



KIRKLAND PARK BOARD

Date: February 9, 2011

Time: 7:00 p.m.

Place: Council Chambers, City Hall

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** *5 minutes*
3. **APPROVAL OF MINUTES** *5 minutes*
January Park Board Meeting Minutes
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**
No items
6. **PRESENTATIONS**
No items
7. **COMMUNICATIONS** *15 minutes*
 - a. Correspondence
 - b. Staff Reports
-February update
 - c. Committee Reports
 - d. Comments from the Chair
8. **UNFINISHED BUSINESS**
 - a. **Eastside Rail Corridor** *20 minutes*
Topic: Discuss Transportation Commission's draft interest statement for Eastside Rail Corridor
Action: Discussion only
9. **NEW BUSINESS**
 - a. **Lakeview Neighborhood Plan Update** *30 minutes*
Topic: Review draft of updated Lakeview Neighborhood Plan
Action: Discussion only
 - b. **Totem Lake Action Plan** *30 minutes*
Topic: Receive report on Totem Lake Action Plan
Action: Discussion only

c. Legislative Update *10 minutes*
Topic: Receive report on legislative activities affecting parks and recreation
Action: Discussion only

d. Concessions at Juanita Beach *10 minutes*
Topic: Select representation to selection panel for Juanita Beach
concessionaire
Action: Select representative

10. **MEETING EVALUATION** *5 minutes*

11. **ADJOURNMENT**

Next meeting: March 9, 2011, 7:00 p.m., Council Chambers.

Estimated Meeting Completion: 9:15 p.m.

PARK BOARD MINUTES – January 12, 2011

1. CALL TO ORDER

The January 12, 2011 Park Board regular meeting was called to order at 7:00 p.m. by Vice Chair Sue Keller.

2. ROLL CALL

Members present: Vice Chair Sue Keller, Sue Contreras, Jennifer Davies, Shawn Fenn, Shelley Kloba, Maggie Lehr, Ted Marx and Barbara Ramey.

John Smiley arrived at 7:02 p.m.

Robert Kamuda was excused.

Staff present: Michael Cogle and Linda Murphy.

Ms. Contreras introduced herself to the Board.

Ms. Keller called for nominations for the position of Chair. Mr. Kamuda was nominated and selected by acclamation.

Ms. Keller called for nominations for the position of Vice Chair. Ms. Keller was nominated for the position of Vice Chair and was selected by acclamation.

3. APPROVAL OF MINUTES

Ms. Kloba moved to approve the November minutes as presented. Mr. Marx seconded. Motion carried (9-0).

4. ITEMS FROM THE AUDIENCE

No items.

5. REVIEW OF ACTION ITEMS

No items.

6. PRESENTATIONS

No items

7. COMMUNICATIONS

a. Correspondence

No items.

b. Staff Reports

Mr. Cogle shared staffing changes occurring within the department, announced an upcoming Green Kirkland event at Cotton Hill Park on January 17th for the Martin Luther King Jr. Day of Service, called for volunteers at Juanita Bay Park, announced that the City's Planning Department is working on securing grant from Washington State Department of Natural Resources for urban forestry and sought the Board's approval of the grant.

Ms. Murphy reported on the Snowflake Ball which was held at North Kirkland Community Center (NKCC) in December and shared photos from the event.

Mr. Cogle also presented the Board with current park-related legislative issues and answered questions regarding Board participation in annexation events being planned for June and reported on construction activities at Juanita Beach.

c. Committee Reports

Mr. Fenn reported on a toddler dance and music class he and his child are taking at NKCC.

Ms. Ramey reported on attending Carrie Hite's going away party last week, discussed formation of a block-watch committee in her neighborhood and will be attending the upcoming WRPA legislative event.

Mr. Smiley attended the Moss Bay meeting in November, commented on the swans at Juanita Bay and the restoration of lifeguard funding in the budget. He also requested that Community Resource Officer Ishmael attend a future meeting to talk about crime in parks.

Ms. Lehr attended the downtown tree lighting, a Christmas ships event at Marina Park and the Polar Plunge which were "well organized and successful."

Ms. Contreras reported on the Polar Plunge.

Ms. Kloba reported on an upcoming Lakeview Neighborhood Meeting and an event at the Tukwila Community Center, where she was able to tour a portion of the facility.

Mr. Marx announced an upcoming presentation at Juanita Bay Park and commented on the Christmas ships event at OO Denny Park.

Ms. Keller will be attending the Highlands Neighborhood meeting and spoke about getting a consistent message out from the Park Board at the neighborhood meetings. She also attended a recent Eastside Time Bank board meeting.

There was additional discussion about neighborhood associations and the establishment of new neighborhood associations in the annexation area.

d. Comments from the Chair

Ms. Keller spoke about the City's tree canopy goal and commented on a public tree that was recently cut down for a Christmas tree.

8. UNFINISHED BUSINESS

a. Forbes Lake Park

Mr. Cogle spoke to the Board regarding proposed changes to the scope of the first phase of Forbes Lake development due to a reduction in available funding and answered related questions.

9. NEW BUSINESS

a. 2011 Work Plan

Mr. Cogle presented a draft list of items for the 2011 Work Plan, sought feedback and answered related questions.

Ms. Lehr moved to accept the proposed work plan with the addition of the topic of the Eastside Rail Corridor. Ms. Davies seconded. Motion carried (9-0).

10. MEETING EVALUATION

"Nice to get back in saddle."

"Productive meeting."

11. ADJOURNMENT

Ms. Kloba moved to adjourn. Ms. Ramey seconded. Motion carried (9-0).

Meeting adjourned at 8:54 p.m.

Michael Cogle, Park Planning & Development Manager
Parks and Community Services

Sue Keller, Vice Chair
Park Board



CITY OF KIRKLAND
 Department of Parks & Community Services
 505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
www.ci.kirkland.wa.us

To: Park Board
From: Jennifer Schroder, Director
Date: February 4, 2011
Subject: February Staff Report

PARK PLANNING DIVISION

Juanita Beach Construction

- Construction activities include beachfront promenade construction, layout for parking lot, installation of parking lot lighting, irrigation, and electrical work. We continue to work closely with the contractor to ensure project completion this spring.

COMMUNITY SERVICES DIVISION

Business Services

- There are eight boat ramps on Lake Washington: Renton, Bellevue, Kenmore, Mercer Island, Seattle (3) and Kirkland. To access the Kirkland boat ramp, boaters are required to purchase an access card to launch. The access card is needed to lower the bollard in the middle of the ramp, thus allowing access to the lake. This program has been very successful; boat launch card revenues consistently remain around \$32,000 each year. While the program has been successful, there have been issues with the computer software program which operates the access cards. Parks staff will be working with the staff from Information Technology department to convert the access system over to a newer user-friendly program during the month of February.
- Go Dog, Go! the Kirkland Canine Carnival has secured its title sponsor for this summer's event. Bruce Titus Subaru has stepped up and claimed the \$1,000 "Leader of the Pack" sponsorship spot. Last year, over 2,000 dog lovers from the Eastside and Seattle attended this rapidly growing event. This year's event will be held at Juanita Beach Park on July 23rd where dogs and their people will enjoy a day of games, clinics, demonstrations and the Flying Disc Dog Open.
- Requests for Proposals (RFP) for Food & Beverage and Recreation Experience Programs will be posted February 7th. Both RFP are intended to encourage vendors to clearly show that they are qualified to provide food and beverage service or recreational opportunities (boot camp, sailing, biking, etc) in a consistent and revenue-positive manner for one year.
- The RFP for Food & Beverage Concessions at Juanita Beach Park closed February 4th. Staff is requesting the assistance of Park Board members to participate in the selecting a small restaurateur for Juanita Beach Park.

