01-25-2021 Park Board Minutes

7:00 PM Virtual Meeting
January 25, 2021

DRAFT MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Boardmembers:	*Administration/Staff:*
Bradley Book	Brian Berntsen
Ruben Nieto	Jeff Watling
Jonathan Richardson (Excused)	Jennifer Fink
Linda Whitworth (Excused)	Milissa Ching
Chris Kovac	
Carl Riess	
Jeremy Noble	
Danielle Wolfrom Githens	
Apryle Craig	
Marlene Waxse (7:08 PM)	
Ryan Reamy	

CALL TO ORDER

a) Membership

APPROVAL OF MINUTES

a) Minutes of November 30, 2020
IT WAS MOVED BY NIETO, SECONDED BY CRAIG TO:
Approve the minutes of November 30, 2020.

Approved 5-0

PUBLIC COMMENTS

None

REGULAR BUSINESS

a) **Central Park Pad 3 Turf Replacement - Update, (D)**
Presented by:
Jeff Watling, Parks and Community Services Director, Jennifer Fink, Park Planner and Project Administrator and David Andrews, CPH Consultants

Watling provided an overview of the project and introduced a focused discussion regarding the infill type. Sand/crumb rubber vs. recycled cork.
Fink introduced Dave Andrews – consultant and discussed: (Attached PowerPoint contains additional details and helpful information)

- Project Background
- Project framework
- Infill Information
- Discussion regarding preference by the Park Board

Watling talked about the Turf replacement fund that was established in 2018. It will not fund this entire project, but in future projects it could. Watling also discussed pure organic as an option vs. non-organic options.

The Board engaged in discussion and covered the following:

- Maintenance
- Cork natural tree rubber
- Concerns about bacteria growth.
- Request to talk to other customers who have the organic option as an infill.
- Redmond, South Kitsap High School, Chief South Stadium in Seattle, City of Seattle shifting to do all cork/coconut products.
- 50% mono filament / 50% split fill
- Shock pad required under organic which insulates the field from getting too hard over time.
- Pros vs. Cons between the two options proposed.
- Shredded vs. Cryo generated crumb rubber.
- Feedback from the sports leagues. The focus from those groups was more about striping and use. Staff plan to inform the groups what is being considered.
- What do the Seahawk and Huskies use? Crumb rubber and sand blend with a pad underneath.
- Does adding a pad add more cost.
- Are organics safer in the long run – they do not get as hot in the summer months.
- Football lines
- Water runoff

Subject to the sports teams blessing, the Park Board has indicated that their preference is the organic cork infill material.

b) **2021 Work Plan, (I)**
Presented by:
Jeff Watling, Parks and Community Services Director

Watling provided an overview of the planning document and how it is used to track project progress.
Fink provided clarification regarding environmental impact threshold levels for projects.
The Board asked questions regarding the plan and discussed items related to the plan.
This will be presented to the Board each quarter with updates and as a tool for planning.

c) **Recovery Task Force Follow Up, (I)**
Presented by:
Jeff Watling, Parks and Community Services Director

Watling shared what the task force is focused on. He shared information about the most recent meeting which talked about city wide pandemic recovery and ideas.

“Issaquah Fit and Fun Outside” theme to be proposed to Council that includes ideas for outdoor fitness stations, multi-use of tennis courts, scavenger hunt/geocaching partnerships, walk and learn tour on City trails, modified 2021 Concerts on the Green.

d) **2020 Community Awards Nominees, (A)**
Presented by:
Brian Berntsen, Recreation Manager

Brian Berntsen shared the recommendations for the 2020 awards:
Youth Leadership – Ryan Reamy
Senior Center – Tara Michaels and Betty Robinson

The event is this Thursday the 28th virtually. (Brian will send the link to Park Board)

IT WAS MOVED BY NIETO, SECONDED BY GITHENS TO:
Approve the 2020 nominees for the Community Awards.

Approved 7-0

REPORTS

a) Chairperson's Report –
   - Chief Andy of the Snoqualmie Tribe passed away last week. He was a critical contributor to the Snoqualmie Tribe being nationally recognized.

b) Director's Report –
   - 2021 Budget includes the addition of a Parks Operations Manager which is under recruitment. Youth Basketball program will run but will be much different than a traditional league this year to ensure safety when the county moves to Phase 2. Park Ranger position is going to posted later this week.

c) Youth Report –
   - IYAB met with other leadership groups and a guest speaker for leadership strategies. Virtual holiday party. Brainstorming ideas for the Recovery Task force and presented them to the Task force. Winter Craft class ran in December. March through April have upcoming events.

OTHER BUSINESS / ANNOUNCEMENTS
None

ADJOURNMENT – 8:52 PM

CITY OF ISSAQUAH WASHINGTON

Central Park Pad #3 Turf Replacement Update

1/25/2021 | PARK BOARD

Jennifer Fink, Project Manager

Jeff Watling, Parks Director

Dave Andrews, CPH Consultants

Agenda

I. Central Park Pad #3 Project Background
II. 2021 Turf Replacement Project Framework
III. Infill Information
IV. Discussion – Is there a preference for the infill to be used?

