



MEMORANDUM

Date: March 1, 2016

To: Park District Oversight Committee

From: Susan Golub, Policy and Performance Management Manager
Shanyanika Burton, Administrative Staff Analyst

Subject: Roles and Responsibilities of Park District Oversight Committee

Requested Committee Action

No committee action. The purpose of this briefing paper is to facilitate further clarification regarding the roles and responsibilities of the Park District Oversight Committee.

Background

During previous meetings, it was requested that staff provide a document clarifying the roles and responsibilities of Park District Oversight Committee members. The charge of the Park District Oversight Committee is prescribed by the Interlocal Agreement between the City and the Seattle Park District (ILA) and the responsibilities are discussed in the Issues section of this paper. The complete ILA was provided to Committee members in their notebooks and can be found

at: <http://www.seattle.gov/Documents/Departments/ParkDistrict/ParkDistrictExecutedILA.pdf>

The (ILA) directs Seattle Parks and Recreation (SPR) to implement projects and use the funds collected through the Park District as they are described in the ILA. The ILA calls for oversight and reporting and public review of spending priorities. The ILA was adopted by the City Council, signed by the Mayor and adopted by the Park District Board (the City Council wearing their Park District hats).

Issues

The Park District Oversight Committee is charged with helping Seattle Parks and Recreation ensure the Park District is administered equitably, transparently, engages the public and delivers the outputs outlined in the 6-year spending plan. One of the challenges facing SPR regarding Park District Oversight results from the integration of Park District initiatives into all aspects of the department's work. This integration contrasts with previous parks and recreation levies which primarily funded capital projects and led to a more clear distinction between levy oversight and Park Board oversight. The Park Board, pursuant to City Code, provides advice on

recreation programs and park use; Attachment A shows the Code language regarding the role of the Park Board. If a Park District initiative funds ten percent of a program, as currently occurs with the Community Center Operations funding, where does oversight lie?

The ILA includes four tasks for the Committee, some more specific than others. The following discussion reviews the four tasks and lists SPR's interpretation for how the tasks translate into a work plan for the Committee.

According to section D of the ILA, the Park Oversight Committee will advise on spending and with four specific tasks listed.

1. Establish a Major Projects Challenge Funds application process and evaluation criteria, and make recommendations to the Superintendent of Parks and Recreation ("Superintendent") on the annual allocation of the Major Projects Challenge Fund.

Committee work plan items for the Major Projects Challenge Fund include:

- Assessing and making recommendations on the fund implementation plan and application evaluation criteria;
- Making recommendations on fund allocations.

In addition to having the Committee make recommendations on the Major Projects Challenge fund process and allocations as specified in the ILA, SPR broadened this task to include recommendations on the process and allocations for each of the grant-making initiatives: Put the Arts in Parks, Get Moving and Recreation Opportunities for All.

2. Reviewing an annual report prepared by SPR for the Seattle Park District and the City, including assessment of performance measures and expenditure of District funds including interest earnings, and reporting to the Superintendent and Park Board on implementation issues, concerns and needed adjustments in services or spending.

Committee work plan items for the annual report will include:

- Reviewing quarterly updates on the investment initiatives;
- Reviewing a draft outline for the annual report;
- Reviewing the draft report; and
- Recommending approval of a final annual report.

Parks and Recreation will be preparing a department-wide annual report in 2016; the Park District Annual Report will be a subset of the overall report. Work to develop the outline for the report will begin soon and staff will ask Park District Oversight Committee members to form a subcommittee to help with framing the report structure.

3. Holding public meetings and making recommendations to the Superintendent in connection with each 6-year update to the spending plan.

Committee work plan items for regarding public meetings and the 6-year update to the financial plan include:

- Holding regular meetings which are open to the public; and
- Developing priorities for each 6-year update to the spending plan in partnership with staff.

4. Provide to the Mayor, City Council, and Superintendent of Parks and Recreation an annual report on the progress of expenditures, a mid-term report half-way through each 6-year period, and a final report in advance of each 6-year update to the spending plan. Progress on construction of park development on the 14 land-banked sites in Initiative 4.4 will be among the issues addressed in the first mid-term report.

Committee work plan items related to reporting and the land-banked sites include:

- Reviewing expenditures in the annual report, mid-term and final report of the 6-year financial plan; and
- Reviewing progress regarding development of the land-banked sites.

Additional Information

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Attachment A: Park Board Duties

Seattle Municipal Code

Section 3.26.030 - Board—Duties.

The Board shall act in an advisory capacity to the Mayor, City Council, Department of Parks and Recreation and other City departments in respect to park and recreation matters and in furtherance thereof shall have the following specific responsibilities:

- A. To consult with and make recommendations to the Superintendent of Parks and Recreation and other City departments and officials with regard to the development and amendment from time to time of the City's parks and recreation comprehensive plan and capital improvement program;
- B. To consult with and make recommendations to the Superintendent of Parks and Recreation regarding policies for the planning, development and implementation of policy concerning the City's recreation program;
- C. To consult with and make recommendations to the Superintendent of Parks and Recreation regarding policies for the planning, development and use of all of the City's park and recreation facilities;
- D. To consult with the Superintendent of Parks and Recreation on matters pertaining to the proposed annual budget of the Park and Recreation Department during the period of its preparation and from time to time thereafter;
- E. To hold public meetings from time to time in various parts of the City for the purpose of reviewing park and recreation programs and objectives with citizen groups and the community at large. A major objective of the Board shall be to develop public interest in the activities of the Park and Recreation Department and to solicit, to the fullest extent, participation of community groups, the general public, and public and private agencies;
- F. To make recommendations on the acceptance of gifts and bequests to the City's Park and Recreation System;
- G. To meet from time to time with local, regional, and national park and recreation agencies and, when possible, attend park and recreation meetings and seminars in order to keep informed of new trends in policy, programs and park facilities' development.

(Ord. [96453](#) § 2, 1968.)