



Parks & Recreation Committee Agenda

April 4, 2019
4:00 PM
SeaTac City Hall
Riverton Room
1st Floor

Councilmembers:
Clyde Hill, Chair
Pam Fernald
Rick Forschler

A quorum of the Council may be present.

Staff Coordinator: Lawrence Ellis, Parks, Community Programs and Services Director

ITEM	TOPIC	PROCESS	WHO	TIME
1	Call to Order		Chair	
2	Minutes of February 7, 2019 and March 7, 2019	Approval of minutes.	Committee	5 min.
3	Public Comment	Please raise your hand if you'd like to speak so the Chair can call on you. Public comments are limited to 10 minutes total and three minutes per individual speaker. Time may be reduced for each speaker to stay within the 10-minute time limit.	Chair	10 min. 4:05-4:15
4	Update on North SeaTac Park – Sunset Park	Informational Only	Mike Fitzpatrick, Lawrence Ellis, Anita Woodmass	10 min. 4:15-4:25
5	Staffing of Parks Maintenance. Revisiting 2019 Decision Card.	Discussion and recommendation	Lawrence Ellis, Mike Fitzpatrick	30 min. 4:25-4:55
6	RAVE Foundation proposal to upgrade inline soccer facility	Discussion and recommendation	Lawrence Ellis	20 min. 4:55-5:15
7	Director's Update - Veteran's Memorial design update and upcoming special events.	Informational Only	Lawrence Ellis	10 min. 5:15-5:25
8	Future Topics – <i>Park Signage</i>			
9	Adjourn			

	<p>City has a Park User Agreement with who would be displaced. Park users are not located in the 55 acre area.</p> <p>Sunset Park is still owned by King County as the deed was never transferred to the City. There is some possible pollution on the site. A level one analysis is currently being done by an independent consultant. If the property is clean, King County will probably transfer ownership to the City.</p> <p>Councilmember Fernald said she is advocating strongly for the park and stated that the proposed parking lot does not belong anywhere north of S. 142nd Street. She stated that it would bring too much traffic into the neighborhood area. Deputy Mayor Hill said that Councilmember Fernald's comments should be noted in the SAMP.</p> <p>Councilmember Kwon noted that the Port could build a parking garage on their existing employee parking lot.</p> <p>Joe Scorcio said there are some projects budgeted in the 2019-2020 Capital Improvement Plan (CIP) for North SeaTac Park. He said one project is the soccer fields located on the City-owned portion of North SeaTac Park. A street on the west side of the property needs to be vacated prior to the project. Other North SeaTac Park projects in the 2019-2020 CIP are the tennis court improvements in Sunset Park, botanical garden improvements, and improvements of the North SeaTac Park baseball fields.</p> <p>Joe Scorcio asked the Committee for their approval for Lawrence and his team to proceed with vacating the street to develop the soccer fields. Deputy Mayor Hill and Councilmember Fernald approved.</p> <p>Joe Scorcio said he will continue to update this Committee on the North SeaTac Park issues. He will come back to the March meeting.</p>
<p>5. Potential for corporate and private funding for 4th of July fireworks</p>	<p>This item was deferred to a future meeting.</p>
<p>6. Inter-local Agreement with US Department of Agriculture, Animal and Plant Health Inspection Service for control of Canada Geese</p>	<p>Mike Fitzpatrick, Parks Projects and Operations Manager explained the measures of monitoring and lethal control used to eradicate the Canada geese from Angle Lake Park. Parks Operations crew monitors the number of geese on a daily basis. Lethal control includes oiling the eggs, egg addling, or rounding up the geese to be euthanized. The City has been a part of this ILA for several years. Nine agencies are involved with this ILA. Since the ILA has been in place, the urban Canada goose damage and nuisance issues have decreased dramatically.</p> <p>Mike stated that he is looking for a recommendation from this Committee to continue with the Cooperative Interlocal Agreement for waterfowl management. The Committee approved his request.</p>

<p>7. Review of Veteran's Memorial</p>	<p>Lawrence Ellis noted that the location of the Veteran's Memorial was determined at the January meeting. He provided images of three proposed types of memorials.</p> <p>Peter Kwon asked about funding for this project. He inquired about the possibility of getting funding from 4Culture as other cities have already built similar Veteran's Memorials using 4Culture grant money in addition to fundraising. Lawrence said the project is funded in the CIP but some fundraising will occur. Joe Scorcio reminded the Committee that he mentioned the importance of offering fundraising as an option to residents and others in the area interested in supporting the project.</p> <p>The Committee likes option one of the images. Lawrence said he will get some proposed mockups made prior to the March meeting.</p>
<p>8. Adjourn</p>	<p>The Parks and Recreation Committee meeting was adjourned at 5:27 PM.</p>

