

Seattle Board of Park Commissioners
Meeting Minutes
July 14, 2016

Web site: <http://www.seattle.gov/parks/parkboard/>
(Includes agendas and minutes from 2001-present)

Also, view Seattle Channel tapes of meetings, June 12, 2008-most current, at
<http://www.seattlechannel.org/videos/watchVideos.asp?program=Parks>

Board of Park Commissioners

Present:

Tom Byers, Chair
Dennis Cook
Evan Hundley
William Lowe
Kelly McCaffrey
Michael Padilla

Excused:

Marty Bluewater
Barbara Wright, Vice Chair

Seattle Parks and Recreation Staff

Jesús Aguirre, Superintendent
Rachel Acosta, Park Board Coordinator

The meeting is held at Seattle Park Headquarters, 100 Dexter Avenue North.
Commissioner Byers calls the meeting to order at 6:30pm.

Commissioner Byers asks for Approval of the Consent Items: the July 14 Agenda.
Commissioner Hundley moves and Commissioner Cook seconds; the Agenda is approved.

Oral Requests and Communication from the Audience

Elias Ross – pickleball player who performed a survey obtaining feedback regarding SPR's role in supporting pickleball. He arrived at 3 areas of concern: 1) restripe tennis courts to allow for both pickleball and tennis. Are there procedural rules to restrict courts for tennis only? He wonders if SPR could modify the rules to allow all racket sports; many other cities change the rules. How does one change the rules? How does one go about getting court modifications to occur? 2) Indoor play – not enough indoor space for players. Conflict between users of differing abilities and scheduling space. How to receive additional time to play and what is SPR doing to expand times. 3) Create pickleball specific facilities.

Georgie Chaffin – Pickleball players; here to support Elias’ comments and encourage City support. Representative of senior members of the pickleball community. Fastest growing sport among seniors in this country. Met so many people playing into their 80’s. Appreciative of facilities and recognize strain and competition for gym space. Additional striping outdoors would be great.

Sharon LeVine – Came to speak regarding the Off-Leash Area master plan – City Council required the department to partner with COLA. This is a maintenance plan, not a master plan. SPR meets regularly and closely with other partner organizations to create and collaborate in master plans. Feedback has been given. SPR has not given an inch to represent the dog owners; draft should be withdrawn and reworked before a Park Board hearing.

Superintendent’s Report

Presented by Superintendent Aguirre, Seattle Parks and Recreation

People, Dogs, Parks Plan –The Draft Off-Leash Area master plan has been distributed and posted on the website for public review and comment. The public hearing will be on September 22.

The People, Dogs, Parks Plan was created in response to City Council Statement of Legislative Intent. SPR staff used Park District funds to develop the plan.

There are 14 Off-Leash Areas in the system, which represents 28 acres of parkland. The Plan is built on best practices, outreach, reviewed reports; surveys; a recreation demand study; site visits to Portland, San Francisco, and Vancouver; and discussions with an animal behaviorist and environmental ecologists. The Park District has approximately \$100,000 per year and includes maintenance and development. This money will need to update and maintain existing off-leash areas. There is a process for adding new off-leash areas within the context of developing a new park.

In a study done by the Trust for Public Land, ranking Parks and Recreation systems based on numerous criteria, Seattle ranked 9th. Compared to other cities per 100,000 residents, Seattle received a score of 20/20 for our off-leash areas with limited land and resources. Compared to the following:

Playgrounds per 10,000 residents: 9/20
Recreation Centers per 10,000 residents: 10/20
Basketball hoops per 10,000 residents: 6/20

That being said, the Superintendent recognizes the need for more off-leash areas.

Public comment open until October 14.

Myers Parcel - SPR will be charged with managing 30 acres of new park land in SW Seattle. Next steps is to figure out how to bank it, maintain it, and develop it.

Cove Park Expansion - King County approached SPR to acquire property next to the ferry at Fauntleroy. Will recommend that and look to develop that.

Broadway Hill Park – opening of new park. Purchased through 2008 Levy money.

