



KIRKLAND PARK BOARD

Date: April 14, 2010

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*
 - a. Roll Call
 - b. Introduction of new members
 - Shawn Fenn
 - Ted Marx
 - Barbara Ramey
3. **APPROVAL OF MINUTES** *5 minutes*

March Park Board Meeting Minutes
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**

No Items
6. **PRESENTATIONS**

No Items
7. **COMMUNICATIONS** *20 minutes*
 - a. Correspondence
 - b. Staff Reports
 - April update
 - c. Committee Reports
 - d. Comments from the Chair
8. **UNFINISHED BUSINESS** *20 minutes*
 - a. Kirkland Teen Union Building (KTUB)
 - Topic: Consider options for KTUB operation
 - Action: Recommend operation option to City Council
9. **NEW BUSINESS** *30 minutes*
 - a. Dog Off-leash Area Planning
 - Topic: Follow-up from City Council meeting to begin planning process
 - Action: Discussion only

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10. **EXECUTIVE SESSION** *10 minutes*
To discuss property acquisition
11. **MEETING EVALUATION** *5 minutes*
12. **ADJOURNMENT**
Next meeting: May 12, 2010, 7:00 p.m., Council Chambers

Estimated Meeting Completion: 8:45 p.m.

PARK BOARD MINUTES – March 10, 2010

1. CALL TO ORDER

The March 10, 2010 Park Board regular meeting was called to order at 7:01 p.m. by Chair Robert Kamuda.

2. ROLL CALL

Members present: Chair Robert Kamuda, Colleen Cullen, Jennifer Davies, Shelley Kloba, Maggie Lehr, John Smiley and Adam White.

Vice Chair Sue Keller arrived at 7:04 p.m.

Staff present: Michael Cogle, Linda Murphy, Jennifer Schroder and NeSha Thomas.

3. APPROVAL OF MINUTES

Ms. Cullen requested a clarification in the February minutes. Ms. Davies moved to approve the minutes as amended. Mr. White seconded. Motion carried (7-0).

4. ITEMS FROM THE AUDIENCE

Chuck Bartlett, 416 10th Avenue West, Kirkland – spoke in favor of the development of an off-leash area in Kirkland.

Dorothy Jean Guth, 716 2nd Street, Kirkland – thanked the Park Board for its role in preparing a proposal for an off-leash area.

5. REVIEW OF ACTION ITEMS

No items.

6. PRESENTATIONS

No items.

7. COMMUNICATIONS

a. Correspondence

No items.

b. Staff Reports

Ms. Schroder reported on Juanita Beach Park, Friday Night Market at Juanita Beach, Heathman Hotel park "adoption," Girl Scouts volunteering to prepare pea patch areas, and the Green Kirkland Partnership. She also answered questions about pea patches, the Wilde Rover sponsorship, and the Youth Services Request for Qualifications.

Ms. Murphy introduced NeSha Thomas to the Board who shared her background in the Recreation field and provided the Board an update on activities in the Sports and

Recreation division: volleyball equipment replacement, marketing of adult sports leagues.

c. Committee Reports

Ms. Keller attended Central Houghton Advisory Committee's first meeting.

Ms. Kloba attended Central Houghton Advisory Committee's first meeting, and discussed a linkage of Watershed Park to Lake Washington Boulevard.

Ms. Cullen attended Central Houghton Advisory Committee's first meeting and the South Rose Hill/Bridle Trails Neighborhood Association meeting where they discussed a neighborhood volunteer project at the Cemetery for Memorial Day, labyrinth planning at Rose Hill Meadows, as well as the impact of budget reductions.

d. Comments from the Chair

Mr. Kamuda reported on North Rose Hill Neighborhood Association and expressed appreciation for Ms. Cullen's eight years of service on the Board.

8. UNFINISHED BUSINESS

a. Capital Improvement Program (CIP) Update

Mr. Cogle presented the staff's recommendation for update to the 2011-2016 CIP and answered related questions.