	<p>Meetings with the Port of Seattle have taken place regarding the lease and there are no major issues. Information about the groups that sublease areas of the park was sent to the Port.</p> <p>Staff is making sure some of the road right-of-ways have been vacated. Near the soccer fields south of S. 128th St. there are some streets that need to be vacated in order to go forward with the soccer field remodel project that is in the Capital Improvement Plan.</p> <p>Joe Scorcio said someone will continue to bring monthly updates to this Committee after his upcoming retirement.</p>
<p>5. Inter-local Agreement with US Department of Agriculture, Animal and Plant Health Inspection Service for control of Canada Geese</p>	<p>Councilmember Fernald asked the Committee if they had a chance to review the answers given by Mike Fitzpatrick to her questions regarding the Interlocal Agreement (ILA) to control the Canada geese population.</p> <p>Councilmember Forschler asked how the Port of Seattle is weighing in on this topic. Councilmember Fernald said the Port has a robust program to keep geese and other birds away from the airport. Mike Fitzpatrick mentioned that the Port is a member of the ILA.</p> <p>Councilmember Fernald said the Port has not reached out to us regarding this issue and we have not received any complaints from the public. Deputy Mayor Hill said, as a homeowner on the lake, the goose population does cause issues but the residents are not informing the City. He also stated that he supports controlling the Canada geese population.</p> <p>Lawrence Ellis stated that prior to starting the Interlocal Agreement several years ago, there was a large problem with goose feces at Angle Lake Park causing swimmer's itch. He is concerned that people will go to the spray park to clean off the lake water and it may cause issues with the filters and cleanliness of the spray park. During the summer months, staff is already very busy cleaning the park each morning. Additional goose feces would require them to spend even more time cleaning.</p> <p>Councilmember Fernald requested that we try to educate the public regarding not feeding the fowl. Lawrence Ellis said we will put up some signs as well as put the information on the website.</p> <p>Mayor Sitterley said that she approves of the ILA.</p> <p>Councilmember Kwon stated that the FAA concern is secondary to participating in the ILA just to keep the park clean.</p> <p>Mike Fitzpatrick will follow up with the Port for feedback regarding the importance of the ILA and airport safety.</p> <p>All three Committee members agreed that they are ready to refer this topic back to the full City Council.</p>

<p>6. Update on Special Events</p>	<p>Marlon Olson gave an update on special events for 2019 and distributed a handout with a complete list. He shared some information about a new event on the plaza at the Angle Lake Station. Lawrence Ellis mentioned that the department is scheduling more events in neighborhood parks in order to provide more entertainment throughout the City. He said a new event is also being planned at McMicken Heights Park. At Riverton and McMicken Heights Parks residents may walk to the park to enjoy the events.</p>
<p>7. Adjourn</p>	<p>The Parks and Recreation Committee meeting was adjourned at 5:24 PM.</p>

City Council Information Request Form

Tracking Number
2019-03

STEP 1 City Councilmember

ACTION: Complete the information below.

Date of Request: 3-14-2019
Desired Response Date: 4-16-2019
Requestor: CM Pam Fernald

Question/Request (expandable):

Over the years SeaTac Park fields have been upgraded; recently a new trail has been created at Angle Lake, there is also the popular Splash Park and we now host increasing regional events at Angle Lake Park. Our Recreational Corridor on 136th is continually in use by one group or another from all around our region, and Riverton Heights Park has opened and is a big hit in the neighborhood.

There is a well used half court at the Community Center and we will soon be installing a Veteran's Memorial on Community Center grounds as well.

The city of SeaTac has invested a good amount of dollars into creating great park space for our citizens and others to enjoy and I would like to know that as we continue to grow and update our parks that we have enough Parks staff to maintain these valuable investments at the **current level of service**, or better.

I understand that, for example in our Recreational Corridor, included in the user group's contracts with the city they are required to maintain their area of use. But there is still a lot of additional Park area to be maintained as well...

Please investigate the cost and feasibility of adding additional Park employees to the city in order to **ensure that we can continue to sustain and maintain our Parks investments at the current level of service/highest quality possible.**

Thank you.

ACTION: Email CIR to the Executive Assistant. The Executive Assistant will email acknowledgement of receipt and begin the process with the City Manager who is responsible for assigning the CIR to the appropriate staff.

