



City of Monroe, Washington
Parks & Recreation Department

December, 2019

Mission

Protect and enhance the natural beauty of Monroe through the development of a vibrant system of parks, open space and trails. Provide citizens of all age's positive recreational opportunities in clean, safe and accessible recreation facilities. Enhance health, quality living and the natural environment for future generations.

Department Update

Operations

December consisted of wrapping up maintenance tasks which included leaf clean up, year-end mowing, pruning, fixture, furnishing and sign repairs. The Parks and Recreation team members also worked to take down the holiday decorations on Main Street.



Parks and Recreation member Dan Pestana works to remove the holiday wreaths from Main Street while Bryan Olson looks on.

Monroe Park Board

During their December 2019 meeting, the Monroe Park Board reviewed Tangram's Gateway and Wayfinding project for the city presented by City Administrator Deborah Knight. They approved both their 2020 Work Plan and 2019 Annual Report, and reviewed and moved to recommend to City Council an art donation proposal to be placed at a city park in memory of Kaci Edelbrook, a community member who passed away in 2018.

Sculpture Reveal

The Sculpture reveal for Guardian of the Mountain Pass took place on a wet, cold day December 7th and despite the weather we had a great turnout from the community. The Everett Herald published an article on the sculpture which can be read at

<https://www.heraldnet.com/life/new-14-foot-tall-sculpture-in-monroe-inspired-by-mountain-goats/>



Left photo: Councilmember Kevin Hanford, Artist Milo White, Mayor Geoffrey Thomas, Artist Jay Bowen, Councilmember Kirk Scarboro and Councilmember Jeff Rasmussen pose for their photo with the new sculpture.

City Parks Unmarked Trails Inspections

In 2017, a weekly maintenance monitoring emphasis by park staff was initiated on unmarked trails at Al Borlin and Sky River Parks to identify and resolve, in cooperation with our Police Department, any unlawful encampments that may occur in City parks. Attached is the comprehensive data from 2017 to preview. The following is a summary of data for the past month:

Locations: Al Borlin Park, Sky River Park

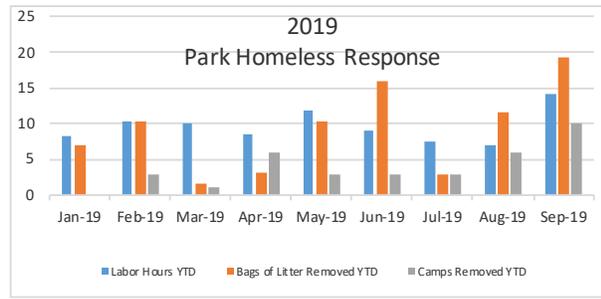
DATE	TOTAL LABOR HOURS	# BAGS OF LITTER COLLECTED	NOTES
12/3	9.5	4	
12/10	8	2	1 camp found at Sky River Park and 2 at Al Borlin Park. Police contacted.
12/17	10	0	
12/24	1	0	
12/30	8	0	
Avg.	7.3	1.2	
			See attached Parks Homeless Response Data 2017- 2019

Volunteer Opportunities Join the City of Monroe team by volunteering your talent and time to support City programs, projects and events. Volunteering is an opportunity to learn about Monroe’s diverse community, understand how local government works and connect with other community members. The City offers on-going and one-time event volunteer opportunities. If you are interested in volunteering, or seeking additional information, please contact Katie Darrow at (360) 863-4519.

Visit the City website www.monroewa.gov for information on upcoming programs and events.

2017-2019 Park Homelessness Response

	Labor Hours YTD	Bags of Litter Removed YTD	Camps Removed YTD
Jan-19	8.3	7	
Feb-19	10.2	10.3	3
Mar-19	10	1.5	1
Apr-19	8.5	3.25	6
May-19	11.9	10.25	3
Jun-19	9	16	3
Jul-19	7.5	3	3
Aug-19	6.9	11.5	6
Sep-19	14.25	19.25	10
Oct-19	7.3	19.4	6
Nov-19	7.5	0.875	4
Dec-19	7.3	1.2	3
Total 2019	108.65	103.525	48



