



## AGENDA

### Parks & Recreation Commission

6:30 PM - Wednesday, September 4, 2019

City Hall Council Chambers, Sammamish, WA

| Page    |   | Estimated Time |
|---------|---|----------------|
|         | <b>CALL TO ORDER</b>  | 6:30 pm        |
|         | <b>ROLL CALL</b>  |                |
|         | <b>APPROVAL OF AGENDA</b>   |                |
|         | <b>APPROVAL OF THE MEETING SUMMARY</b>  |                |
| 3 - 6   | <a href="#">Meeting Summary - May 1, 2019</a>   |                |
|         | <b>PUBLIC COMMENT</b>   |                |
|         | <i>This is an opportunity for the public to address the Parks &amp; Recreation Commission. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. Please be aware that the Parks &amp; Recreation Commission meetings are recorded.</i> |                |
|         | <b>TOPICS</b>   |                |
| 7 - 28  | 1. <b>Parks &amp; Recreation Facilities Municipal Code Revision</b><br><a href="#">Parks Code Revision Presentation</a>   | 30 min         |
| 29 - 49 | 2. <b>Surveillance Cameras in Parks</b><br><a href="#">Surveillance Camera Presentation</a>   | 15 min         |
| 50 - 76 | 3. <b>Parks &amp; Recreation Department Update</b><br><a href="#">Presentation</a>  | 15 min         |
|         | <b>CHAIRMAN'S REPORT</b>  |                |
|         | July Parks & Recreation Commission Tour   |                |
|         | <b>DIRECTOR'S REPORT</b>  | 15 min         |
|         | Angie Feser, Parks & Recreation Department Director   |                |
|         | <b>PARKS COMMISSION LIAISON REPORTS</b>   |                |

1. Sammamish Friends - Sid
2. Sammamish Community Wildlife Habitat - Kathe
3. Native Plant Stewards -Cheryl/Sid
4. Sammamish Walks - Hank
5. Trail Stewards - Nancy
6. Sammamish Youth Board - Sara
7. **Sammamish YMCA -Sarvinder**
8. **Sammamish Market - Seth**
9. **Community Garden -Eirlys**

## **OTHER**

## **MEETING CALENDAR**

77

1. [Park and Recreation Commission Agenda Calendar](#)

## **ADJOURNMENT**

**8:30 pm**

*Parks & Recreation Commission meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request.  
Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.*

**Draft**



**MEETING SUMMARY**  
**Parks & Recreation Commission**

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**6:30 PM - May 1, 2019**  
City Hall Council Chambers, Sammamish, WA

**Commissioners Present:** Eirlys Vanderhoff, Parks & Recreation Commissioner, Position 1  
Katherine Low, Parks & Recreation Commissioner, Position 2  
Cheryl Wagner, Parks & Recreation Commission, Position 3  
Vice-Chair Sid Gupta, Parks & Recreation Commissioner, Position 5  
Seth Van Grinsven, Parks & Recreation Commissioner, Position 6  
Sarvinder Marwaha, Parks & Recreation Commissioner, Position 7  
Nancy Way, Parks & Recreation Commissioner, Position 8  
Chair Hank Klein, Parks & Recreation Commissioner, Position 9

**Commissioners Absent:** Sara Houpis, Parks & Recreation Commissioner, Position 4

**Staff Present:** Anjali Myer, Deputy Director of Parks & Recreation  
Belle Stanley, Administrative Assistant

**CALL TO ORDER**

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Chair Klein called the Sammamish Parks & Recreation Commission meeting to order at 6:35 PM.

**ROLL CALL**

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Role was called.

**APPROVAL OF AGENDA**

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Agenda was approved as presented.

**APPROVAL OF THE MEETING SUMMARY**

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March meeting summary was approved as presented.  
April meeting summary was approved as presented.

**PUBLIC COMMENT**

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None

**TOPICS**

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**Draft****Galaxy Digital - Volunteer Management Software - Chris Jordan, Recreation Manager**

Galaxy Digital is a mobile-friendly volunteer management software for non-profit organizations of all sizes. It's the single best tool for promoting, managing, engaging and reporting an organization's volunteerism and community impact. The new software allows volunteers to review current and upcoming events, sign up and track hours. The Sammamish Galaxy site, Community Connect, will also include and promote other community non-profits offering volunteer opportunities, in-kind needs and special events. The target soft launch is for the second quarter of the year.

**Lake Washington School District - Athletic Field Scheduling - Chris Jordan, Recreation Manager**

Lake Washington School District (LWSD) approached the City of Sammamish to begin scheduling their athletic fields at local Elementary, Middle and High Schools for community use. LWSD is interested in standardizing procedures, where shared constituents go to reserve fields within the city they live in. The current issue for leagues, organizations and individuals is that they need to contact each individual school to find out availability and to reserve the athletic field on site.

The proposal is for the City to take over scheduling for 11 additional fields within LWSD schools in the City. LWSD will continue to provide all maintenance to the fields. The elementary and middle school fields would be scheduled without a rental fee to continue the existing model LWSD has implemented. Eastlake varsity fields will have associated rental fees attached as established by LWSD. Those fees collected would be returned to the district.

The financial impact to the city would be a small amount of staff time, however, this can be compensated by adding a processing fee for scheduling the fields through the city.

**MOTION: Vice-Chair Sid Gupta moved to The Parks & Recreation Commission recommends to the City Council to take over the scheduling of the Lake Washington School District's athletic fields within city limits, starting in the fall of 2019 and to not charge a processing fee. Nancy Way seconded. Motion did not pass 0-7 with Vice-Chair Sid Gupta, Nancy Way, Eirlys Vanderhoff, Cheryl Wagner, Seth Van Grinsven, Sarvinder Marwaha, and Chair Hank Klein dissenting, Katherine Low and Sara Houpis absent.**

**MOTION: Vice-Chair Sid Gupta moved to The Parks & Recreation Commission recommends to the City Council to consider Parks & Recreation taking over the scheduling of the Lake Washington School District's athletic fields within city limits, starting in the fall of 2019 and to charge a processing fee. Nancy Way seconded. Motion carried unanimously. unanimously 7-0 with Katherine Low and Sara Houpis absent.**

**CHAIRMAN'S REPORT**

Sid Gupta - Joint Meeting with the Human Services Commission went well with good dialog about how the two commissions can work together. Earth Day was quite well attended at Beaver Lake Park. Lots of activities and displays. Mud Run tickets are on sale and Sammamish Friends is looking for volunteers to assist with the event.

Hank Klein - Earth Day was a great event. Eggstravaganza, put on by the YMCA, was well organized and had a huge number of people attend.

**DIRECTOR'S REPORT**

Anjali Myer - General Update- The new City Manager, Rick Rudometkin, will be joining us on May 16th. The Bonneville Power Administration, BPA is beginning to implement clearing of their easement which runs through Klahanie Park and Beaver Lake Park. This has created a number of calls to the City. The BPA is working with us to coordinate the clearing to avoid event timeframes and to take into consideration the sensitive areas.

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Park Planning - Anjali highlighted three smaller parks projects which staff has taken on: Sammamish Landing historic railroad artifacts installation and interpretive signage depicting the logging history of the area. The signage was all designed in-house. The slope repair required additional slope stabilization with jute fabric and replanting. East Sammamish Park - Additional hood of safety netting was installed in response to the request from Eastlake Sammamish Little League. The new netting has been effective in stopping errant foul balls. Klahanie Park - The new practice cricket pitch was installed on the edge of the existing fields. The cricket organization contributed financially to the project. The practice cricket pitch will open up availability for other organizations to rent the fields.

Chris Jordan - Recreation Update - Next event will be Rig-a-Palooza on May 18th. This is in coordination with Public Works Week. The Skate Competition will be taking place on June 7th. We are recruiting for Pine Lake lifeguards. We changed the start date for lifeguarding at the park to June 22nd. This will accommodate most of our summer staff which tends to be high school and college students. We have 4 interns beginning in May/June. Two recreation and two restoration. WNPS Stewardship certification program is in the process of recruiting a coordinator to implement the with classes beginning in the fall. Athletic fields rentals and prep have been going well; we're halfway through the season.

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#### **PARKS COMMISSION LIAISON REPORTS**

Sammamish Friends - Sid

Sammamish Community Wildlife Habitat - Kathe

Native Plant Stewards - Cheryl/Sid

#### **Sammamish Walks - Hank**

Next walk is on Sat, May 18th at Big Rock Park with another at Pine Lake Park on June 1st. Complete schedule can be found on the City Events calendar.