Composting – 54 sites are composting – reduction in garbage of 66,000 tons! 122,000 pounds of food waste diverted!

Jefferson Golf Course – listed in Golf Digest as one of 25 best golf restaurants in the country. Go eat!

Carkeek and Green Lake – Green Lake and Carkeek were chosen for the parent choice awards for ParentMap’s 2016 Golden Teddy Awards

Staff recognition – Tiffany M. Johnson won the Robert W. Crawford Young Professional Award from the National Recreation and Park Association. Tiffany is our new SE Geo Manager.

Olympic track and field trials – 6-8 young people affiliated with Seattle Parks and Recreation went to the Olympic tryouts in Oregon last weekend. 2 people made the Track and Field team and will be going to Rio de Janeiro. They put in a lot of effort and it’s very exciting to see.

Presentation: Asset Management Work Order System

Presented by Kathleen Conner and Pam Banks, Seattle Parks and Recreation

Briefing Paper

M E M O R A N D U M

Date: July 8, 2016
To: Board of Park Commissioners
From: Kathleen Conner, Planning Manager and Pam Banks, AMWO Project Manager
Subject: Asset Management and Work Order System (AMWO) Briefing

Requested Board Action

This is an informational briefing about the new Asset Management/Work Order (AMWO) software system. This system is the basis for the development of capital projects and future capital investment decisions.

Project or Policy Description and Background

Asset management is defined as “any system that monitors and maintains things of value to an entity or group. It may apply to both tangible assets such as buildings, and to intangible concepts such as

intellectual property and goodwill.” (Wikipedia) Seattle Parks and Recreation (SPR) has had both a work order system and an asset management system for decades. Right now, there are multiple systems in place in different divisions within SPR, but the systems are not integrated.

In 2012, SPR prepared a business case to consider whether or not it would be cost effective to purchase an integrated asset management/work order system. The goal for this system was to better maintain and manage our inventory and assets, improve capital planning and budgeting, and make it easier for our internal and external customers to access data about SPR’s assets. It was determined that SPR should move forward with a more effective system.

With the passage of the Seattle Park District, SPR received the funding to move forward with purchasing and implementing an AMWO software system that will consolidate both work order and asset management systems.

Some of the benefits of the AMWO system are:

- Increased knowledge about SPR inventory
- Consolidation of systems to provide easy access to more useful data
- Improved capital planning
- Efficiencies in the work order system
- Updated facility assessment data
- “Cradle-to-grave” asset planning
- Increased transparency
- More efficient tracking of costs associated with maintenance and repair of assets
- Extending the useful life of assets

2015 AMWO Accomplishments

- RFP process executed
- AssetWorks selected
- Contract and Statement of Work executed
- 2 Management Systems Analyst positions filled
- Software installed

2016 AMWO Tasks Underway

- Continue system setup and configuration
- Data conversion
- Testing
- Training
- Condition Assessments
- Go Live – Fall, 2016

Connection between AMWO and Capital Projects

Once an asset has been assessed, project needs are identified, scoped, and a cost estimate is developed. The projects are then prioritized using ranking criteria (such as regulatory requirements, safety, etc.) The highest ranked projects are recommended for funding.

Public Involvement Process

SPR had a comprehensive internal process during development of the AMWO system. Input was gathered from all divisions, from work crews, and the Race and Social Justice Change Team.

Environmental Sustainability

By being more systematic in our approach to maintenance and capital projects, SPR will be able to better target the needs, many of which are integral to environmental sustainability, such as repairing leaky pipes, maintaining grounds, and renovating buildings.

Budget

This project is funded from the Seattle Park District Major Maintenance Initiative. The project budget is \$2.1 million, to be spent over five years.

Schedule

Attached is the AMWO system implementation schedule. The system is being configured, data is being loaded, and condition assessments are underway. The work order side will go live in the early fall, and the asset management/capital planning side will go live in late fall.

Additional Information Please contact Kathleen Conner at 615-1299 or Pam Banks at 386-1848.

