



## Department Policy & Procedure

|                                                                                                |                                   |                           |
|------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------|
| Subject: Facilities End of Useful Life                                                         |                                   | Number 060-P 5.12.1       |
|                                                                                                |                                   | Effective January 1, 2010 |
|                                                                                                |                                   | Supersedes                |
| Approved:<br> | Department:<br>Parks & Recreation | Page 1 of 3               |

### 1.0 PURPOSE STATEMENT

The purpose of this policy and procedure is to outline criteria to be used to guide decisions about the decommissioning and demolition of parks and recreation facilities. This policy does not apply to the divestiture of park land. This policy and procedure recognizes that recreation facilities are not designed and constructed to last forever. Built structures will deteriorate, construction standards will be modified, and recreation programs may change making facilities obsolete. In some instances it may be cost effective and preferable to retain and renovate a structure to meet those changing parameters. In others it may be more appropriate to demolish a structure and rebuild or abandon the activity location altogether. This policy and procedure is designed to assist in making those decisions.

### 2.0 ORGANIZATIONS AFFECTED

- 2.1 Department of Parks and Recreation
- 2.2 Park and Recreation facility visitors

### 3.0 POLICY

Seattle Parks and Recreation recognizes that built structures are not expected to last forever. Community Centers, Pools, playground structures, picnic shelters, parking lots, etc. will eventually deteriorate to a point where their replacement or removal is required. Seattle Parks and Recreation will be proactive in identifying and proposing for removal those facilities that 1) no longer meet their original or modified recreation purpose, 2) have higher than expected or unsustainable maintenance costs, 3) are duplicative of other facilities, and/or 4) are substantially out of code compliance.

#### 4.0 DEFINITIONS

- 4.1 End of Useful Life. The point in time when a facility is determined to no longer meet a recreation need and/or its maintenance and renovation does not make economic sense.
- 4.2 Facility. Something designed, built or installed that serves a particular function or performs a particular service such as tennis court, buildings, irrigation system, athletic field, etc.

#### 5.0 RESPONSIBILITY

- 5.1 Recreation Division staff are responsible for identifying facilities that no longer meet the recreation need for which they were originally constructed.
- 5.2 Parks Division staff are responsible for identifying facilities that have repeated maintenance problems and where the ongoing maintenance costs are above the normal level for comparable facilities.
- 5.3 The Planning and Development Division (PDD) staff are responsible for maintaining a record of the major maintenance needs of parks facilities, compiling periodic reports on the condition of facilities and, after consulting with Parks Division and Recreation Division staff, making recommendations on the end of useful life of facilities.
- 5.4 The Finance and Administration Division is responsible for including in the Department budget proposal funding for implementing decisions related to the end of a facilities useful life.

#### 6.0 PROCEDURE

- 6.1 As part of asset management plan development and review and CIP development and review, the PDD staff will solicit input from other department staff on the status of facilities, specifically to assist in identifying facilities that may be close to the end of their useful life.
- 6.2 PDD staff will develop a review mechanism to assess those facilities identified in 6.1 based on the following criteria:
  - 6.2.1 Does the facility meet its original or modified recreation purpose?
  - 6.2.2 Is the facility duplicative of other close-by facilities and if so, what is the cost of renovating the facility to resolve those duplications?
  - 6.2.3 Have the recent maintenance costs exceeded maintenance costs of similar facilities?
  - 6.2.4 Is the facility in compliance with existing building codes and life safety standards?
  - 6.2.5 Would the cost of renovation to make the facility meet building codes or meet a needed recreation purpose exceed the cost of demolition or reconstruction?
  - 6.2.6 Is there a better use of the property on which the facility is located?
  - 6.2.7 Is the facility a historic landmark or does it have potential of being designated as one? Is it in an Olmsted Park?

- 6.2.8 Has there been a previous decision - formal or informal - to alter the use or close a facility.
- 6.3 Based on the review in 6.2, PDD staff will prepare a recommendation to the Superintendent about how to address facilities approaching the end of their useful life.
- 6.4 As appropriate, the PDD recommendations will be subject to public review consistent with the Public Participation Policy.
- 6.5 Budget proposals will be developed to implement the end of useful life decision made by the Superintendent.

## 7.0 REFERENCES

- 7.1 <http://www.cityofseattle.net/parks/projects/standards/default.htm>
- 7.2 <http://fmweb/assets/hazmat/hmlist.asp>

