



KIRKLAND PARK BOARD REGULAR MEETING

Date: November 9, 2016

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**
3. **PUBLIC HEARING** *75 minutes*
Athletic Field Fee Structure and Rates
 - a. Staff Presentation
 - b. Public Comments
 - c. Board Discussion and Recommendation
4. **APPROVAL OF MINUTES** *5 minutes*
October Park Board Meeting Minutes
5. **ITEMS FROM THE AUDIENCE** *5 minutes*
6. **REVIEW OF ACTION ITEMS**
No items
7. **PRESENTATIONS**
No items
8. **COMMUNICATIONS** *15 minutes*
 - a. Correspondence
 - b. Staff Reports – November update
 - c. Committee Reports
 - d. Comments from the Chair

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9. **UNFINISHED BUSINESS**

No items

10. **NEW BUSINESS**

a. Budget Update

15 minutes

Topic: Briefing on 2017-2018 Budget

Action: Discussion only

11. **GOOD OF THE ORDER**

5 minutes

12. **ADJOURNMENT**

Estimated meeting completion: 9:00 p.m.

Next meetings:

December 14, 2016

January 11, 2017

February 8, 2017



CITY OF KIRKLAND
Department of Parks & Community Services
505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
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MEMORANDUM

To: Park Board

From: Lynn Zwaagstra, Director of Parks and Community Services
Michael Cogle, Deputy Director of Parks and Community Services
Jason Filan, Parks Operations Manager
Nicci Osborn, Parks Coordinator

Date: November 4, 2016

Subject: Athletic Field Fee Structure and Rates

RECOMMENDATION

That the Park Board receive information on a new proposed athletic field fee structure and rates and provide recommendations to staff regarding its adoption. These recommendations will be used by staff to update the Athletic Field Use Policies.

In considering these recommendations the Park Board will invite public comment via a public hearing format. The format will proceed as follows:

1. Chair opens hearing
2. Presentation from staff
3. Questions from Board
4. Public comment period
5. Close public comment
6. Additional questions to staff from Board
7. Close hearing
8. Park Board discussion and recommendation

BACKGROUND

The Parks and Community Services Department (PCS) administers the City of Kirkland athletic fields as well as the Lake Washington School District (LWSD) fields for a total of 59 fields.

It is the City's policy to make fields available to the community on a hierarchical basis that gives scheduling and use preference in order of priority listed below. The primary objective is to prioritize recreational use for Kirkland youth, followed by other programs for Kirkland residents. Additionally, PCS strives to maximize athletic field use overall while distributing use in an equitable manner.

Field Use Priority

1. City of Kirkland and LWSD programs and events
2. Kirkland youth recreation leagues
3. Kirkland youth select leagues
4. Kirkland adult recreation leagues
5. Non-resident youth and adult leagues
6. Kirkland resident independent use

Fee Structure Evolution

While cost recovery is not a driving factor for assessing athletic field user fees, historically, fees have been assessed to field users to recover a small portion of direct costs associated with maintaining athletic fields. Assessing nominal fees ensures that field users pay a slightly higher share of athletic field maintenance and upkeep than the general tax paying population and also helps to reinforce using only the field space needed so that the scarce space can be distributed to all interested user groups.

The current fee structure was originally developed at a time when the City administered a dozen athletic fields and served a handful of user groups. Since that time, the City has expanded, annexed, taken on administration of the Lake Washington School District fields and seen the growth of sports and user groups.

As new fields, sports and user groups were added over the years, the pricing structure has become complex. Currently, field use fees are assessed as follows:

- By sport
- By type of field
- By type of use
- By organizational status (e.g. select versus recreational)
- By service level provided
- By adult versus youth status
- By resident and non-resident
- By special agreement with various sports associations

This complex athletic field pricing structure requires administration without benefit of an automated software system. Fields are scheduled by hand using MS Excel and Word, with fees for each individual user group calculated by the above-mentioned pricing factors. One full-time position is dedicated to administering athletic fields and is the sole provider of customer service to user groups for scheduling, invoicing and payment.

Unintended impacts of this fee structure and service model include a complex structure that is difficult to understand, the inability of user groups to see their field schedules or calculate their fee balance, and difficulty with adding additional fields or relinquishing unneeded fields. In addition, the complexity of the system makes it increasingly difficult for new sports and users to obtain field space.

Proposal

Staff would like to receive Park Board recommendations on the following three items:

1. Proposed Rate Structure (3 types of fields, regular rate and non-profit rate)
2. Proposed Rates For 2017 and 2018
3. Proposed Ballfield User Group (BUG) concept

1. Proposed Rate Structure

Parks and Community Services desires to improve customer service while achieving the original goals of the Athletic Field Use Policy of administering fields in a manner that maximizes use for Kirkland youth and residents and distributes use equitably.