**City of SeaTac 2019-2020 Budget
Decision Card**

Title: PARK OPERATIONS WORKER (3 FTE's and 1 Truck)
Amount: \$ 612,021.00
BARS#: Various
On-Going **Mandatory**
One-Time **Discretionary**

Department: PCPS
Division: Park Operations
Director: Lawrence Ellis
Preparer: Mike Fitzpatrick

Description: (Provide a brief overview of what is being requested)

3 FTE positions for Park Operations Maintenance and 1 vehicle outfitted for Park Maintenance. Two FTE to be hired in 2019 and one FTE in 2020. One truck purchase in 2019.

Justification: (Explain why this is being requested and/or how the request will benefit the City):

Addition of 3 FTE will allow us to accomplish several objectives:
 1. Hiring 3 additional FTE increases the amount of skilled labor performed in the parks like troubleshooting and repair of irrigation, fertilizer/pesticide applications, pruning trees/shrubs, and minor facility repairs/improvements in parks. Increased FTE labor will allow us to develop an approach that focuses more on preventative maintenance rather than a responsive approach due to simply not having FTE skilled labor to maintain the parks currently in SeaTac. The combination of seasonal staff and a FTE closing parks in the evenings and additional FTE labor during the day will increase the level of service in parks.
 A segment of the seasonal labor will be solely assigned to close parks in the evening (between Memorial Day and Labor Day). Seasonal staff will usher patrons out of parks, clean up garbage, clean and restock restrooms and ensure park sites are locked up with police assistance. This should also decrease the amount of vandalism within the parks as we will have more eyes on park sites throughout the day into the evening. Currently we are not adequately staffed to perform these duties in the evenings. Seasonal staff currently open parks in the morning, cleaning up garbage from the previous afternoon/evening events. FTE's also spend about 40 to 50% of their days performing these duties as well.
 2. Addition of 3 FTE's will lower the acreage maintained per employee ratio. We currently maintain 24 acres per FTE and don't have the necessary skilled labor, struggling to keep pace with improvements/additions to parks. The table below shows survey results for Park Maintenance FTE vs. acreage maintained in cities surrounding SeaTac. It should be noted that the acreage below only denotes formal park sites. SeaTac also has expansive open space/passive use areas that total an additional 165 acres. Examples of these areas include the disc golf course at North SeaTac Park, acreage surrounding Tub Lake and land surrounding the Des Moines Creek Trail. This acreage is monitored for garbage and homeless activity on a weekly basis. City owned parcels like the former fire stations 45 and 47, sit owned on S. 152nd St. and the SeaTac Center are also maintained by park staff. Although these are not formal park sites, staff routinely keep brush mowed down, pick up litter and clean up evidence of homeless camps.
 City Full Time Maintenance Employees Developed Acres Per Employee
 Kent 28.9 (250)
 Renton 21.13 (264)
 Des Moines 3.14 (42)
 Tukwila 8.521 (135)
 SeaTac 8.24 (144)
 Federal Way 11.27 (300)
 *Burien Contracted out park maintenance

The addition of 3 FTE would result in a slight decrease (24 to 16 acres) per FTE and rank SeaTac in the 50% percentile for park maintenance amongst our closest neighbors. We would rank just below the national median of 17.1 acres per FTE.
 3. As the park system continues to grow with new park sites and improve with new fields and facilities, it is imperative the City keep pace with timely and focused maintenance. Although the resident population of SeaTac is about 29,000, our daily population with the airport and surrounding hotels increases to 171,000, which results in people visiting our local parks. Maintenance and operations strives to not only maintain clean and safe parks but also have the skilled labor necessary to improve park sites that provide residents and visitors with a positive.
 New parks have been completed in 2017/2018 include the Angelo Lake Trail and Riverton Heights Park. Although the sites do not add to the total acreage maintained, the level of maintenance at the sites increases. The 9 acres between the two sites require increased maintenance to ensure park amenities are safe, in a state of good repair.
 The expansion of the athletic field complex at Valley Ridge (field #4) has been a great addition to the facility. The addition of the fourth field synthetic turf and restrooms inside the complex will require additional maintenance labor. 1 FTE will spend 50-60% of their time within athletic complex tending to field and restroom maintenance alone. The remainder of the time would be spent at City Hall tending to the landscapes. City Hall is another great example of a half-acre site that is not a park but is absorbed within our maintenance division.
 Proposed CIP projects in the near future include proposed renovations to North SeaTac soccer fields, Riverton Heights phase 2 and a nature trail at Tub Lake. These exciting projects not only present opportunities to improve parks but also contain challenges regarding skilled daily maintenance necessary as we are functioning at FTE levels that have remained unchanged since 2000 (6 FTE).