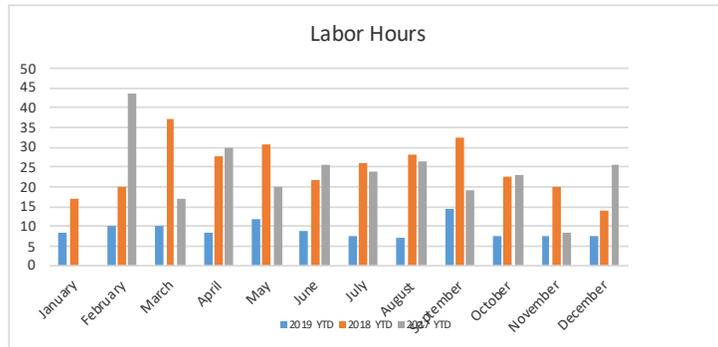
	Labor Hours	Bags of Litter Removed	Camps Removed
Jan-18	17	5	0
Feb-18	20	12	0
Mar-18	37	32	4
Apr-18	27.5	14	0
May-18	30.5	20	5
Jun-18	21.5	21	5
Jul-18	26	13	3
Aug-18	28	13	3
Sep-18	32.5	10	1
Oct-18	22.5	14	6
Nov-18	20	5	0
Dec-18	14	5	0
Total 2018	296.5	164	27



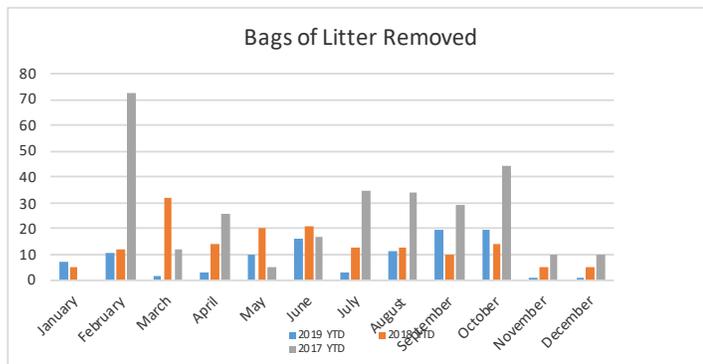
	Labor Hours	Bags of Litter Removed	Camps Removed
Feb-17	43.5	72.5	4
Mar-17	17	12	3
Apr-17	30	26	0
May-17	20	5	0
Jun-17	25.5	17	2
Jul-17	24	35	3
Aug-17	26.5	34	3
Sep-17	19	29	2
Oct-17	23	44	1
Nov-17	8.5	10	3
Dec-17	25.5	10	1
Total 2017	262.5	294.5	22



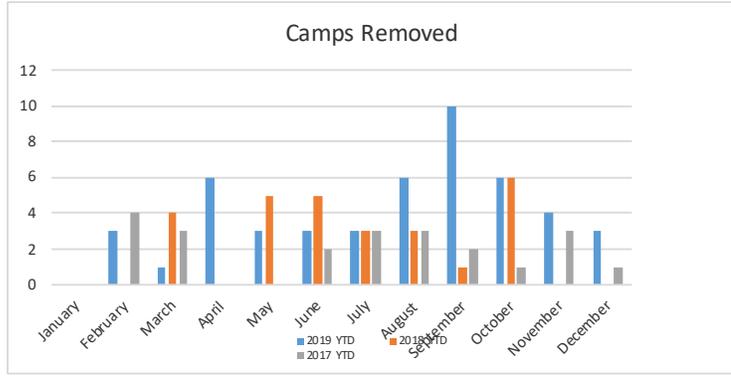
Labor Hours	2019 YTD	2018 YTD	2017 YTD
January	8.3	17	0
February	10.2	20	43.5
March	10	37	17
April	8.5	27.5	30
May	11.9	30.5	20
June	9	21.5	25.5
July	7.5	26	24
August	6.9	28	26.5
September	14.25	32.5	19
October	7.3	22.5	23
November	7.5	20	8.5
December	7.3	14	25.5



Bags of Litter Removed	2019 YTD	2018 YTD	2017 YTD
January	7	5	0
February	10.3	12	72.5
March	1.5	32	12
April	3.25	14	26
May	10.25	20	5
June	16	21	17
July	3	13	35
August	11.5	13	34
September	19.25	10	29
October	19.4	14	44
November	0.875	5	10
December	1.2	5	10