Mr. White moved to approve the proposed update to the CIP as presented. Ms. Cullen seconded. Motion carried (8-0).

9. NEW BUSINESS

a. Preparation for City Council Study Session

Ms. Schroder invited the Board to draft an agenda for its upcoming joint meeting with City Council.

In preparation of the Study Session, staff presented and the Board discussed potential use of property near Heronfield Wetlands in a recommendation for an off-leash area.

The Board finalized speaking assignments for the joint meeting.

b. Neighborhood/Business Partnership

Ms. Schroder presented to the Board the staff report made to City Council regarding Neighborhood/Business Partnerships and answered related questions.

c. Forbes Lake Trail Development Grant

Mr. Cogle requested the Board recommend to City Council acceptance of a grant to fund development of the Forbes Lake Trail.

Ms. Davies moved to recommend that City Council authorize staff to apply for funding assistance from the State of Washington Recreation and Conservation Office for development of trail and related improvements at Forbes Lake Park. Mr. White seconded. Motion carried (8-0).

d. Eastside Audubon Facility Relocation

Ms. Schroder presented Eastside Audubon's request to potentially relocate their facility at McAuliffe Park and answered related questions.

10. MEETING EVALUATION

"It was a great meeting. Thanks."

11. ADJOURNMENT

Ms. Keller moved to adjourn. Mr. Smiley seconded. Motion carried (8-0).

Meeting adjourned at 8:55 p.m.

Jennifer Schroder, Director
Parks and Community Services

Robert Kamuda, Chair
Park Board



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To: Park Board
From: Jennifer Schroder, Director
Date: April 9, 2010
Subject: April Update

PARK PLANNING DIVISION

Juanita Beach Park

- The Contractor asked for a delay until about April 15th to begin mobilization for construction.

Forbes Lake Park Grant

- Application for a grant to the State Recreation and Conservation Office is in process and is due on May 3rd.

COMMUNITY SERVICES DIVISION

Business Services

- We'd like to welcome Tina Lathia who was hired as our new Friday Night Market Attendant. We first met Tina last year when she served as an intern for the market. This year's market will begin May 14th. Tina will be responsible for overseeing market set-up, booth assignments, collection of fees, providing information on membership and market policies, and assuring vendor compliance with policies and Public Health regulations.
- The Kirkland American Little League parade went off without a hitch on March 20th with great weather and fun had by all.
- Business Services is now accepting proposals from those interested in operating non-competing recreation classes or services at one or more of our parks. Programs may include bike rentals, sailing, boating, watercraft rentals, fitness activities, etc.

Recreation

- The 2010 spring and summer brochure was delivered to homes March 18th, spring and summer registration began March 19th.
- Below is a quick snap shot of this year's revenues compared to last year's. As seen in the variance row, the revenues have been fluctuating; however, the total variance year-to-date shows an increase of \$7,347. Many of our NKCC programs are starting next week and we anticipate a strong push in registrations at that time, which may bring us on the positive side of the comparisons.

	JAN	FEB	MAR	YTD
2009	\$65,329	\$17,453	\$288,139	\$370,921
2010	\$57,788	\$32,799	\$287,680	\$378,268
variance	(\$7,540)	\$15,346	(\$458)	\$7,347

North Kirkland Community Center

- We have a record number of participants enrolled in youth dance programs. To date there are 119 registered participants in the spring preschool and youth dance programs!
- If you build it they will come! 40 children have registered so far for our new Lego Engineering Summer Camps at NKCC.

- Junior Summer Day Camp for ages 5-8 held at NKCC sold out in the first three days of registration with 173 children enrolled.
- The kitchen at the North Kirkland Community Center has been updated with a new stovetop range/oven, microwave and shelving. We are now prepared for anything!

Aquatics

- Currently we are in the hiring process for the 2010 aquatic staff. When done we will bring on over 75 seasonal staff to ensure the safety of our pool and beaches this summer.
- Our Aquatics division Recreation Coordinator is currently on leave, so we are recruiting for an On Call Recreation Coordinator to help assist with the important aquatics season preparation work. We hope to have someone in place by the end of this week.