Central Park Pad #3 Background

- **Fields originally constructed in 2008**
  - A 2006 Park Bond project
- **Infill is pure SBR rubber (no sand)**
- **Lifecycle**
  - Turf Systems are replaced every 8-15 years depending upon use

Lifecycle

- Heavy use of fields
- Turf is at end of its useful life
- Turf Replacement Fund

APPROVAL OF MINUTES a)

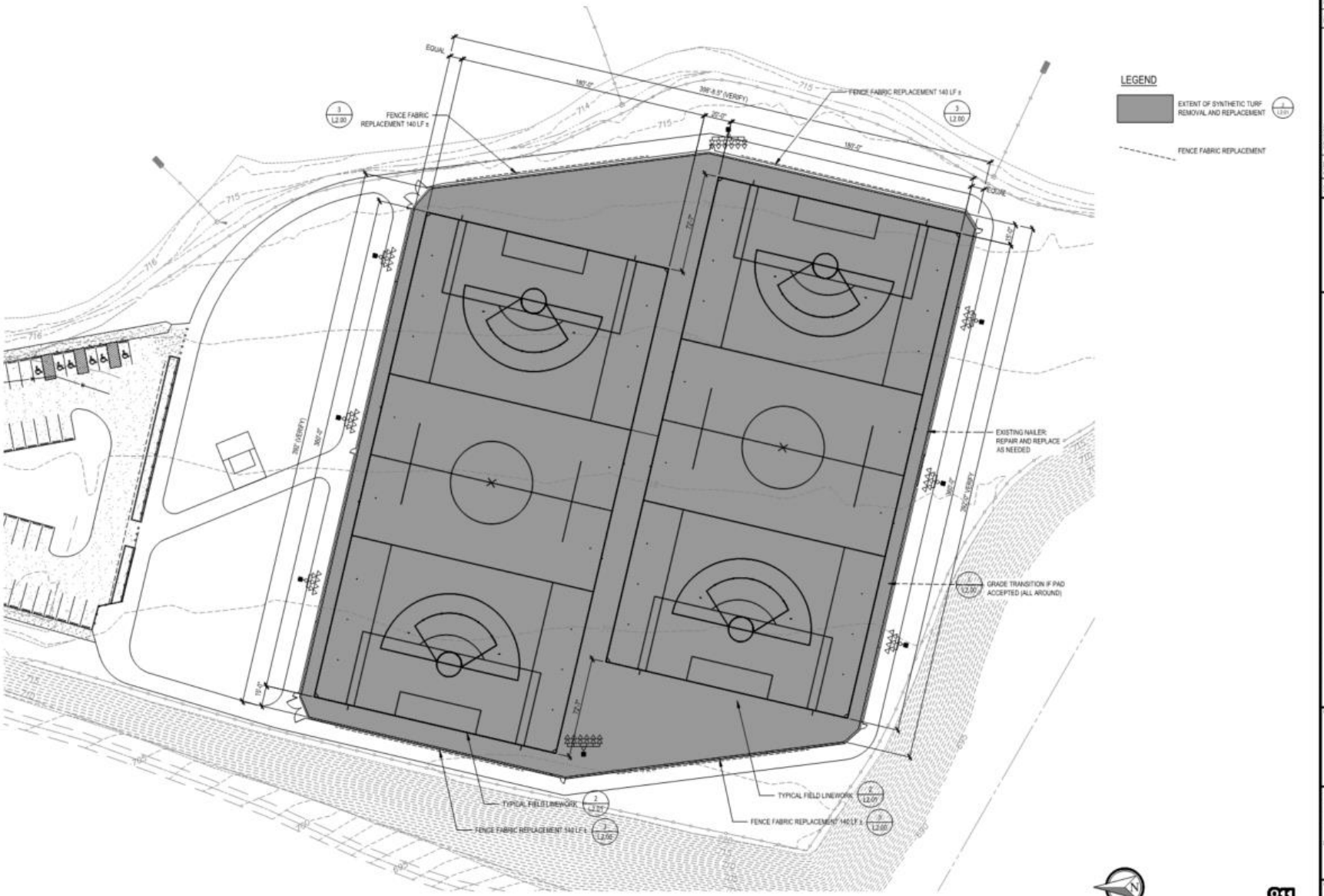
Multi-use Fields
Soccer/Lacrosse/Football

APPROVAL OF MINUTES a)

Central Park Pad #3
Turf Replacement Project Framework

- **Maintain field for sports use:**
  - Soccer, Lacrosse, and Football
- **Replace turf carpet and infill system**
  - Field drainage and base to remain as-is
  - Avoid infill that require watering & additional maintenance
- **Replace damaged fencing sections (lower)**
- **Work within 2021 budget of $1.6M**

APPROVAL OF MINUTES a)



1 SITE PLAN
SCALE: 1"=30'-0"

Pad 3 Turf Replacement
CONSTRUCTION DOCUMENTS
SITE PLAN

City of Issaquah
Parks & Community Services
PO Box 1307
Issaquah, WA 98027

C|PH CONSULTANTS
Site Planning | Engineering
Landscape Architecture | Land Use Consulting

PROJECT NO. 2021-015
DRAWING L1.00
SHEET 3 OF 15

811 Know what's below. Call before you dig.

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APPROVAL OF MINUTES a)

Infill Options Explored

- **SBR Rubber with Sand/Pea Gravel Infill**
- **Organic Cork infill with Pad**
- **Hybrid (organic cork & rubber) infill with Pad**

NOTE:

- *All options explored fit within available budget*
- *Refer to definition information from* **https://www.syntheticturfcouncil.org**

Questions
&
Discussion

ALTERNATIVE INFILLS *for Synthetic* TURF FIELDS

By John M. Perry, P.E.