Camps Removed	2019 YTD	2018 YTD	2017 YTD
January		0	0
February	3	0	4
March	1	4	3
April	6	0	0
May	3	5	0
June	3	5	2
July	3	3	3
August	6	3	3
September	10	1	2
October	6	6	1
November	4	0	3
December	3	0	1





City of Monroe Parks & Recreation Departmental Work Plan

Task	Description	Year to Carry Over Yes/No	Department Staff	Committee(s)	Start	End
Department Administration						
Department Administration	Direction, Supervision, Evaluations, Training, Budgeting, Purchasing	Yes	Director, Supervisor	None	20-Jan	20-Dec
Park Board - Work Plan	Assist Board to set, then actualize work plan	Yes	Director/ Planner	Council for Approval	19-Nov	20-Feb
Adopt A Park and Volunteer Program	Ongoing; existing and new partnerships	Yes	Director/Supervisor/Rec Admin	None	Jan-20	Dec-20
Parks Legislative Priorities	Ongoing; potential partnerships/funding options for outdoor rec - State/WRPA/County	Yes	Director/other Depts	Mgmt team	Jan-20	Dec-20
Facility Reservations Software	Purchase/implement new software system to improve user access/staff efficiencies	Yes	Admin Tech/Director	None	Jan-20	Jun-20
Capital Projects						
Currie View Park Playground	Replace Playground using contracted & in-house labor	No	All as needed	Council for Approval	Dec-19	Jul-20
Lake Tye All Weather Fields - Bidding/Construction	Ongoing; construction design services with D A Hogan	No	Parks/Planning/Engineering staff	Council for Contract Approv	Jan-20	Sep-20
N. Hill Neighborhood Park Acquisition	Park acquisition/purchase & sale agreement	Yes	Parks/Com Dev/PW/Finance	Park Board/Council	Jan-20	Jun-20
Gateway Signs - East Main Street/Sky River Park	Design/install gateway sign improvement on E. Main City property & Sky River Park entry	Yes	Parks/PW	Park Board/Council/DMA	Jan-20	Dec-20
Rotary Field enhancements	Outfield netting protection/ADA auto-door assists for restrooms/Rotary Club donation	Yes	Dept.staff	City Council	Jan-20	Jun-20
Security camera system	Purchase/install security cameras @ Sky river & Lewis Street Parks	No	Parks/Police	Park Board/Council/HPAC	Jan-20	Dec-20
LED Lighting Upgrade	Complete program to convert parks facilities to energy-efficient	Yes	Director/Supervisor	None	Jan-20	Dec-20
River Interpretive Signage - Forterra grant	Purchase/install river wayfinding signage @ Lewis St. Park & boat launch	No	Director/Planner/Parks staff	Dept/City staff	20-Jan	20-Aug
US 2 Bypass corridor trail design	Partner with WWU to design trail system; submit to DOT for approval	Yes	Parks/CA/other Depts	PB/Council	20-Jan	20-Jul
Tourism						
Tourism	Market/Promote/Coordinate Tourism for Monroe	Yes	Director/Rec Admin	Local/Regional Coalitions	20-Jan	20-Dec
Annual Marketing Plan	Develop annual marketing campaign	Yes	Rec Admin	Choose Monroe partners	1-Jan	1-Mar
Choose Monroe Magazine/Tourism promotion	Lead design/content/advertising for Choose Monroe Magazine; expand tourism promotion	Yes	Rec Admin/other staff	Choose Monroe partners	Jan-20	Dec-20
Tourism ads	Design and place tourism ads in Cascade Loop; Seattle North Country and other tourism publications	Yes	Rec Admin	Choose Monroe partners	Jan-20	Jun-20
Events and Tourism Brochure	Redesign/develop for publication and expand reach; LTAC grant	No	Director/Rec Admin	Local tourism coalition	Jan-20	May-20
Downtown furniture/baskets	Work with business owners to identify /address downtown furniture/baskets needs	No	Parks Planner/staff	DMA/EDAB	Jan-20	Jul-20
Special Events Planning, Promotion & Support	Ongoing; existing and new events/partnerships	Yes	Rec Admin/Director	Local tourism coalition	Jan-20	Dec-20
Parks Planning						
2020 RCO/Other Grant Applications	Apply for grants to support North Hill Park acquisition/other projects	Yes	Director/Planner/Rec Admin	Park Board/Council	Jan-19	Dec-19
PROS Plan - Update	Update 6-year PROS Plan; docketing process w/Com. Dev./	Yes	Parks/Com Dev/PW	Park Board/PC/Council	Jan-20	Dec-20
Park Planning - Cadman site	Ongoing; Cadman site restoration/property transfer	No	Parks Planning/other Depts	Park Board/Council	Jan-20	Dec-20
Tree Programs	Ongoing; Heritage & living Christmas Tree programs/Tree City USA renewal	Yes	Dept staff	Park Board/Council	20-Jan	20-Dec
<u>Tree Retention Program</u>	Establish city tree retention regulations in public spaces		Parks Planning/Com Dev	Park Board/PC/Council	20-Jan	20-Dec
Park Operations						
Parks, Streetscapes, Trees & Trails O&M	Ongoing; existing and new facility mtc/use/events/partnerships	Yes	Supervisor/Parks Crew	None	Jan-20	Dec-20
Trails connecting w/in City limits	Trail system repairs; review/recommend system trail connections	Yes	Parks/Planner/PW	Park Board/Council	20-Jan	20-Dec
Unlawful Encampments in Parks Emphasis	Monitor, resolve in coordination w/PD - weekly; report monthly to Council	Yes	All as needed	Monthly report to Council	20-Jan	20-Dec
Drone imagery use for parks and special events	Partner w/Police on training and licensing park's staff to operate drone	No	Parks/Police/PW	None	Jan-20	Dec-20
Partnerships						
East County PR District Partnership	Ongoing; potential partnerships/funding for parks/	Yes	Director/Finance/City Admin	Park Board/Council/CAC	Jan-20	Dec-20
Sky/Sno River Rec Coalition	Ongoing; potential partnerships/wayfinding plan	Yes	Director/Planner	Coalition	Jan-20	Dec-20
Sky Valley Rec/Regional Trail Partnerships	Ongoing; potential partnerships/funding for tourism promo/regional trails	Yes	Director/Planner/Rec Admin	Coalitions	Jan-20	Dec-20
YMCA Services Partnership	Explore opportunity per Council direction	Yes	Director/other Depts	Park Board/Council	Jan-20	Dec-20
DOC Services Partnership	Ongoing; existing and new partnerships	Yes	Director/Supervisor	Council for Approval	Jan-20	Dec-20