Recreation

- Staff continues to work and finalize the 2011 Spring and Summer Recreation Brochure. Numerous details are coming together to provide a wide variety of quality recreation opportunities, leagues, programs, camps, aquatics activities and much more.
- Recreation staff met with Human Resources to lay out an action plan to hire over 100 seasonal staff to support our summer programs. Our first step is to post our employment opportunities on the City's web site <https://www.govjobstoday.com/Jobs/> in the first week of February.
- January 2011 revenues are behind 2010 by just under \$5,000. An in-depth look shows recreation activities revenues were up with the facility rentals down:

JANUARY	RECREATION	RENTALS	COMBINED
2010	\$43,410	\$14,378	\$57,788
2011	\$49,307	\$3,612	\$52,919
variance	\$5,897	(\$10,766)	(\$4,869)

North Kirkland Community Center

- Much of the staff's energy this month has been in the planning for new spring and summer recreation classes, events and camps. Highlights to look for in the next recreation brochure: Lil' Crumpets Mother's Day tea party, Box Car Drive-In, baby sign language, hula hoop dancing, parent/child ballet and tap, kids' Yogarobics, counselor-in-training program, Chess Wizards, Yoga in the Garden, Reduce Reuse Recycle, Yoga Fun and Fit Camps.
- Due to the recent closure of the Woodinville Community Center, NKCC was pleased to accommodate and welcome Move Over, Mozart piano classes in January. The piano classes for ages 3-12 have been a popular addition to our facility and we look forward to a long partnership.
- The new electronic sign outside NKCC on N.E. 124th St. has been installed. Staff has received numerous comments from participants on how helpful the sign is in identifying the building and where to turn to access on 103rd Ave. N.E.

Youth Basketball/Aquatics

- Youth Basketball games started January 8th with over 400 youth, grades 3-6, participating in the program. Practices and games are held at local elementary schools and junior highs. The season runs through the end of March.
- Over 80 community members have already volunteered over 1,200 hours as coaches for the youth basketball season.
- Our Pee Wee Basketball programs hosts 50 children, ages 3-5. This program, which takes place on Saturdays, could be the first time these preschoolers take part in a lifetime leisure activity. Our program teaches basic fundamentals of basketball but more importantly we hope to instill the appreciation of movement and the FUN of sport.
- Coordination and planning has started for the 2011 Aquatics Season. The hiring process for 70 season staff to operate Peter Kirk Pool, Houghton Beach, and Waverly Beach will begin in February.
- With the community looking forward to summer, Peter Kirk Pool rental reservation requests have already been taken for a variety of events including 6th Grade graduation parties for Peter Kirk, Lakeview and Mark Twain Elementaries. We look forward to celebrating a landmark accomplishment with our young citizens.

Sports and Fitness

- The City continues to have a wonderful partnership with Kingsgate Ice Arena. Kingsgate Ice Arena offers ice skating classes all year long and a very popular camp in the summer. Registration for this camp always fills immediately. At camp, students learn how to skate and then have a performance for the parents on the last day of class!
- The new year has brought great numbers and participation in our sports programs. Our current offering of five divisions of volleyball is completely full with a total of 32 teams. Our dodgeball program, which began on January 26th, has attracted 12 teams, twice as many as our last active season in spring, 2010 (we did not attract enough teams to operate a fall, 2010 session). We are confident that this great start will continue through the spring/summer offerings.
- Planning for the spring and summer programs is in full swing and boasts a very diverse lineup of classes and camps. In addition to the standard traditional sport camp/class offerings, we will offer some up-and-coming sports like fencing and cricket as a part of the lineup.
- Our Move It! fitness pass continues to be successful, surpassing the participant totals for winter, 2010 in just three weeks! With a total of 166 participants and counting, students appreciate the flexibility and quality of the program.

Peter Kirk Community Center

- The Northshore Senior Center is now operating the senior daily transportation program. Transportation is offered Monday-Friday to City residents, new riders must be ACCESS eligible. The transition has gone very smooth and our riders are getting to know the new van driver, Mari Sahn.
- The Peter Kirk Community Center hosted a new event, "Beat the Winter Blues Bingo and Pizza." Madison House provided the bingo prizes and their chef prepared a great pizza lunch to follow, which included salad and dessert.

Youth Services

- The Youth Council conducted a Pet Drive at Denny's Pet World on Saturday, January 29th. All donations collected were given to King County Animal Care and Control
- On January 19th members of the Kirkland Youth Council reviewed six mini grant requests. Funds were awarded a wide variety of programs from school based clubs to the Chamber of Commerce (if you want more details I can provide that).
- Five cases were heard during the January session of Teen Traffic Court.
- The Leadership Team of the Kirkland Youth Council met with Superintendent Kimball on January 6th. The main focus of this meeting was technology in the District.
- Work continues on the latest We've Got Issues focusing on distracted driving.
- Planning is well underway for the 2011 Bluefish Block Party on Saturday, June 11th.
- Youth Services Coordinator completed the two-day Applied Suicide Intervention Skills Training, January 26-27.

Human Services

- The Human Services Advisory Committee (HSAC) will meet in February to develop their 2011-2012 work plan.
- At their January 18th meeting, City Council approved a request of \$5,000 to support the operation of the Eastside Winter Shelter (EWS) at Redmond's Old Schoolhouse Community Center through February, 2011. The EWS is intended to be a life-saving overnight shelter for individuals and families and is not intended to be operational year round. The shelter is open every night through February 15th with some additional nights possible in case of severe winter weather occurring after February 15th. The shelter is staffed by trained, experienced staff from the Eastside Interfaith Social Concerns Council's Congregations for the Homeless (for men) and Sophia Way Shelter (for women).
- On January 28th, a few dozen volunteers ventured out to count the number of unsheltered homeless in Bellevue, Kirkland and Redmond. On the Eastside, volunteers found 62 individuals. This number is combined with the men and women residing in Tent City IV to give us an official Eastside number of 145.
- The annual Communities Count is sponsored by the Seattle King County Coalition on Homelessness and is completed to provide information to service providers; funders; and local, state and national government about the status of homelessness in our communities. This invaluable information is utilized to design effective interventions and gather resources to fund them. Our community wide goal is to end homelessness in 10 years. This is the Eastside's 7th year of participation in the King County Count.

PARK MAINTENANCE DIVISION

Notes from the field

- We received a new member to the team this past month. Grounds staff Jenny Jammerman gave birth to Jace Albert on January 17th. Jace is a great looking kid! Congrats to Mr. & Mrs. Jammerman.
- Staff connected the McAuliffe Park Blair House to sanitary sewer this past week. The septic tank's imminent failure was the primary reason. After 55 years of service the tank was due for retirement.
- Rose Hill Meadows Playground is finally open for business. A series of unfortunate circumstances that the playground vendor was experiencing delayed our ability to complete construction. We had been waiting for components and parts for a couple of months.

Athletic Fields

- The annual Field Allocations Meeting was held January 20th (the original meeting date of January 11th was postponed due to snow). The meeting was conducted as a roundtable. It was well attended and allocations went smoothly. We're now in the final steps of the process and the formal schedule should be complete within the next couple of weeks. The first season will kick off with tryouts, volunteer days, parades, jamborees, etc. Look for the activity level to kick up in early March.

Volunteers

- On January 28th, Heathman Hotel's twelve volunteers worked side-by-side with Rose Wessels and Carol Dean on the Centennial Gardens at Heritage Hall for 5 ½ hours each. The Gardens look amazing. The entire group did a fantastic job. Thank you Heathman volunteers!

Pea Patch/Community Garden Program

- Applications continue to arrive. All confirmed leasers will be invited to attend the Annual Pea Patch Kick-off Meeting scheduled for February 23rd at the Parks Maintenance Office.

GREEN KIRKLAND PARTNERSHIP

- The following table summarizes Green Kirkland events and activities for December 2010. The table includes ongoing administrative and field volunteers who serve in addition to participating in publicized restoration events.