Since the installation of the first synthetic turf field in the 1970s, there have been concerns about the safety, health, and environmental impacts of installing and playing on artificial surfaces. Infill was introduced to turf fields in the 1990s, and consists of crumb rubber (SBR—styrene butadiene rubber) and sand. The sand and crumb rubber are added on top of the carpet and raked in between the fibers to provide footing and shock attenuation, and to hold the fibers upright, giving the carpet a realistic, grass-like appearance. This basic system has been used ever since for most types and brands of synthetic athletic fields, except for some field-hockey fields, which still use knitted nylon carpet.

In the fall of 2014, NBC television broadcasted a segment that proposed a link between the crumb rubber used in infilled synthetic turf fields and several soccer goalies who had contracted an uncommon type of lymphoma. Although the link is still unsubstantiated, many owners and players have questioned the safety of using recycled rubber crumb in synthetic turf and have requested alternative materials. Because of these concerns and the potential for community opposition to turf-field projects, many field owners no longer want to consider using the standard crumb rubber and sand infill, and look for alternatives.

WHY NOT USE NATURAL GRASS FIELDS?

Members of university communities often suggest simply using natural grass fields. There are pros and cons for both natural and synthetic turf options. A few drawbacks to natural grass fields include overused and overscheduled natural turf fields, which can turn them into a morass of divots and mud if played on only once in a saturated condition.

A properly scheduled and maintained natural turf field can typically be played on approximately 250 times per year without significant degradation of quality. A synthetic turf field (without lighting) can sustain approximately twice the amount of play of a natural turf field, without sacrificing playability or increasing maintenance costs.

With athletic lighting, a synthetic field can sustain approximately three times the amount of play as natural turf. This increased use can eliminate the need for municipalities and other owners to construct and maintain additional natural grass fields to accommodate the demand for more fields. Synthetic turf can also be used in almost any type of weather. As such, if frequency or density of use is the driving decision, synthetic turf provides the answer. If frequency of use is not a driving factor, natural turf remains an appropriate option.

WHAT ARE THE ALTERNATIVES TO CRUMB RUBBER?

There are other infill options for field owners, users, and parents to explore if they would rather not use SBR. Most alternative infill materials are considered "virgin" (as opposed to recycled) materials. These virgin materials do tend to cost more than the traditional recycled SBR and sand infills.

In addition to the direct premium costs of infill materials, most alternative infill manufacturers recommend using a shock pad, which adds an additional cost. The costs for a shock pad for a standard-sized turf field (85,000 sq. ft.) can range from $85,000 to $130,000, depending on the brand specified. Because of this, owners must consider the cost of the whole system when considering alternative turf-infill systems. It should be noted that shock pads have shown to increase player safety regardless of the infill material chosen, especially as it relates to head-impact attenuation, which many owners consider to be worth the added cost. Some of the more popular alternative infills, and their benefits and potential drawbacks, are summarized below.

Left: One of the first fields in the United States to use an infill material that consists of crushed walnut shells and sand, The Wheeler School of Seekonk, Massachusetts.

Organic Infills. Pictured left to right: Corkonut (cork and coconut hust), walnut shells, and cork.

ORGANIC/NATURAL INFILL

Organic infill materials are manufactured from naturally occurring materials, such as renewable cork, coconut fiber, rice husks, walnut shells, or some combination of these materials. Although they are not necessarily certified "organic," the industry has adopted the term "organic infill" for these natural materials. Organic-type turf infills are typically a mix of 30 percent organic material and 70 percent sand by weight. Organic infill colors are appropriate for an imitation grass surface, and at an appropriate depth, provide footing very similar to natural grass.

There are many installations in Europe, and organic-infill turf fields appear to be growing in popularity in the United States. Based on material safety data sheets, organic infill appears to be free from volatile organic compounds (VOCs) and hazardous materials. Manufacturers also claim that organic infill materials generate less heat than similar fields with SBR infill. Some of the organic infills are required to maintain a certain moisture content, and irrigation may be required, depending upon the typical ambient temperatures in the region the project is located. In areas such as New England, watering would most likely be unnecessary, unless there are drought conditions in the summer. However, because these fields hold moisture, they can be prone to freezing.

The use of a shock pad under synthetic turf is typically an industry recommendation for organic infills to maintain proper resiliency over the life of the turf. For a typical 85,000-sq.-ft. field, the costs for organic infill can add approximately $80,000–$130,000 to a project's initial cost for the infill material alone, assuming a combination of cork (10%) and coconut husk (90%). Other additional costs could include irrigation (about $15,000) and the shock pad (between $85,000– $130,000).

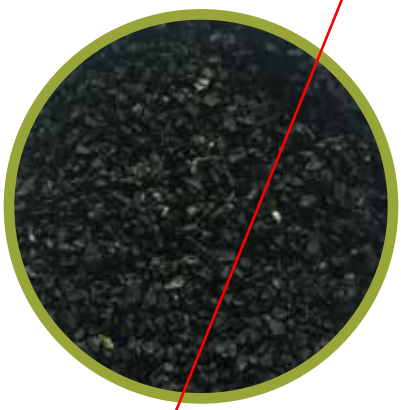
Some organic infill fields naturally degrade and need to be replenished every two to three years, costing approximately $10,000 per replenishment. Also, at the time of carpet replacement, organic infill currently available in the industry cannot be reused in the field, costing an additional $80,000–$130,000 for new infill. Standard maintenance requirements for this type of infill field would be similar to that for SBR; however, some manufacturers recommend that grooming be conducted more frequently, which increases the overall maintenance costs per life of the turf.

Organic infill can also experience weed growth, requiring additional maintenance. Newer versions of organic infills, such

as crushed walnut shells, have started to hit the market. They do not require an irrigation system and appear to be less susceptible to deterioration and the need for replenishment.

