenda is followed in the time available.
4.4	Discussion of any issue not on the agenda and brought up under board member comments, may be further discussed under new business as time allows. The issues can then be scheduled for further board consideration at a future meeting (see 3.3 above).	This is to help ensure that the rules of procedure framework is utilized in a manner to promote appropriate discussion based on the application of standard meeting protocols. It also allows, as time is available, for additional discussion prior to a potential scheduling of issues at future board meetings.
4.5	It is the responsibility of board members to take the initiative to comment on agenda items. The Chair will conclude agenda items prior to board action and/or direction by offering an opportunity for “final” comments through a general appeal to board members.	This is to both ensure that discussion is not prematurely “closed” and that individual board members are not required to speak on an issue if they desire to remain silent.
4.6	The public can speak on any item not on the agenda as the eighth agenda item (see 3.3 above). The public will also have the opportunity to speak on any	This follows city council meeting protocol.

	item on the agenda after staff presentation and prior to board discussion. Each member of the public is also limited to three minutes.	
4.7	The Parks and Recreation Department shall keep minutes of all regular meetings, special meetings, workshops and retreats, including actions of the board, all of which shall be housed in the Parks and Recreation Department. Minutes are public records and subject to public disclosure. The minutes are designed to capture the essence of dialogue and are not meant to be a verbatim summary of remarks.	Specifies in writing what is today's common practice.
4.8	All board members, staff and guests are expected to comport themselves with respect and collegiality.	Proper etiquette is to be exercised as a requirement of participation.
5.0	General Meeting Responsibilities	
5.1	Each board member commits to read agendas and agenda packet materials prior to the start of a meeting, special meeting, workshop and/or retreat.	Board members cannot discharge their responsibility without reading, absorbing and thinking about the material prior to discussion and/or action.
5.2	During discussions, the Chair "officiates" (i.e. facilitates) the meeting. In this role, the Chair progresses the meeting through the agenda, recognizes all speakers, including board members, extends and/or limits discussion and helps to ensure that, where practical, Roberts rules of order are followed. If an agenda item is likely to require additional time that may impede the likelihood of addressing all agenda items, the Chair shall seek board guidance to either extend an agenda item's discussion time, postpone any agenda item(s) to a future meeting, if practical, or seek other guidance such as extend the meeting past two hours.	The chair is in the position to promote the conduct of a meeting that is smoothly run. Occasionally, it is not possible to conclude discussion and/or take action as planned. In these cases, it is appropriate for board members to discuss how they wish to proceed, in light of any constraints as may be identified by the Chair and/or Director.
5.3	The Chair may also 1) appoint ad hoc committees as needed; and 2) select a member to chair any meeting that the Chair and Vice Chair cannot attend. The Vice Chair is to serve as Chair in the event that the Chair is unable to do	Provides additional clarity regarding procedure.

	so.	
5.4	The Chair will restate all motions to help ensure that board members understand the intent of the motion.	Avoids a situation when someone might say he/she didn't realize what was associated with the vote.
5.5	Board members commit to frame discussion around the department's vision, mission, the magnitude of benefits, costs and cost savings as a guiding principle. The principal board role is related to policy advice as opposed to administration or "how" to implement policies and/or programs/facilities.	This commitment is to reinforce the notion that there is a balance between the extent of benefits received and the resources needed to extend the benefit. It is also to clearly define "policy advocacy" from "administration."
5.6	Board members who wish to schedule a discussion of a specific issue will request that the Chair work with the Director to place the issue on an upcoming agenda.	This is to prevent a meeting from veering off the agenda which is not fair to anyone in attendance.
5.7	Suggestions, ideas and initiatives that are introduced at a meeting where the board members are hearing it for the first time or have not been included in an agenda packet for review will not result in any type of board action and/or commitment at the meeting where first introduced.	No one should be placed on the spot and forced to indicate a position or comment on the worthiness of a proposal without having the opportunity to think about a suggestion, idea or initiative outside of a meeting.
5.8	Board members commit to analyzing staff proposals, asking questions and helping to ensure that they are well thought out and balance benefits with costs. Questions are encouraged by board members during staff and/or consultant presentations in all practical cases.	This is a fundamental responsibility. Most presentations also are structured to have questions asked throughout the presentations.
5.9	In discussing issues, board members and staff are asked to respond to comments as opposed to react to comments. In doing so, referring to individuals is strongly discouraged. The reference needs to be the comment.	Responding to comments is a result of expressing an opinion and/or perspective. Reacting is generally a rebuttal and defensive in nature.
6.0	Meeting Attendance	
6.1	Board members are volunteers appointed by the Mayor and confirmed by City Council. Board members, though volunteers, are expected to attend a minimum number of meetings per calendar year.	This statement identifies the nature of the position and the general philosophy. It also helps to ensure that there are always quorums (at least 4 members present based on 6 or 7 appointed members).