Volunteers

Date	Park/Work	Group Name	Youth	Adult	Total	Hours	Dollar Equivalent ¹
12/18	Cotton Hill Park	Green Kirkland Steward with Lake Washington High School students	3	1	4	12	254.16
Ongoing	Administration		0	15	15	44.5	942.51
Ongoing	Field Work		0	10	10	<u>27.25</u>	<u>577.15</u>
						83.75	\$1,773.82

¹ Dollar Equivalent = Hours x 21.18

- December was a relatively quiet month for Green Kirkland activities. In addition to 44.5 hours of ongoing administration and 27.25 hours of ongoing field work at various parks, one small event was held at Cotton Hill Park with Green Steward Karen Story leading three students from Lake Washington High School.
- The two new groups of UW Restoration Ecology Network students at Cotton Hill Park started ongoing field work in areas they'll be restoring.
- Upcoming event for volunteers from the general public:
 - February 6th, Cotton Hill Park, 9 a.m. to noon, with Highlands Neighborhood and UW students. Contact Karen Story, karen@tinyisland.com
 - March 19th, Cotton Hill Park, 9 a.m. to noon, EarthCorps partnership. Contact chris@earthcorps.org. Sign up at www.earthcorps.org.

**CITY OF KIRKLAND****Department of Public Works**

123 Fifth Avenue, Kirkland, WA 98033 425.587.3800

www.ci.kirkland.wa.us

To: Park Board

From: David Godfrey, P.E., Transportation Engineering Manager

Date: January 31, 2011

Subject: EASTSIDE RAIL CORRIDOR FEBRUARY 9, 2011 PARK BOARD MEETING

Members of the Transportation Commission will be at the February 9, 2011 Park Board Meeting to discuss the Eastside Rail Corridor. The Commission has finished work on a draft interest statement for the Corridor and has two main questions for the Park Board. Looking at the Interest Statement as a whole, 1) are there any interests in the statement the Board feels strongly do not belong in the document and if so, what are they? 2) does the Board have any strongly held interests that are missing from the document and if so, what are they?

BACKGROUND

Last summer and fall, the Transportation Commission engaged in an outreach process to understand the interests of the Kirkland community relative to the Eastside Rail Corridor. This included a meeting with the Park Board last September. The Commission heard from a number of citizens at the Wednesday Market and through an on-line survey. Others with interest in and knowledge of the corridor presented information to the Commission at regular meetings.

Council approved the draft interest statement at its January 18th meeting and, in accordance with a plan agreed upon last June, directed the Transportation Commission to reach out to the wider community with the draft statement. This will include the Park Board, Planning Commission, Houghton Community Council, Business Roundtable and neighborhood associations via KAN. The Commission hopes to complete this work in February.

The City has developed a webpage (www.ci.kirkland.wa.us/eastsiderailcorridor) that has a great deal of background material on the corridor. In summary, the Port of Seattle currently owns the corridor, but previously anticipated purchase by the County and Sound Transit has not occurred. Council has authorized the City Manager to begin exploring options by which the City might purchase the portion of the corridor in Kirkland.

**CITY OF KIRKLAND**

Planning and Community Development Department
123 Fifth Avenue, Kirkland, WA 98033 425.587-3225
www.ci.kirkland.wa.us

MEMORANDUM

To: Kirkland Park Board
From: Janice Coogan, Senior Planner
Date: January 28, 2011
Subject: LAKEVIEW NEIGHBORHOOD PLAN UPDATE-PRELIMINARY DRAFT PLAN

RECOMMENDATION

The Board review and comment on the enclosed preliminary draft Lakeview Neighborhood Plan.

BACKGROUND DISCUSSION

The Planning Department is in the process of updating the Lakeview Neighborhood Plan chapter of the Comprehensive Plan. The purpose of the update is to review existing conditions and set new goals and policies for the future growth of the Lakeview neighborhood for the next 20-30 years.

To date the public participation process has involved a neighborhood open house and working with a citizen's advisory group known as the Lakeview Advisory Group. Park Board member Shelly Kloba has participated on the Advisory Group as a Park Board representative. Study sessions have been held with the Houghton Community Council and Planning Commission. The enclosed preliminary draft plan is the result of input from all of these groups. Attachment 2 shows the upcoming meeting schedule for the continuation of the process including a public hearing and Planning Commission and Houghton Community Council transmitting final recommendations to the City Council for final action by September, 2011.

The draft Parks and Open Space goals and policies for the Lakeview Neighborhood are described in Attachment 1, Section 9 beginning on page 20 and reflect key issues raised by the above groups.

Planning staff would like to hear any comments or edits you have on the preliminary draft plan especially the Parks and Open Space section. Your comments could be verbal or in writing and will be transmitted back to all the above groups. I will be available at your February meeting to answer any questions you have about the draft plan or process.

ATTACHMENTS:

1. Preliminary draft Lakeview Plan dated January 11, 2011
2. Tentative Lakeview Neighborhood Plan schedule

cc: File ZON07-00032

Lakeview Neighborhood Plan Update

2011 Meeting Schedule- *Dates subject to change.*

January 24 2011	HCC study session on draft neighborhood plan
February 9, 2011	Park Board review of draft park policies
February 16, 2011	Lakeview Advisory Group review of draft plan
February 23, 2011	Transportation Commission review of transportation polices
February 28, 2011	HCC study Session on draft code amendments
March 14, 2011	HCC study session (special meeting date) on draft code amendments
March 24, 2011	Planning Commission study session on draft plan and code amendments
April 14, 2011	Planning Commission study session on draft plan and code amendments
June 2011	Open House on draft plan and code amendments
June 2011	Joint PC/HCC Public Hearing on draft plan and code amendments
July 2011	Planning Commission recommendation
July 2011	HCC recommendation
August 2011	City Council study
September 2011	City Council Action
September 2011	HCC Action

HCC= Houghton Community Council

PC=Planning Commission

For information see Planning Department webpage at www.ci.kirkland.wa.us

Or Janice Coogan project planner at jcoogan@ci.kirkland.wa.us 425-587-3257



CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.ci.kirkland.wa.us

MEMORANDUM

To: Kirkland Park Board

From: Ellen Miller-Wolfe, Economic Development Manager

Date: January 28, 2011

Subject: Totem Lake Action Plan

Background

In September, 2010, Mayor Joan McBride organized a symposium comprised of business leaders representing Totem Lake businesses and property owners along with experts in development, finance and design from around the region. The group talked about the challenges that would need to be satisfied in order for Totem Lake to fulfill its vision as a regional urban center; a place that is outfitted with transit and other infrastructure and services allowing it to accommodate substantial employment and housing densities.

The feedback from business interests about what is holding Totem Lake back fell into 4-5 topic areas which staff has since translated into an action plan that has been adopted by City Council. The areas include:

Land use – Symposium participants indicated that zoning should be form-based and/or market driven. Staff is currently reviewing the zoning to determine whether it is friendly to development.

Sense of place – Participants suggested that there is “no ‘there’ there,” and something needed to be done in the related areas of amenities and identity. Rethinking of Totem Lake including acquisition of upland property around it for access, is one possible opportunity.

Transportation – Participants commented on roadway capacity issues and suggested taking advantage of other modes of transport such as the BNSF railroad to get around Totem Lake. Others said more access from I-405 was required. Another suggestion was to reduce confusion that occurs when streets with the same numbers (i.e. 124th and 124th) intersect. Transportation planners are looking into these issues.

Drainage/Flood Relief – Development is impeded on certain properties by drainage issues. Public Works is working on options for removing these challenges to development.

Permitting and Incentives – Participants commented that permitting could be made more predictable, faster and easier. Incentives to catalyze development also were

Totem Lake Action Plan

Page 2

discussed. Currently the City is advocating for a Tax Increment Financing (TIF) bill at the Legislature, other tax opportunities, relief from certain impact fees, and delay of payment of impact fees.