COATED SBR CRUMB RUBBER

Coated SBR is a product that applies a virgin EPDM (ethylene propylene diene monomer) rubber coating over traditional recycled SBR particles. Coated SBR is available under proprietary names in the industry. It is used the same way as SBR, has the same or similar traction qualities, and does not require irrigation.



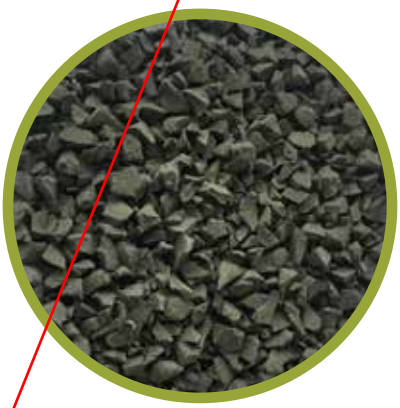
Coated SBR crumb rubber

Although the use of a shock pad is recommended, it is not typically required to meet current industry standards for shock attenuation. However, a shock pad may be required to achieve desired head injury criterion (HIC) results. Coated rubber comes in various colors, which are advertised to significantly reduce the heat effect of synthetic fields. Manufacturers claim that coated SBR infill does not outgas or leach VOCs or hazardous materials into the environment.

For a typical 85,000-sq.-ft. field, the use of coated SBR can add approximately $125,000 in additional costs. Maintenance requirements and cost for this type of infill field would be similar to those for SBR.

VIRGIN EPDM RUBBER INFILL

EPDM is the generic name for virgin synthetic rubber crumb products. Its properties are very similar to SBR, and it is used in turf infills with sand in the same manner as SBR. It has the same or similar traction and resilience qualities as SBR. A shock pad is recommended, and the system does not require irrigation. EPDM rubber comes in a variety of colors that are appropriate for field use. Manufacturers claim that some colors of EPDM significantly reduce the heat effect of turf. EPDM is a generic name, and proprietary products with quality ingredients (e.g., ultraviolet (UV) stabilizers and pigments) and the right formulation must be specified and selected. EPDM uses the same manufacturing processes as SBR.



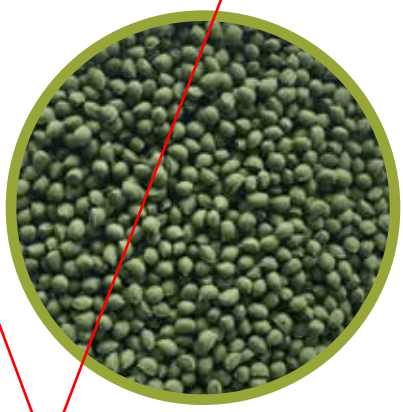
Virgin EPDM

For a typical 85,000-sq.-ft. field, the costs for virgin EPDM can add approximately $150,000 to initial costs for infill material, and approximately $85,000–$130,000 for the shock pad. Availability of EPDM material can be an issue in some locations in the United States. Maintenance requirements for this type of infill field are similar to those for SBR.

THERMO PLASTIC ELASTOMER INFILL

Thermoplastic Elastomer (TPE) is an extruded plastic product used as an alternative infill. TPE consists of small, extruded plastic rounded pellets or shredded crumbs that are uniformly sized and mixed with sand (similar to SBR). TPE is harder than rubber, but its rounded shape gives it resilient properties.

Similar to EPDM, TPE has a generic name and is a proprietary product with quality ingredients, and the right formulation must be specified and selected. It comes in a variety of colors and brand names for synthetic turf applications. TPE manufacturers claim that it is free of hazardous materials, and it is frequently used in medical devices, children's toys, and household appliances.



Thermoplastic elastomer (TPE)

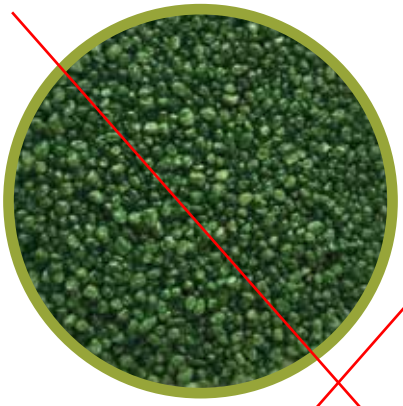
Since TPE is a plastic, it has traditionally been produced with a petroleum base, although some companies have been manufacturing TPE with corn and soy oils. Used TPE can be melted down and recycled into new products. If the TPE is poor quality, there is a risk that it can clump or melt together over time.

For a typical 85,000-sq.-ft. field, the costs for quality TPE pellets can add approximately $200,000 to a project's initial costs for infill material, plus the cost for a shock pad ($85,000– $130,000). Availability of TPE can be an issue; historically it has been imported mainly from Europe, although it has recently become more available in the United States. Its maintenance requirements are similar to those for SBR.

COATED SAND

There are several products intended as synthetic turf infill on the market that are best described as rounded sand particles coated with acrylic, polyolefin, or other elastic coatings. The rounded, uniformly sized nature of the product provides its resilient properties. These products are intended to be used as 100 percent of the infill, without mixing it with silica sand. Because of their relative hardness, a shock pad is recommended under these infill systems to maintain proper resiliency and impact attenuation.

Coated sand is subject to the same quality issues as EPDM and TPE, and poor-quality coatings can clump over time. However,



Coated Sand

good-quality coatings resist degradation, and warranties up to 16 years are available from some manufacturers. Coated sand is available in tan or green. Although it is considered one of the most abrasive of infill options, most owners find that it is not significantly different from other choices.