6.2	Board members commit to respond to the Board's administrative liaison by 5:00 p.m. the day before a meeting, workshop, or special meeting if they cannot attend.	This helps to ensure that the Director and Chair are aware if agenda items need to be revised and that the proper meeting supplies are prepared in advance, thereby avoiding unnecessary expense.
6.3	Board members commit to attending a minimum of 75% of the total of all regularly scheduled meetings, workshops, special meetings and retreats during a rolling 12 month period.	This is generally the minimum percentage to help ensure continuity of discussion and minimize the probability of board and staff time being devoted to reviewing material previously discussed and/or acted upon by the board.
6.4	In addition to the requirement of 6.3 above, board members commit to not missing more than three consecutive board meetings, in any combination of sequence of regular meetings, workshops, special meetings or retreats.	This helps to prevent significant knowledge gaps from developing which could hinder board member activities, discussions and/or actions.
6.5	Board members, whose attendance does not conform to the requirements of section 6.3 or 6.4 above, and after taking into account any unique circumstances that may affect attendance based on discussion between the member and the Director and Chair, may be recommended to the Mayor for removal from the board by formal action of the board at a regular meeting.	This is to help ensure that the probability is maximized that there will be full board member attendance.
7.0	Officers	
7.1	The board shall have two officers, a Chair and Vice Chair, to be elected from the members of the board.	Positions are necessary to conduct the meeting.
7.2	The election of the officers shall take place annually in the month of December. The term of office shall run until the next subsequent election.	The Chair and Vice Chair are members with at least one year of service on the board.
7.3	In the event of a vacancy of any officer position during the term of office, the board shall elect a successor from its membership.	As relates to the Chair position, it is not automatic that the Vice Chair becomes Chair.

| Approved this ~~13~~2th day of January, 201~~5~~6

| ~~Gary Allen~~Michael Swanson, Chair

| ~~Marcia Isenberg~~Ryan Taylor, Vice Chair

| ~~Marilyn Bøe~~Gary Allen

| ~~Tina Hokanson~~Megan Burger

| ~~Michael Swanson~~Tina Hokanson

| ~~Joel Taylor~~Tom Norcott

| ~~Ryan Taylor~~Joel Taylor

**CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET**

TITLE: Golf Green Fees 2016 Pricing Strategy	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Other	Staff Phone Date	Lori Cummings 425-257-8353 January 12, 2016
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DESCRIPTION SUMMARY:

Staff has presented golf rate revisions to the Board of Park Commissioners each year for review and approval.

After a comparative analysis and consultation with Premier, the management company for the city of Everett golf courses, staff recommends no change to the golf rates in 2016. Staff will review the findings of the comparative analysis.

RECOMMENDATION

Provide comment.

City of Everett Parks & Recreation 2016 Golf Fees



Presented to City of Everett
Board of Park Commissioners
January 12, 2016

Introduction to 2016 Pricing Plan

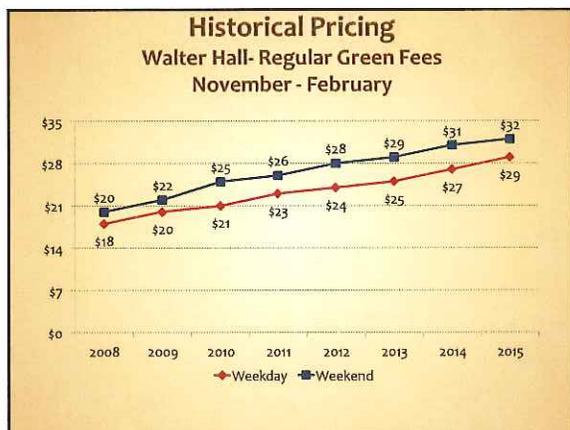
Overall goal: Maintain a reasonable pricing structure

