



KIRKLAND PARK BOARD REGULAR MEETING

Date: February 9, 2022

Time: 7:00 p.m.

Place: Meeting to be held virtually, via Zoom

The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ITEMS FROM THE AUDIENCE**
4. **APPROVAL OF MINUTES**
 - a. January 12, 2022
5. **BUSINESS ITEMS**
 - a. PROS Plan Update
 - b. How to Conduct a Public Hearing – Educational Session
 - c. Joint Meeting with City Council Preparation
6. **COMMUNICATIONS**
 - a. Correspondence
 - b. [Department Monthly Report](#)
 - c. Staff updates and information
 - d. Park Board member reports
 - e. Comments from the Chair

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

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**KIRKLAND PARK BOARD
Minutes of Regular Meeting
January 12, 2022**

1. CALL TO ORDER

The January 12, 2022 Park Board regular meeting was called to order at 7:00 p.m. by Chair Amanda Judd.

2. ROLL CALL

Members Present: Chair Amanda Judd, Vice Chair Mike Holland, Tammy Cohen, Alison Cunningham, Tessa Hansen, Roshan Parikh, Crystal Thimsen, Uzma Butte

Members Absent: None

Staff Present: John Lloyd, Mary Gardocki, Jason Filan, Sara Shellenbarger

Recording Secretary: Heather Lantz-Brazil

3. ITEMS FROM THE AUDIENCE

4. APPROVAL OF MINUTES

Roshan Parikh moved to approve the December 8, 2021 meeting minutes as presented. Motion seconded by Uzma Butte. The motion passed unanimously.

5. BUSINESS ITEMS

a. Park Level of Service

Mary Gardocki, Park Planning and Development Manager gave a presentation on service standards and guidelines as adopted in the 2015 Parks, Recreation and Open Space (PROS) Plan. Staff responded to comments and questions from the Board.

PARK BOARD RECESSED AT 7:51 PM FOR 5 MINUTES

PARK BOARD RECONVENED AT 7:56 PM

b. PROS Plan Update

Mary Gardocki, Park Planning and Development Manager gave an update on the PROS Plan process and upcoming milestones. Staff responded to questions from the Board.

c. Donation toward Construction of Labyrinth at 132nd Square Park

John Lloyd, Deputy Director of Parks and Community Services provided background information on a proposed donation toward the construction of a labyrinth at 132nd Square Park. Staff responded to comments and questions from the Board.

Roshan Parikh moved to recommend City Council accept the donation toward the construction of a labyrinth at 132nd Square Park. Alison Cunningham seconded. The motion passed unanimously.

d. Joint Meeting with City Council Preparation

John Lloyd, Deputy Director facilitated a dialog with the Board to finalize discussion items for the joint Park Board and City Council Study Session scheduled for February 15, 2022. Finalized discussion items will be added to the Joint Park Board and City Council meeting packet materials.

6. COMMUNICATIONS

a. Correspondence

b. Department Monthly Report

c. Staff Updates and Information

- i. John Lloyd, Deputy Director shared two upcoming Special Event Program Focus Group opportunities in January and will send registration information to the Board this week.
- ii. Sara Shellenbarger, Recreation Manager shared information on the inaugural January Jump! Polar Bear Plunge event at Houghton Beach Park on Saturday, January 22, 2022, from noon to 2 p.m.

d. Park Board member reports

e. Comments from the Chair

ADJOURNMENT

Roshan Parikh moved to adjourn the meeting. Tammy Cohen seconded. Motion passed unanimously and the meeting was adjourned at 8:47 p.m.

Heather Lantz-Brazil, Recording Secretary
Parks and Community Services

Amanda Judd, Chair
Park Board



CITY OF KIRKLAND
Department of Parks and Community Services
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Mary Gardocki, Park Planning and Development Manager

Date: February 9, 2022

Subject: PROS Plan Update

RECOMMENDATION

That Park Board receive an update on the Parks, Recreation and Open Space (PROS) Plan process and upcoming milestones.