Sports and Fitness

- The Move It! Program kicked off the new spring session with a BANG! Our newest addition to the Move It! lineup, Zumba, boasted a class of almost standing room only. Enrollment has held strong from winter to spring with 141 registered participants.
- The volleyball league has kicked off another season of friendly competition with a total of 35 teams in five divisions. In order to add value and better serve our participants, we have created a new league website that allows our players to receive the most up-to-date information possible. The site displays game results, standings, downloadable documents such as schedules, league handbooks and blank rosters, etc. The site also provides a map and directions to our match locations and much more. Check it out at www.ballcharts.com/Kirklandvolleyball
- The dodgeball league also ramped back up this past Wednesday with a total of eight teams in which five were new. Many teams showed up to their first match of the season in fun costumes and cool uniforms.

Peter Kirk Community Center

- Participants at the Peter Kirk Community Center enjoyed exotic Belly Dancing followed by a delicious burger lunch prepared by the staff on March 26th.
- Spring and summer registration is currently underway and we have once again had a great response to our Kirkland Stepper's program. We will be partnering with Evergreen Medical Center and Fairwinds Redmond to offer our participants some great opportunities and giveaways.

Youth Services

- The Youth Council hosted an extremely successful 2010 Youth Summit. Over 100 teens participated in the day-long event on March 26th. Full report to come.
- We are beginning work on the next installment of *We've Got Issues*. The program focus will be Distracted Teen Drivers.
- Teen Traffic Court March 2nd – Four Respondents were heard.
- Leadership met with City Manager Dave Ramsay on March 11th.
- Leadership met with Superintendent Chip Kimball on March 18th.

Human Services

- In the coming months, the Human Services Advisory Committee will hold a series of roundtable discussions. The purpose of these meetings is to gain a better understanding of the issues facing non-profit organizations the city funds. At the March meeting, Emergency Service Providers discussed a broad range issues including an unprecedented number of low-income Kirkland individuals and families who need help with financial support.
- In 2005, City Council directed the Committee to seek alternate means for providing in-kind support to non-profit agencies. The Kirkland Computer Donation Program was established. Approximately every three years, city computers are replaced and there is a great need for computers in the non-profit agencies. They are used in children's day care facilities, adult

literacy programs, counseling programs as well as by agency staff. This year, the program will distribute more than 200 computers to over 25 organizations. This program is in addition to the current financial support the City provides non-profit agencies. The City added more computers and laptops to their surplus list; over 30 computers were distributed.

In March a veteran's outreach program, a women's shelter, domestic violence, and a youth services counseling programs received computers.

- In March, Council appointed two new members to the Human Services Advisory Committee. Prior to orientation they joined in the roundtable discussion.

PARK MAINTENANCE DIVISION

Athletic Fields

- We've received lots of positive feedback from customers loving the new bleachers at Everest Park. They're a big hit with the little league staff and parents.
- Another successful Little League Parade kicked off the baseball season. Construction down at Peter Kirk has not been the easiest to work around, but customers have been understanding and things are moving along well. Now all we need is some of that winter sunshine.

Volunteers

- The Woodmark Hotel staff had their first "adopt-a-park" experience this past month and all went well. Much work was completed at Houghton Beach Park with staff member Ken Bolser facilitating. Another work day is planned for April 22nd in honor of Earth Day.
- Eagle Scout Kevin Kirk and 30 volunteers did a great job working on the stairs that lead into the Forbes Valley at Crestwoods Park. They weeded and filled all the step landings with gravel, filled holes in the parking area, scraped moss and dirt off the stairs, and even did a litter pick up throughout the wooded trails. Great job to all who participated!!!
- A 100+ group of volunteers lead by Toby Nixon and 25 students from Northwest University did an excellent job helping staff to prepare the Cemetery for Memorial Day. They weeded, mulched, cleaned and edged headstones and provided a significant amount of general clean up. Staff members Tracy Fish and Doug Adkins commented about the great amount of work that was completed.