Attachments

1. AMWO System Implementation

Presentation

Currently, Seattle Parks and Recreation has multiple asset management and work order systems but they do not talk to each other. In 2012, they performed a business case to determine if they would save money with an integrated system. Through a Request For Proposal process, they found a vendor called AssetWorks. This system is very user-friendly.

Benefits are:

- inventory knowledge;
- transparency;
- more efficiencies with work orders – avoid duplicates;
- people in the field can input a work order with handheld devices;
- start with a project idea and be able to track it through maintenance and replacement which will enable staff to see the lifecycle of assets;
- budgeting will be better predicted;
- and, easier reporting.

Worked with groups to make the system easier to use for those who are less tech savvy;

From an environmental sustainability aspect, SPR staff will know where things are broken and be able to better prioritize.

The System Administrators will manage the software, set up new assets, monitor the system, and run reports.

Timeline: October deployment for shops/trades folks. Currently, going into a testing phase.

Configuring the system to meet the needs of each work group and making it relevant to them. SPR staff will analyze the 15 business practices to see how the system could work best for each individual group. There is a focus on the end user.

Real time access to work orders and the history of the asset staff are going to fix. Also, the AMWO system will help to inform planning efforts going forward.

Project team consists of 7 people – 3 dedicated to the project, a consultant, and 3 or 4 that have other jobs.

Kathleen and Pam will return to the Park Board in 3 months to talk about how it's going and demonstrate. It has multi-media potential – pictures, warranties and recorded drawings will be accessible.

There is not an out facing portal at first launch but that is a goal.

Cost: \$2.1million over 5 years. This includes implementing the project, the 2 Management Systems Analysts are part of SPR funding. The operating costs associated with the tablet devices will belong to the divisions that are using them.

Team has done a good job putting together training protocols; ongoing support and training for staff. Interface looks like paper ones the employees use now. SPR is entering a new era for technology for the department – it is important to be thoughtful with the staff.

Measure user satisfaction that is using the system; tease out areas where there were financial savings; what metrics will be tracked? Staff are working on this now.

Met with shops who do drainage and wastewater; 4800 catch basins on SPR land; put in work orders and trucks come to do the cleaning. The technology these folks use now are GIS capable and they really appreciate this now despite not having it before. They will measure how the new AMWO system is working for staff. Nothing set in stone, they will redefine processes if it is incompatible.

This will be tied into major maintenance to keep track and know what projects need to be done.

Briefing and Discussion: Encroachment Resolution Program - Overview

Presented by Michael Shiosaki and Max Jacob, Seattle Parks and Recreation;

Briefing Paper

M E M O R A N D U M

Date: July 8, 2016
To: Board of Park Commissioners
From: Max Jacobs, Property & Acquisition Services Manager
Michael Shiosaki, Director, Planning & Development Division
Subject: Encroachment Resolution Program - Overview

Requested Board Action

This briefing is informational only, to provide an update and overview of the Encroachment Resolution Program; no action is requested.

Project or Policy Description and Background

Seattle has one of the finest parks systems in the United States. Our parks come in a wide range of types, including undeveloped forest land, open space and natural areas, beaches, maintained gardens, historic boulevards, multi-purpose trails, sports fields, playgrounds, neighborhood parks and urban plazas/squares. The Seattle community passionately supports and cares about its parks, which, as stewards of public lands, Seattle Parks and Recreation is responsible for preserving and protecting. Among other things, SPR fulfills this role by eliminating and preventing unauthorized, non-park uses of park land. The public's strong support for this work was expressed most recently in the 2014 Seattle Park District property management mandate (from Investment Initiative 1) to "aggressively eliminate encroachments." From this grows the Encroachment Resolution Program being described here.

This stewardship concern over encroachments onto park land follows previous policy, including Resolution 29475 in 1996, which amended SMC 18.30 to strengthen enforcement. The policy was reinforced by the 2008 Strategic Action Plan. This effort received a big boost when Seattle voters supported the Seattle Park District, which created additional dedicated funding for this Encroachment Resolution Program.

