



PARKS & RECREATION COMMISSION STAFF REPORT

Item (2)
November 4, 2021
Regular Business

AGENDA ITEM INFORMATION

TITLE:	PROS Plan: Review Chapter 4 - Goals & Objectives and 2023-2028 Capital Improvement Program (CIP).	<input checked="" type="checkbox"/> Discussion Only
RECOMMENDED ACTION:	Review and provide feedback on the revised draft of Chapter 4 – Goals and Objectives. Review and provide feedback on the revised 2023-2028 Parks CIP.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

STAFF:	Jessi Bon, City Manager Jason Kintner, Chief of Operations
COUNCIL LIAISON:	Jake Jacobson
EXHIBITS:	1. PROS Chapter 4 – Revised 10-29-21 2. PROS Chapter 4 Comment Matrix – Revised 10-29-21 3. PROS 2023-2028 CIP – Project List – Revised 10-29-21 4. PROS 2023-2028 Parks CIP – Subcategories with revenues 5. PROS 2023-2028 Parks CIP – Revenue Summary 6. PROS 2023-2028 Parks CIP – Financial Summary 7. PROS 20-Year Capital Facilities Plan – Revised 10-29-21

SUMMARY

The Parks and Recreation Commission will continue work on the Parks, Recreation, and Open Space (PROS) Plan update. The discussion topics include:

- Reviewing and providing feedback on the revised draft of Chapter 4 - Goals & Objectives.
- Reviewing and providing feedback on the revised draft of the 2023-2028 Parks Capital Improvement Program (CIP).

BACKGROUND

As directed by the City Council in September 2019, the Parks & Recreation Department, in collaboration with the Parks & Recreation Commission (PRC), began the process of updating the PROS Plan. The previous PROS Plan expired at the end of 2019.

The PROS Plan is a six-year plan that anticipates the programming and capital infrastructure investments necessary to meet the community's need for parks, recreation, open space, trails, arts, and cultural events. Conservation Technix was selected as the consultant to manage the process, including providing a baseline analysis of existing conditions and community needs, facilitating a community engagement process, and developing a draft framework for the final PROS Plan.

Work was suspended on the PROS Plan update in April 2020 due to the COVID-19 Pandemic.

At the end of 2020, the staff and consulting team resumed the planning process for the PROS Plan, with an initial focus on assessing the work that was already completed, adjusting the project timeline, and modifying the scope of work to reflect the need for virtual engagement strategies. To date, work that has been completed on the PROS Plan includes a review of existing conditions, completion of a capital facilities assessment, six presentations to the Parks and Recreation Commission, the completion of two community surveys, and two virtual community meetings. The project team recently met with the Arts Council and the Open Space Conservancy Trust. More than half of the PROS Plan is currently drafted and has been handed off to the PRC for initial review. The remaining draft chapters are in development and are anticipated to be available by mid to late November.

On January 19, 2021, the City Council hosted a joint study session with the PRC (see [AB 5797](#)) to kick-off the re-start of the planning process for the PROS Plan update.

A subsequent meeting was held with the PRC on February 4, 2021, to gather input to help inform the first Virtual Open House held on March 23, 2021.

At the March 6, 2021 meeting, the PRC reviewed the parks condition assessment, and discussed the consultant's initial findings related to ADA compliance.

At the June 3, 2021 meeting, the PRC reviewed and provided feedback on the draft capital project prioritization tool and the second community survey.

At the July 1, 2021 meeting, the PRC reviewed and provided feedback on the capital project prioritization criteria. The PRC also provided suggested revisions for the second community survey.

At the September 9, 2021 meeting, the PRC reviewed and provided feedback on the draft of Chapter 4 (Goals and Objectives), the draft Capital Facilities Plan and the areas of focus for the Virtual Public Meeting held on September 28, 2021.

At the October 14, 2021 special meeting, the PRC reviewed the 20-Year Capital Facilities Plan and the initial draft of the 2023-2028 Six-Year Capital Improvement Program (CIP).

1. REVIEW REVISED DRAFT: CHAPTER 4: GOALS & OBJECTIVES

At the heart of the PROS Plan is the establishment of goals and objectives to provide strategic direction for the Mercer Island Parks and Recreation system. The goals and objectives are included in Chapter 4 of the PROS Plan (see Exhibit 1) and once adopted, will be appended to the Citywide Comprehensive Plan during the next update process.

Chapter 4 was previously reviewed by the PRC and Exhibit 1 reflects the changes agreed upon at the September 9, 2021, PRC meeting.

Since that time, additional changes have been proposed by PRC members, the Arts Council, and the Open Space Conservancy Trust (OSCT). Those changes are reflected as "strike and deletes" in Exhibit 1. In addition, staff prepared a matrix to track all of the feedback received on Chapter 4 (see Exhibit 2). The PRC discussion on the most recent proposed changes will begin at item #50 on page 32 of Exhibit 2.

Staff is seeking feedback and direction on the revisions to Chapter 4 so that the draft may be formatted for inclusion in the draft PROS Plan. The PRC will have an opportunity for another review of this material at the December 2, 2021 when the entire draft Plan is considered.

2. DRAFT SIX-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

The Six-Year Parks Capital Improvement Program (CIP) is a planning level document that identifies the capital projects intended to be funded and completed for the period from 2023 to 2028.

An initial draft of the 2023-2028 Parks CIP was presented at the October 14, 2021 PRC Special Meeting. Since that time the CIP has been revised to include a 3% inflation assumption and detailed revenue assumptions. A handful of minor errors were also corrected. The following exhibits are included:

- Exhibit 3: 2023-2028 Parks CIP – Project List (green color-scheme)
- Exhibit 4: 2023-2028 Parks CIP – Subcategory with revenues (blue color-scheme)
- Exhibit 5: 2023-2028 Parks CIP – Revenue Summary (orange color-scheme)
- Exhibit 6: 2023-2028 Parks CIP – Financial Summary (brown/gray color-scheme)

As a reminder, the proposed list of projects included in the CIP was derived from the 20-Year Capital Facilities Plan, which is attached for reference as Exhibit 7.

There is a considerable amount of detail that goes into preparing the six-year CIP, including a complicated revenue analysis. The staff team will provide a high-level overview of the CIP at the PRC meeting, including highlights of the proposed projects and information on the revenue assumptions.

The **proposed 2023-2028 Parks CIP is unbalanced**, meaning that the projected expenditures exceed available revenues by nearly \$25M. This is primarily due to a significant number of critical infrastructure projects related to docks, shoreline restoration projects, and athletic fields. Balancing the CIP requires the identification of additional revenue sources over the next six years and is considered a high priority.

Staff Recommendation

The staff recommends the following:

1. Confirm support for the proposed 2023-2028 project list.
2. Upon hand-off of the draft PROS Plan to the City Council in Q1 2022, include a recommendation to immediately begin work on identifying revenue alternatives to fund the 2023-2028 Parks CIP. This may include grant funding, voted ballot measures, or other alternatives.

NEXT STEPS

Work will continue on the PROS Plan through the end of 2021, with a hand-off to the City Council anticipated in Q1 2022. The remaining PRC meetings will involve finalizing the draft PROS Plan.

RECOMMENDED ACTION

Review and provide feedback on the revised draft of Chapter 4 – Goals and Objectives. Review and provide feedback on the revised 2023-2028 Parks CIP.