BACKGROUND DISCUSSION

The PROS (Park, Recreation and Open Space) Plan is a six-year guide and strategic plan for managing and enhancing park and recreation services in Kirkland. It provides a vision for Kirkland's park and recreation system and establishes a path forward for providing high-quality, community-driven parks, trails, open spaces and recreational opportunities. The PROS Plan creates a framework that will allow the City to respond to new opportunities as they arise, and to ensure that parks, facilities and recreation programs meet the needs of Kirkland's residents, employees, and visitors now and into the future. Since June, more than 3,600 Kirkland community members and stakeholders have provided input into the planning process through various engagement means.

The most recent community engagement event was the Athletic Field Stakeholders meeting on January 19. This follow-up meeting with Athletic Field Stakeholders included preliminary recommendations and incorporates the community survey results. The presentation can be found on the Play It Forward website (www.kirklandwa.gov/PlayItForward.) Final recommendations will be presented in the draft PROS Plan.

NEXT STEPS

Park Board will receive training on public hearings on February 9, 2022, which will include a description of the public hearings process, what to expect, Park Board's role, and how to conduct the session. This training is in preparation for March 9, 2022, Community Conversation and Public Hearing.

The remaining schedule to reach the end goal of adoption of the PROS Plan by City Council is as follows:

February 22	Human Services Commission review of ADA Evaluation and Transition Plan draft report with consultant, Bureau Veritas.
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March 1	Presentation of PROS Plan background and overview to City Council. GreenPlay will provide executive summary, goals, objectives and actions.
	Presentation of draft ADA Evaluation and Transition Plan to City Council for approval of public comment and engagement process.
March 9	3rd Community Conversation and Public Hearing: The consultant will present the draft PROS Plan as a Public Hearing to receive feedback from both the public and the Park Board.
April 13	Presentation of Final draft of PROS Plan to Park Board. Park Board recommendation to City Council.
May 17	- City Council Adoption.



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Department of Parks and Community Services
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Heather Lantz-Brazil, Administrative Assistant

Date: February 3, 2022

Subject: HOW TO CONDUCT A PUBLIC HEARING

RECOMMENDATION:

That Park Board receive guidance on how to conduct a public hearing in preparation for the March 9, 2022 Community Conversation and Public Hearing for the Parks, Recreation and Open Space (PROS) Plan.

BACKGROUND DISCUSSION:

Public meetings such as the Park Board are governed by the procedures of the Open Public Meetings Act (OPMA), [RCW 42.30](#) and happen whenever a quorum of the Board meets together and deals with the business of the Board. Community members and the public participate in Park Board meetings during the 'Items from the Audience' or 'Public Hearing' portions of the meeting.

A public hearing is intended to obtain public testimony or comment before significant recommendations or decisions are made by the Board. Since the PROS Plan is part of [Kirkland's Comprehensive Plan](#), a public hearing is appropriate. Community members and the public participate in the hearing during the 'Public Hearing' portion of the meeting.

Public Hearing Process

Before the Public Hearing, the City Clerk's Office will notice the public hearing in the Seattle Times at least ten days prior to the date of the hearing per [RCW 35A.63.070](#).

Due to the COVID-19 emergency, the Washington state governor and state legislative leaders have issued several proclamations related to in-person meetings under the OPMA. [Proclamation 20-28.15](#) remains in effect for public meetings subject to the OPMA. Currently, the City of Kirkland is still holding virtual or remote public meetings and are subject to conditions in [Proclamation 20-28.14](#) including that there be:

- telephonic access at a minimum,
- and all attendees can "hear each other at the same time."

Park Board will accept live spoken commentary from community members under 'Public Hearing' at the meeting via Zoom audio/video on a computer or telephone connection. The connection links and meeting materials are provided on the Park Board webpage at:

<https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Park-Board>

Recommendations from Park Board to City Council can be informed by testimony or comment presented at the public hearing. The "record" consists of all testimony or comment presented at the hearing and all documents or exhibits that have been submitted in connection with the PROS Plan through the various community engagement methods:

- "Play It Forward" campaign with dedicated email, playitforward@kirklandwa.gov and phone line, 425-587-3315
- Correspondence to Park Board's dedicated email, parkboard@kirklandwa.gov
- Focus Groups and Stakeholder Interviews
- Use of *Our Kirkland*, the City's citizen response management system
- "Catch the Butterfly" initiative and community outreach events
- Virtual Community Conversations
- Statistically Valid and Open Link Community Needs Assessment Surveys
- Other Surveys

Public Hearing Expectations

Create an Agenda

An agenda must be created to ensure that participants are informed on how the public hearing will be conducted. The agenda will be referenced in the public notice and available on the Park Board webpage.

