



Special Parks & Human Services Committee Meeting - Agenda

Councilmembers: Brenda Fincher, Chair - Dennis Higgins - Tina Budell
Director Julie Parascondola, CPRP

October 19, 2017 - 4:30 p.m.

<u>Item</u>	<u>Description</u>	<u>Action</u>	<u>Speaker</u>	<u>Time</u>	<u>Page</u>
1.	Call to Order	-	Chair Fincher	01	-
2.	Roll Call	-	Chair Fincher	01	-
3.	Changes to the Agenda	-	Chair Fincher	01	-
4.	Minutes Summary, dated August 17, 2017 - Approve	YES	Chair Fincher	01	01
5.	Fee-in-lieu Funds Re-allocation - Recommend	YES	Hope Gibson	05	03
6.	2017 Third Quarter Fee-in-lieu Funds - Recommend	YES	Hope Gibson	05	09
7.	2017 Third Quarter Contributions Report - Informational	NO	Julie Parascondola	05	13
8.	Director's Report - Informational	NO	Julie Parascondola	05	19

Unless otherwise noted, the Parks and Human Services Committee meets at 5 p.m. on the third Thursday of each month in Kent City Hall, Council Chambers East, 220 4th Ave S, Kent, 98032.

For additional information please contact Teri Petrole at 253-856-5101 or via email at tpetrole@kentwa.gov.

Any person requiring a disability accommodation should contact the City Clerk's Office at 253-856-5725 in advance. For TDD relay service call Washington Telecommunications Relay Service at 1-800-833-6388.

**Parks and Human Services Committee
Minutes**

**August 17, 2017
Kent Washington**

Approval Pending

Date: August 17, 2017
Time: 5 p.m.
Place: Council Chambers
Attending: Chair Brenda Fincher, Councilmembers Dennis Higgins and Tina Budell

Agenda:

1. Call to Order

Chair Brenda Fincher called the meeting to order at 5:02 p.m.

2. Roll Call

Chair Brenda Fincher, Councilmembers Dennis Higgins and Tina Budell in attendance.

3. Changes to the Agenda

There were no changes to the agenda.

4. Minutes dated June 15, 2017

MOTION: Councilmember Higgins moved to approve the minutes dated June 15, 2017. Councilmember Budell seconded. The motion passed 3-0.

5. Fee-in-lieu Funds

The for \$111,150 of fee-in-lieu funds collected during the second quarter of 2017 is for future expenditure for capital improvements at Clark Lake Park and Chestnut Ridge Park. Developers are given the choice of paying a fee instead of building a play area within the development. The funds must be used within five years of acceptance.

MOTION: Councilmember Budell moved to recommend Council accept \$111,150 of fee-in-lieu funds, amend the Community Parks Reinvestment Program budget and authorize the future expenditure of these funds for capital improvements at Clark Lake Park and Chestnut Ridge Park. Councilmember Higgins seconded. The motion passed 3-0.

6. 2017 Second Quarter Contributions Report

During the second quarter of 2017, a total of \$24,549 in contributions were made to the Parks Department for in-kind, sponsorship, cash and small grants that fall under the \$65,000 threshold and don't require council acceptance. There is no minimum or maximum to contribute. Any donation is welcome. Donate at www.kentparksfoundation.org.

7. Director's Report

- Director Julie Parascondola, consultant Leon Younger and Riverbend Golf Complex Superintendent Pete Petersen are presenting the Riverbend Business Plan (at 90%) to City Council on September 5. The plan contains analytics, demographics, benchmark studies, lesson assessment, a new organizational structure and maintenance approach, a six-year action plan (2018-2023) and a financial pro forma (2018-2023). A question and answer period with council is built into the presentation timeline. Many recommendations from the plan can be implemented in 2018, but some need to wait until the 2019-2020 budget development. Discussion with council is essential during the budget process. Staff will send council the final Business Master Plan for review during the week of September 28.
- Public hearings are scheduled for September 5 to surplus property at Morrill Meadows Park in anticipation of the YMCA building and to address any property restrictions on site. Staff is following the requirements of the surplus policy by holding public hearings with advance notices in the newspaper, on the city's website, through neighborhood mailings and postings on site.
- The smoke free and tobacco free parks branding campaign is complete. The new slogan "Just Breathe" and the double exposure design were the top choices for the posters and information cards. Signage is on order and installation in parks is set for the first part of September.
- There has been a delay this summer in obtaining a license from the Liquor Control Board. Unfortunately, no temporary food and beverage service can be provided to customers at the Riverbend Clubhouse this year.

9. Adjournment

Chair Fincher adjourned the meeting at 5:22 p.m.