SEE ATTACHMENT

Alternatives: (List possible alternatives and/or risks if funding is not approved):

If funding is not approved, park conditions will decline due to continued growth and redevelopment of existing parks. Limited skilled labor will be further stretched and we currently struggle daily to maintain popular park sites in SeaTac with 50% to 60% of the labor focused on custodial duties (cleaning parks and restrooms.) Without additional full time labor, we will continue the negative trend of simply cleaning parks and daily assessment for safety. Resources will not be focused in preventative maintenance and improving park sites.
 Although seasonal employment is more economical, additional seasonal labor is not the answer. Valuable time is taken away from maintenance when recruiting and training seasonal labor. It has been a revolving door to recruit positions for 6 months and have many seasonal employees leave for higher paying opportunities, a full time position or be terminated due to violating employment policies. Seasonal employees play an important role in the division but these positions do not address long term skilled maintenance.

City Goal: (Identify one or more City Goal addressed by this request):

Approval of this request will meet the following 3-5 year goals:
City Operations: Continuously improve the effectiveness and efficiency of city government and additional FTE labor will allow us to address maintenance related issues in Parks in a timely manner with consistent results. It will also increase the level of service for our citizens.
Infrastructure Investment: Improve the community by making capital investments. The PCPS Department is growing with new and expanding park sites and special events. Park maintenance plays a major role by assuring clean, attractive and safe sites for these events to take place as well as citizens of SeaTac and many surrounding visitors to the area for a positive experience.
Public Safety: Clean, safe and attractive parks within the City portray the commitment the city has to its facilities. It is important to provide the citizens of SeaTac and visitors safe and attractive areas for recreation. Clean and well-kept parks deter crime.

Funding Source: (How will this request be funded):

<u>Source/Fund (be specific)</u>	<u>2019 Amount</u>	<u>2020 Amount</u>
Current Operations:		
Ending Fund Balance:		
Grant:		
Other:		
TOTAL	\$ 0.00	\$ 0.00

Justification:

Addition of 2 FTE will allow us to accomplish several objectives:

1. Hiring 2 additional FTE increases the amount of skilled labor performed in the parks like troubleshooting and repair of irrigation systems, fertilizer/pesticide applications, pruning trees/shrubs, and minor facility repairs/improvements in parks. Increased FTE labor will allow us to develop an approach that focuses more on preventative maintenance rather than a responsive approach due to simply not having FTE skilled labor to maintain the parks currently in SeaTac. The combination of seasonal staff and a FTE closing parks in the evenings and additional FTE labor during the day will increase the level of service in parks.

A segment of the seasonal labor will be solely assigned to close parks in the evening (between Memorial Day and Labor Day). Seasonal staff will usher patrons out of parks, clean up garbage, clean and restock restrooms and ensure park sites are locked up with police assistance. This should also decrease the amount of vandalism within the parks as we will have more eyes on park sites throughout the day into the evening. Currently we are not adequately staffed to perform these duties in the evenings. Seasonal staff currently open parks in the morning, cleaning up garbage from the previous afternoon/evenings events. FTE's also spend about 40 to 50% of their days performing these duties as well.

2. Addition of 2 FTE's will lower the acreage maintained per employee ratio. We currently maintain 24 acres per FTE and don't have the necessary skilled labor; struggling to keep pace with improvements/additions to parks. The table below shows survey results for Park Maintenance FTE vs. acreage maintained in cities surrounding SeaTac. It should be noted that the acreage below only denotes formal park sites. SeaTac also has expansive open space/passive use areas that total an additional 185 acres. Examples of these areas include the disc golf course at North SeaTac Park, acreage surrounding Tub Lake and land surrounding the Des Moines Creek Trail. This acreage is monitored for garbage and homeless activity on a weekly basis. City owned parcels like the former Fire Stations 45 and 47, lot owned on S. 152nd St. and the SeaTac Center are also maintained by park staff. Although these are not formal park sites; staff routinely keeps brush mowed down, pick up litter and clean up evidence of homeless camps.