Notes from the Field

- Water Right work continues. Staff has come across some challenging situations while trenching at Marina Park. The old ferry boat infrastructure that resides under the asphalt loading zone near the dock has been particularly time consuming.
- High winds this past week took their toll on a few trees within the park system. The silver lining within the storm was that it created an abundant amount of work for the private tree companies who have been supplying arbor chips for our various Green Kirkland and volunteer projects around town. We allow private companies the ability to dump their arbor chips at McAuliffe Park. Our 200 yard pile we had this winter was nearly depleted and it nice to get it built back up. Arbor chips are a great way to provide nutrients to the soil and, in conjunction with cardboard, a wonderful strategy to suppress weeds and retain moisture.
- Public Works Education Outreach Specialist Betsy Adams worked with an EarthCorps group to do some creek restoration and maintenance at Everest Park. Parks staff helped with delivering arbor chips and hauling away debris. The work completed near the picnic shelter looks great.

GREEN KIRKLAND PARTNERSHIP

- This report provides information on Green Kirkland volunteer events and other restoration-associated activities held in February. March was a busy month and we are compiling data. The following table summarizes the Green Kirkland volunteer event held in February:

Green Kirkland Volunteer Park Events for February 2010							
Number of Volunteers							
Event Date	Park	Youth	Adults	Total	Hours	Lead Organizer	Lead Group Name
27 Feb 2010	Juanita Bay Park	0	7	7	24.0	Kim Kuykendall	WNPS Juanita Bay Rollers
Feb 2010 Totals:	1 event	0	7	7	24.0	Dollar Equivalent:	\$519.60

- This table summarizes work tasks/categories and hours for on-going volunteers who work in addition to restoration events. They include administrative volunteers and field volunteers led by Green Kirkland Stewards.

On-Going Volunteer Hours for February 2010	
Work Category	Hours
Administration	86.9
Field Work	93.3
Total OnGoing Hours:	180.2
Dollar Equivalent:	\$3,901.33
Total All Volunteers	
February 2010	Hours: 204.2
	Dollar Equivalent: \$4,420.93

- Upcoming Events in the next few weeks for volunteers from the general public:

Date	Park	Time	Group
Saturday April 10	Kiwanis Park 1405 10 th St W	9 to noon	Friends of Kiwanis Park
Saturday April 24 Earth Day with goats	Juanita Bay Park 2201 Market St.	9 to noon	EarthCorps Partnership & Native Plant Stewards
Saturday May 1	Juanita Beach Park 9703 NE Juanita Drive	9 to 1	Kirkland Public Works & EarthCorps
Saturday May 8	Kiwanis Park 1405 10 th St W	9 to noon	Friends of Kiwanis Park
Saturday May 15	Carillon Woods 5429 106th Ave NE	9 to noon	EarthCorps Partnership



CITY OF KIRKLAND
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MEMORANDUM

To: Park Board

From: Jennifer Schroder, Director of Parks and Community Services
Carrie Hite, Deputy Director of Parks and Community Services

Date: April 9, 2010

Subject: Kirkland Teen Union Building (KTUB) Operations

Recommendation:

Park Board consider options for operating KTUB, and make a recommendation to City Council.

Background:

The Parks and Community Center Youth Services section and the Youth Council adopted a work plan item in 1995 to develop a teen center for Kirkland. After extensive work with the Park Board, City Council, and public, the decision was made to build the teen center in Peter Kirk Park. Additionally, staff researched options for the operations of the teen center, and it was decided to publish a request for proposal to determine interest and feasibility for third party operations. In June of 2001, the City of Kirkland opened the Kirkland Teen Union Building, and signed a ten year Use and Occupancy Agreement with Friends of Youth. At full term, this lease would expire on May 31, 2011. However, the termination clause allows either party to initiate an early termination of the lease. Friends of Youth opted to terminate early, and have given the required notice.