TO: Monroe City Council

FROM Monroe Park Board

2019 Annual Report

The Monroe Park Board respectfully submits the following summary of its work and activity for 2019:

Administration

- **2020 Work Plan** – Prepared annual work plan for 2020 to present to City Council

Capital Projects

- **Lewis Street Park Playground Replacement** – Reviewed preliminary sketches, recommended design criteria and final concept plan to Council
- **Lake Tye All Weather Fields Design** – Reviewed and discussed staff updates
- **N. Hill Neighborhood Park** – Reviewed and supported letter of intent to purchase future park site

Tourism

- **Wetland Naming Contest** – Reviewed, selected and recommended to Council 'Foothills Wetland Preserve' submitted by Monroe School District students to name City open space
- **Donation and Public Art Policies** – reviewed draft policy and made a recommendation to City Council for adoption summer 2019
- **Downtown Art Project** - Supported and recommended the process for artist and site selection

Park Planning

- **6-year CIP** - Reviewed and supported Park 6-year CIP
- **City's Planning** – Reviewed and discussed briefings Vision 2020 initiative, Homelessness Policy Advisory Committee, North Kelsey Future Development
- **Park Reviews** - reviewed description profiles from the PROS Plan for Stanton Meadows, Wales, Al Borlin, Blueberry Children's, Cedar Grove, and Currie View Parks
- **East Main Street Gateway**- Reviewed and endorsed landscape improvements at future entrance 'Gateway' sign
- **Monroe Heritage Tree Walk and Living Christmas Tree Programs** – Reviewed tree nominations, Arranged and conducted first annual Heritage Tree Walk July 2019
- **Earth and Arbor Day** - participated and supported Earth Day & Arbor Day Proclamation and tree-planting ceremony
- **Tree City USA** – support efforts to successfully earn 'Tree City USA' designation

Partnerships

- **East County Parks & Recreation District (ECPRD) Partnership** – Supported and assisted ECPRD bond public outreach effort
- **Skykomish – Snohomish River Recreation Plan** Interpretation and Wayfinding– Reviewed and supported wayfinding and interpretive project commencement