Teri Petrole

Teri Petrole
Committee Secretary



PARKS, RECREATION AND COMMUNITY SERVICES

Director Julie Parascondola, CPRP

Phone: 253-856-5100

Fax: 253-856-6050

Address: 220 Fourth Avenue S.

Kent, WA. 98032-5895

TO: Kent City Council Parks and Human Services Committee

DATE: October 19, 2017

FROM: Hope Gibson, Parks Planning and Development Manager

SUBJECT: Fee-in-lieu Funds Re-allocation - Recommend

MOTION: Move to recommend Council reallocate \$70,125 of fee-in-lieu funds allocated to Springwood Park, amend the Community Parks Reinvestment Program budget, and authorize the future expenditure of these funds for capital improvements at Green View Park.

SUMMARY: On May 7, 2013 city council accepted \$70,125 in fee-in-lieu funds from Henley USA LLC. At that time, the funds were allocated for expenditure at Springwood Park. Since accepting the funds, projects intended for Springwood Park have been delayed and will not resume before the five-year fund expenditure deadline of January 14, 2017. The city must return the funds if they are not used by that date.

Planning and design of high priority park improvements are currently underway, where these funds can still be used to benefit the city. We therefore ask that the funds dedicated to Springwood Park in 2013 be reallocated toward capital improvements at Green View Park.

EXHIBITS: Copy of Council Acceptance, Copy of Revenue Report

BUDGET IMPACTS: Revenue and expense will impact the Community Parks Reinvestment Budget.



Agenda Item: Consent Calendar – 7G

TO: City Council

DATE: May 7, 2013

SUBJECT: **2013 First Quarter Fee-in-lieu Funds – Accept**

MOTION: Accept fee-in-lieu funds in the amount of \$70,125 and amend the Community Parks Reinvestment budget for future expenditure of funds in the Springwood Park budget.

SUMMARY: Between January 1, 2013 and March 31, 2013, the city of Kent received a total of \$70,125 from developers who voluntarily paid fees in lieu of dedicating parkland to mitigate the development of single-family homes in local subdivisions:

- Springwood Park budget: \$54,825.00 from Henley USA LLC
- Springwood Park budget: \$15,300.00 from Henley USA LLC

Ordinance 2975 requires developers to dedicate park and open space land in proximity to new construction sites or to pay "fee-in-lieu" funds. The fee is based on assessed land values.

EXHIBITS: Financial Revenue Report

RECOMMENDED BY: Parks and Human Services Committee

BUDGET IMPACTS: Revenue of \$70,125 to the Springwood Park budget.

R55GA014

Search GL by Account Number

4/12/2013 10:24:30

GL Dates: 1/1/2013 - 3/29/2013

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Account Number	Subledger	GL Date	Doc #	Batch #	Amount	PO#	Ref 2	Description	Vendor or Customer	PC	LT	R/V	Rec
P20006.56730		1/14/2013	JK 98280	223876	(54,825.00)		13-31954	411030 Henley Usa, Llc		P	AA		
P20006.56730		1/14/2013	JK 98280	223876	(15,300.00)		13-31955	411032 Henley Usa		P	AA		
		Account Total			(70,125.00)								
		Report Total			<u>(70,125.00)</u>								



PARKS, RECREATION AND COMMUNITY SERVICES

Director Julie Parascondola, CPRP

Phone: 253-856-5100

Fax: 253-856-6050

Address: 220 Fourth Avenue S.
Kent, WA. 98032-5895

TO: Kent City Council Parks and Human Services Committee
DATE: October 19, 2017
FROM: Hope Gibson, Manager of Parks Planning and Development
SUBJECT: 2017 Third Quarter Fee-in-Lieu Funds – Recommend

MOTION: Move to recommend Council accept \$4,233 of fee-in-lieu funds, amend the Community Parks Reinvestment Program budget, and authorize the future expenditure of these funds for capital improvements at Service Club Ballfields Park.

SUMMARY: Between July and September 2017 the city of Kent received a total of \$4,233.00 from the following developer, who voluntarily paid a fee in lieu of dedicating park land to mitigate the development of homes in local subdivision. These funds will be held in a reserve account for capital improvements at Service Club Ballfields Park, and must be expended within five years.

- Schneider Family Homes: subdivision into 21 lots in the 27800 block of 152nd Avenue SE; \$4,233 at Service Club Ballfields Park

EXHIBITS: Copy of Revenue Report

BUDGET IMPACTS: Revenue and expense impact of \$4,233.00 to the Community Park Reinvestment Program budget.