#### **Trail Stewards - Nancy**

No report

#### **Sammamish Youth Board - Sara**

No report

#### **Sammamish YMCA - Sarvinder**

Eggstravaganza was a huge success utilizing 115 volunteers and more than 30 community vendors. The YMCA is doing a program for Parkinson's and the affect of exercise minimizing the affects. Annual fundraiser was completed with more than \$180,000 raised. The fund will be invested back into community-based programming geared toward health, fitness, active lifestyle and teen leadership, counseling and program scholarships.

Sammamish Market - Seth

Community Garden - Eirlys

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#### **OTHER**

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#### **MEETING CALENDAR**

The June meeting will be a joint meeting with City Council. The July meeting is typically a walk-about. Currently, it is scheduled for July 3rd which may not be conducive with the proximity of the Independence Day holiday. It

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was decided to reschedule the meeting for Wed, July 10th. It will be a tour of two or three parks to be determined at a later date.

[Park and Recreation Commission Agenda Calendar](#)

**ADJOURNMENT**

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Hank adjourned the meeting at 8:35 pm.

# Agenda Bill

**Parks and Recreation Commission Regular Meeting**  
**September 04, 2019**



|  |  |  |  |
|--|--|--|--|
| <b>SUBJECT:</b>  | Parks Code Update  |  |  |
| <b>DATE SUBMITTED:</b>   | August 28, 2019  |  |  |
| <b>DEPARTMENT:</b>   | Parks & Recreation   |  |  |
| <b>NEEDED FROM COMMISSION:</b>                                 | <input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational |  |  |
| <b>RECOMMENDATION:</b>   | Review and recommend updates to SMC Title 7: Parks & Recreation (Chapter 7.12 Park Rules).                           |  |  |
| <b>EXHIBITS:</b>   | <a href="#">Exhibit 1 - Presentation</a>   |  |  |
| <b>BUDGET:</b>   |  |  |  |
| Total dollar amount  | <input type="checkbox"/> <b>Approved in budget</b>   |  |  |
| Fund(s)  | <input type="checkbox"/> <b>Budget reallocation required</b>   |  |  |
|  | <input checked="" type="checkbox"/> <b>No budgetary impact</b>   |  |  |
| <b>WORK PLAN FOCUS AREAS:</b>                                  |  |  |  |
| <input type="checkbox"/> Transportation                        | <input checked="" type="checkbox"/> Community Safety   |  |  |
| <input type="checkbox"/> Communication & Engagement            | <input type="checkbox"/> Community Livability  |  |  |
| <input checked="" type="checkbox"/> High Performing Government | <input checked="" type="checkbox"/> Culture & Recreation   |  |  |
| <input type="checkbox"/> Environmental Health & Protection     | <input type="checkbox"/> Financial Sustainability  |  |  |

**NEEDED FROM COMMISSION:**

Parks Code Update

**KEY FACTS AND INFORMATION SUMMARY:**

**Summary**

This agenda bill proposes City code revisions that will replace SMC Title 7: Parks & Recreation (Chapter 7.12 Park Rules) with new and updated language, to provide greater clarity of park rules, maintain consistency with City and state laws, respond to current events and issues, and improve the department’s ability to communicate park rules to the public.

**Background**

Since the City's incorporation there have been few updates to City code related to parks use. As a result, the department has been facing issues with responding to, and preparing for, issues that impact park usage in today's society. We are now faced with issues that include advancements in technology that have been introduced into City parks which were not anticipated, including drones and e-bikes. While staff have been able to use existing code to interpret enforcement, the department aims to revise current code to provide greater clarity regarding these new issues. Other topics for discussion by the Commission may include motorized vehicles and mountain bikes on trails, cannabis, commercial activities, political campaigning, and other issues which may arise in the near future.

In addition to new issues that have arisen over the last decade, the structure of City code which was incorporated from King County is difficult for the public to understand due to its method of organization. For instance, current park rules are organized by administrative rules, civil infractions and criminal misdemeanors, rather than by particular topic. As a result, park rules impacting activities such as boating, watercraft and swimming rules are located in many different sections across park code, creating complexity for users to understand which rules apply to specific park activities.

While Parks & Recreation currently displays park use signage at all properties, the department is aiming to collect and standardize park regulations in order to maintain consistency in the rules that are distributed to the public. In addition, the department plans to refine City code to make distinctions between codified regulations versus department rules that can be adjusted and communicated to the public at the discretion of the Director.

### **Timeline**

City staff began discussing revisions to park code beginning in June 2019. Planning meetings started in mid-July and stakeholder meetings with other departments began in late July. The department's final proposal for new park rules is tentatively aimed for the summer of 2020 and will be a standing agenda item for the Commission's 2020 meeting schedule. At this time, the only upcoming Commission meeting to review changes to park rules is scheduled for October 2, 2019.

### **Stakeholders**

Department staff have been holding meetings with several departments and teams across the City, including the City Clerks Office and Community Development. Staff will continue to hold meetings with divisions within the department while obtaining feedback from other affected stakeholders within the City, including but not limited to: code enforcement, Sammamish PD, and the City attorney. Department staff aim to use Commission meetings to obtain direction and feedback from Commissioners to learn the needs of the public on complex and sensitive issues, such as the operation of drones in City parks.

### **FINANCIAL IMPACT:**

The agenda bill is an informational item with no budgetary impact.

### **OTHER ALTERNATIVES CONSIDERED:**

#### **Alternative #1**

No changes to current park code. If not approved, City code may be unclear to the general public, remain outdated and inconsistent with other City and state laws, and may no longer be consistent with

current events and issues that impact park usage. City staff will need to plan on how to interpret old code in order to ensure consistency in the enforcement of park rules.

**Alternative #2**

Add new rules to outdated park code. Future additions of new rules will require the City to piece together new regulations with old code that may be outdated, potentially creating the risk of confusion, duplication and/or contradictions within current City code.

**RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[Parks PRO Plan](#)



# Parks Code Update

Parks & Recreation Commission Meeting  
September 4, 2019





# Presentation Topics

- Objective
- Municipal Code
- Current Park Code
- Updates and Changes
- Next Steps







# Objective

Review and recommend updates to *SMC Title 7: Parks & Recreation (Chapter 7.12 Park Rules)*





# Municipal Code

# Sammamish Municipal Code (SMC)

## What is municipal code?

- City laws to regulate activities
- Framework for department rules
- *SMC Title 7: Parks & Recreation (Chapter 7.12 Park Rules)*
- Reviewed and recommended by Parks & Recreation Commission
- Adopted by Council



**BEAVER LAKE PARK**

Park Hours: 8am to 30 minutes after sunset

**WELCOME**  
Please Enjoy the Park

- Keep your pets on a leash
- Help keep our parks clean and use trash cans
- Park in designated areas
- Tobacco products and alcoholic beverages are prohibited
- Drones and all other model aircrafts are prohibited

**Park Amenities**

|                |                    |          |
|----------------|--------------------|----------|
| Restrooms      | Picnic Shelter     | Trails   |
| Play Area      | BBQ Grills         | Swimming |
| Playing Fields | Off-Leash Dog Park | Fishing  |

Thank you for being respectful of other park users and taking care of our parks!

*Sammamish*  
Parks and Recreation  
www.sammamish.wa.gov  
425-295-0500

All Park Rules and Regulations are in Chapter 7.12 of the Sammamish Municipal Code  
25101 SE 24th Street, Sammamish, WA 98075



# Municipal Code

**Provide a system by which the greatest number of people may obtain the maximum satisfaction**

- Voluntary compliance
- Civil infraction or criminal misdemeanor
- Loss of park/facility use privileges
- Ejection from park area
- Subject to enforcement by Sammamish PD



# Municipal Code

## Example from SMC

### 7.12.420 Disturbances by animals prohibited

No person shall allow his or her dog or other pet or domestic animal to bite or in any way molest or annoy park visitors or other pet or domestic animals or wildlife. No person shall permit his or her dog or other pet or domestic animal to bark continuously or otherwise disturb the peace and tranquility of any City of Sammamish park area or associated marine area. (Ord. O2014-368 § 21)





# Current Park Code

# Current Park Code



## **Title 7: Parks & Recreation** *Chapter 7.12 Park Rules*

- General
- Administration
- Rules: Infractions
- Rules: Misdemeanors
- Penalties
- Enforcement
- Miscellaneous





# Current Park Code

## What is missing?

- Drones
- e-bikes
- Mountain bikes
- Cannabis
- Commercial activities
- Political campaigning





# Updates and Changes

# Updates and Changes

## What is the goal?

- Provide clarity
- Consistency with City and State laws
- Respond to current events and issues
- Communicate to the public



# Updates and Changes



## How will we do it?

- Organize content
- Update current language
- Add new topics/issues
- Review
  - Current related City code
  - Current state laws
  - Other jurisdictions