For a typical 85,000-sq.-ft. field, coated sand adds approximately $150,000–$200,000 to a project's initial costs for infill material, plus the cost for a shock pad ($85,000– $130,000). Adjusting the relationships between resilient padding, pile height, and amount of infill can potentially offset some of the additional costs for this system. Coated sand is readily available, and its maintenance requirements are similar to those for SBR. However, as with all shallow-depth infill systems, additional attention is required to keep an even distribution of the infill on the field (as with SBR).

OTHER (SAND)

With few exceptions, sand is used with the majority of alternative infills. The sand used for turf infill is specialized for turf; not just any sand can be used. The sand used for turf is a rounded shape (as opposed to elongated or irregularly shaped) and is processed to be within a specific size range between 0.85 and 0.6 millimeters, and uniformly graded. The rounded shape and uniform sizing also tend to resist compaction and improve the resiliency of the finished turf.

Typically, this sand is obtained from gravel pits and processed to segregate out the desired particle size and washed to remove any smaller particle sizes or dust. The sand is selected not only for its round shape but also its resistance to fracture and chipping (hardness) that could cause dust. Rounded sand is valued as a component of the alternate infill options for turf because of its resistance to degradation, its drainage qualities, its resistance to compaction, and for the weight it provides to help hold the synthetic turf material in place.

CONCLUSION

There is no single "best" answer to the selection of an infill material for synthetic turf fields. The decision on which infill to use is subjective, and will depend on the values and priorities of the group making that decision as well as how the field will be used. Some groups may prefer the natural infills, because they are "organic," despite potential degradation issues. Other groups may prefer coated sand because longer warranties are available, allowing it to be reused when turf is replaced. Ultimately, the options vary with an owner's requirements for costs, quality, and playability.

RESOURCES

1. GreenPlay – Corkonut (Coconut fiber and cork infill)
https://www.greenplayusa.com/corkonut-infill/
2. Shaw Sports Turf, Geofill (organic infill)
http://www.shawsportsturf.com/geofill
3. Shaw Sports Turf Maintenance Manual
https://www.shawsportsturf.com/resources/downloads/maintenance-and-care/maintenance-manual
4. FieldTurf, PureFill (organic infill)
https://fieldturf.com/en/products/detail/infill-systems/
5. USGreentech, Envirofill
https://usgreentech.com/infills/envirofill

John Perry is chief civil engineer, Civil Engineering Division, at Gale Associates, Inc., Weymouth, MA; he can be reached at *jmp@gainc.com*. This is his first article for *Facilities Manager.*

Central Park Pad #3 Turf Replacement
Park Board 1/25/21

INTRODUCTION

Synthetic turf systems consist of two main components: the artificial turf (also known as carpet) and infill. There are many different types of infill on the market. Some infills require an underlayment, called a pad, while other do not. To aid Park Board discussion regarding infill types for Central Park Pad #3, please review the infill types outlined below. More information may be found at https://www.syntheticturfcouncil.org/

Turf Replacement System Definitions

(https://www.syntheticturfcouncil.org/page/glossary)

CRUMB RUBBER AND COATED RUBBER INFILL

Infill

Crumb Rubber is derived from scrap car and truck tires that are ground up and recycled. Two types of crumb rubber infill exist: Ambient and Cryogenic. Together these make up the most widely used infill in the synthetic sports field and landscape market. Crumb rubber infill is substantially metal free, and, according to the STC Guidelines for Crumb Rubber Infill, should not contain liberated fiber in an amount that exceeds .01% of the total weight of crumb rubber, or .6 lbs. per ton.

Coated Rubber: Both ambient and cryogenic rubber can be coated with colorants, sealers, or anti-microbial substances if desired. Coated rubber provides additional aesthetic appeal, reduction of dust by products during the manufacturing process and complete encapsulation of the rubber particle.

SAND (SILICA) AND COATED SILICA SAND INFILL

Infill

Pure silica sand is one of the original infilling materials utilized in synthetic turf. This product is a natural infill that is non-toxic, chemically stable and fracture resistant. Silica sand infills are typically tan, off-tan or white in color and - depending upon plant location – may be round or sub-round in particle shape. As a natural product there is no possibility of heavy metals, and the dust/turbidity rating is less than 100. It can be used in conjunction with many other infills on the market to provide a safe and more realistic playing surface. The round shape plays an integral part in the synthetic turf system. It is important that silica sand have a high purity (greater than 90%) to resist crushing and absorption of bacteria and other field contaminants. Silica sand can either be coated with different materials as a standalone product or can be used to firm up in combination with traditional crumb rubber infill systems.

Coated Silica Sand. This class of infill consists of coated, high-purity silica sand with either a soft or rigid coating specifically engineered for synthetic turf. These coatings are either elastomeric or acrylic in nature (non-toxic) and form a bond with the sand grain sealing it from bacteria to provide superior performance and durability over the life of a field. Coated sand is available in various sizes to meet the application's needs.

Depending on the amount and type of infill, coated sands can either be used with or without a pad and are available in various colors. All of the coatings are non-toxic and are bonded to the quartz grain for superior performance and durability over the life of your field. These materials are typically used as a

homogenous infill which provides both ballast and shock absorbing qualities to a synthetic turf application.

ORGANIC INFILL

Infill

There are several organic infills available in the North American market, all utilizing different organic components, such as natural cork and/or ground fibers from the outside shell of the coconut. These products can be utilized in professional sports applications as well as for landscaping. At the end of its lifecycle, it can be recycled directly into the environment.