Next Steps

Per City Council resolution, December 7, 2010, staff is to bring forward work plans for 2011 that reprioritize tasks to accommodate a focus on Totem Lake. Recently staff went before the Transportation Commission to get its input on steps moving forward in Totem Lake. We are seeking similar input from the Park Board on actionable items that could help to revitalize Totem Lake.



CITY OF KIRKLAND
Department of Parks & Community Services
 505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
 www.ci.kirkland.wa.us

MEMORANDUM

To: Park Board

From: Jennifer Schroder, CPRP, Parks & Community Services Director

Date: February 3, 2011

Subject: Legislative update

RECOMMENDATION

The Board receive an update from the Director and from Park Board members, Shelley Kloba and Barbara Ramey, who attended Washington Recreation and Parks Association's legislative training workshop, "People, Parks and Politics."

BACKGROUND

The Park Board has expressed an interest to participate in legislative policies that may impact, positively or negatively, the City's ability to provide quality parks and recreation programs and services. To this end, the Board Members Shelley Kloba and Barbara Ramey and I attended WRPA's legislative training on January 25th and 26th.

During the 10-15 minute meetings with legislators, Board members and the Director shared the following talking points:

1. Seek support to fund the Washington Wildlife Recreation Program (WWRP). WWRP provides state grants to the primary grant program for parks, trails and recreation facilities. The Governor's budget has no funding recommended for this program.
2. Encourage support of House Bill 1598 which is a bill amending Real Estate Excise Tax (REET) legislation. This bill, referred to as the "REET bill," loosens restrictions on the use of REET to provide local governments the option to use a portion of the tax collected for maintenance and operation of parks and recreation facilities.
3. Support clarification of House Bill 1452 pertaining to League Fees. The purpose of this discussion is to clarify that sales tax not be applied to the fees charged for recreation leagues.

Staff will further discuss other bills related to parks and recreation. Additionally, attached is a report from Board members Kloba and Ramey and summary of all the bills on the City's legislative watch list; below is the schedule for this year's legislative session.

January 10, 2011	First Day of Session
February 21, 2011	Last day to read in committee reports in house of origin, except House

	fiscal committees and Senate Ways & Means and Transportation committees.
February 25, 2011	Last day to read in committee reports from House fiscal committees and Senate Ways & Means and Transportation committees in house of origin.
March 7, 2011	Last day to consider bills in house of origin (5 p.m.).
March 25, 2011	Last day to read in committee reports from opposite house, except House fiscal committees and Senate Ways & Means and Transportation committees.
April 1, 2011	Last day to read in opposite house committee reports from House fiscal committees and Senate Ways & Means and Transportation committees.
April 12, 2011*	Last day to consider opposite house bills (5 p.m.) (except initiatives and alternatives to initiatives, budgets and matters necessary to implement budgets, differences between the houses, and matters incident to the interim and closing of the session).
April 24, 2011	Last day allowed for regular session under state constitution.
* After the 93rd day, only initiatives, alternatives to initiatives, budgets and matters necessary to implement budgets, messages pertaining to amendments, differences between the houses, and matters incident to the interim and closing of the session may be considered.	

Attachments:

WRPA Legislative Day Summary, B. Ramey & S.Kloba

WRPA Legislative Platform

Kirkland Bill Tracker

Date: February 2, 2011

To: Park Board chair Bob Kamuda and members

From: Barbara Ramey and Shelley Kloba

Re: WRPA Legislative Day

The two of us accompanied Director Jenny Schroder to the WRPA training and Legislative Day, Jan. 25-26. Armed with training and key messages, we met with five of six legislators that serve Kirkland's two legislative districts. (A meeting with the sixth legislator is scheduled for this month in his district.) The bottom line is that the state is slashing budgets, and there are several bills that if passed will negatively impact park development, programs and services. The Board can play a role in the legislative process, some ideas of how members can get involved is by calling our legislators and/or sending letters from the chair in support of key bills that the board and City Council have identified.

We lobbied on four key issues:

- 1) To preserve the Washington Wildlife and Recreation Program (WWRP), a grant fund the governor wants to eliminate and replace with a Puget Sound-only grant fund.
- 2) For local Real-Estate Excise Tax (REET) flexibility, allowing REET to be used for parks operation and maintenance in some cases. Rep Springer is working on this legislation.
- 3) To clarify that governmental and non-profit adult recreational league fees have not been and should not be subject to sales tax
- 4) We stated that we are neutral on a move to charge an optional fee during car tab renewals for the maintenance of state parks. The governor has proposed de-funding state parks and relying on opt-out fees for support.

Legislators' positions/reaction to our meetings:

Legislator	Preserve WWRP	REET	State Park fees	SB 5422/HB1452 (League fee sales tax)
Sen. Deb Eddy 48 th	Against	Pro with conditions	Didn't cover	Neutral/understands
Rep. Ross Hunter, 48 th	Pragmatic, show me the \$	Didn't cover	Against	Did not cover
Rep. Rodney Tom, 48 th	Positive/pragmatic; schools trump park	Against	Didn't cover	Understands
Rep. Roger Goodman, 45 th	Positive	Didn't cover	Didn't cover	Understands
Sen. Andy Hill 45 th	TBD	TBD	TBD	TBD
Rep. Larry Springer, 45 th	Negative due to budget situation but against governor's proposal to replace with alternate funding plan for Puget Sound	Sponsor of the bill	Didn't cover	Understands

TO: WRPA Members
FROM: Doug Levy, WRPA Lobbyist
RE: WRPA Legislative Day – Wednesday, January 26, 2011
RESPONSE NEEDED: Use to prepare for meetings with lawmakers

This memorandum serves as a primer for the WRPA's Legislative Day in Olympia on Wednesday, Jan. 26. It is for your background, preparation, and use and is not meant to be a handout – though I refer to specific documents we advise you to hand out. Good luck!

The Lay of the Land in Olympia

- The Legislature is facing a 3rd straight Session with major budget shortfalls – particularly in the Operating Budget. This is the dominant theme of the 2011 Session.
- Lawmakers are moving quickly to enact a Supplemental 2009-11 budget by the first week of February that will involve some \$580 million in cuts and allow for an ongoing \$1.1 billion reduction in what had been a \$5.7 billion shortfall for 2011-13 – in other words, scaling that back to a still-hefty \$4.6 billion shortfall.
- The Legislature will be in Week 3 of a 15-week, 105-day Session while we are in Olympia. Committee hearings will be going full-bore and the first cutoff deadlines for bills to be acted upon are on Feb. 18.
- Given the extraordinary budget constraints facing the Legislature, we are seeing fewer bills and policy bills that have a fiscal impact face a major uphill battle to enactment.

Setting the Stage – What you can be prepared with

- Demonstrate to the legislators the value of parks and recreation in fostering active and healthy communities. Please bring copies of whatever data you have on INCREASED usage of parks facilities, visits to your parks, etc. We would ask that you provide copies of this to your legislator, to the key legislators who will present to us over the lunch hour, and to WRPA.
- Be prepared to tell lawmakers your story – what is YOUR project on the WWRP list? What are your needs? We will have the WWRP lists and specific breakdowns of where your project fits. Please bring JOBS data on your WWRP – what direct and indirect jobs will it create? This is a major issue for the 2011 Legislature – job creation and retention in a tough economy.
- Bring your copy of the Healthy & Sustainable Communities Coalition document – we will also have these in your packets.