# Updates and Changes



## Reorganization of topics:

- Permits
- Use of facilities/buildings
- General rules
- Motor vehicles
- Trail use
- Boating/watercraft
- Camping
- Fishing
- Pets and animals
- Waste, refuse and litter
- Swimming
- Damage to wildlife



# Updates and Changes



## Development and review

- Parks & Recreation
- Community Development
- City Clerk's Office
- Code Enforcement
- Police Department
- City Attorney





# Next Steps

# Next Steps

## Commission Meeting schedule

- Fall 2019
  - Specific Topics/Issues
- Winter/Spring 2020
  - Topics/park activities
  - Changes to current topics/park activities
  - Review/recommend





**Comments / Questions?**

## Agenda Bill

Parks and Recreation Commission Regular Meeting  
September 04, 2019



|  |  |  |  |
|--|--|--|--|
| <b>SUBJECT:</b>  | Surveillance Cameras in Parks  |  |  |
| <b>DATE SUBMITTED:</b>   | August 28, 2019  |  |  |
| <b>DEPARTMENT:</b>   | Parks & Recreation   |  |  |
| <b>NEEDED FROM COMMISSION:</b>                                 | <input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational |  |  |
| <b>RECOMMENDATION:</b>   | Review and recommend updates to proposed park video surveillance policy.   |  |  |
| <b>EXHIBITS:</b>   | <a href="#">Exhibit 1 - Presentation</a>   |  |  |
| <b>BUDGET:</b>   |  |  |  |
| Total dollar amount  | <input type="checkbox"/> <b>Approved in budget</b>   |  |  |
| Fund(s)  | <input type="checkbox"/> <b>Budget reallocation required</b>   |  |  |
|  | <input checked="" type="checkbox"/> <b>No budgetary impact</b>   |  |  |
| <b>WORK PLAN FOCUS AREAS:</b>                                  |  |  |  |
| <input type="checkbox"/> Transportation                        | <input checked="" type="checkbox"/> Community Safety   |  |  |
| <input type="checkbox"/> Communication & Engagement            | <input type="checkbox"/> Community Livability  |  |  |
| <input checked="" type="checkbox"/> High Performing Government | <input checked="" type="checkbox"/> Culture & Recreation   |  |  |
| <input type="checkbox"/> Environmental Health & Protection     | <input type="checkbox"/> Financial Sustainability  |  |  |

### NEEDED FROM COMMISSION:

Surveillance Cameras in Parks

### KEY FACTS AND INFORMATION SUMMARY:

#### Summary

Parks & Recreation staff are proposing new park video surveillance policy in order to install and manage a surveillance system at three City parks: Sammamish Landing, Beaver Lake Park, and Pine Lake Park. Park surveillance is needed at these three locations in order to prevent and detect crime, aid in criminal prosecution, identify future threats, and measure park activity.

#### Background

Following safety and security issues at City parks, Parks & Recreation staff began planning on the development of a park surveillance program to prevent and detect criminal activity on its properties. With the advice from the City attorney, staff initiated the first steps at developing a comprehensive policy that addresses the safety and privacy concerns of installing and maintaining video surveillance cameras. In order to develop the right policy for the City, staff reviewed examples from other cities, examined case studies and research findings, interviewed Sammamish PD officers, and researched best practice and recommendations from external agencies. Through this work staff identified a comprehensive framework at developing effective policy while integrating parks surveillance into public safety recommendations for the City:

#### Privacy Impact Assessment

In 2007 the Department of Homeland Security Private Office convened a two-day public workshop to examine best practices for government use of camera technology. The workshop brought together representatives from academia, law enforcement, research institutions, technology, civic groups, and political think tanks to discuss challenges regarding personal privacy and the required safeguards to regulate the use of video surveillance. Coordinated alongside the Office for Civil Rights and Civil Liberties, the workshop released an informational guide of best practices for government use of video surveillance along with a tool called a “Privacy Impact Assessment” for cities to utilize.

This assessment has become a powerful tool to assist cities in discussing the important issues related to surveillance, ranging from protecting personal privacy to technical details on how information is collected, stored and shared. Following extensive research on best practices and examples from other jurisdictions, including cities within Washington State, it became clear that the majority of city policies regulating video surveillance is based on this framework developed in 2007. As a result, Parks & Recreation staff developed its own assessment using this framework titled *Privacy Impact Assessment for the Use of CCTV in City Parks* which is in the final stages of implementation. A brief summary of the privacy impact analysis from this assessment can be found below, a final version will be available once department staff introduce draft policy:

*“To mitigate risks to privacy and civil rights, cameras will be located in public areas where a member of the public does not have a reasonable expectation of privacy, such as a public parking lot or on the exterior of a public facility. The cameras would view the same images that a human person would be able to view, similar to the presence of law enforcement officers and City staff who can actively observe any member of the public. To prevent a long-term, networked tracking of any one individual the City would install only a limited number of cameras within the City and provide restrictions on both its use and length of stored recordings. Furthermore, the installation of any camera will consider the diversity of individuals who traditionally use a particular public area to ensure there is no intentional, or unintentional, monitoring of a particular demographic group. A system of accountability would be enforced which will include a training program and regular auditing designed to anticipate and safeguard against unauthorized uses and abuse of the system.”*

#### Police Services Study

In 2018 the City commissioned a study to evaluate options and provide specific recommendations for how the City may best prepare to meet current and predicted demand for law enforcement service given the continued growth and evolution of the Sammamish community. Findings from the study found that while residents overwhelmingly feel safe (95% report Sammamish is a safe city), 96% are

concerned about property crime. Recommendations from the study include increasing the number of officers, utilizing tiered policing options, developing a Police Foundation, incorporating community policing techniques, developing a strategic plan, providing video court services, installing automated license plate readers, and developing a video camera registry.

The last recommendation, a video camera registry, may be a program that the park surveillance system can leverage and integrate with a larger law enforcement strategy depending on how the recommendations are implemented.

### **Details of the Surveillance System**

The proposed camera system intends to view only three public spaces within City-owned parks, including the parking lot at Sammamish Landing, parking lot at Beaver Lake Park, and outside the public bathroom space at Pine Lake park, which have had security issues in the past. The information will be collected to support City policing efforts at preventing crime and aiding in the criminal prosecution of those who committed criminal offenses by monitoring public park areas including buildings, trails, parking lots, and other areas that are normally observed from any member of the public. Information may also be used to identify a future threat to public safety based on criminal activity that has been monitored. The system may also seek information to estimate crowd size at different park locations as measuring crowd size is a public safety measure to keep large gatherings safe in order for City officials to plan for traffic management, medical response personnel, and other safety precautions. Specific details are still in development as Parks & Recreation continue to work with affected stakeholders. More information will be available in the final *Privacy Impact Assessment for the Use of CCTV in City Parks* which will be available once the policy is proposed to the Commission.

### **Timeline**

- Parks & Recreation staff began discussing and researching the development of video surveillance policy in early July 2019.
- The *Privacy Impact Assessment for the Use of CCTV in City Parks* was formalized in early August 2019 and will be completed in late September 2019.
- Draft policy will be finalized in late November 2019 with review and approval by the Commission in early 2020.
- Following the Commission's approval, the policy will be presented to Council in early 2020.
- If approved, installation will begin immediately.
- Due to the nature of implementing new systems and technologies, the Parks & Recreation Department may conduct a follow-up Privacy Impact Assessment in 2021 to review and summarize any unintended changes that occurred which were not originally anticipated.

At this time, the only upcoming Commission meeting scheduled to review park surveillance planning is scheduled for November 6, 2019 which will include a summary of findings from the *Privacy Impact Assessment for the Use of CCTV in City Parks*.

### **Stakeholders**

Department staff have been holding meetings with several departments and teams across the City, including divisions within Parks & Recreation, Facilities, City Clerk's Office and the Security Assessment Team. Staff will continue to hold meetings with divisions within the department while obtaining

feedback from other affected stakeholders within the City, including but not limited to Sammamish PD and Emergency Management. Department staff aim to use Commission meetings to obtain direction and feedback from Commissioners to learn the needs and concerns of the public on the complex and sensitive issues that surround video surveillance.

#### **FINANCIAL IMPACT:**

The agenda bill is an informational item with no budgetary impact.

#### **OTHER ALTERNATIVES CONSIDERED:**

##### **Alternative #1**

Increase park patrols by Sammamish PD. Department staff conducted a cost comparison of the camera system to alternative means of addressing the system's purposes that may have less of an impact on privacy. Findings from the 2018 Police Services Study estimated two (2) additional patrol officers would cost the City \$395,000/year, or \$197,500/year for one (1) patrol officer, which are significantly higher than the cost of installing and monitoring video surveillance cameras. While the study did not emphasize patrol of the specific park areas, the additional law enforcement personnel would allow for the expanded capacity to conduct patrols which could be an alternative to a camera system.