Make a Hearing Script

The Park Board Chair may find it helpful to have a written "script" to follow for opening the hearing, explaining the ground rules of the hearing, and procedures for each part of the hearing so nothing is overlooked. **Attachment A** is an example Public Hearing Script Guide, specifically for the PROS Plan.

Set Ground Rules

The Park Board should establish clear ground rules for how the hearing will be conducted. The ground rules should be announced to the public at the start of the hearing.

Park Board's Role

There are several steps the Board can take before, during and after the public hearing to help foster a productive and less stressful meeting.

Before the Meeting

- Robert's Rules of Order – Board members should familiarize themselves with Robert's Rules of Order, as adopted by City Council to assist in maintaining order and civility.
- Review presentation of "How to Conduct a Public Hearing" that will be given at the February 9, 2022 Park Board Meeting.
- Run a pre-meeting audio/visual equipment check to avoid any unnecessary delays.

During the Meeting

- Explain the purpose of the meeting, the order of business, and what actions are expected at the conclusion of the meeting.
- Explain the ground rules that include the values and behaviors that all participants will be expected to adhere to.
- Model appropriate and professional behavior when interacting with other members of the Board, staff, and the public.
- Clarify that during the public hearing section of the meeting that the Board will not engage in back-and-forth dialogue with the public. If a question comes up, the Board can ask staff to look into the issue and report back to the Board.
- Give speakers your full attention so that they can see you are listening to what they have to say. Eliminating distractions such as cell phones, side conversations or other distractions is helpful.
- Set reasonable limits and make sure they are applied consistently. A limit of 3 minutes per comment is City Council's standard. A limit encourages speakers to be more succinct.
- Come prepared and be honest during the meeting, as credibility goes a long way when responding to any criticism or conflicts.
- If the conduct of attendees becomes too disruptive, the Board has the authority to maintain order up to and including removal of participants in certain circumstances. [RCW 42.30.050](#) outlines the procedure for interruptions.

After the Meeting

- A recording of the minutes and the meeting will be posted to the Park Board webpage.
- Staff can provide follow-up with questions from the public that could not be answered during the meeting.
- Any follow-up correspondence will be shared with the Board.

Public Hearing Procedures

Park Board Chair will:

- Call to order the meeting and open the public hearing at the appropriate time listed on the agenda
- State the purpose of the hearing, including a brief description of the issue at hand and the action that the Board may take on the issue
- State the ground rules for the hearing and the manner in which it will proceed
- Ask for staff to give a report and/or presentation on the issue with questions from the Board as they occur
- Invite community members and the public to provide testimony on the issue and state any rules regarding public testimony:
 - All speakers must speak into the microphone and give their names
 - All speakers must use the raised hand feature on the Zoom platform when using a computer or mobile device or by pressing *9 when calling in
 - All comments should be addressed to the Board, should be relevant to the issue, and should not be of a personal nature
 - A limit on the time in which a person can speak (3 minutes per person is City Council's standard)
 - Avoid repetitive comments

- If there are a large number of speakers, including many who are part of groups or organizations, ask for a representative to speak on behalf of the group or organization
- Disorderly conduct is prohibited as described in [RCW 9A.84.030](#):
 - (1) A person is guilty of disorderly conduct if the person: (b) Intentionally disrupts any lawful assembly or meeting of persons without lawful authority
- Ask for additional staff comments
- Ask for closing questions from the Board
- Close the hearing and state what the next steps are to occur regarding the issue

NEXT STEPS:

Park Board will conduct a community conversation and public hearing on the draft PROS Plan on March 9, 2022, to receive public testimony. This public testimony may inform recommendations Park Board may make to City Council regarding the final draft and adoption of the PROS Plan at a future meeting.