The proposed solution is to simplify the fee structure, which will allow administration of athletic fields through the newly acquired recreation software.

Benefits of a simplified fee structure and "by the hour" system:

- Common model used nationwide, easy to understand and calculate cost of use
- Encourages users to relinquish unneeded space
- Standardized fees apply to all citizens, user groups and sports equitably
- Will allow automation

Benefits of an automated system to administer athletic fields:

- Customers can see athletic field schedules and availability online 24/7
- Customers can log onto their account 24/7 to see their scheduled uses, accumulated fees and account balance
- Customers may be able to request additional uses online at anytime
- Customers may be able to cancel or "rain out" a field through the online module

In order to achieve these benefits the following rate structure is recommended:

- A. Hourly rental rate by type of field:
 - a) Premium Field
 - b) City Maintained
 - c) LWSD Maintained
- B. Regular rate and non-profit rate
- C. Resident rate and non-resident rate
- D. Optional add on-services for lights, game prep or tournaments

2. Proposed Rates for 2017 and 2018

Any change to the fee structure that creates uniformity and simplicity will inherently impact current user groups. As Parks and Community Services is not seeking to implement a fee increase or negatively impact current user groups, **the rental rates that go along with the new structure are proposed at a sub-market rate to be held in place for 2017/2018.**

Addendum A contains this structure with a recommended rate for 2017/2018 biennium

3. Proposed Ballfield Use Group Concept

Additionally, staff recommends implementation of a “Ballfield User Group” concept (“BUG”). This is an optional affiliation for which a discount on rental fee rates is received in return for volunteer service to assist with upkeep of the athletic fields. This volunteer service has a long history in Kirkland and has routinely been requested by users as a way to not only offset costs but to play a role in the stewardship of the fields.

Addendum B contains an overview of the “Ballfield User Group” concept. This pre-determined discount rate for 2017/18 would be set for each group at the percent necessary to achieve an approximate “net neutral” cost for 2017/18 (assuming field usage similar to that of 2016).

Finally, **Addendum C** provides an overview of how the proposed rental structure, rental rates and “BUG” work together by showing 6 sample organizations, their 2016 fees and an estimate of 2017/18 fees.

Next Steps

The Park Board and staff recommendation is tentatively scheduled to be presented to the City Council on November 15. If supported by Council, the proposed change in pricing structure and rates will become effective for 2017 and 2018, consistent with the City’s biennial budget.

Addendum A
Proposed Athletic Field Rental Structure with Rental Rates

2017 -2018 Rates			
		Resident	Non-Resident
Kirkland Premium Fields	Regular Rate	\$15	\$18
	Non-Profit Rate	\$5	\$6
Kirkland Maintained Fields	Regular Rate	\$7	\$8.50
	Non-Profit Rate	\$2	\$2.50
LWSD Maintained Fields	Regular Rate	\$1	\$1.50
	Non-Profit Rate	\$0	\$1

Fees apply specifically to field use. Use of additional park space beyond the field may involve additional rental fees (e.g., common space, shelter, etc.).

Add On Services

	Regular Rate	Non-Profit Rate
Game prep fee	\$25.00	\$10.00
Tournament game fee	\$30.00	\$25.00
Light fee	\$20.00	\$20.00

Premium Fields – 9 Total

Lee Johnson Field at Peter Kirk Park (1)
Everest Park Fields A – D (4)
Crestwoods Park Fields 1 – 4 (4)

City/City Maintained Fields - 18 Total

132nd Square Fields 1 – 3 (3)
Juanita Beach Park Fields 1, 2 & Open Space (3)
Highlands Park Field (1)
Spinney Homestead Park Field (1)
Terrace Park Field (1)
Emerson High School (1)
Kirkland Middle School 1 and 2 (2)
Ben Franklin Elementary (2)
Juanita Elementary Field 1 (Rear field) (1)
Mark Twain Elementary (2)
Rose Hill Elementary Field 1 (1)

Synthetic/Mixed Fields – 3 Total

*Lakeview Elementary (1)
*Lake Washington High School Fields 1 & 2 (2)
*These field fees are not included in this pricing structure due development agreements.

