



PARKS & RECREATION COMMISSION STAFF REPORT

Item 5
February 4, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	Aubrey Davis Park Trail Safety Improvement Project Framework Recommendation to City Council	<input type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Approve the recommended framework and authorize the chair to transmit it to the City Council	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
STAFF:	Ryan Daly, Paul West	
COUNCIL LIAISON:	Jake Jacobson	
EXHIBITS:	Exhibit 1: Draft Memo Exhibit 2: 2019 Legislative Capital Request Form	

SUMMARY

The Chair of the Parks and Recreation Commission has consulted with the City Manager about transmitting the Commission's recommendations on the Aubrey Davis Park Trail Safety Improvements (ADTS) project. The Chair has determined in consultation with the City Manager that the recommendations should be transmitted in a memo form that clearly indicates the lines of communication and provides City Council with additional relevant context. The Chair is seeking the Commission's approval of the final communication to City Council, shown here as **Exhibit 1**.

BACKGROUND

At the December 3, 2020 meeting Parks and Recreation Commission meeting voted unanimously to approve the final scope of work for the ADTS project and authorized the Chair and Vice Chair to finalize the language. Upon further consultation with City staff, it was decided the final product should not go to City Council in the form as previously approved by the Commission.

Over the years, City boards and commissions have communicated with City Council in many different ways. There has been a lack of consistency, leading to confusion at the Council and public level. Currently, the City Manager is facilitating the transition for all boards and commissions to adopt a memo form as the standard instrument for communicating recommendations to City Council. This form includes several features:

- The Chair is the proponent of the memo.
- The entire Council is the recipient.
- The memo provides policy and procedural context.
- The memo provides a clear indication of what it is being asked to do.
- The memo lays out what steps will follow from Council's action and when Council will next be engaged.

The Chair and Vice Chair agreed this change was in the best interest of the Commission. They worked with staff to incorporate the approved scope of work into the memo format shown in **Exhibit 1**.

The Scope of Work becomes The Project Framework

In early 2019, the City of Mercer Island applied for a \$2.3 million appropriation from the Washington State Legislature to fund trail improvements in Aubrey Davis Park. See **Exhibit 2**. The application included a funding request for trail widening and safety improvements and was submitted during the early stages of developing the Aubrey Davis Park Master Plan.

At the end of 2019, the Master Plan was completed. At that time, the City received notification that a \$500,000 Department of Commerce grant had been awarded for the Aubrey Davis Park Trail Improvement Project. The “trail widening” project component was not in alignment with the adopted Master Plan. The Department of Commerce requested the City submit a revised project scope for review and approval by the State legislature and WSDOT.

The City Council directed the City Manager and the Parks and Recreation Commission to develop a scope of work consistent with the policy directives in the Master Plan. The Parks and Recreation Commission engaged with the task and developed very detailed project parameters and a context framework to justify its recommendations. The Commission’s product was renamed the “project framework” to distinguish it from the project scope required for the grant.

The grant resubmittal now requires approval by the City Council, the State Legislature, and WSDOT before work may proceed. Project approval is anticipated in 2021, with design to follow, and construction anticipated in 2022.

RECOMMENDATION

Approve the recommended project framework memo and authorize the chair to transmit it to the Mercer Island City Council.