PAD (OR SHOCK PAD)

Construction and Installation

Shock attenuation pads offer an added level of protection and consistent playability to the playing surface and are designed to contribute to a safe *g*-max level throughout a synthetic turf field's life. Roll out or panel systems are relatively economical and offer ease of installation. Pads can be permeable or impermeable. Some can replace all or portions of the stone base and provide both shock attenuation and drainage, while others are used in combination with a traditional stone and drainage base. Pads can be placed directly over asphalt or cement stabilized surfaces. Provided care is taken in the turf install/removal process, some last more than one turf life cycle. Some pads are made from recycled materials, while others are made from virgin materials and may be recyclable.

[Lifecycle: 20-30 years]

Turf Replacement System FAQ's (https://www.syntheticturfcouncil.org/page/glossary)

IS CRUMB RUBBER SAFE?

Yes. Crumb rubber infill, made from reclaimed tires, is a popular infill option for many synthetic turf fields. It has been safely utilized since being introduced in 1997, and in playgrounds and tracks for much longer. This resilient material provides enhanced durability and safety. Its use in synthetic turf sports fields and landscape has also kept more than 105 million used tires out of landfills. Crumb rubber has been critically examined and studied since the late 1980's. Science has proven it to be safe for children and people of all ages (see Research and Latest Thinking and Crumb Rubber FAQs to learn more).

2021 PARKS & COMMUNITY SERVICES - MAJOR CAPITAL PROJECTS AND INITIATIVES

CITY OF ISSAQUAH
PARKS & RECREATION

PROJECT NAME	PROJECT DESCRIPTION	QUARTER 1 (JANUARY FEBRUARY MARCH)	QUARTER 2 (APRIL MAY JUNE)	QUARTER 3 (JULY AUGUST SEPTEMBER)	QUARTER 4 (OCTOBER NOVEMBER DECEMBER)
PARKS PROJECTS					
HILLSIDE PARK - NEW PLAY AREA	Based upon neighborhood engagement in 2014, this project will complete a first phase park improvement with the addition of a new play area. Additional neighborhood engagement will help determine the location of the play area, the type of equipment to be installed, and the site conditions / environmental review for this work.	**Community Engagement and Planning** • Consultant selection (1 team both play areas) • Community/neighborhood engagement • Establishment of project schedule, including site planning & design, environmental review and project implementaton.	**Design & Permitting** • Finalize design • Further public engagement	**Finalize Design Construction** • Construction plans, specifications and estimate • Bid construction package • Award construction • Construct in 2021	
BLACKBERRY PARK - PLAY AREA REPLACEMENT	Based upon neighborhood engagement in 2017, this project will complete a first phase park improvement with the replacement of the existing play area. Additional neighborhood engagement will help determine the location of the play area, the type of equipment to be installed, and the site conditions / environmental review for this work.	**Community Engagement and Planning** • Consultant selection (1 team both play areas) • Community/neighborhood engagement • Establishment of project schedule, including site planning & design, environmental review and project implementation. • Site planning & further engagement	**Design & Permitting** • Finalize design • Further public engagement	**Finalize Design Construction** • Construction plans, specifications and estimate • Bid construction package • Award construction • Construct in 2021	
CENTRAL PARK PAD #3 TURF REPLACEMENT	Bid and complete the synthetic turf replacement of the Central Park Pad #3 fields in 2021. This needed lifecycle replacement will improve functionality of these fields.	**Design** • Determination of in-fill type to be used • Construction package development and pricing through KCDA (January) • Construction Contract Execution (Jan/Feb) • User group/Community notification	**Construction** • Construction (June-Aug) preferred. Potential for construction date change according to availability.		
PARK SIGNAGE AND TRAIL WAYFINDING DESIGN	Develop a creative design and brand for Issaquah Gateway, Parks, Trails, Facility, and Wayfinding signs. Continue work with Steering Committee of community members and the newly formed Creative Arts District.	**Preliminary Design continuation** • Integrate creative arts district grant and artist into the wayfinding project. • Initiate and complete next Phase of public engagement to get feedback on concepts. • City Council Informational Update	**Design Development** • Refine preferred designs. • Initiate Phase II engagement • Finalize design		**Final Design** • Master Plan development • Construction documents & phased implementation plan completed • Sign prototype development
PARK MASTER PLANS FOR TIBBETTS VALLEY PARK, MEMORIAL PARK & ISSAQUAH CREEK CORRIDOR	Create park master plans for three major city parks: Tibbetts Valley Park, Veterans Memorial Field and the Creek Corridor. Master plans will create a future vision to diversify and activate these parks and position them to best serve the Issaquah community as anchors of our park system.		**Engagement Phase II** • Launch online survey to discuss conceptual options. Timing pending on pandemic. • From here forth, engagement for each park will be independent. • Prioritize and sequence the three separate master plan projects and establish timelines. • New project schedule to be determined. **TVP and VMF** • Preliminary concepts developed for each park • Conduct online survey & public engagement with each park **Creek Corridor** • Preliminary concepts developed • Conduct online survey & further public engagement	**Further Schedule - TBD** **Master Plan Completion TVP and VMF** • Master plan completion for each park in 2022 • Phasing and implementation plan **Creek Corridor** • Master plan completion in 2022 • Phasing and implementation plan
STATE WWRP GRANT (BERGSMA ACQUISITION)	In 2020, submitted Washington Wildlife and Recreation Program (WWRP) grant application to the State Recreation Conservation Office (RCO) as outlined in the Bergsma funding strategy. 2021 - With the successful ranking of this project, track legislative approval of funding for the WWRP program.			**Grant** • Funding awarded in 2021 Legislative Session • Contracts received by October for signature • Submit reimbursement billing by end of year	
CARBON CREDIT PROGRAM	Establish a pilot carbon credit program. This program will provide revenue for the City for the carbon generated from trees planted in our stewardship of City land. Additional restrictions are placed on the trees enrolled in the program, indicating they cannot be removed for a 40-year period of time. Annual reporting is required, plus additional reporting for milestone years.	**Lauch Pilot Program** • AB to City Council authorizing establishment of program • If authorized, execute paperwork • Annual report due 2021			