District/District Maintained Fields – 29 Total

International/Community School (1)
Juanita High School (3)
Lake Washington High School Field 3 (mini field) (1)
Finn Hill Middle School (4)
Kamiakin Middle School Fields (4)
Kirkland Middle School Football Field and Track (2)
AG Bell (2)
Carl Sandburg (2)
Helen Keller (2)
John Muir (1)
Juanita Elementary Field 2 (Front field) (1)
Peter Kirk Elementary (2)
Robert Frost Elementary (1)
Rose Hill Elementary Field 2 (1)
Thoreau Elementary (2)

Addendum B

“Ballfield User Group” Overview

Qualifications and Requirements for the Ballfield User Group (BUG):

1. Kirkland-based non-profit organizations offering youth recreation leagues; AND Kirkland serving (65% residents) non-profit organizations offering youth recreation leagues.
2. Ability of participants to meet the volunteer service agreement.
3. Meets the service requirements for the duration of the year (or season as applicable).
4. Has a signed BUG agreement and all required state compliance forms are complete and on file.

Required volunteer services for the discounted rate:

- “Leave no trace” field and park vicinity upkeep defined as follows:

Ball field user group members will strive to leave the field, the park area in the vicinity of the field and the restroom facilities servicing the field cleaner than they found it for each of the group’s use of the area.

- Duties may include the following:
 - Pickup and disposal of trash
 - Pickup and disposal of recycling materials
 - Pickup and turn in lost and found items
 - Move equipment back to its original location
 - Remove any player / team equipment and materials

Discount received:

- A pre-negotiated percent discount applied to achieve approximate “net neutral” cost for 2017/18 assuming similar field use and service levels as 2016. The discount does not apply to use of lights, Lakeview Elementary and LWHS 1 and 2.

Addendum C

Estimate of 2017/18 Fees for Select User Groups with "BUG" Discount

Organization	2016 User Fees	Proposed BUG Discount	2017-2018 Fees with BUG Discount Where Applicable
Kirkland American Little League	\$6900.00	70%	\$6616.00
Kirkland Baseball Commission	\$5520.00	30%	\$5490.00
Kirkland Boys and Girls Club	\$0	80%	\$602.00
Kirkland National Little League	\$2860.00	30%	\$2733.00
Lake Washington Lacrosse	\$4670.00	N/A	\$4708.00
Lake Washington Youth Soccer Association	\$3665.00	80%	\$3673.00
Puget Sound Senior Softball Association	\$2160.00	N/A	\$1408.00

KIRKLAND PARK BOARD

Minutes of Regular Meeting

October 12, 2016

1. CALL TO ORDER

The October 12, 2016, Park Board Regular Meeting was called to order at 7:07 p.m. by Vice Chair Rosalie Wessels.

2. ROLL CALL

Members present: Vice Chair Rosalie Wessels, Kobey Chew, Jason Chinchilla, Richard Chung, Sue Contreras, Kelli Curtis and Adam White

Chair Kevin Quille participated by telephone

Staff present: Michael Cogle, Jason Filan, Linda Murphy and Lynn Zwaagstra

Recording Secretary: Cheryl Harmon

3. APPROVAL OF MINUTES

The minutes of the July 13th and September 12th meetings were reviewed. Ms. Contreras moved to approve the minutes. Mr. White seconded. Motion carried (8-0).

4. ITEMS FROM THE AUDIENCE

The following people spoke regarding athletic field use fees:

- John Rudolph
- Derek Bingham
- Rick Anderer
- Jonathan Friebert
- Sue Ashenbrenner
- Jamie Heil
- Mike Reeve
- Rich Anderson
- Cliff Harlow
- Dan Brown

5. REVIEW OF ACTION ITEMS

No items

6. PRESENTATIONS

Sharon Rodman of the Green Kirkland Partnership gave a presentation on upcoming Arbor Day and Green Kirkland Day events.

7. COMMUNICATIONS

a. Correspondence

No items

b. Staff Reports

Staff responded to questions and comments related to the monthly staff update, and accountability reports for the Parks and Streets levies were distributed.

c. Committee Reports

No items

d. Comments from the Chair

No items

8. UNFINISHED BUSINESS

a. Parks 2017-2022 Capital Improvement Program Updates

Mr. Cogle provided a briefing on the proposed Parks CIP, and provided a status update on currently active projects.

9. NEW BUSINESS

a. Simplification of Athletic Field Use Fees with Recreation Software Implementation

Ms. Zwaagstra introduced the Board to the history of the current fee structure. Nicci Osborn, Parks Coordinator provided a presentation on the current and proposed policies related to athletic field use.

10. GOOD OF THE ORDER

New Park Board Member Kobey Chew was introduced.

Additional questions were asked related to homelessness outreach and Juanita Bay Park.

11. ADJOURNMENT

Ms. Curtis moved to adjourn. Mr. Chinchilla seconded. Motion carried (7-0, Mr. Quille was absent).

The meeting was adjourned at 9:33 p.m.