##### **Alternative #2**

No additional safety improvements. The City has the option to not provide safety improvements to City parks by limiting the use of video surveillance cameras. As a result, incidents will be reported the same way as before where members of the public, or park staff, will contact law enforcement when criminal activity is observed.

#### **RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[PRO Plan](#)



# Surveillance Cameras in Parks

Parks & Recreation Commission Meeting  
September 4, 2019





# Presentation Topics

- 
- Objective
  - Park Surveillance and Public Safety
  - Background
  - Policy
  - Implementation





# Objective

Review and recommend proposed park video surveillance policy





# Park Surveillance and Public Safety

# Parks Surveillance and Public Safety



## Why video surveillance?

- Crime prevention
- Crime detection
- Aid in criminal prosecution
- Threat identification
- Measuring park activity



# Parks Surveillance and Public Safety



## Where will video surveillance take place?

- Sammamish Landing Parking
- Beaver Lake Park Ballfield Parking
- Pine Lake Park Restroom area





# Background

## U.S. Department of Homeland Security

*CCTV: Developing Privacy Best Practices (December 2007)*

- CCTV technology & impact
- International perspective
- Law enforcement
- Community perspectives
- Legal and policy considerations
- Best practices



***CCTV:  
DEVELOPING PRIVACY BEST PRACTICES***

*Report on the DHS Privacy Office Public Workshop*

*December 17 and 18, 2007*

# Background

## Police Services Study (January 9, 2019)

- Increase officers
- Tiered policing options
- Community policing
- Strategic planning
- Online reporting
- Automated License Plate Readers
- Voluntary video camera registry



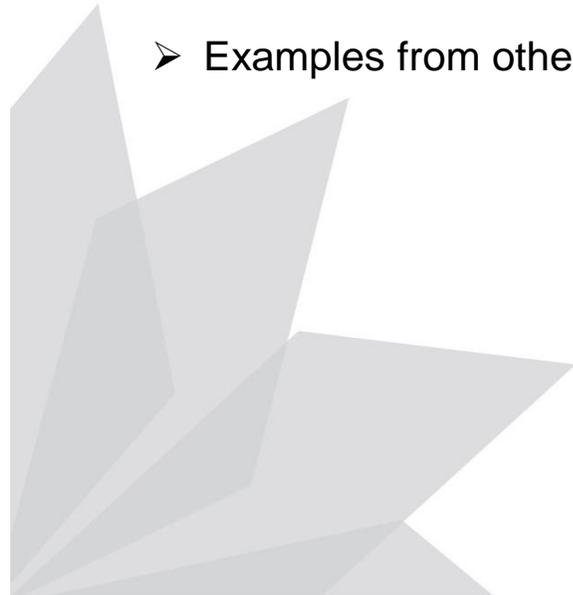


# Policy Development



## Public safety vs. personal privacy

- Planning between City departments/teams
- Research best practices
- Review case studies
- Recommendations from state/federal agencies
- Examples from other cities

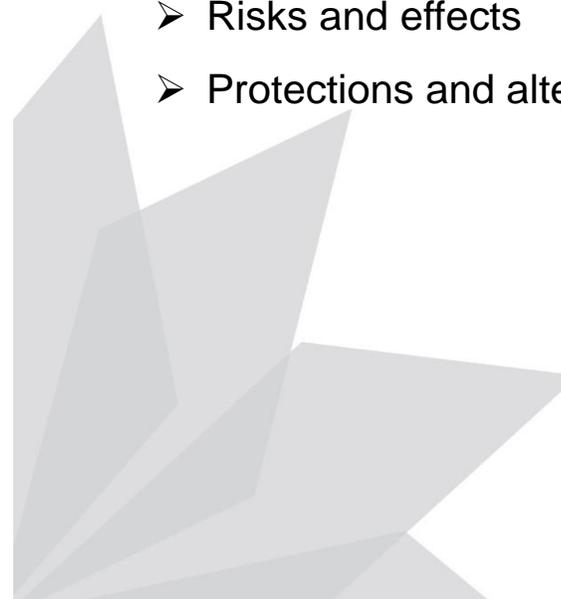


# Policy Development



## Privacy Impact Assessment

- Information collected
  - Why and how
- Integration into larger law enforcement strategy
- How the information will be collected
- Risks and effects
- Protections and alternatives



# Policy

## Development and review

- Parks & Recreation
- Facilities Dept
- City Clerk's Office
- Police Dept
- City's Security Assessment Team





# Implementation

# Implementation



## Next steps

- Privacy Impact Assessment
- Policy development
- Parks Commission review/recommendation
- Council approval
- Camera installation/monitoring
  
- Update Privacy Impact Assessment
- Assessment for other City buildings





# Comments / Questions?

## Agenda Bill

Parks and Recreation Commission Regular Meeting  
September 04, 2019



|   |  |  |
|---|--|--|
| <b>SUBJECT:</b>   | Parks & Recreation Department Update   |  |
| <b>DATE SUBMITTED:</b>  | August 29, 2019  |  |
| <b>DEPARTMENT:</b>  | Parks & Recreation   |  |
| <b>NEEDED FROM COMMISSION:</b>  | <input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational |  |
| <b>RECOMMENDATION:</b>  | N/A  |  |
| <b>EXHIBITS:</b>  | <a href="#">Parks &amp; Recreation Department Update</a>   |  |
| <b>BUDGET:</b>  |  |  |
| Total dollar amount   | N/A  | <input type="checkbox"/> <b>Approved in budget</b>           |
| Fund(s)   | N/A  | <input type="checkbox"/> <b>Budget reallocation required</b> |
|   |  | <input type="checkbox"/> <b>No budgetary impact</b>          |
| <b>WORK PLAN FOCUS AREAS:</b>   |  |  |
| <input type="checkbox"/> Transportation                               | <input type="checkbox"/> Community Safety  |  |
| <input type="checkbox"/> Communication & Engagement                   | <input checked="" type="checkbox"/> Community Livability   |  |
| <input type="checkbox"/> High Performing Government                   | <input checked="" type="checkbox"/> Culture & Recreation   |  |
| <input checked="" type="checkbox"/> Environmental Health & Protection | <input type="checkbox"/> Financial Sustainability  |  |

### NEEDED FROM COMMISSION:

Parks & Recreation Department Update

### KEY FACTS AND INFORMATION SUMMARY:

The purpose of this agenda bill is to provide the Parks & Recreation Commission with an update to the organizational changes within the Parks & Recreation Department and review the requests under the Mid-Biennial Budget adjustments.

#### **Organizational Changes to the Department:**

The primary responsibilities of the department include the administration, planning, marketing, managing and maintenance of parks, trails, open space, programs, and city facilities as well as overseeing land acquisition, grant preparation, park development, culture and arts, and park policies.

The department carries out its functions under three broad divisions, namely Parks Planning, Recreation and Maintenance.

The Maintenance Division was re-organized earlier this year to provide better supervision and oversight of the parks maintenance crews. A new position of a Management Analyst for the department was also approved at the same time. Additionally, the Facilities and Fleet Division has been recently added to the responsibilities of the Parks & Recreation Department.

The Maintenance Division had one (1) lead worker, four (4) Maintenance Worker II positions, eight (8) Maintenance Worker II positions and six (6) seasonals. This created a situation where one Lead Worker was directly supervising 18 staff during peak season and 12 staff during off-peak season. The re-organization added a second lead worker and reduced the number of Maintenance I workers from eight to six. A new position of a Management Analyst was added at the same time to provide additional administrative and policy development work to occur within the department. These changes were approved by City Council on January 15, 2019.

The Facilities and Fleet Division were previously managed by the Deputy City Manager. With the resignation of the Deputy City Manager, this Division was temporarily housed within the Public Works Department. Since many of the City Facilities are located within Parks, it made sense for this Division to come under the responsibility of the Parks & Recreation Department. The Facilities and Fleet Division manages capital facility projects, operations and maintenance of existing facilities, irrigation, contract administration for all City maintenance projects and lastly, the maintenance of City's fleet of vehicles.

**Mid-Biennial Budget Adjustment Requests:**

The City has a biennial budget and we are currently operating within the 2019-20 adopted budget. The mid-biennial review is an opportunity to take a fresh look at the 2020 budget to ensure it reflects the resources needed to carry out the work program for the year. We are in the process of submitting requests to the City Manager, who in turn will recommend changes to City Council. If City Council agrees to the changes, they may modify the 2020 budget at their discretion, before the end of the 2019 calendar year. The primary requests for the department's mid-biennial budget adjustments are outlined below.