APPROVAL OF MINUTES a)

2021 PARKS & COMMUNITY SERVICES - MAJOR CAPITAL PROJECTS AND INITIATIVES

PROJECT NAME	PROJECT DESCRIPTION	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
DOG PARK TOUR	Provide residents with an Interim Dog Park solution through a "tour" of pop-up dog parks utilizing three park sites on the valley floor. These sites are temporary while the permanent dog park is pursued.	**"Pop-Up" Dog Park Tour** • Implement "Pop-Up" temporary dog park tour for 1 yr at three different Park locations: Pickering Barn Field (Nov '20-Jan '21), Squak Valley Park South (Feb '21-May'21) and Issaquah Community Center (Jun '21-Oct '21). • Pursue permanent dog park and integrate dog park into Tibbetts Valley Park master plan update. • September reapply for next 2021-2022 annual tour.											
GREEN ISSAQUAH PARTNERSHIP - LAUNCH VOLUTEER STEWARDS PROGRAM	Partnership with Forterra through their Green Cities Initiative. Developing a Forest Steward Program (volunteers) as an additional resource and compenent of managing the city-owned forest.	**Green Issaquah Implementation** • Complete Guide • Continue with Forest steward recruitment & training • Focus on specific City sites • PR/Communications development (website, newsletter, etc.) • Kick-off volunteer restoration events • On-going program into future years managed through the Park Operations Division											

APPROVAL OF MINUTES a)

2021 PARKS & COMMUNITY SERVICES - MAJOR CAPITAL PROJECTS AND INITIATIVES

CITY OF ISSAQUAH
PARKS & RECREATION

PROJECT NAME	PROJECT DESCRIPTION	QUARTER 1 (JANUARY – FEBRUARY – MARCH)	QUARTER 2 (APRIL – MAY – JUNE)	QUARTER 3 (JULY – AUGUST – SEPTEMBER)	QUARTER 4 (OCTOBER – NOVEMBER – DECEMBER)
FACILITIES PROJECTS					
CITY BUILDINGS INVENTORY ASSESSMENT	Report on current inventory of City-owned facilities. Include current use, intended use, zone type and long-term needs. Establish criteria to determine long-range plan for each facility/property.	**Project Scoping** • List Facilities and review • City Council Study Session MARCH • Establish evaluation criteria	**Evaluate Facilities** • Timeline based upon Council discussion and feedback at March Study Session		
SENIOR CENTER NEW HEATING AND COOLING SYSTEM AND NEW ROOF	Replace aging HVAC equipment at end of useful lifecycle. Remove existing roof and install roof system.		**Planning/Design** • Define scope • Design & Engineering • Invitation to bid • Bid review	**Bid Award** • Develop schedule • Order Equipment **Construction** • HVAC replacement • Roof replacement	
POLICE DEPARTMENT REPLACE CARPET	Replace aging carpet at end of useful lifecycle. Remove existing carpet and install flooring finishes.	**Planning** • Define scope • Product selection **Bid Award** • Invitation to bid • Bid review	**Implementation** • Coordinate logistics • Install new flooring		
POLICE DEPARTMENT ADD SECURITY FENCE AT PARKING LOT	Install new security fencing and gate for patrol car parking lot		**Planning** • Define scope • Design and Engineering • Bid Review	**Bid Award** • Permitting • Product selection • Order Equipment **Construction** • Construction Mngt. • Installation • Commissioning	
MAIN CITY HALL. DESIGN REPLACEMENT BUILDING AUTOMATION AND CONTROLS (HVAC)	Replace outdated automated building controls. Phase 1. Work with consulting engineer to design building automation control and sequence of operations for HVAC and Lighting.			**Planning / Design** • Define scope • Design & Engineering	
HUMAN SERVICES PROJECTS					
2019-2020 HUMAN SERVICES GRANTS ADMINISTRATION	Monitor and manage human services contracts. Review reports, provide technical assistance, conduct desktop monitoring and on-site monitoring, ensure payment of invoices, coordinate with regional funders.	**Contract Management (Q4/2020)** • Invoices, Quarterly, annual & outcome reports • Desktop monitoring • Report to Commission • Closing Contracts			
2021-2022 HUMAN SERVICES FUNDING CYCLE	Develop contracts and manage the 2021-2022 human services grant awards. Review reports, provide technical assistance, conduct desktop monitoring and on-site monitoring, ensure payment of invoices, coordinate with regional funders.	**Implementation** • Develop contracts with recipients • Provide Training and Technical Assistance to new grantees and new program staff	**Contract Management (Q1/2021)** • Invoices, Quarterly Reports (Q1) • Desktop monitoring • Data gathering and analysis • Report to Commission	**Contract Management (Q2/2021)** • Invoices, Quarterly Reports (Q1) • Desktop monitoring • Data gathering and analysis • Report to Commission/Council (?)	**Contract Management (Q3/2021)** • Invoices, Quarterly Reports (Q1) • Desktop monitoring • Data gathering and analysis • Report to Commission
HUMAN SERVICES STRATEGIC PLAN / NEEDS ASSESSMENT	Update Issaquah Community Needs Assessment. Develop 3-5 year Human Services Strategic Plan to help guide City priorities and investments.			**Planning and Design** • Define Scope • Determine Approach • Develop Timeline **Design and Implementation** • Data gathering and Research • Interviews, Focused Groups, Surveys, Community Engagement • Council Study Session	**Strategic Plan Creation and Adoption** • Strategic Plan Draft • Community Engagement • Council Adoption likely in 2022
EMBEDDED BEHAVIORAL HEALTH PARTNERSHIP WITH POLICE	Create an Embedded Behavioral Health Team within the Issaquah Police Department to help Police Officers respond to crises involving mental health and/or substance use service needs.	**Planning and Design** • Recruit and Hire • Define Data Tracking • Begin Training	**Implementation** • Data tracking and analysis • Begin community response • Begin team integration **Initial Review and Evaluation** • Initial program evaluation	**Continue Implementation & Re-evaluation** • Continue Data tracking and analysis. Re-adjust as needed. • Continue community response • Continue team integration	