In previous years, the core real estate-related focus of Seattle Parks and Recreation had been on acquisition of new land for development of new Parks facilities and expansion of open space. In that context, removing encroachments was mostly handled in an individualized manner, in response to individual reports. By contrast, the Seattle Park District funds dedicated staff for the purpose of implementing procedures that will allow us to remove encroachments through a holistic approach. To that end, Seattle Parks and Recreation is developing a set of procedures that are policy-based and will be implemented in a systematic, consistent and equitable manner. In addition to facilitating removal of encroachments, these procedures will establish a comprehensive framework for restoration. We will also be developing mechanisms to educate the public on being a good park neighbor to ensure that potential buyers and sellers of property, abutting parks, understand the significance of encroachments and work with SPR on a plan to resolve any existing encroachments.

Public Involvement Process

The community's mandate to resolve encroachments, as expressed in the Seattle Park District priorities, resulted from extensive public involvement and a City-wide vote.

Environmental Sustainability

The Parks & Recreation Department's Encroachment Resolution Program, which is geared toward protecting park land for Parks uses now and into the distant future, is one part of a global effort toward supporting environmental sustainability.

Additional Information

Staff contacts:

Michael Shiosaki, Director, Planning & Development Division, 684-0750

Max Jacob, Manager, Property & Acquisition Services Unit, 684-8018

Presentation

There is funding in the Park District package for encroachment removal or resolution. SPR has dedicated staff and money to have survey crews work on encroachments.

The goal is equity and standardizing the process. SPR wants to focus on removing encroachments from parks instead of acquiring property and increasing the park system.

This is a challenging and entangled issue – owners don't know where property line is; SPR staff are sympathetic to this and are approaching these situations as part of the community and neighbors. SPR take the stewardship mission seriously and feel it is important to protect property for public use. Encroachment issues are important – private owner is getting private benefit for public property.

Examples of encroachments on boulevards through excess paving and impervious surfaces; sheds, outbuildings or fences on SPR property; and/or landscaping.

SPR will follow the mandate to remove them. Through this process they are performing outreach and education to prevent encroachments and understand how to remove it -- how to be a good park property neighbor. They are working to develop a set of procedures to systematically enforce throughout the city.

Negotiation, timeframe and enforcement?

- Expecting to have a cooperative stance to work through it with the goal of resolving the issue.
- Individuals have taken public land into their landscape – always a situation when it becomes public it becomes confrontational. Putting rules and regulations in place; know that people will have varying reactions. SPR will be part of the community trying to preserve them for everyone.
- Procedures will be consistent for everyone. There will not be exemptions based on "grandfather" permissions, however, there may be some situations where the use

may have been permitted 40 years ago, a process where a use-permit could be reissued.

Encampments are not part of this encroachment process, although technically they are encroachments. SPR staff are focusing on permanent/semi-permanent structures by neighboring property owners.

Initiative 1.1 Stewardship of Property, of the Seattle Park District funds have dedicated staff for this. There is a big back log of property encroachments.

People cannot buy their way out of an encroachment because that would not be equitable to allow those who can afford to mitigate encroachment for some and not others.

Seattle Park District money will be spent restoring vegetation and sometimes the property owner will pay for it.

Working with the Law Department to come up with some remediation and tools available to assist in this process. There may be hardship exceptions, as this could fall unfairly on some members of the community. Perhaps a lien at the time of sale.

The system SPR is working on will be a flexible system that will allow for site by site calculations.

Dive into this and learn from the process. Overall people want to be responsible. This is public land. SPR is not trying to create undue hardship.

Old/New Business

July 28 meeting canceled.

With recent events around the country, Jesús acknowledges SPR has been going through reflections and thinking of ways to support staff; as public servants, they are looking for ways to support the way in which they choose to address this, including providing resources to front line staff, but also ways to building stronger communities.

There being no other business, Commissioner Hundley moves the meeting adjourn; Commissioner Lowe seconds, and the motion carries. The meeting adjourns at 7:45 pm.

APPROVED: _____ DATE _____
Tom Byers, Chair
Board of Park Commissioners