City	Full Time Maintenance Employees	Developed Acre Per Employee
Kent	28	9 (250)
Renton	21	13 (264)
Des Moines	3	14 (42)
Tukwila	6.5	21 (135)
SeaTac	6	24 (144)
Federal Way	11	27 (300)
*Burien	Contracts out park maintenance	

The addition of 2 FTE would result in a slight decrease (24 to 18 acres) per FTE and rank SeaTac in the 50% percentile for park maintenance amongst our closest neighbors. We would rank just above the national median of 17.1 acres per FTE.

3. As the park system continues to grow with new park sites and improve with new fields and facilities, it is imperative the City keep pace with timely and focused maintenance. Although the resident population of SeaTac is about 29,000, our daily population with the airport and surrounding hotels increases to 171,000, which results in people visiting our local parks. Maintenance and operations strives to not only maintain clean and safe parks but also have the skilled labor necessary to improve park sites that provide residents and visitors with a positive experience.

New parks have been completed in 2017/2018 include the Angle Lake Nature Trail and Riverton Heights Park. Although the sites do not add to the total acreage maintained; the level of maintenance at the sites increases. The nine acres between the two sites require increased maintenance to ensure park amenities are safe, in a state of good repair.

The expansion of the athletic field complex at Valley Ridge Park (Field #4) has been a great addition to the facility. The addition of the fourth field, new synthetic turf, and restrooms inside the complex will require additional maintenance labor. One FTE will spend 50-80% of their time within the athletic complex tending to field and restroom maintenance alone. The remainder of their time would be spent at City Hall tending to the landscapes. City Hall is another great example of a half-acre site that is not a park but is absorbed within our maintenance division.

Proposed CIP projects in the near future include proposed renovations to North SeaTac soccer fields, Riverton Heights phase 2 and a nature trail at Tub Lake. These exciting projects not only present opportunities to improve parks but also contain challenges regarding skilled daily maintenance necessary as we are functioning at FTE levels that have remained unchanged since 2000 (6 FTE).

4. We anticipate having 7 FTE with 8 vehicles in the fleet going into 2020. Purchase of a Ford F-250 pickup truck is needed in 2020 to provide adequate transportation between all the park sites in the city. This is especially important when additional seasonal labor is hired from May to September. Approval of the additional FTE in 2020 along with currently budgeted seasonal labor would bring the total number of employees in the room to 17. While daily work plans call for some employees to ride together and share a truck; an additional vehicle is needed for some flexibility to move staff between park sites and perform work efficiently.

Alternatives:

If funding is not approved, park conditions will decline due to continued growth and redevelopment of existing parks. Limited skilled labor will be further stretched and we currently struggle daily to maintain popular park sites in SeaTac with 50% to 80% of the labor focused on custodial duties (cleaning parks and restrooms.) Without additional full time labor, we will continue the negative trend of simply cleaning parks and daily assessment for safety. Resources will not be focused in preventative maintenance and improving park sites.

Although seasonal employment is more economical, additional seasonal labor is not the answer. Valuable time is taken away from maintenance when recruiting and training seasonal labor. It has been a revolving door to recruit positions for six months and have many seasonal employees leave for higher paying opportunities, a full time position or be terminated due to violating employment policies. Seasonal employees play an important role in the division but these positions do not address long term skilled maintenance.

City Goal:

Approval of this request will meet the following 3-5 year goals:

City Operations- Continuously improve the effectiveness and efficiency of city government and additional FTE labor will allow us to address maintenance related issues in Parks in a timely manner with consistent results. It will also increase the level of service for our citizens.

Infrastructure Investment- Improve the community by making capital investments. The PCPS Department is growing with new and expanding park sites and special events. Park maintenance plays a major role by assuring clean, attractive and safe sites for these events to take place as well as citizens of SeaTac and many surrounding visitors to the area for a positive experience.

Public Safety- Clean, safe and attractive parks within the City portray the commitment the city has to its facilities. It is important to provide the citizens of SeaTac and visitors safe and attractive areas for recreation. Clean and well-kept parks deter crime.

Additional BARS #'s:

Amount:

Salary (3) 001.000.10.576.80.31.11.000	\$ 309,876.00
Benefits (3) 001.000.10.576.80.20	\$ 230,820.00
Uniform (3) 001.000.10.576.80.31.023	\$ 2,425.00
Truck purchase 001.000.10.594.42.64.097	\$ 46,000.00
Equip. Rental (2) 001.000.10.576.80.45.002	\$ 17,200.00
Training (3) 001.000.10.576.80.49.061	\$ 1,200.00
Telephone (3) 001.000.10.576.80.42.028	\$ 2,500.00
Elective Training (1) 001.000.10.576.80.49.061	\$ 2,000.00

\$ 612,021.00