PARKS, RECREATION AND COMMUNITY SERVICES

Director Julie Parascondola, CPRP

Phone: 253-856-5100

Fax: 253-856-6050

220 Fourth Avenue S.
Kent, WA. 98032-5895

TO: Kent City Council Parks and Human Services Committee
DATE: October 19, 2017
FROM: Julie Parascondola, Director of Parks, Recreation & Community Services
SUBJECT: 2017 Third Quarter Contributions Report - Informational

MOTION: Informational

SUMMARY: Director of Parks, Recreation and Community Services Julie Parascondola will present the Third Quarter Contributions Report that includes all small grants, sponsorships, cash and in-kind donations that have a value under \$65,000 and not required to have City Council acceptance.

EXHIBITS: Contributions Report

BUDGET IMPACT: N/A

2017 Third Quarter Contributions Report

Donations, In-kind, Small Grants less than \$65,000

Division	Contributor	Program/Event	Category	Amount
Parks Plan/Dev	Starbucks	National Public Lands Day	In Kind	\$ 80.00
Human Services	East Ridge Baptist Church	COK Utility Fund	Cash	\$ 250.00
Human Services	East Ridge Baptist Church	COK Utility Fund	Cash	\$ 250.00
Human Services	East Ridge Baptist Church	COK Utility Fund	Cash	\$ 250.00
Adaptive	Anonymous Donor	Becker Memorial Fund	Cash	\$ 20.00
Adaptive	Participant Reimbursement	Studio 315	Cash	\$ 224.75
Adaptive	Kent Parks Foundation	Becker Memorial Fund	Cash	\$ 176.95
Youth/Teen	Cameron and Kathy Parker	SRC @ Waskowitz	Cash	\$ 1,000.00
Adaptive	Mary Mellinger	Becker Memorial Fund	Cash	\$ 2.50
Recreation	Miscellaneous	Combined small donations	Cash	\$ 34.50
Recreation	Zion Lutheran Church	Boys & Girls Youth Soccer	Sponsorship	\$ 250.00
Recreation	Baldwin Chiropractic	Boys & Girls Youth Soccer	Sponsorship	\$ 150.00
Recreation	Land O'Frost / Knox Sports	Boys & Girls Youth Soccer	Sponsorship	\$ 7,500.00
Recreation	Haeger Orthodontics	Boys & Girls Youth Soccer	Sponsorship	\$ 250.00
Recreation	Seattle-Tacoma Box Company	Boys & Girls Youth Soccer	Sponsorship	\$ 125.00
Recreation	Spring Kitchen	Boys & Girls Youth Soccer	Sponsorship	\$ 300.00
Recreation	Odd Fellows Titusville Lodge #34	Boys & Girls Youth Soccer	Sponsorship	\$ 250.00
Recreation	Zion Lutheran Church	Youth Flag Football Sponsorship	Sponsorship	\$ 125.00
Recreation	Gutters By Keith Inc.	Youth Flag Football Sponsorship	Sponsorship	\$ 125.00
Recreation	Kent Lions Club	Youth Flag Football Sponsorship	Sponsorship	\$ 125.00
Recreation	Baldwin Chiropractic	Youth Flag Football Sponsorship	Sponsorship	\$ 150.00
Recreation	Thunderbird Community Sports Found	Youth Flag Football Sponsorship	Sponsorship	\$ 125.00
Recreation	Fors Stars	Youth Flag Football Sponsorship	Sponsorship	\$ 125.00
Recreation	VFW Kent- Meridian Post 6785	Youth Flag Football Sponsorship	Sponsorship	\$ 150.00
Recreation	Legends Sports Photography	Youth Flag Football Sponsorship	Sponsorship	\$ 125.00
Recreation	Kent Firefighters Foundation	Youth Flag Football Sponsorship	Sponsorship	\$ 125.00
Recreation	Baldwin Chiropractic	Junior Girls Volleyball Sponsorship	Sponsorship	\$ 150.00
Recreation	CAN AM PIZZA	Junior Girls Volleyball Sponsorship	Sponsorship	\$ 150.00
Recreation	Vista Vending	Junior Girls Volleyball Sponsorship	Sponsorship	\$ 150.00
Recreation	Kent Police Foundation	Junior Girls Volleyball Sponsorship	Sponsorship	\$ 125.00
Recreation	Pegasus NW	Junior Girls Volleyball Sponsorship	Sponsorship	\$ 125.00
Recreation	VFW Kent- Meridian Post 6785	Junior Girls Volleyball Sponsorship	Sponsorship	\$ 150.00