Arts Strategic Plan - The Sammamish Arts Commission (SAC) formally became an advisory board in 2003 and both the Commission and City are young compared to surrounding cities. SAC aspires to develop goals and objectives, policies and procedures; engage in community involvement; establish financial strategies; and create a public art plan and programs for the Sammamish community through an Arts Strategic Plan.

Parks & Recreation Guide - The Parks and Recreation Guide is developed and produced three (3) times a year in the Winter, Fall and Summer. For years, the Rec Guide and City Newsletter was designed, printed and mailed together to save on printing and postage costs. Postage and some printing is paid for within the Communication Department budget, but with the City discontinuing a printed newsletter, all the cost to produce and mail the Recreation Guide is required to come from the Park and Recreation Department budget completely.

Parks Resource Management - With the acquisition of Beaton Hill Park, the increased maintenance and development of Big Rock Park B, the anticipated acquisition of potentially one (1) new property, additional resources are necessary to maintain these new properties.

Parks Capital - The Sammamish Heritage Society (SHS) leases the Reard House from the City and has made improvements to the house over the years. To date, improvements have been permitted, reviewed, and inspected under the umbrella that the house is a residential use, located on a residential property. Now that the property is under Park's ownership (donated in 2017), and the Reard House will be used by the public for a more commercial use, we are required to have the house reclassified. As a result, additional studies and possible improvements might be necessary.

Facilities Capital - Improvements to the Maintenance and Operations Center are prioritized for 2020. These comprise of a second enclosed vehicle storage structure, much needed additional office space for four staff as well as a meeting space, enhanced security improvements including perimeter fencing, and CCTV cameras. City Hall will also need an upgrade to the CCTV Cameras.

**Background:**

Prior to the addition of the Facilities/Fleet Division, the department carried out its functions under three broad divisions, namely Parks Planning, Recreation and Maintenance as described below.

**Parks Planning Division:**

The Parks Planning division works on land acquisition and capital improvement projects. Park Planning projects include improving existing parks and designing and constructing new parks, preserves and open spaces with amenities to support the mental and physical health of residents and serve a growing community. Based on the scale of these projects, they could take several years from the initial master plan, through budgeting, designing, permitting, bidding and construction, to final completion and opening to the public.

**Recreation Division:**

The Recreation division provides cultural and recreational opportunities, including special events, that promote healthy lifestyles and a sense of community. They manage facility rentals and the City's volunteer program. The City also hosts 40 to 50 Volunteer work parties a year. Revenues from facility rentals of natural and artificial turf fields, picnic shelters, the Beaver Lake Lodge & Pavilion amount to about \$400,000 a year.

The City of Sammamish has a unique approach to providing recreation programs and services that is based on partnerships and agreements with other community-based recreation providers or through contract with other independent instructors for services. Additionally, the Parks & Recreation Department manages several leases and agreements, such as a lease with the Boys & Girls Club for the Recreation (Teen) Center, a lease with Youth Eastside Services for the CrossPath Counseling Center at the Sween House and an agreement with the YMCA of Greater Seattle for the operations of the Sammamish Community & Aquatic Center.

**Maintenance Division:**

The Maintenance division provides routine maintenance for our growing parks and recreation facilities to ensure longevity of assets, a positive aesthetic and sensory experience, preservation of habitat and

natural systems and safety for park patrons. They replace damaged and outdated features and amenities and complete small capital projects throughout the park system. They support the Planning division with capital projects and the Recreation division with special events.

Boards and Commissions:

The efforts of the Department are also guided by the Parks and Recreation Commission, the Arts Commission and the Sammamish Youth Board.

Department Budget:

The operating budget of the Parks & Recreation Department is roughly 5 million a year and the Parks Capital Improvement Expenditures identified for the 6-year period 2018-2022 in the PRO Plan is just under \$41 million.

**FINANCIAL IMPACT:**

N/A

**OTHER ALTERNATIVES CONSIDERED:**

N/A

**RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

N/A



# Parks & Recreation Department Update

Parks & Recreation Commission  
Meeting  
September 4, 2019





# Introduction

- Provide an update of the organizational changes within the Parks & Recreation Department
- Review the requests under the Mid-Biennial Budget adjustments.





# Presentation Topics

- 
- Department Organization 2018
  - Changes to Department Organization 2019
    - Maintenance Division
    - Addition of Facilities/Fleet
  - 2019-20 Mid Biennial Budget Adjustments
- 