Friends of Youth has been an excellent partner, continuing to satisfy the scope of work, and often providing additional services to Kirkland youth. Their decision to terminate the agreement was based on redefining their mission, and concentrating on their core services. Friends of Youth intends to operate the KTUB until July 1, 2010. After this date, they would like to continue providing youth outreach services at the KTUB. These services provide case management for some of the most vulnerable, at risk for homeless youth in Kirkland.

The current scope of service includes:

- Staffing the Teen Center a minimum of 36 hours a week, 5 days a week
- Maintaining an Advisory Board of youth and adults
- Develop, promote, and implement a diverse array of programs that anticipate and meet the needs and interests of Kirkland teens.
- Develop and implement a comprehensive evaluation plan to assess the effectiveness of programs and operations.

Current City Resources for KTUB:

Currently, the City allocates a total of \$220,120 to the operations of KTUB. This is divided among operations, facility, and services. The City funds Friends of Youth for the operations of the KTUB for \$160,000. In addition, the City spends \$32,689 for facility operations and

maintenance and facility sinking fund charges. The City also funds \$27,431 to Youth Eastside Services to provide half time counseling services on-site at the KTUB through human services contract funding.

Options for Operation:

In February staff presented options for operation to City Council. City Council recommended researching three options further; 1. Request For Qualifications (RFQ) to seek a third party operator, 2. Explore further relationship with Friends of Youth, and 3. City taking on operations.

Staff have had discussions with Friends of Youth, and it is not an option for Friends of Youth to continue operations of the KTUB.

In addition, staff issued an RFQ to further explore a third party operation. There were two respondents: Kirkland Boys and Girls Club, and the Bellevue YMCA. Upon review of the proposals, staff invited both parties for interviews. There were two panels evaluating the merits of each during an interview process; there was a youth panel, comprised of 8 members of the Youth Council, and KTUB youth, and an adult panel, comprised of staff and community stakeholders. After completing the interviews, it was unanimous to proceed with the Bellevue YMCA for evaluation against the City operating option.

Attachment A outlines the merits and challenges of each option to operate the KTUB.

Staff is recommending the Bellevue YMCA as the preferred option to operate the KTUB.

In order to develop a balanced budget for operating the KTUB, we can implement several strategies:

- Reallocate \$27,431 from the human services per capita fund to support youth development at the KTUB. Youth development includes providing opportunities for youth to be engaged, active, and part of their community, thus deterring them from mischief and crime. Currently, the city has a contract with Youth Eastside Services to provide counseling services for 15 hours per week at the KTUB. This is a great model, and has been successful for working with youth in crisis. Currently, Friends of Youth also offers crisis intervention services through their Outreach program, located at KTUB. Friends of Youth would like to remain on site, as the program is part of a larger program funded by a Federal homeless prevention grant. In addition, the city just completed a project to offer the Forbes house to Youth Eastside Services to provide expanded counseling for youth and families in Kirkland. We currently provide an additional \$30,000 to YES to provide this counseling for youth and families in Kirkland. We could certainly work with the KTUB staff and the Friends of Youth staff to refer youth to YES for further counseling if warranted.
- Currently, Friends of Youth raises \$30,000 annually in revenue from KTUB activities. Part of the budget proposal is to increase revenues by \$5000 to help balance the budget. This increase is very conservative; because of annexation, there is a need for more recreation program space to serve the increased need, thus increasing revenues. If we are able to program fitness and preschool programs during the daytime, before the KTUB opens at 3:00 p.m., there could be significant revenue potential.
- Part of the proposed budget uses existing funds that are currently used to support the KTUB, including Youth Services (\$100,000), Facilities (\$32,689), and Outside Agency

ongoing funds (\$60,000). With the Human services funds, we currently have \$220,120 dedicated to KTUB operations.

- There would be some city overhead charges that need to be added, but these would not contribute to any new net increase, but would be reallocated.