Master Schedule for January 26

- 8-9 a.m. – We will conduct our legislative briefing
- 11:30 a.m. to 1:30 p.m. – We have reserved the House Briefing Room for presentations by and Q&A with key legislators. The briefing room is in the John L. O'Brien House Building – just inside the door on the "Sundial" side of the building, and immediately to your right after the entry. Please bring your lunch with you and be sure to clean up afterward. Our meetings are with the following:
 - NOON – Rep. Hans Dunshee – House Capital Budget Chair
 - 12:30 p.m. – Rep. Dave Upthegrove -- House Environment Committee Chair
 - 1 p.m. – Sen. Derek Kilmer, Senate Ways & Means Vice-Chair for Capital Budget
- Beyond the briefing and the lunchtime speakers and Q&A, we urge you to make sure you are scheduling meetings with your local legislator!

Background and Talking Points on the WRPA's 2011 Legislative Platform

Healthy & Sustainable Communities Initiative

- **Background:** We have put together a Healthy & Sustainable Communities Coalition document featuring the logos of WRPA and 13 agencies cutting across Public health, disease prevention, environmental and natural resource protection, local government, and more. The document focuses on funding programs we urge the Legislature to preserve in the Operating, Capital and Transportation budgets. This initiative reflects our core recognition that as parks and recreation professionals, our job is about much more than just softball or swim lessons – we are in the health care business, the nutrition business, and the disease-prevention business. People who utilize parks and trails and open spaces, get out and walk, etc. are much more likely to lead healthy lives and to avoid obesity, heart and coronary disease, diabetes, etc.
- **Current Status:** The Legislature is in the early stages of its budget deliberations. It has a budget from the Governor that maintains \$48 million in distributions to public health districts, and retains key transportation programs such as Safe Routes to Schools. The Governor's budget, however, does NOT fund the WWRP as we know it (see further below).
- **Key points to make:**
 - Healthy & Sustainable Communities reflects our core recognition that as parks and recreation professionals, our job is about much more than just softball or swim lessons – we are in the health care business, the nutrition business, and the disease-prevention business.
 - People who utilize parks and trails and open spaces, get out and walk, etc. are much more likely to lead healthy lives and to avoid obesity, heart and coronary disease, diabetes, etc.
 - Please maintain public health distributions in the Operating Budget.
 - We are very concerned about the absence of the WWRP program in the 2011-13 Capital Budget proposed by the Governor (go into further detail below).
 - Please **SUPPORT House Bill 1071**, the “complete streets” bill, which would establish a Complete Streets grant program and account within the Washington State Department of Transportation's Highways & Local Programs division and lend a clear focus and priority to funding projects that foster walkable, bikable, active communities.

Washington Wildlife & Recreation Program – WWRP

- **Background:** In her 2011-13 Capital Budget proposal to the Legislature, Governor Gregoire did NOT fund the WWRP as we know it. She did utilize parts of the WWRP list for a \$20 million Puget Sound Wildlife and Recreation category that would be newly-established to foster projects that protect the Sound, are ready to go, and create jobs. While we appreciate the severe budget challenges under which the Governor operated, we respectfully ask the Legislature to go a different direction than that.
- **Current Status:** While it is still quite early in the Capital Budget process, legislators who have been key allies of the WWRP are working to craft jobs data on the value of WWRP and show the types of projects and jobs that would be created under a \$50 million scenario. HOWEVER, we want to avoid using that number. Instead, we are going to speak to the need for a significant WWRP allocation and the value and integrity of that program. You may also hear some talk about how WWRP should not include any land acquisition – we would suggest you go more to the fact that the program is about much more than just acquisition, and has statutory guidelines for allocating funds – and that we urge a significant investment in WWRP.

• **Key points to make:**

- The WWRP is an award-winning, 20-year-old program that is respected nationwide. Projects are selected based on established criteria and there is a thorough process of vetting and judging these projects – it is one of the most respected programs and processes we have.
- In the years since it has been established, WWRP has provided \$615 million for local communities and leveraged well over a billion dollars in investment. More than 1,000 local parks, trails, ballfield, water-access, and riparian and habitat projects have been funded to protect and enhance open spaces, construct and expand trails, etc.
- The WWRP provides JOBS – both the construction jobs to build local projects, and the indirect jobs that feed off of these projects. **Bring your specific example.**
- The WWRP is in synch with the key priorities we have as a state – healthy and active populations, reducing and avoiding health care costs, quality of life, job creation, etc.
- We appreciate that the Governor dealt with severe budget challenges in building her budgets. However, we would respectfully offer that it would be a mistake to un hinge a successful WWRP program that has integrity and that would fund up to 124 addition projects. Additionally, with all due respect, and acknowledging the importance of protecting Puget Sound, Washington State and its natural spaces is about much more than just Puget Sound.

Restore Capital Budget Programs that Benefit Parks & Recreation

- **Background:** In the 2009-11 budget process, specific dedicated accounts that are key on the recreational side – specifically the Non-Highway Off-Road Vehicles Account (“NOVA”) and the Boating Facilities Program (BFP – also known as the “Recreation Resources Account”) were ‘swept’ out of the Capital Budget and into the Operating Budget. To the Governor’s credit, she proposed ending that trend and funding NOVA and BFP as the voters intended through citizen initiatives – \$5.5 million for NOVA and \$8.5 million for BFP.
- **Current Status:** The Legislature is still early in its budget deliberations, so there have not been specific actions taken on these important dedicated recreation accounts.
- **Key Points to Make:**
 - Programs like NOVA and the Boating Facilities Program were created through citizen initiatives and voter-approved measures that dedicated non-highway fuel taxes to dedicated accounts that protect and enhance the non-highway recreational areas we cherish as a state.
 - It is essential that the Legislature respect the will of the voters and the citizen initiatives that led to NOVA and BFP.
 - We appreciate the Governor’s proposal to fund NOVA at \$5.5 million and BFP at \$8.5 million and urge you to take those same actions in the Capital Budget.
 - NOTE: Please provide legislators with examples of projects in your community – both PAST projects and potential projects that would be funded under the current program.

State Natural Resources Programs – Recreation Lands Proposal

- **Background:** Washington State Parks, the Department of Fish & Wildlife, and the Department of Natural Resources are working on a joint “Recreation Pass” proposal. The bill is not ready yet, but it likely will involve a \$30 to \$40 per year Recreation Pass that would provide members of the public with yearly access to all state recreation lands on a fee basis. This Pass proposal is particularly critical to State Parks, which received a one-time, \$20 million “bridge funding” allocation from the Governor in her Operating Budget but has otherwise been told it must be on a fee-supporting basis beginning in 2013-15.
- **Current Status:** We are still awaiting a bill. There will be a 10:30 a.m. Monday, Jan. 24 stakeholder meeting at which we may learn more.
- **Key Points to Make:**
 - We support efforts to establish an ongoing, user-fee-based funding source to keep State parks and other natural recreation lands open and available to the public.
 - These lands are not ‘frills’ or extras – they are open spaces that are used more and more, particularly in a recessionary economic time like the one in which we find ourselves.

League Fees – Clarifying that governmental and non-profit adult recreational league fees have not been and should not be subject to sales tax

- **Background:** Traditionally, adult recreation leagues run by local parks and recreation agencies, and/or non-profit groups, have not been subject to sales tax. There was a random audit of the City of Puyallup’s parks and recreation operation where the Department of Revenue opined that under a very strict reading of state law, these league fees *could* be subject to sales tax. The City, joined by WRPA, the Association of Washington Cities (AWC), and the Washington State Association of Counties (WSAC), formally requested reconsideration of the DOR’s decision. The DOR put enforcement of any sales tax collection order in abeyance, and there is now a bill in place to clarify that these league fees have not and should not be subject to sales tax.
- **Current Status:** Rep. Kathy Haigh (D-Shelton), a Member of the House Ways & Means Committee, has introduced **House Bill 1452** to clarify that the aforementioned league fees should not be subject to sales tax. Sen. Debbie Regala is working on the Senate companion – we do not yet have a bill number.
- **Key Points to Make:**
 - For some 2 ½ decades, the adult recreation leagues we run as local parks agencies, and those of non-profit operations, have not been subject to sales tax. **HB 1452** and the companion bill being prepared by Senator Regala simply clarify CURRENT practice on the ground.
 - We already ensure in statute that youth athletic leagues run by governmental and non-profit agencies are not subject to sales tax.
 - As a policy matter, it doesn’t make sense to tell adults to be healthy and active, to pay for the fields we build and maintain, and to pay user fees for their leagues – then to pay a sales tax on top of that.
 - The public voted down targeted taxes from 2010 and there would be a real danger in having something like this suddenly subject to sales tax.
 - Because of the way the state fiscal note process works, there will be a “fiscal impact” shown on **HB 1452** and the Senator Regala bill – but it is a ‘phantom’ fiscal note, it shows what WOULD be if the tax were being collected, rather than reflecting the actual reality that it is not.