Attachment A: Public Hearing Script Guide – PROS Plan

HEARING ON DRAFT PARKS, RECREATION AND OPEN SPACE (PROS) PLAN

PUBLIC HEARING:

1. **CHAIR:** THE PARK BOARD WILL NOW HOLD A PUBLIC HEARING ON THE DRAFT PARKS, RECREATION AND OPEN SPACE (PROS) PLAN. THE PURPOSE OF THIS HEARING IS TO RECEIVE PUBLIC TESTIMONY ON THE DRAFT PROS PLAN THAT MAY INFORM RECOMMENDATIONS PARK BOARD MAY MAKE TO CITY COUNCIL REGARDING THE FINAL DRAFT AND ADOPTION OF THE PROS PLAN.
2. **CHAIR:** WE ENCOURAGE ALL BOARD MEMBERS AND PARTICIPANTS TO MODEL COURTESY AND RESPECT AT ALL TIMES. MEMBERS OF THE PUBLIC DO NOT HAVE THE RIGHT TO DISRUPT THE MEETING. ANY DISRUPTIVE BEHAVIOR WILL BE ADDRESSED BY THE BOARD.
3. **CHAIR:** I WILL NOW OPEN THE HEARING. WE WILL BEGIN WITH A PRESENTATION FROM STAFF.

[STAFF PRESENTATION, WITH QUESTIONS FROM THE BOARD AS THEY OCCUR]

4. **CHAIR:** DOES THE BOARD HAVE ANY FURTHER QUESTIONS FOR STAFF?

[AFTER QUESTIONING:]

5. **CHAIR:** BEFORE I INVITE MEMBERS OF OUR PUBLIC TO SPEAK, I WOULD LIKE TO ACKNOWLEDGE THAT THE BOARD AND STAFF HAVE RECEIVED CORRESPONDENCE FROM SEVERAL INDIVIDUALS AND ORGANIZATIONS REGARDING THIS TOPIC.

NOW IS THE TIME TO HEAR FROM OUR PUBLIC. WE WELCOME YOUR COMMENTS WHICH ARE VERY IMPORTANT TO US. AS A REMINDER, WE ASK THAT ALL SPEAKERS USE THE RAISED HAND FEATURE ON THE ZOOM PLATFORM AND WHEN CALLED ON, STATE YOUR NAME FOR THE RECORD AND LIMIT YOUR COMMENTS TO 3 MINUTES. SPEAKERS WILL NOT BE ALLOWED TO DEFER THEIR TIME TO OTHERS.

ALL COMMENTS SHOULD BE ADDRESSED TO THE BOARD, SHOULD BE RELEVANT TO THE ISSUE, AND SHOULD NOT BE OF A PERSONAL NATURE. PLEASE AVOID REPETITIVE COMMENTS.

IF A LARGE NUMBER OF SPEAKERS WHO ARE PART OF GROUPS OR ORGANIZATIONS ARE PRESENT, WE ASK THAT A REPRESENTATIVE SPEAKS ON BEHALF OF THE GROUP OR ORGANIZATION.

ANY DISORDERLY CONDUCT THAT INTENTIONALLY DISRUPTS THE MEETING WILL NOT BE TOLERATED. PLEASE NOTE THAT ACCORDING TO PUBLIC HEARING PROCEDURES, WE WILL NOT BE ENTERING INTO DIALOGUE AT THIS TIME. THE PURPOSE OF THIS HEARING IS FOR YOU, THE PUBLIC, TO INFORM US, THE BOARD ABOUT YOUR VIEWS.

ATTACHMENT A: Public Hearing Script Guide – PROS Plan

IF MEMBERS OF THE PUBLIC HAVE FACTUAL QUESTIONS, STAFF WILL BE GLAD TO ADDRESS THEM. PLEASE SEND YOUR QUESTIONS TO PARKBOARD@KIRKLANDWA.GOV OR CONTACT THE PARKS AND COMMUNITY SERVICES DEPARTMENT'S ADMINISTRATIVE ASSISTANT, WHO IS SERVING AS OUR RECORDING SECRETARY FOR THIS MEETING.