# Department Overview

# 2018 Parks & Recreation Department Overview



*Planning*

*Recreation*



*Maintenance*



# 2019 Parks & Recreation Department Overview

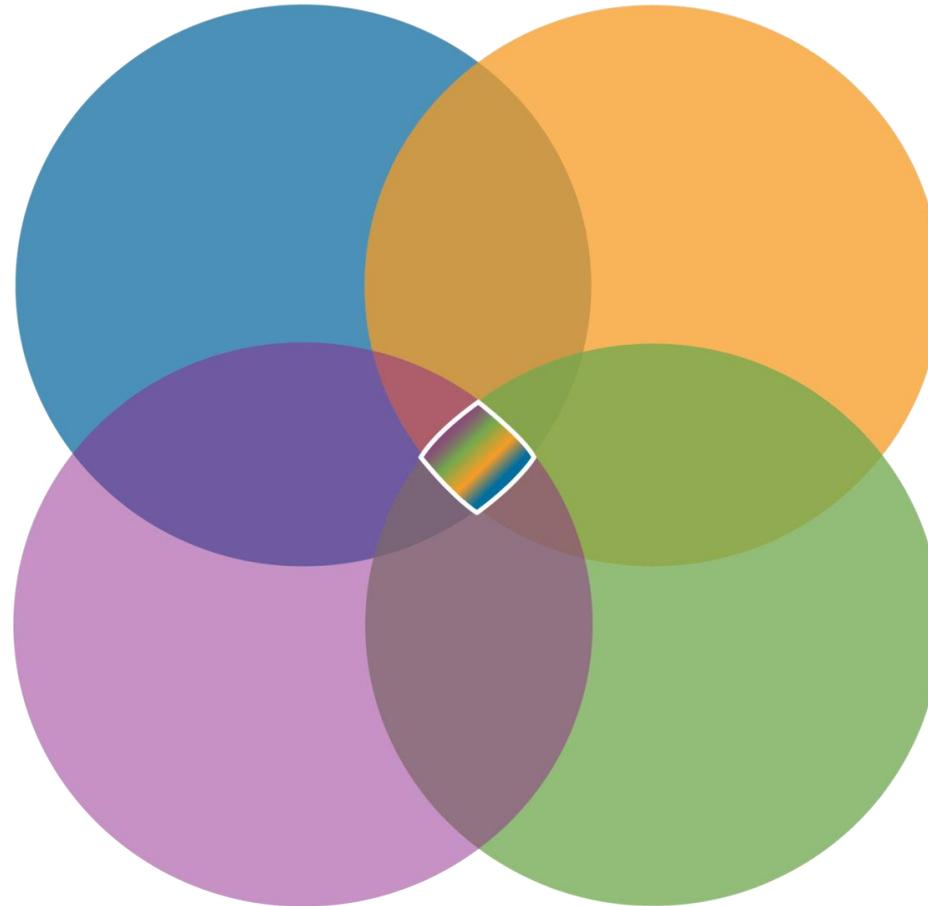


*Planning*

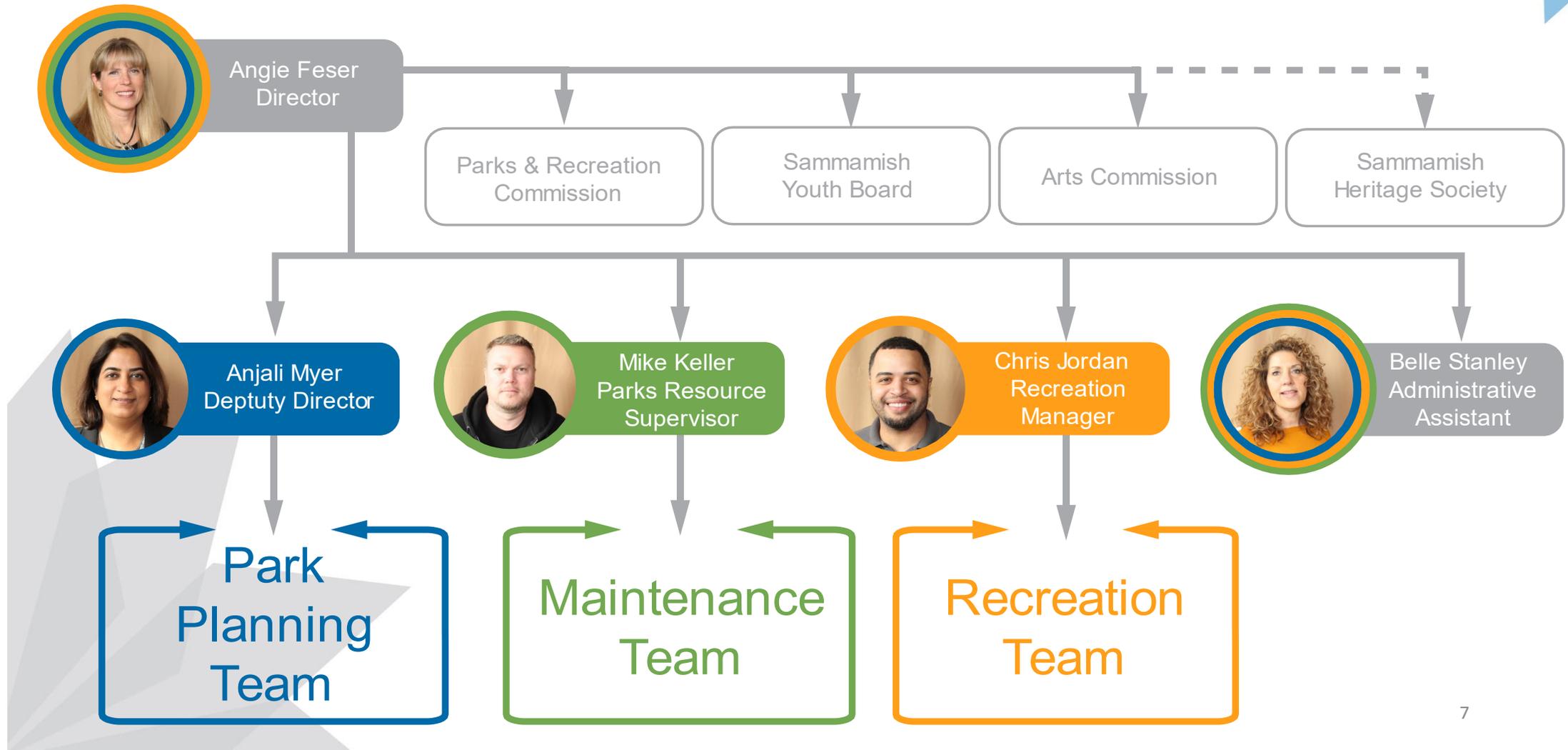
*Recreation*

*Facilities/Fleet*

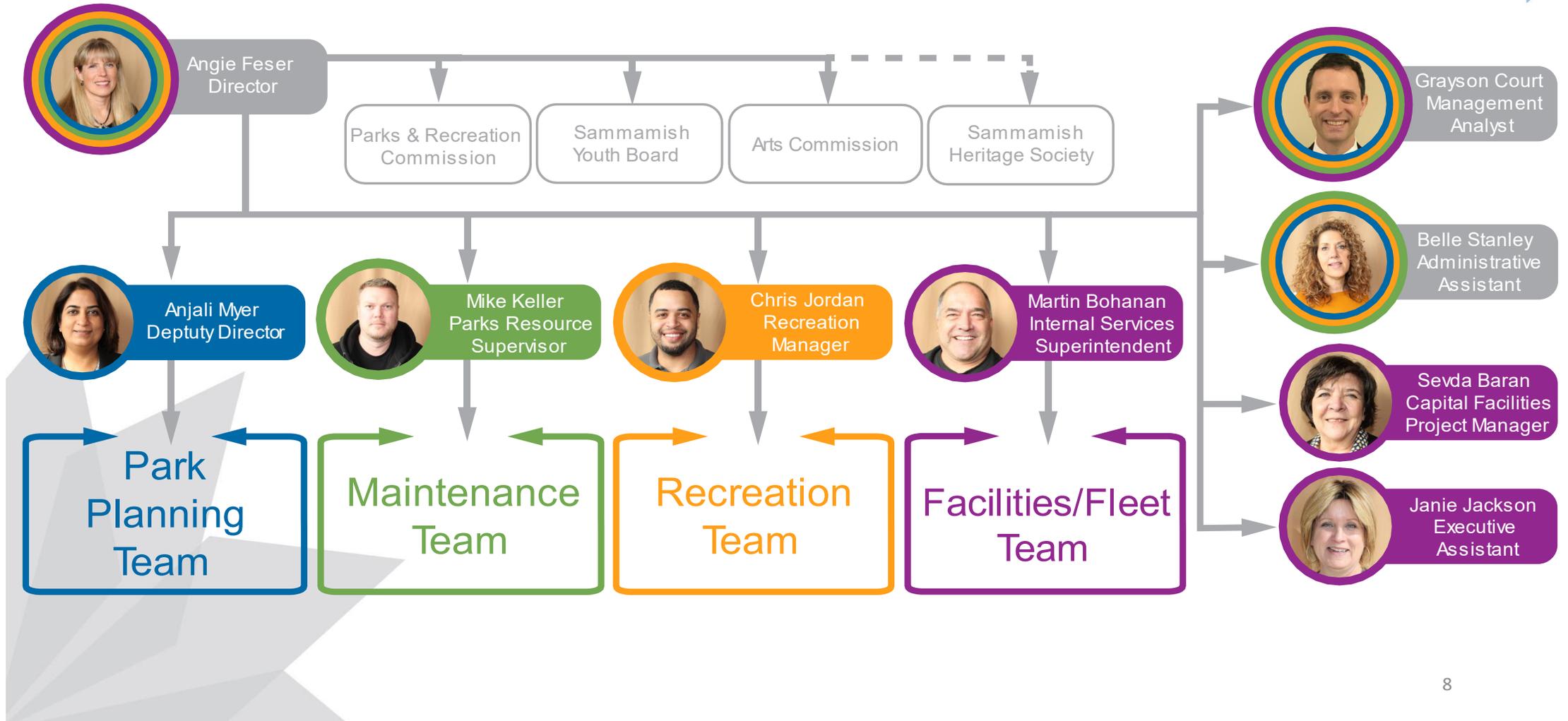
*Maintenance*



# 2018 Parks & Recreation Department



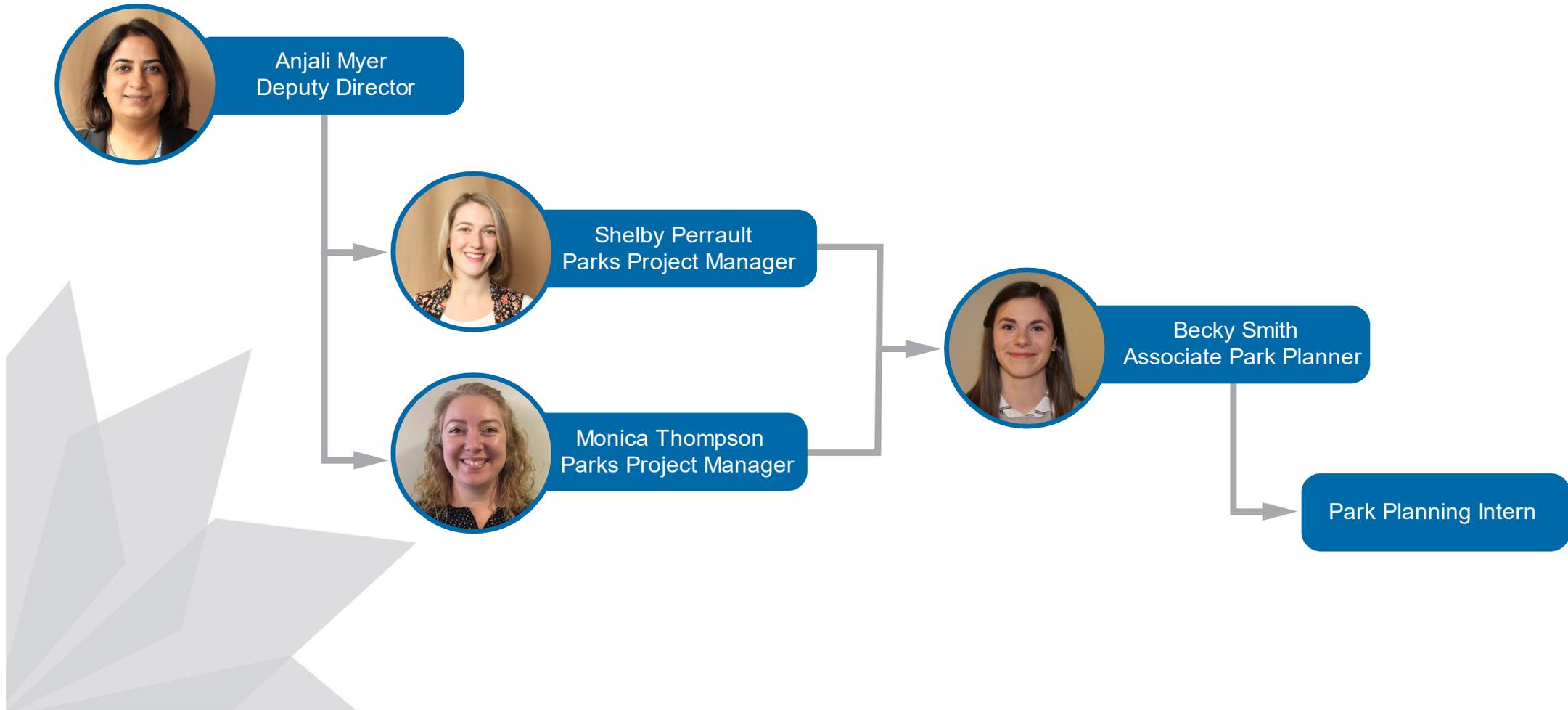
# 2019 Parks & Recreation Department





# Park Planning Division

# Park Planning Team – *No changes*

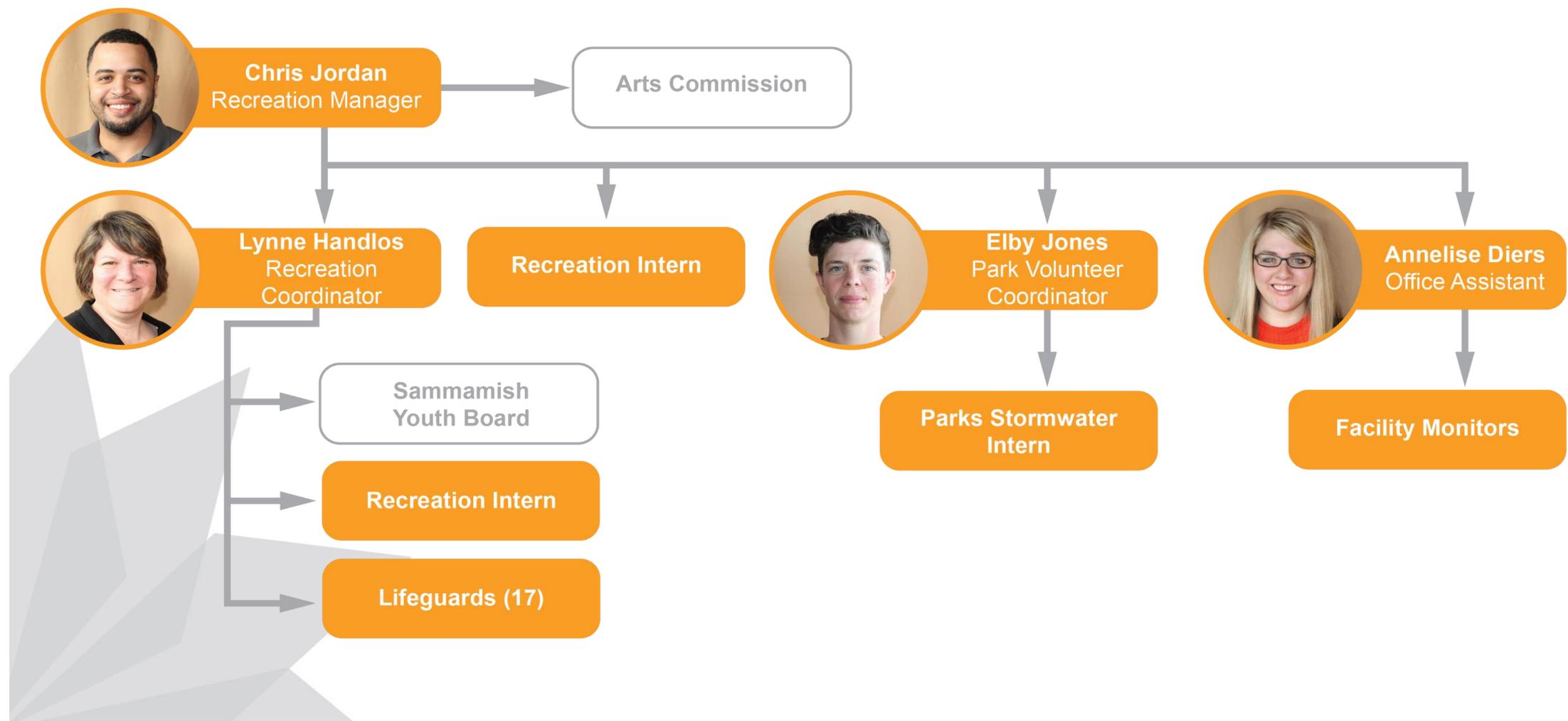




# Recreation Division



# Recreation Team – *No Changes*





# Park Maintenance Division



# Maintenance Staff Changes

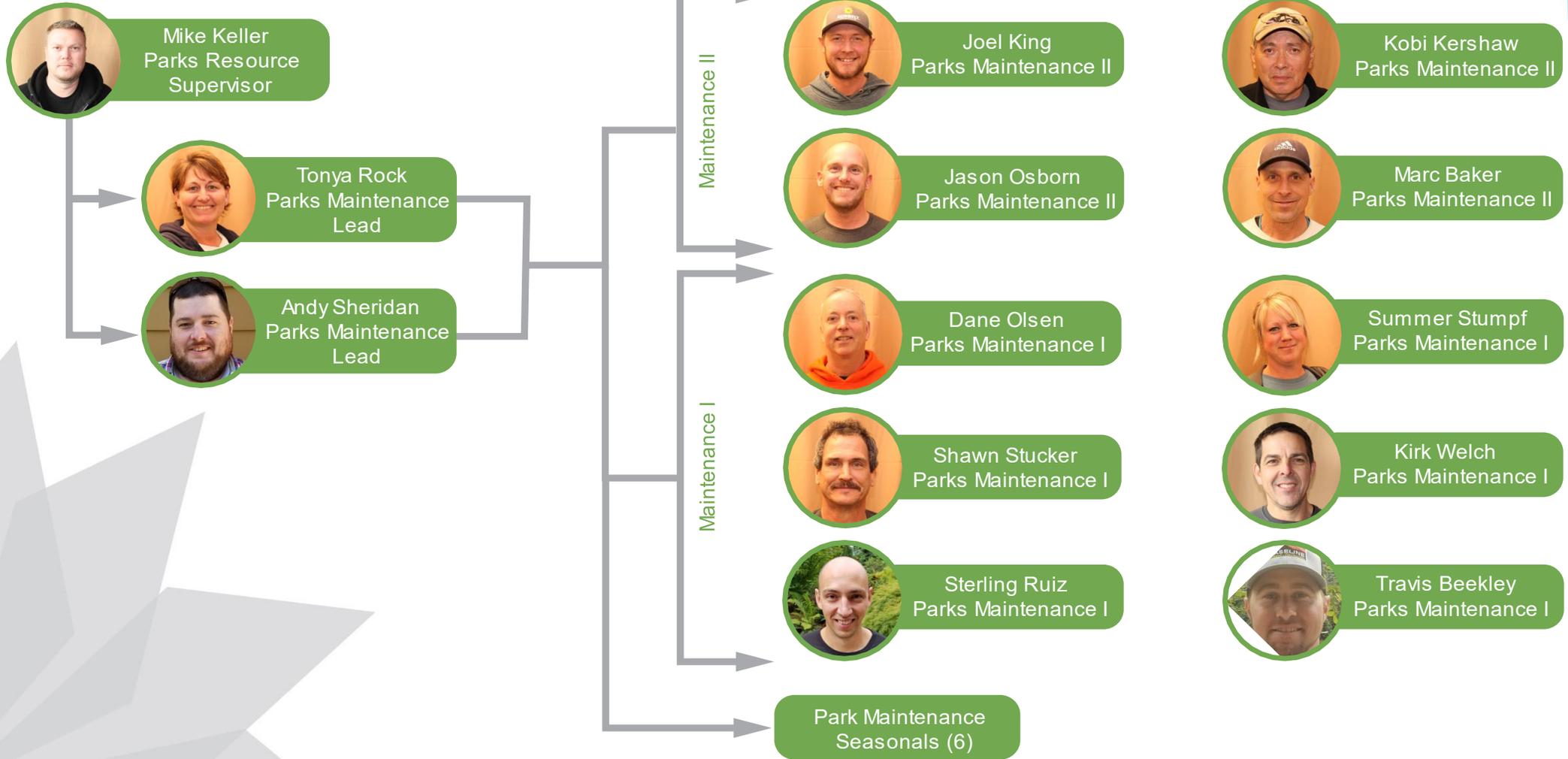
**2018**



**2019**



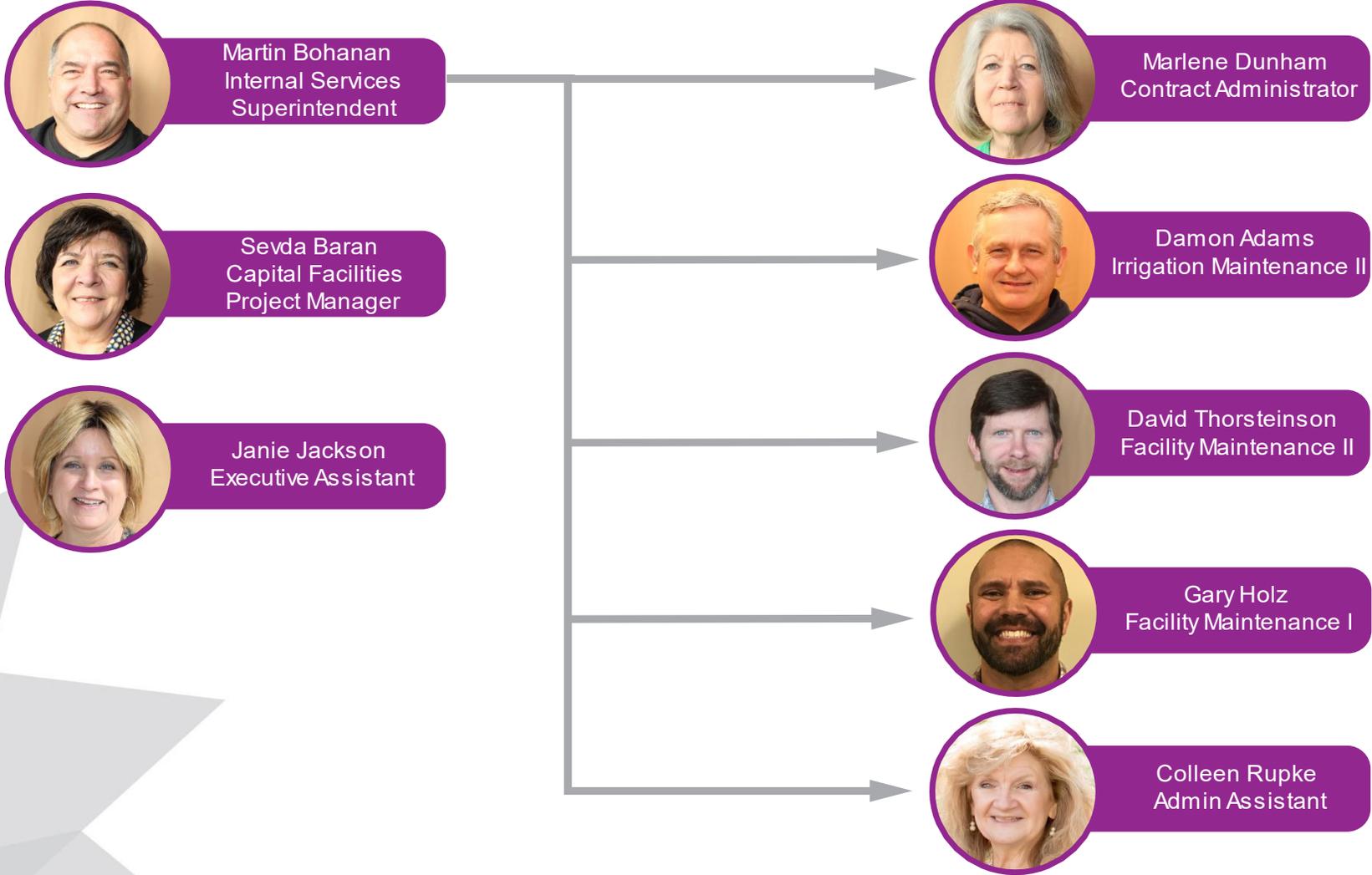
# Maintenance Team





# Facilities/Fleet Division

# Facilities/Fleet Team



# 2018 Sammamish Parks & Recreation



**14**

**Parks and Open  
Space Sites**



**632**

**Acres of City-Owned  
Parkland**



**18**

**Miles of Trails on  
City-Owned Lands**



**23**

**Facilities Available  
for Rent**



**25.4**

**Full Time  
Employees**

# 2019 Sammamish Parks & Recreation



14

Parks and Open Space Sites



632

Acres of City-Owned Parkland



18

Miles of Trails on City-Owned Lands



23

Facilities Available for Rent



32

Full Time Employees

+12 Capital Facilities



# Mid-Biennial Budget

# 2019-20 Mid Biennial Budget



## Arts Section

- Arts Strategic Plan

## Recreation Section

- Parks and Recreation Guide

## Parks Resource Management Section

- Additional park property maintenance

## Parks Capital Improvement Plan (CIP)

- Reard House, change of use