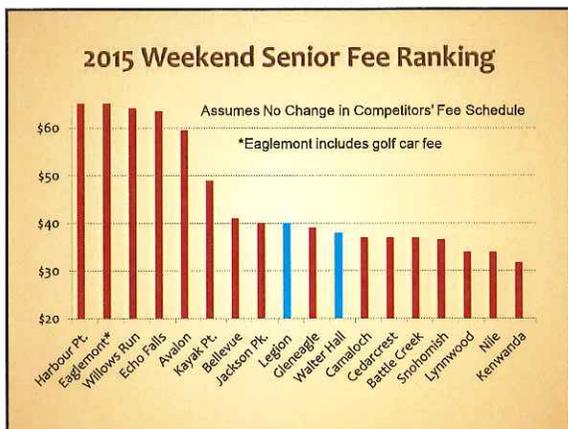
- Competitive Position**
 - Everett's attributes (Location, courses, price)
 - Relationship to competitors (Same)
- Pricing Strategy**
 - Price courses to competition and value
 - Optimize play with pricing matched to demand











2016 Prices

Legion Memorial - Regular Green Fees

Peak (Mar - Oct)	2008	2009	2010	2011	2012	2013	2014	2015	2016
WD 18	\$28	\$29	\$30	\$31	\$32	\$33	\$34	\$35	\$38
WE 18	\$32	\$34	\$35	\$36	\$37	\$38	\$39	\$40	\$40
Non-Peak (Nov - Feb)									
WD 18	\$26	\$26	\$27	\$28	\$29	\$30	\$31	\$32	\$32
WE 18	\$28	\$30	\$31	\$32	\$32	\$33	\$34	\$35	\$36

2016 Prices

Walter Hall - Regular Green Fees

Peak (Mar - Oct)	2008	2009	2010	2011	2012	2013	2014	2015	2016
WD 18	\$20	\$22	\$24	\$26	\$28	\$29	\$31	\$33	\$33
WE 18	\$24	\$26	\$29	\$32	\$34	\$35	\$37	\$38	\$38
Non-Peak (Nov - Feb)									
WD 18	\$18	\$20	\$21	\$23	\$24	\$25	\$27	\$29	\$29
WE 18	\$20	\$22	\$25	\$26	\$28	\$29	\$31	\$32	\$32

2016 Price Plan – Cont'd Pass Prices*

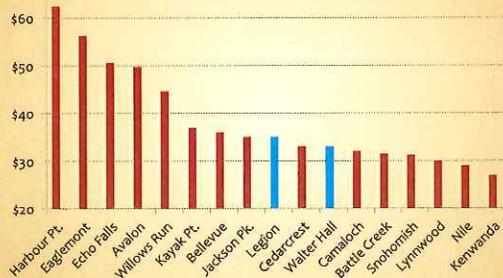
	Walter Hall				Legion Memorial			
	Current	B/E	Proposed	B/E	Current	B/E	Proposed	B/E
Single	\$1,650	50	\$1,650	50	\$1,750	50	\$1,750	50
Senior	\$1,175	46	\$1,175	47	\$1,269	46	\$1,269	47
Family	\$948	NA	\$948	NA	\$1,037	NA	\$1,037	NA
Junior	\$125	NA	\$125	NA	\$125	NA	\$125	NA

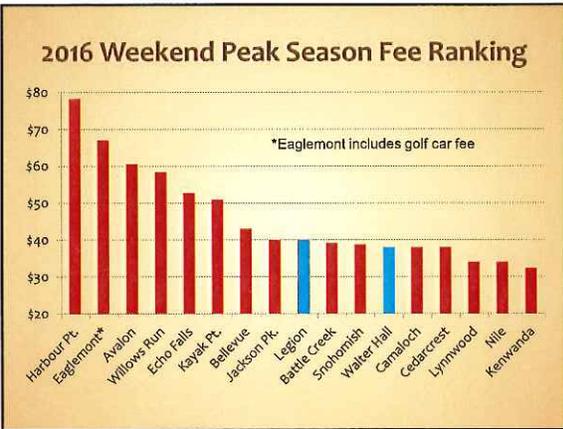
*Annual pass utilization: 7 days/week Oct. 1 – Mar. 31 Weekdays only Apr. 1 – Sept. 30