APPROVAL OF MINUTES a)

2021 PARKS & COMMUNITY SERVICES - MAJOR CAPITAL PROJECTS AND INITIATIVES

CITY OF ISSAQUAH PARKS & RECREATION

PROJECT NAME	PROJECT DESCRIPTION	QUARTER 1 (JANUARY – FEBRUARY – MARCH)	QUARTER 2 (APRIL – MAY – JUNE)	QUARTER 3 (JULY – AUGUST – SEPTEMBER)	QUARTER 4 (OCTOBER – NOVEMBER – DECEMBER)
EQUITY OUTREACH AND ACTION PLAN	Evaluate and recommend resident review and oversight of City's Equity Initiatives.	**Planning & Research- Continued** • Outreach & Community Engagement Plan **Community Engagement on Equity** • Focused Groups • Community Convenings • Other non traditional ways for community engagement	**Recommendations** • Summary & recommendations to Mayor & City CouncilCouncil Meeting		
ARTS PROJECTS					
2021 ARTS GRANTS FUNDING CYCLE	Develop and update processes for 2021 arts grant funding. Develop and update online application process. Work with the Arts Commission to review applications and make funding recommendations to City Council.	**2021 Planning** • Arts Grant Philosophy/ Approach for 2021 with COVID restrictions considered • Revise Funding Application **2021 Application (Round #1)** • Release Arts Grant Application and promote funding opportunity • Provide Technical Assistance • Arts Commission to review/ evaluate applications and make funding allocation recommendations	**Recommendations and Approval Process (Round #1)** • Prepare AB • City Council discussion & approval • Grant Awards **2021 Application (Round #2)** • Release Arts Grant Application • Provide Technical Assistance • Arts Commission to review / evaluate applications and make funding allocation recommendations	**Recommendations and Approval Process (Round #2)** • Prepare AB • City Council discussion & approval • Grant Awards	
2021 ARTS GRANTS ADMINISTRATION	Initiate, monitor and manage arts grant services contracts. Review reports, provide technical assistance, conduct on-site monitoring and site visits, ensure payment of invoices.	**2021 Contract Management** • Monitoring, Processing Invoices • Technical Assistance • Onsite Monitoring/Site Visit Reporting • Data Collection and Assessment • Revising Scope of Work/Contracts to accommodate changes and cancellations due to COVID 19			
CREATIVE DISTRICT	Implement Certified Creative District workplan with Creative District Advisory Board	**Workplan Impementation** • Advisory Board Meetings • Tracking Data Collected and Analyzed • 2021-22 Workplan Development • Coordinate with ED on Recovery Activities			
CREATIVE DISTRICT WAYFINDING PROJECT	Creative District Capital Project to integrage artist desinged elements into district wayfinding system.	**Design** • Artist and KPG integrate design elements into signage system (see Wayfinding Project Above)	**Design Development** • Refine preferred designs •community/ stakeholder engagement • Finalize design **Signage Implementa-tion** • Construction documents ompleted • Produce sign •		
2021 ISSAQUAH INTERNATIONAL FILM FESTIVAL (Likely Cancelled for 2021)	Partner with Seattle International Film Festival to deliver the annual Issaquah International Film Festival in September.		**Possible Planning** • Based on COVID-19 phasing, explore film festival alernate options		
UTILITY BOX ARTWRAPS	Integrate public art into the built environment/streetscape via the utility box artwrap program.	**Planning/Design** • Location Selection • Artist RFQ and technical assistance • Artist Selection and Contracting (Apr/May)		**Design** • Work with TrafficWrapz to create artwraps **Installation and Promotion** • Work with TrafficWrapz for Installation • Project Promotion	

APPROVAL OF MINUTES a)

2021 PARKS & COMMUNITY SERVICES - MAJOR CAPITAL PROJECTS AND INITIATIVES

CITY OF ISSAQUAH
PARKS & RECREATION

		QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
PROJECT NAME	**PROJECT DESCRIPTION**	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
PUBLIC ART IN CAPITAL PROJECTS	Integrate functional public art into appropriate City capital projects. TBD (possible Hillside Park and Blackberry Park)	**Planning/Design** • Artist RFQ • Artist Selection and Contracting			**Design and Permitting** • Work with Artist, Arts Commission and staff to approve and accept			**Installation and Promotion** • Work with Artist and Community to fully execute mural • Project Promotion (Dependent on Governor's Phasing)					

APPROVAL OF MINUTES a)