## Capital Facilities Budget

- Additions to the Maintenance & Operations Center (MOC)
- CCTV for MOC and City Hall



# 2019-20 Capital Facilities Projects



## Maintenance and Operations Center (MOC)

- Additional equipment and vehicle storage
- Office expansion
- HVAC improvements
- Enhanced security (CCTV cameras)

## City Hall

- Enhanced security (CCTV cameras)





Thank You! Questions?

## PARKS & RECREATION COMMISSION PROPOSED AGENDA CALENDAR

*Current as of: 8/28/2019*

| Date*       | Time    | Type  | Staff   | Topics  |
|-------------|---------|---|---|---|
| January 9   | 6:30 PM | Regular Meeting                                 | Angie Feser<br>Anjali Myer<br>Becky Smith<br>Chris Jordan | <ul style="list-style-type: none"> <li>• Parks CIP Project: Park Signage and Wayfinding</li> <li>• Klahanie Master Plan update</li> <li>• City's 20<sup>th</sup> Anniversary Funding</li> </ul> |
| February 6  | 6:30 PM | Regular Meeting                                 | Angie Feser<br>Anjali Myer                                | <ul style="list-style-type: none"> <li>• Chair/Vice Chair Elections</li> <li>• Reard Freed House Programming</li> </ul>   |
| March 6     | 6:30 PM | Regular Meeting                                 | Angie Feser<br>Anjali Myer<br>Shelby Perrault             | <ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #1 of 3</li> <li>• Chair/Vice Chair Elections</li> <li>• LC-BRP Trail Easement</li> </ul>                                |
| April 3     | 6:30 PM | Joint Meeting –<br>Human Services<br>Commission | Angie Feser<br>Anjali Myer<br>Rita Badh<br>Mike Sugg      | <ul style="list-style-type: none"> <li>• Commission's Roles and Overlapping programming</li> <li>• Sammamish Youth Board Annual Report</li> </ul>   |