WE HAVE PARTICIPANTS WHO HAVE RAISED THEIR HAND VIRTUALLY AND WE WILL BEGIN WITH...

[AFTER EVERYONE WHO WISHES TO SPEAK HAS SPOKEN:]

6. **CHAIR**: ARE THERE ANY FINAL COMMENTS FROM STAFF?

[AFTER COMMENTS FROM STAFF:]

7. **CHAIR**: ARE THERE ANY FINAL QUESTIONS FROM THE BOARD?

[AFTER QUESTIONING:]

8. **CHAIR**: IF THERE ARE NO FURTHER QUESTIONS FROM THE BOARD, THEN THE PUBLIC HEARING IS NOW CLOSED.

AT THIS TIME, WE WILL OPEN THE MATTER FOR PARK BOARD DISCUSSION, AS THIS TESTIMONY WE JUST HEARD MAY INFORM RECOMMENDATIONS THE BOARD MAY MAKE TO CITY COUNCIL REGARDING THE FINAL DRAFT AND ADOPTION OF THE PROS PLAN AT A FUTURE PARK BOARD MEETING.

[PARK BOARD DISCUSSION]



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 · 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services

Date: February 9, 2022

Subject: Joint Meeting with Council

RECOMMENDATION:

That the have a discussion to prepare for the joint Park Board and City Council meeting scheduled for February 15, 2022.

BACKGROUND DISCUSSION:

In preparation for the joint meeting with City Council, staff have led several discussions with the Park Board to determine the area of focus for the meeting. At the January 12, 2022 Park Board meeting, Park Board finalized the discussion items they would like to focus on during the conversation with City Council which include park acquisition and development strategies, park level of service, and the need for indoor space for expanded recreation and aquatic programming. The items will all be addressed in the updated Parks, Recreation, and Open Space (PROS) Plan which is expected to be adopted later this year. While final recommendations have not yet been made, Park Board felt it was important to discuss these important topics to ensure their feedback is heard. Staff reviewed a draft of the memo that was to be submitted to City Council in advance of the joint meeting and subsequently shared the memo with Park Board members for review. The memo is included as **Attachment A**, but may still be edited by the City Manager prior to it appearing in the [City Council's meeting materials](#).

At the February 9, 2022 Park Board meeting, staff will conduct final prep for the joint meeting including reviewing the list of discussion topics, discussing how the meeting will likely be facilitated, and answer any remaining questions that may arise. In preparation for this meeting, staff recommend that Park Board members review the previous materials and watch the most recent joint meetings with City Council. Links to the memos and the video recording from both meetings are included below.

2019 Joint Council and Park Board Meeting [memo](#)
2019 Joint Council and Park Board Meeting [video recording](#)
2018 Joint Council and Park Board Meeting [memo](#)
2018 Joint Council and Park Board Meeting [video recording](#)

Attachment A - Joint Park Board City Council Meeting Memo



CITY OF KIRKLAND
Parks and Community Services
123 Fifth Avenue, Kirkland, WA 98033
425-587-3301

MEMORANDUM

To: Kurt Triplett, City Manager

From: Lynn Zwaagstra, Director of Parks and Community Services
John Lloyd, Deputy Director of Parks and Community Services
Mary Gardocki, Park Planning and Development Manager

Date: February 15, 2022

Subject: JOINT COUNCIL AND PARK BOARD MEETING DISCUSSION ITEMS

RECOMMENDATION:

That the City Council have conversation with the Park Board about the agenda items listed below.

BACKGROUND DISCUSSION:

Each year, City Council and the Park Board typically have a joint meeting. Topics focus on top City Council and Park Board priorities. Over the past several months, staff have engaged Park Board to identify top priorities and concerns to be discussed during this joint meeting. The topics identified all relate to the Parks and Community Services (PCS) department's opportunities and challenges in meeting demands in terms of park acquisition, development, and service level standards associated with the anticipated future growth in Kirkland. Park Board has recommended the following topics for discussion with City Council. In addition, Park Board welcomes discussion on any topics City Council wishes to include.