2016 Price Plan Senior Frequent Player Cards

Card	Discount	Walter Hall		Legion Memorial	
		2015	2016	2015	2016
Weekday Senior-18 Holes					
10 Rounds	5%	\$238	\$238	\$257	\$257
20 Rounds	10%	\$450	\$450	\$486	\$486

2016 Weekday Peak Season Fee Ranking









**2016 Rates with PGC Card Discount
Peak Season**

Legion Memorial	2016	Bronze 5% (\$100 spent)	Silver 10% (\$400 spent)	Gold 15% (\$700 spent)	Platinum 20% (\$1000 spent)
Senior Weekday 18	\$27.00	\$25.65	\$24.30	\$22.95	\$21.60
Weekday 18	\$35.00	\$33.25	\$31.50	\$29.75	\$28.00
Weekend 18	\$40.00	\$38.00	\$36.00	\$34.00	\$32.00

Walter Hall	2016	Bronze 5% (\$100 spent)	Silver 10% (\$400 spent)	Gold 15% (\$700 spent)	Platinum 20% (\$1000 spent)
Senior Weekday 18	\$25.00	\$23.75	\$22.50	\$21.25	\$20.00
Weekday 18	\$33.00	\$31.35	\$29.70	\$28.05	\$26.40
Weekend 18	\$38.00	\$36.10	\$34.20	\$32.30	\$30.40

**2016 Rates with PGC Card Discount
Non-Peak Season**

Legion Memorial	2016	Bronze 5% (\$100 spent)	Silver 10% (\$400 spent)	Gold 15% (\$700 spent)	Platinum 20% (\$1000 spent)
Senior Weekday 18	\$26.00	\$24.70	\$23.40	\$22.10	\$20.80
Weekday 18	\$32.00	\$30.40	\$28.80	\$27.20	\$25.60
Weekend 18	\$35.00	\$33.25	\$31.50	\$29.75	\$28.00

Walter Hall	2016	Bronze 5% (\$100 spent)	Silver 10% (\$400 spent)	Gold 15% (\$700 spent)	Platinum 20% (\$1000 spent)
Senior Weekday 18	\$23.00	\$21.85	\$20.70	\$19.55	\$18.40
Weekday 18	\$29.00	\$27.55	\$26.10	\$24.65	\$23.20
Weekend 18	\$32.00	\$30.40	\$28.80	\$27.20	\$25.60

The End

**CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET**

TITLE: December 2015 capital projects and major programs updates	<input type="checkbox"/>	Adoption	Staff	Paul Kaftanski
	<input type="checkbox"/>	Recommendation	Phone	425-257-8335
	<input checked="" type="checkbox"/>	Discussion	Date	January 12, 2016
	<input type="checkbox"/>	Information		
	<input type="checkbox"/>	Other		

DESCRIPTION SUMMARY:

Attached is the monthly update regarding progress for the month of December 2015 regarding current capital projects and initiatives/milestones for key recreational programs.

RECOMMENDATION

None. Selected items will be highlighted by staff. Other items will only be discussed if there are questions from Park Board members.

**Board of Park Commissioners
General Projects/Programs Update
January 5, 2016
Activity for the Month of December, 2015**

<u>Major Projects/Programs</u>	<u>Status</u>
Senator Jackson Park	All installations but for site lighting are complete. Final change order is under preparation. Expect State Recreation and Conservation Office (RCO) inspection in March. Target is for an April 1, 2016 opening (in part, to allow hydro seeded areas to grow and establish).
DOE Clean-Up Asarco	All soils identified for removal have been removed. Sod installed the last week of December. Remaining areas to be "sodded" will wait until ground thaws. Substantial completion is still targeted for the end of January. Met with DOE and Everett Housing Authority (EHA) staff to begin coordination for the clean-up of Wiggums Hollow Park (mostly the ball field which is EHA property) in 2016.
Howarth Park Ped Bridge	No progress. Waiting (and pushing for) revised permit from BNSF (for work above its right of way).
S. Everett Forest Preserve	Pertee's professional service agreement extended (for design and construction management services). Submitted construction scope to Job Order Contractor (JOC) for a cost estimate.
Kasch Park Fields 2/3	Construction design progressed to 90%. Bid to be released by the end of January. Schedule has still been maintained (May, 2016 construction start). Updated project information prepared to seek additional funding in the 2016 legislative session.
Grand Ave Utility/Ped Bridge	Parks elements still under design. Project to construct in late 2016 (Public Works lead.)
Three Acre Riverfront Park	This project is new to the monthly summary. Public Works lead. Design contract extended to prepare construction documents in 2016. Will submit proposed name by April 2016 (consistent with the city's naming process resolution) to request that City Council adopt a name for the park by the end of June, 2016.
PROS Plan	Consultant work began to develop three plan alternatives for Board and eventual public review. Discussion of alternatives is planned for the January board workshop. Requested and reviewed a waiver from the RCO to delay final plan submittal from March 1, 2016 to June 10, 2016.

**CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET**

TITLE: Tree Policy Ordinance Project Update	<input type="checkbox"/>	Adoption	Staff	Jeff Price
	<input type="checkbox"/>	Recommendation	Phone	425-257-7314
	<input type="checkbox"/>	Discussion	Date	January 12, 2016
	<input checked="" type="checkbox"/>	Information		
	<input type="checkbox"/>	Other		

DESCRIPTION SUMMARY:

Staff initiated the Tree Policy Ordinance review process in mid-2015 to evaluate the current policy and to look for opportunities to recommend revisions, as appropriate. The goal is to have a recommendation from the Board of Park Commissioners to City Council by year end 2016.

Staff will provide an overview of work completed to date and provide an update on next steps, including a community engagement process.

RECOMMENDATION

Provide additional information for staff consideration in areas such as scope of work to be conducted.

TREE POLICY REVIEW PROCESS

**Presented to the City of Everett
Board of Park Commissioners**

January 12, 2016

Tree Policy Review

This presentation includes:

- Overview of project
- Work completed to date
- Issues surfaced
- Next steps

Overview

The purpose of the project:

- Review current policy (adopted 1993)
- Surface issues as part of the review
- Draft recommendation to City Council

Work Completed To Date

- Team meeting with dept reps (May 2015)
- Park Board update (June 2015)
- Tree Committee special workshop (June 2015)
- Tree Committee meeting (October 2015)
- Park Board update (January 2016)

Issues Surfaced

Current policy:

- Needs better organization
- Lacks clear responsibilities
- Not concise/too wordy
- Lacks clear direction

Next Steps

- Restructure timeline for completion (January 2016)
- Develop community engagement strategy (Feb 2016)
- Community engagement (late spring 2016)

**CITY OF EVERETT
BOARD OF PARK COMMISSIONERS
AGENDA ITEM COVER SHEET**

TITLE: 2016 Volunteer Opportunities	<input type="checkbox"/> Adoption <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other	Staff Phone Date	Lori Cummings 4252578353 January 12, 2016
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DESCRIPTION SUMMARY:

The Parks and Recreation Department leads and supports many events and recreation activities throughout the year. Volunteers are an integral part of the success of these events and activities. A spreadsheet is attached listing some of the volunteer opportunities available to board members.

RECOMMENDATION

Volunteer your service time by selecting the events and activities from the list.