In addition to proposing a balanced budget for operation of the KTUB, this model also has additional benefits. There may be less staff turnover, thus more stability and consistency in operations. The City can continue operations with a youth advisory board, and create more of a connection to the Youth Council. The City Youth Services could help promote and market KTUB, help with programming for the needs of youth. With annexation being implemented, taking over operations of this facility will add to the city's facility inventory, thus giving the city the opportunity to maximize the use of space, programming more services during the daytime hours when youth are still in school, and will help to meet the needs of the recreation goals for annexation.

Kirkland Teen Union Building Operations

Options	Comments	Merits	Challenges	Budget
<p>1. Third Party Operates KTUB</p>	<p>The City received two applications for operations. These were from the Kirkland Boys and Girls Club and the Bellevue YMCA. Both the evaluation of the RFP, and the interviews with youth and adult panel, Bellevue YMCA was selected unanimously to go forward in the process of evaluation.</p>	<p>Recognize KTUB as a regional model, and want to operate it with a youth empowerment focus. Recognize scope of work, local identity, Youth Council connection, and want to enhance these. Will keep local focus, while having resources to enhance program. Will not incorporate a membership model. Want to collaborate with the city in operations. Will look at current staff to help with smooth transition. Can operate the KTUB independent of national modeling. Longevity with staff, promotional opportunities. Experience and interest to further partnership models to "strengthen the foundation of the community". Would like to program more at KTUB during daytime hours, enhance revenue model for operations during peak teen time. Fund Development strength to balance the funding gap. Do not want to change the name, or recreate the identity to be a YMCA club. They would publicize the YMCA as the operator similarly as FOY does today. They would continue to work with YES to provide counseling, and FOY to provide youth outreach.</p>	<p>Could be a great fit, if what they said can be captured contractually. There may be some issues from youth of the perception of the YMCA, and will it be the same KTUB. This could be addressed in the communications and marketing plan.</p>	<p>Fixes cost at current level: \$220,120. This includes \$160,000 for operations, \$32,689 for facility operations and maintenance and facility sinking fund charges, and \$27,431 to Youth Eastside Services for counseling.</p> <p>The YMCA has expressed interest in contractually building in an inflationary factor each year.</p>
<p>2. Discuss possibility with Friends of Youth to operate to full term, giving economy time to recover, consider possibilities with 2011-12 biennial budget.</p>	<p>Friends of Youth does not have an interest in operating KTUB long term. They will, however, continue to operate the KTUB beyond July 1, 2010, to help with a seamless transition to a new operator.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>3. City operates KTUB.</p>	<p>City option falls short of \$27,000, which could impact the counseling program, or cut service level from other areas. We would need to raise revenues, or look at the general fund to support this.</p>	<p>More quality control, youth voice, empowerment model. Connection to KYC, possibly having them take more of a leadership role. Less time overseeing and forming partnership model. Lower staff turnover rate (there have been three directors in 9 years of operation). Infrastructure, facilities, higher level of service, nicer facility, better community relations. Gives the City the opportunity to maximize the use of the facility, programming more services during the daytime hours when teens are in school. With Annexation, and space being scarce, this would add space to the city's inventory to increase services. Current recreation staff could program in KTUB for the morning, early afternoon hours.</p>	<p>Limited on what we can do as a government operating the program; maybe not as many controversial issues? More expensive. Increased costs each year (i.e. salary, benefits, IT, etc). In order to continue to offer same level of service, we would need to raise funding/revenues by \$27,000.</p>	<p>Cost of operations is higher than current allocation. Increased staff costs each year.</p>



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MEMORANDUM

To: Park Board

From: Jennifer Schroder, CPRP
Parks and Community Services Director

Date: April 9, 2010

Subject: Dog Off-leash Areas Planning

Recommendation: For the Park Board to discuss next steps for evaluating the suitability of park property south of the Heronfield Wetlands for a fenced off-leash area and to discuss a public process for considering off leash areas within existing parks.

Background: At the joint meeting with the City Council on April 6th, the Council authorized the Board and staff to investigate the feasibility of utilizing park property south of the Heronfield Wetlands as a designated, fenced off-leash area and also to explore limited off-leash dog activity within certain areas in a limited number of existing developed park sites.