Recreation	Legends Sports Photography	Junior Girls Volleyball Sponsorship	Sponsorship	\$	125.00
Recreation	The Doorman Service Co Inc	Junior Girls Volleyball Sponsorship	Sponsorship	\$	125.00
Senior Center	Farrington Court	Dog Days of Summer - Private Show	Cash	\$	150.00
Senior Center	Farrington Court	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Talbot Center	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Patriots Landing	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Arbor Village	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Fountain Court Sr. Living	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Canterbury House	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Stafford Suites	Multiple Programs	Sponsorship	\$	580.00
Senior Center	Chateau @ Valley Center	Reader's Theater	Sponsorship	\$	50.00
Senior Center	Talbot Center	Lunch Program subsidy	Sponsorship	\$	75.00
Senior Center	Molina Health Care	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Utilities & Transportation Com.	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	The Lakeshore Retirement Com.	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	RetireLivingWell	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Madrona Park	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Aegis Living of Kent	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	The Weatherly Inn	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Cascade Memorial	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Oliver Greyson Pet Apparel	Dog Days of Summer	Sponsorship	\$	100.00
Senior Center	Careage Home Health	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Retirement Connection	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Res Care Home Care	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Comfort Keepers	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Concierge Care Advisors	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	We Speak Medicare	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	SASH Real Estate	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Sacred Acres Estates	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	A Helping Hand NW	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Costco Covington	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Home Instead Sr. Care	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Rowry Agency - Farmers	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Humana MarketPoint	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Foresters Financial	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Village Concepts - Adriana Apts.	Earlier Bird Discount	Sponsorship	\$	350.00
Senior Center	Village Concepts - Brannan Park	Earlier Bird Discount	Sponsorship	\$	350.00
Senior Center	Village Concepts - Covington Place	Earlier Bird Discount	Sponsorship	\$	350.00

Senior Center	Village Concepts - El Dorado West	Earlier Bird Discount	Sponsorship	\$	350.00
Senior Center	Cay Care	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Premera Blue Cross	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Covington Place - Adriana Apts.	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Judson Park	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Wiser Home Care	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Talbot Center	FD Cares Wellness Fair	Sponsorship	\$	100.00
Senior Center	Providence Health	Earlier Bird Discount	Sponsorship	\$	1,300.00
Senior Center	State Farm	Koffee Klatch Door Prizes	In Kind	\$	300.00
Senior Center	Talbot Center	Koffee Klatch Door Prizes	In Kind	\$	150.00
Senior Center	Stafford Suites	Koffee Klatch Door Prizes	In Kind	\$	150.00
Senior Center	Stafford Suites	Silver Sounds Lunch	In Kind	\$	300.00
Senior Center	Stafford Suites	Silver Sounds Lunch	In Kind	\$	100.00
Senior Center	Stafford Suites	Weekly Fresh Fruit Donations	In Kind	\$	120.00
Senior Center	Stafford Suites	Dance Snacks	In Kind	\$	100.00
Senior Center	Concerto Health Care	Juice 'n Jazz supplies	In Kind	\$	150.00
Senior Center	Concerto Health Care	Deli Bingo Door Prizes	In Kind	\$	350.00
Senior Center	Weatherly Inn	Dance Snacks \$50 x 3	In Kind	\$	150.00
Senior Center	Farrington Court	Dance Snacks \$50 x 3	In Kind	\$	150.00
Cultural	Republic Services	Summer Concert Series: Wed	Cash Sponsorship	\$	2,500.00
Cultural	Bright Horizons	Summer Concert Series: Recess Monkey	Cash Sponsorship	\$	500.00
Cultural	Kent Library	Summer Concert Series: Tickle Tune	Cash Sponsorship	\$	300.00
Cultural	Tab Wizard	Cornucopia Days Run	Cash Sponsorship	\$	1,500.00
Cultural	Proliance	Cornucopia Days Run	Cash Sponsorship	\$	1,000.00
Cultural	Road Runner	Cornucopia Days Run	Cash Sponsorship	\$	500.00
Cultural	Aegis Living of Kent	Cornucopia Days Run	Cash Sponsorship	\$	500.00
Cultural	Kikkoman	Cornucopia Days Run	Cash Sponsorship	\$	500.00
Cultural	Republic Services	Cornucopia Days Run	Cash Sponsorship	\$	500.00
Cultural	Outpatient PT	Cornucopia Days Run	Cash Sponsorship	\$	500.00
Cultural	Kent Bowl	Cornucopia Days Run	In-Kind- ice cream	\$	200.00
Total Contributions Third Quarter 2017				\$	30,963.70



PARKS, RECREATION AND COMMUNITY SERVICES

Director Julie Parascondola, CPRP

Phone: 253-856-5100

Fax: 253-856-6050

Address: 220 Fourth Avenue S.
Kent, WA 98032-5895

TO: Kent City Council Parks and Human Services Committee

DATE: October 19, 2017

FROM: Julie Parascondola, Director of Parks, Recreation & Community Services

SUBJECT: Director's Report - Informational

MOTION: Informational

SUMMARY: Julie Parascondola, Director of the Parks, Recreation and Community Services Department, will inform the committee of noteworthy information and upcoming events.

EXHIBITS: N/A

BUDGET IMPACT: N/A