2016 Board of Park Commissioners Special Event Interest
Updated January 7, 2016

Event	Date(s)	Day(s)	Timeframe*	Possible Volunteer Roles
Daddy Daughter Dance	February 5 th or 6 th	Friday or Saturday	5 p.m. – 9 p.m.	Set-up, Refreshments, Clean-Up
Arbor Day Celebration – Judd and Black Park	April 13 th	Wednesday	1:15 p.m. – 3 p.m.	Set-up, Refreshments, Clean-Up
April Pools Day	April 16 th	Saturday	12:15 p.m. – 2:15 p.m.	Set-up, Refreshments, Safety Station Assistance Clean-Up
Kids Fish-In	May 14 th	Saturday	7 a.m. – 12	Set-up, Registration, Clean-up, assistance to participants
Viva Color (Downtown)	May 13 th	Friday	8:30 a.m. - 10 a.m.	Planting, Registration
Viva Color Mukilteo Blvd.	June 4 th	Saturday	9 a.m. – 11 a.m.	Set-up, Registration, Clean-up, planting
Hydro Races at Silver Lake	June 4 th	Saturday	Noon – 6 p.m.	TBD
Sorticulture	June 10 th , 11 th , 12 th	Fri. – Sun.	TBD	Set-up, registration, Clean-up, info table, kids a project area support
Casino Road Futbol Academy	Late June (one week)	Monday - Friday	8:30 a.m. – 4:00 p.m.*	Set-up, registration,
4 th of July parade 11 am	July 4 th	Friday	Festival Noon to 11 pm	Staging assistance, Set-up, monitoring parade participants Clean-up
Music at the Marina (Port Gardner Marina)	Late June thru late August	Thursday evenings	6:00 p.m. – 8:30 p.m.*	TBD
Music at the Marina (Port Gardner Marina)	Late June thru late August	Saturdays	6:00 p.m. – 8:30 p.m.*	TBD
Music at the Marina (Port Gardner Marina)	Late June thru late August	Sundays	1:30 p.m. – 4:30 p.m.*	TBD
Wetmore Theatre Plaza Music	Early July – early September	Wednesdays	5 pm – 7 pm*	TBD
Cinema Under the Stars: Silver Lake	July 15, 22, 29, Aug 6, 13	Fridays	7 p.m. – 10 p.m.*	Set-up, Clean-up, assistance to participants
Clark Park Family Fun Nights	July 12, 14, 19, 21, 26, 28, Aug 3, 5	Tues. & Thurs.	6:30 p.m. – 8 p.m.	Set-up, Clean-up, assistance to participants
Joe Richer Golf Tournament – Legion Memorial Golf Course	August 6 th	Saturday	10 a.m. – 12 4 p.m. – 6 p.m.	Registration, golf hole monitor
Badges for Baseball – Kasch Park	Early August (one week)	Monday - Friday	8:30 a.m. – 4:00 p.m.*	Set-up, Clean-up, assistance to participants
Mutt Strut and 5K9 Run – Langus Park	August 13	Saturday	8:30 a.m. – 3 p.m.*	Set-up, Registration, Clean-up, Event Judge
Goblin Splash – Forest Park	October 14	Friday	6:30 p.m. – 8:30 p.m.	Game booth monitor, refreshments
Forest Steward (Green Everett Program) Green Everett Day – Forest Park	TBD	Varied	9 a.m. – 12	Check-in, planting, clean up
Arboretum events i.e. annual meeting, monthly meetings	On-going	Varied		

*Please discuss your available timeframe with the designated contact.

PARKS AND RECREATION BOARD OF COMMISSIONERS
 6:00 pm – 8:00 pm
 Anticipated Agenda Calendar
 Revised 1/05/16

<u>ACTION</u>	<u>ITEM</u>	<u>MEETING DATE</u>	<u>LOCATION</u>
Adoption Discussion Discussion Information Sign-Up	-Board Rules of Procedure -2016 Golf Green Fees Revisions -Projects/Programs Highlights/Q&A -Tree Policy/Ordinance Review Project status -2016 Special Event Board Member Interest Form	January 12	Spruce
Discussion	-PROS Plan "Options"	January 26*	Spruce
Adoption Discussion Discussion Discussion	-Set public hearing for Silver Lake Boating Regatta --Annual Golf Report -Annual Gender Equity Report -Projects/Programs Highlights/Q&A	February 9	Spruce
Discussion	-Identify Preferred PROS Plan Elements	February 23*	Spruce
Hearing/Recommendation Discussion Discussion Discussion Information	-Silver Lake Boating Regatta -Annual Tree Report -Annual Stewardship Report -Potential Names for 3 Acre Riverfront Front -Projects/Programs Highlights/Q&A	March 8	Spruce
Discussion	-Telephone Survey/Final PROS Plan Components	March 22*	Spruce
Recommendation Discussion Discussion Information	-Final PROS Plan -Annual Arboretum Report -Projects/Programs Highlights/Q&A -Legion Park Arsenic Clean Up Photo Review	April 12	Spruce
Discussion Discussion Information	-Proposed 2017 Swim Fees -Projects/Programs Highlights/Q&A -Tree Policy/Ordinance Review Project Status	May 10	Spruce
Recommendation Discussion Discussion	-2017 Swim Fees -IPM Guidelines Annual Report -Projects/Programs Highlights/Q&A	June 14	Spruce

* Designates a 'workshop' as needed

** Designates a retreat

*** May require a separate special meeting later in the month