A Few Other Bills of Interest

- **Local Real-Estate Excise Tax (REET) flexibility:** No bill number is yet available, but Rep. Larry Springer (D-Kirkland) is working on legislation that will inject flexibility into the 1st and 2nd one-quarter percent REET we already collect (allowing the 2nd one-quarter percent to be used for all the same purposes and categories for which we can use the 1st one-quarter percent), and allow it to be used for parks operation and maintenance in some cases. Rep. Springer is working on this bill with the AWC and WSAC – WRPA supports.
- **Natural Resource Agencies' Consolidation:** In her budget proposals to the Legislature, the Governor recommended consolidating 11 natural resource agencies' into 5, and ultimately saving \$2.5 million and 14 FTEs by doing so. I have learned from the Governor's Natural Resources adviser John Mankowski that the bill requested by the Governor will seek to ensure a continuing, autonomous Recreation and Conservation Funding Board (RCFB) to preside over RCO grant programs. The WRPA is not taking a position on this proposal – and we still await a specific bill.
- **Non-highway fuel tax "lid" removal:** When non-highway groups buy fuel for their off-road, boating, snowmobiling, etc., some 23 of the 38 cents they pay in state fuel taxes goes to dedicated accounts associated with their activities. However, the other 15 cents goes into the state Motor Vehicle fund for general transportation purposes. Sen. Scott White (D-Seattle) and Rep. Marko Lias (D-Edmonds) are expected to introduce legislation to lift the 23-cent "lid" and ensure the remaining non-highway fuel taxes – some \$17.5 million a biennium worth – go into the dedicated accounts associated with non-highway activities. Because this legislation would involve an impact to general transportation revenues, it will be very difficult to pass absent new overall revenue in the transportation system. However, WRPA will support these bills.
- **HB 1371, eliminating and consolidating State Boards and Commissions:** WRPA members have previously had interest in this legislation and may want to take a look at what boards and commission are proposed to be eliminated or consolidated. WRPA does not have an official position on HB 1371.

Kirkland Bill Tracker: House Bills
(updated 1.31.11)

Bill	Title	Position	Cmte.	Hearing?	Exec?	Calendar?
HB 1012	Planning commissioners	Support	LG	11-Jan	DO PASS	H RUL 2nd
HB 1014	Watersh mgmt partnerships	Support	JUD	13-Jan	DO PASS	H RUL 2nd
HB 1018	Bikes and motorists	Support	TR	NA	NA	
HB 1026	Adverse possession actions	Oppose	JUD	13-Jan	DO PASS	H RUL 2nd
HB 1033	Court actions/42.56.550	Support	SGTA	1/20@10a	NA	
HB 1034	Inmate public record req.	Support	SGTA	1/20@10a	NA	
HB 1071	Complete Streets grant prog	Support	TR	1/17@3:30p	DO PASS	
HB 1082	Shoreline & GMA acts	Oppose	LG	1/21@8a	NA	
HB 1088	Cty/city moratoria authority	Oppose	LG	1/19@1:30p	NA	
HB 1098	Traffic safety cameras		TR	2/1@3:30p		
HB 1099	Traffic safety cameras		TR	2/1@3:30p		
HB 1111	Fed, state & local govts	Oppose	LG	NA		
HB 1126	Criminal street gangs		PSEP	1/19@1:30p	2/4@8a	
HB 1127	Bargaining reps	NEUTRAL	LWD	1/19@1:30p	2/2@1:30p	
HB 1139	Public records dispute	Support	SGTA	1/27@10a		
HB 1141	City alternative fuel exempti	Support	TEC	1/25@10a		
HB 1160	Adverse possession claims	Oppose	JUD	NA		
HB 1217	Speed limits		TR	1/25@3:30p	DO PASS	
HB 1223	Street vacation hearings	Support	LG	1/25@10a	DO PASS	
HB 1234	Security alarms, crime watch	Support	SGTA	1/31@1:30p		
HB 1279	Traffic safety/intersections		TR	2/1@3:30p		
HB 1300	Public record copying costs	Oppose	SGTA	1/31@1/30		
HB 1332	Utility services joint mgmt	Support	LG	1/26@1:30p	DO PASS S	
HB 1335	Growth mgmt/local progr	Support	LG	2/1@10a		
HB 1336	Census data/annexation	Support	LG	1/26@1:30p		
HB 1370	Collection of unwanted medic	Support	ENV	2/3@8a		
HB 1377	Interest arbitration panels		LCWD	NA		
HB 1382	Express toll lanes/eastsid	Support	TR	2/2@3:30	Testify	
HB 1398	Low income housing/fee c	Support	CDH	1/26@8a	2/3@10a	
HB 1406	intrastate building safety mu	Support				
HB 1452	League fees	Support	WAYS	2/1@3:30p		
HB 1457	Business locate in vacant bld	Support				
HB 1462	Affordable housing		CDH	2/2@8a		
HB 1469	Landscape conservation	Support	LG	2/2@1:30p/Letter		
HB 1476	Voting requirements for EMS	Support				
HB 1478	Fiscal relief/cities & town	Support	LG	2/4@8a		
HB 1497	2011-2013 capital budget	Support	CB	2/1@8a		
HB 1598	Real Estate Excise Tax	Support	LG	2/4@8a/Testify		
HB 1590	automated traffic safety cam	NEUTRAL				
HB 1662	appeal/shoreline mgmt act		LG	NA		
HB 1713	SEPA		ENV	2/3@8a		

Kirkland Bill Tracker: Senate Bills
(updated 1.31.11)

Bill	Title	Position	Cmte.	Hearing?	Exec?	Calendar?
SB 5012	GMA hearings board	Oppose	GOE	1/17@10a	NA	
SB 5013	Land use permit process		GOE	1/17@10a	NA	
SB 5022	Court actions/42.56.550	Support	JUD	1/26@1:30p	NA	
SB 5025	Inmate public record req.	Support	HSC	13-Jan	NA	
SB 5049	Sunshine Committee	Support	GOE	1/24@10A	2/1@1:30p	
SB 5062	Public record disputes	Support	GOE	1/24@10A	NA	
SB 5098	minors in parks/recs progs	Support	GOE	24-Jan	2/1@1:30p	
SB 5131	Public facilities/impact fees	Support	TR	1/25@3:30P	NA	
SB 5137	Street vacation hearings	Support	GOE	NA	NA	
SB 5143	Annexation/fire prot. Dists.	Support	GOE	1/25@1:30P	2/3@10a	
SB 5155	Public safety authorities		GOE	1/25@1:30P	NA	
SB 5181	State debts statutory limits		WAYS	NA	NA	
SB 5188	Traffic control signals		TR	1/25@3:30P	NA	
SB 5192	Shoreline Management Act	Support	GOE	2/3@10a	NA	
SB 5193	Bicyclists & motorists	Support	TR	NA	NA	
SB 5198	Utility services joint mgmt.	Support	GOE	2/3@10a	NA	
SB 5214	Affordable housing		FIHI	1/19@1:30P	NA	
SB 5221	intrastate building safety mutual	Support				
SB 5234	Collection of unwanted medicine	Support				
SB 5243	Growth mgmt/local progress	Support	GOE	NA	NA	
SB 5244	security alarms, crime watch		GOE	NA	NA	
SB 5253	landscape conservation	Support	GOE	2/1@1:30p/lette	NA	
SB 5299	Shoreline & pollution boards		EWE	NA	NA	
SB 5301	Traffic safety/intersections	Support	TR	1/25@3:30p	NA	
SB 5360	Cities & towns fiscal relief		GOE	NA	NA	
SB 5381	Voting requirements for EMS le	Support				
SB 5467	2011-2013 capital budget	Support	WAYS	NA	NA	
SB 5490	Express toll lanes/eastside	Support	TR	NA Testify	NA	
SB 5505	census data/annexation	Support	GOE	NA	NA	
SB 5524	Low income housing/fee ex.	Support	FIHI	NA	NA	
SB 5530	appeal/shoreline mgmt act		NRMW	NA	NA	