Draft Agenda for joint City Council/Park Board meeting on February 15, 2022

1. Park level of service
2. Park acquisition and development strategy
3. Indoor recreation and aquatics facility

A discussion between Park Board and City Council on these topics will help inform potential recommendations for changes as these items will be addressed in the updated Parks, Recreation, and Open Space (PROS) Plan later this spring.

Park Level of Service

Park Board is concerned about meeting the needs of the community and would like to address the current service levels. Chapter 10 of the 2015 PROS Plan discusses service standards and guidelines and explains the rationale and methodology of how service levels are evaluated, and how ultimate recommendations are made. In particular, park-type acres and recreational

facilities are evaluated based on population, national standards, and benchmarking with other comparable communities. Recommendations include the number of acres for each park type and select park facilities (fields, courts, pools, etc.) based on the total population. Additionally, the PROS Plan identified an investment per person based on the total value of the existing park system.

The new PROS plan will have updated service level recommendations that address unmet needs for both active and passive recreation:

- Level of service improvements based on walkability, quantity, and quality of parks, open space and trails
- Gaps and opportunities for locations of future development of specific components, beyond just park land needs
- Information for prioritization of identified gap areas based on quantified demographics

Park Acquisition and Development Strategy

As Kirkland continues to grow, the demand on existing parks, as well as the need for more parks, is of concern to the Park Board. The PCS department regularly evaluates property for acquisition to serve the City's current and future populations. The 2015 PROS Plan provided several objectives to guide the accomplishment of this goal (PROS Plan Policy 2.1):

- Proactively seek parkland identified within this plan, in both developed and undeveloped areas, to secure suitable locations for new parks to serve future residents. Evaluate acquisition opportunities based on criteria such as improvement to existing levels of service, connectivity, preservation and scenic or recreational opportunities for residents.
- To provide equitable park distribution, prioritize park acquisition in underserved areas where households are more than ¼ mile from a developed park.
- Prioritize park acquisition in areas of the City facing population growth and residential and commercial development.
- Establish or improve urban public services in newly annexed areas, as funds are available, to meet established levels of service.
- Evaluate opportunities to acquire lands declared surplus by other public agencies for park and recreation use.
- Pursue low-cost and/or non-purchase options to preserve open space, including the use of conservation easements and development covenants.
- When considering vacation of any right-of-way, consider its appropriateness for use as public park or open space.

At the City Council retreat in June 2017, Council supported the [park acquisition strategy](#) presented by staff. PCS staff have used this strategy to continue to pursue and acquire additional parcels throughout the community with a focus on the gap areas identified in the PROS Plan. Specifically, several properties have been purchased on Finn Hill allowing the expansion of Juanita Heights Park and also completed the identified acquisition of the Richards property adjacent to McAuliffe Park. Other parcels in high priority areas have been targeted and are being researched.

Park Board supports the City in their continued efforts to expand the park system through development of existing parks and the acquisition of new land for future park developments.

Indoor Recreation and Aquatics Facility

Park Board recognizes the ongoing demand for recreation programs, with many programs reaching maximum capacity with extensive waiting lists. In 2015, Kirkland voters did not support the creation of a Metropolitan Park District (MPD), which would have created the mechanism to fund the development of an aquatics and recreation center, helping to alleviate

this challenge. There remains a demonstrable need for additional indoor recreation and aquatic space to serve the existing and future Kirkland community. The Board remains interested in the development of a multi-purpose indoor recreation and aquatic facility to better serve the community and are very appreciative of the current Council discussion on a ballot measure for this purpose.

Summary

The updated PROS Plan is expected to address each of these items in greater detail. Park Board would like to ensure adequate funding is available to continue acquiring land for parks, developing existing parks, and maintaining existing parks. Additionally, Park Board recommends that the City should continue to work on developing existing parks and open spaces, with a focus on increasing accessibility throughout the entire park system.