| May 1       | 6:30 PM |   | Angie Feser<br>Anjali Myer                                | <ul style="list-style-type: none"> <li>• Volunteer Scheduling Software, Galaxy Presentation</li> <li>• Scheduling of LWSD Fields</li> </ul>   |
| June 5      | 6:30 PM | NO MEETING                                      |   |   |
| June 11     | 6:30 PM | Joint Meeting –<br>City Council                 | Angie Feser<br>Anjali Myer                                | <ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #2 of 3</li> </ul>   |
| July 10     | 6:30 PM |   | Angie Feser<br>Anjali Myer                                | <ul style="list-style-type: none"> <li>• Tree House Programming</li> </ul>  |
| August 7    |         | NO MEETING                                      |   |   |
| September 4 | 6:30 PM |   | Angie Feser<br>Anjali Myer<br>Grayson Court               | <ul style="list-style-type: none"> <li>• Parks Code Update Presentation</li> <li>• Surveillance Cameras in Parks Update</li> </ul>  |
| October 2   | 6:30 PM |   | Angie Feser<br>Anjali Myer                                | <ul style="list-style-type: none"> <li>• Parks CIP Overview (CIP 101) Meeting #1 of 3</li> <li>• Parks Code Discussion</li> </ul>   |
| November 6  | 6:30 PM |   | Angie Feser<br>Anjali Myer                                | <ul style="list-style-type: none"> <li>• Klahanie Master Plan, Meeting #3 of 3</li> <li>• Surveillance Cameras in Parks Policy</li> </ul>   |
| December 4  | ??      |   |   | <ul style="list-style-type: none"> <li>•</li> </ul>   |

\* Wednesdays unless otherwise noted