**CITY OF KIRKLAND**

Department of Parks & Community Services

505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300

www.ci.kirkland.wa.us

MEMORANDUM

To: Park Board

From: Mike Metteer, Business Services Program Manager
Jennifer Schroder, Director

Date: February 1, 2011

Subject: Concession at Juanita Beach

RECOMMENDATION

Staff is requesting the assistance of one or two Park Board members to participate on an interview panel to interview and select a small restaurateur for Juanita Beach Park. Interviews will be scheduled during the week of February 14-18.

BACKGROUND DISCUSSION

On February 4th, the City will open submissions to the Request for Proposals (RFP) for a small restaurateur to establish a new business at the renovated Juanita Beach Park in Kirkland Washington.

Juanita Beach Park is a unique venue in the heart of Juanita and has remained a popular place for parents and children, especially on hot summer days. The objective of staff is to create and establish a relationship with a qualified restaurateur interested in becoming part of this rich history and an addition to the community by establishing their business within Juanita Beach Park.

Attached is a copy of the complete RFP for your information. Staff will update the Park Board on the results of the bid opening at your February 9th meeting. The preferred schedule for interviews will be tentatively on Tuesday, Wednesday or Thursday, 3pm – 6pm. Date(s) and time will be determined once we know the number of qualified proposals received and the panel members' availability.

**Kirkland Parks & Community Services
Request for Proposals
Juanita Beach Food & Beverage Concessions**

The City of Kirkland Parks & Community Services Department has a unique business opportunity for a small restaurateur or bidder (“bidder”) to establish a new business at the newly renovated Juanita Beach Park in Kirkland Washington.

I. BACKGROUND

Juanita Beach Park, located along Juanita Bay in Kirkland, has been a popular summer destination for most of a century. Originally settled by the Forbes family, the park blossomed as a resort in the 1920s under the guidance. In 1956, they sold the park to King County. It remained a county park until 2002, when ownership was transferred to the City of Kirkland.

Juanita Beach Park is a unique venue in the heart of Juanita and has remained a popular place for parents and children, especially on hot summer days. It is the objective of the KPCS is to create and establish a relationship with a qualified restaurateur interested in becoming part of this rich history and an addition to the community by establishing their business within Juanita Beach Park.

II. POSSIBILITIES AND OPTIONS

- Existing bathhouse
Located in the center of the park, the old “bathhouse” was built to provide changing/shower rooms, restrooms, concessions and storage. The cinder block building is approximately 3,850 sq. ft. with power and water available. The master plan for Juanita Beach Park calls for removal of this building and construction of a new facility just west of the current location. The city is interested in having a potential partner that would renovate and operate in this facility until such time the city has funds for demolition and reconstruction (3-5 years). The city will also accept bids of a potential partner that is interested in a long term investment toward demolition and construction of a new facility.
- Future facilities
To be located west of the existing bathhouse and play structure; the city is seeking opportunities to partner with private business to create a new facility. The new facility will host restrooms, small restaurant or concessions facilities, storage, and possibly non motorized boat rental facilities.

Parties interested in investing towards both the existing building and future facilities should make this known in their proposals.

III. GUIDELINES

Please note the following general requirements that apply to all RFP Submittals.

- Proposals should be prepared simply, providing straight forward concise descriptions of bidders' capabilities to satisfy the requirements of the request.
- Legal name of organization, firm, individual of those submitting the RFP. Include Address of principle place of business; phone numbers; primary person to contact
- Complete, sign and submit all RFP forms provided by the Department. To be evaluated, an RFP Submittal must completely answer each question in the Questionnaire.
- Provide all references and materials required by the RFP instructions.
- If clarification is required, submit questions in writing or by e-mail to the Business Services Programs Manager at the addresses provided herein prior to the due date. Please allow at least one business day for responses. Questions submitted after the due date will not be answered.
- Mail, ship or deliver three signed and completed RFP Submittal to Department at the address provided before the due date and time. Electronically transmitted RFP Submittals, incomplete RFP Submittals, RFP Submittals not on the forms provided by the Department and RFP Submittals that arrive after the due date and time will not be accepted.
- Clearly mark the exterior of the RFP package "**Kirkland Park & Community Services – Juanita Beach RFP**".
- All RFP Submittals become the property of the Department.

IV. PROJECT SCOPE

Tenant Improvements:

Please submit proposals for building improvement or building development for the site (or both). Please include visual concepts or drawings to guide us through your proposal easily. Technical designs and plans are not needed at this time.

Please note that any modifications or improvements to concessions areas required either by King County Public Health or the City of Kirkland Building Department or any modifications or improvements desired by the bidder shall be installed at the sole expense of the bidder and requires advance written approval from the Kirkland Parks and Community Services staff. It is the responsibility of the bidder to obtain all applicable permits needed to install the modifications or improvements. The modifications and improvements shall become the

property of the City of Kirkland upon completion of installation; provided that the bidder shall be entitled to utilize the modifications and improvements in accordance with this Agreement while this Agreement is in effect.

V. SUBMISSION REQUIREMENTS

Please include with each submission:

- **Qualifications:** Please include business experience; how long has this organization been in business; descriptions of businesses, numbers of employees.

- **Proposal and plan:** In addition to building improvements
 - Please provide a business plan
 - Please present detailed information on the firm's proposed fee schedule for specifications proposed and any variation for non-routine services, inclusive of Washington State sales tax; leasehold excise tax and any other applicable governmental charges.
 - Please provide a statement outlining how contractor will document and report revenues and expenditures.
 - Please detail the proposed revenue to be paid to the City.

- **Examples of relevant projects:** Please provide information about similar projects or clients for whom you have completed projects with.

- **References:** Please provide three financial or business references. These could include financial institutions, suppliers, insurance companies, clients, etc. Please do not use the same references for both Client References and Business References.

Questions regarding the scope of work may be directed to Mike Metteer, Business Services Manager, at mmetteer@ci.kirkland.wa.us, or 425-587-3380.

VI. CONTRACT

Consultant and the City will execute a standard City of Kirkland Professional Services Agreement (Attachment A).

VII. TIMELINE

RFP Issued	January 10, 2011
Written question due	5:00 p.m. January 24
Answers released	5:00 p.m. January 27
Proposals due	4:00 p.m. February 4
Interviews	Week of February 13

VIII. SUBMISSION OF PROPOSAL

Proposals are due in the office of the City's Purchasing Agent by **4:00 pm, PST, February 4, 2011**. Proposals may be submitted in Word or PDF format by e-mail to bscott@ci.kirkland.wa.us. (Do not submit proposals as a Zip file.), or mailed or delivered to:

City of Kirkland
Attn: Purchasing Agent,
123 5th Avenue
Kirkland, WA 98033

VIII. SELECTION CRITERIA

Selection criteria may include, but not be limited to, the following:

- The City of Kirkland reserves the right to accept the proposal it considers most qualified and serves in the City's best interest.
- Successful, demonstrated experience in developing and implementing business plans.
- Approach to completing the required tasks.
- Organization/communication skills.

All applicants are encouraged to visit the site prior to submitting a proposal. Because of the current construction at this site, all applicants will need to schedule a site visit with the Business services Program Manager. Sites vary in locations and in description; some have the potential to use permanent concession facilities at the sites while others do not. Sites with no facility will need to have one provided by contractor or all vending concessions must be mobile. Contracts are awarded annually, and may be renewed up to three years. The successful bidder will be expected to abide by all City of Kirkland Ordinances, Park rules, business licensing and Public Health food service requirements. The successful bidder will also be expected to keep concessions area clean and provide daily clean-up. KPCS will award exclusive agreements to concession at the individual sites to contractors that best demonstrate the ability to provide a healthy, innovative, affordable, and full service menu; provide equipment rentals where the department notes as feasible and provide reliable service to park patrons while paying the highest and most reasonable return to the Department.

Bidders are advised to determine specific Seattle-King County Health Department requirements for the proposed concession site(s). It is the responsibility of the bidder to verify that adequate water and electrical service is available to support the equipment they intend to operate at a particular location. Any modifications or improvements to concession areas shall be at the sole expense of the successful bidder, and will require advance written approval from Kirkland Parks and Community Services staff.

The bidder understands and agrees that KPCS will only grant concessions by the contract, and not lease. Concession contract(s) will only confer permission to occupy and use the premises described for concession purposes. A successful bidder's expenditure of capital and /or labor in the course of use and occupancy will not confer any interest or estate in the premises by virtue of said use, occupancy and / or expenditure of money thereon. KPCS will only grant successful bidders ("Contractors") an individual, revocable and non-transferable privilege of use in the premises for the concession granted.

IX. REQUIREMENTS AND FEES DUE FROM CONTRACTORS

If your proposal is accepted, the following fees will be due upon issuance of your contract:

- Insurance: Contractor shall obtain and maintain for the duration of this agreement, policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policy shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. Certificate of Insurance shall be filed with the City prior to vendor providing services.
- Compliance with law/business license: The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes. Contractor must obtain City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02

X. RFP EVALUATION PROCESS

A panel will review the qualified Bids and qualifications as submitted in this RFP process. The panel will score the RFP Submittals, determine the highest qualified Bidders, conduct interviews as necessary, and make a final recommendation to the Parks and Community Services Deputy Director regarding the award.

At interviews, the Business Services Team will request a presentation of the scope of work listed in your proposal. This will include your business plan, tenant improvements (and anticipated hours needed to complete improvements to building) and plans for business operations at the park.

Attachment A

AGREEMENT FOR CONCESSIONS

THIS AGREEMENT made and entered into this ____ day of _____, 20__, by and between the CITY OF KIRKLAND, a municipal corporation, hereinafter referred to as "City", and _____, hereinafter referred to as "Concessionaire."

WITNESSETH:

City hereby grants to Concessionaire the right, license, and privilege to operate a food and beverage concession at _____ in the manner and for the purpose hereinafter specified.

The following terms, conditions, and covenants shall govern this Agreement:

GRANT OF CONCESSION

Concessionaire is granted the right to operate a food and beverage concession. The concession shall be operated within the agreed concessions area of _____ . Concessionaire's use of the designated area shall not be exclusive; such areas shall remain and be available for use by the City and public.

Concessionaire shall engage in the business of selling concessions for the following concessions; _____ and other approved merchandise.

Any other items must be approved by the Business Services Manager with at least 2 days notice. Concessionaire shall not engage in the rental of any merchandise, and Concessionaire shall not engage in any other business activity. Prices charged for items must be comparable and competitive with those generally charged in the area for similar items.

TERMS OF AGREEMENT

The terms of this agreement shall be for the period beginning _____, 20__ and ending _____, 20 __, with an option by the City to extend this agreement to 20__.

LICENSING AND PERMIT REQUIREMENTS

Concessionaire shall, at its own expense, obtain all necessary licenses and permits for the operation hereunder from appropriate local, regional, state and federal agencies. Concessionaire shall apply and pay for a City business license. Any modifications or improvements to concession areas required by King County Public Health or the City of Kirkland Building Department or any modifications or improvements desired by the Concessionaire shall be installed at the sole expense of the Concessionaire and requires advance written approval from the Kirkland Parks and Community Services staff. It is the responsibility of the Concessionaire to obtain all applicable permits needed to install the modifications or improvements. The modifications and improvements shall become the property of the City of Kirkland upon completion of installation; provided that the Concessionaire shall be entitled to utilize the modifications and improvements in accordance with this Agreement while this Agreement is in effect.

PAYMENT FOR CONCESSION

Concessionaire shall pay to the City on or before the 10th of each month an amount of _____ of Concessionaire's gross receipts from the preceding month for all operations hereunder. The term "receipts" means the entire receipts from concessions of every kind, whether on credit or for cash, from the business hereunder, not to include sales tax.

Should payment not be received on or before the 10th of each month; concessionaire agrees to pay a late fee equal to Twenty-Five and No/100 dollars (\$25.00) for each day late after the 10th of the month.

Concessionaire shall maintain an adequate set of bookkeeping records, from which the City may readily determine whether Concessionaire is making payments required hereunder. City may inspect and audit

the books of account and records at all reasonable times; the time of such inspections and audit to be at the discretion of the City.

INDEPENDENT CONTRACTOR

It is understood and agreed that this is not a contract of employment and that the concessionaire is an independent entity with respect to the business hereunder. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Any assistants or other help used by concessionaire are and shall be deemed the employees of concessionaire and in no manner employees of the City. The Concessionaire shall be responsible in full for any payment due its employees, including workers compensation and related costs.

INSURANCE

Contractor shall obtain and maintain for the duration of this agreement, policies of comprehensive general liability with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than a Best's rating of A VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policies shall be written on an occurrence basis. The City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance. Certificate of Insurance shall be filed with the City prior to vendor providing services.

HOLD HARMLESS/INDEMNIFICATION

Concessionaire shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of Concessionaire in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

RULES GOVERNING CONCESSION OPERATION

Concessionaire may operate from _____ to _____. During all hours of operation, Concessionaire shall maintain on duty adequate personnel to comply with all terms and conditions of this agreement.

Concessionaire shall at all times keep area of business free of clutter and litter and messes (spills) related to business. All trash generated by Concessionaire's operation shall be collected and disposed of by Concessionaire.

Concessionaire shall not place any type of signage or advertisement of their activity without written permission from the City and appropriate permits are issued for such. Any expense for such signage or advertisement will be at Concessionaire's sole expense.

TERMINATION OF AGREEMENT

In the event Concessionaire breaches any term of this Agreement, or in the event Concessionaire violates any local, City, County, State or Federal laws applicable to its operations hereunder, the City may terminate this Agreement upon 10 days written notice to Concessionaire. However, the Parks Director may order Concessionaire to cease operations immediately at any time should the Parks Director determine such operations detrimental to public safety, health or welfare. In the event of termination, Concessionaire agrees the City shall have the right to dispose of all property used by Concessionaire in its operations not removed by Concessionaire before the termination date.

EXTENT OF AGREEMENT/MODIFICATION

This Agreement is the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may only be amended by written instrument properly signed by both parties.

SUCCESSORS AND ASSIGNS

The Concessionaire shall not assign, transfer, or otherwise dispose of this Agreement or any part of this Agreement without the written prior consent of the City.

NONDISCRIMINATION

Concessionaire shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONCESSIONAIRE

CITY OF KIRKLAND

By: _____

by: _____

Signature

Signature