KIRKLAND PARK BOARD

Minutes of Special Meeting

October 26, 2016

1. CALL TO ORDER

The October 12, 2016, Park Board Regular Meeting was called to order at 5:30 p.m. by Vice Chair Rosalie Wessels.

2. ROLL CALL

Members present: Vice Chair Rosalie Wessels, Kobey Chew, Jason Chinchilla, Richard Chung, Sue Contreras, Kelli Curtis and Adam White

Chair Kevin Quille was excused

Staff present: Michael Cogle, Jason Filan, Linda Murphy and Lynn Zwaagstra

3. ITEMS FROM THE AUDIENCE

No items

4. NEW BUSINESS

a. Totem Lake Park Capital Improvement Program Revisions

Mr. Cogle provided a briefing on proposed revisions to the Parks Capital Improvement Program.

Mr. White moved that the Park Board recommend that City Council to approve staff's proposed funding plan including proposed CIP revisions so that the City can expedite implementation of the Totem Lake Park Master Plan and include development of the Yuppie Pawn Shop site. Ms. Curtis seconded. Motion carried (7-0)

b. Proposal to Name Open Space in Kingsgate

Mr. Cogle shared a request to name an open space in the Kingsgate Neighborhood and discussed a proposed process for receiving public comment.

5. GOOD OF THE ORDER

Additional discussion was had regarding upcoming meetings and dog parks.

6. ADJOURNMENT

Ms. Contreras moved to adjourn. Mr. Chinchilla seconded. Motion carried (7-0).

The meeting was adjourned at 6:24 p.m.

Lynn Zwaagstra, Director
Parks and Community Services

Rosalie Wessels, Vice Chair
Park Board

DRAFT

Parks and Community Services **Department Report – October, 2016**

Administration, Planning and CIP Projects

Updates:

- Permitting continues for Edith Moulton Park and Forbes Lake Park projects.
- Analysis of wetland mitigation options for the Juanita Beach Park Bathhouse Replacement project continues.
- Bid specifications are being prepared for dock repair work and boat launch improvements at Marina Park, to be completed by mid-March 2017.
- The City has received a grant from Port of Seattle to study possibility of expanding moorage at the Marina. City will also be doing an analysis of feasibility and costs for a breakwater. The study will be completed before summer of 2017.
- The City Council will be reviewing the preliminary 2017-2022 CIP on November 1st.
- Staff submitted a "Letter of Interest" to the State Recreation and Conservation Office for three projects which may be considered for future grant funding: lighting of the tennis courts at Peter Kirk Park, and conversion of grass fields at Kirkland and Finn Hill Middle Schools to synthetic turf.

Parks Maintenance and Operations

Updates:

- A new outdoor bench was installed at Peter Kirk Community Center.
- Jorge Dominguez has accepted the position as Groundsperson. Jorge starts his service November 1st, his primary area of responsibility will be Juanita Beach Park
- Program Assistant Kevin Ball has accepted the Accounts Associate position vacated when Cathy Anderson accepted a 6 month temporary assignment as the Business Analyst for the Lucity software implementation. Kevin's and Cathy's first days in their new roles will be November 1st.
- Recent storms caused park-tree damage to a gazebo and to a house. Trees were lost at Heritage, Juanita Bay, Woodlands, Brookhaven and McAuliffe parks.
- Two new interpretive signs were installed at the north end of the Juanita Bay Park causeway. Making this happen were the Juanita Neighborhood Association, Eastside Audubon Society, Kirkland's Heritage Society and parks staff.

Recreation

Updates:

- The recruitment for the Customer Service Supervisor is complete. Shawna Davis has accepted the position and her first day is November 2nd. Shawna's former position was Recreation Supervisor for the City of Everett where she oversaw the Recreation Customer Service Office. Her supervisory and recreation software experience will be extremely beneficial as the department implements the REC 1 software.
- The contract between REC 1 and the City has been signed and staff has officially begun the implementation process. Virtual and onsite training is set for November with parks facility configuration and program build to happen in December. Launch date is set for early 2017.
- As of October 24th, over 360 boys and girls are registered for Youth Basketball, grades 3-6. Registration is still open.
- Approximately 145 children will participate in Pee Wee basketball for children ages 2 ½ to 6. This program will meet on Saturdays at Finn Hill Middle School. Practices and games are centered on skill development, participation and fun!
- The Move It! fitness program held at the North Kirkland Community Center has instituted a new drop-in, per-class rate. For a flat fee of \$8, a participant can attend one class of their choosing without buying the quarterly pass. This change was prompted by participant and instructor

feedback and allows participants a way to try a class for a reduced price before committing to a three month pass. Staff will monitor the new program and adjust accordingly.

- The fall pee wee soccer league will conclude on October 29th This season, which served 380 children from ages 3-6, was wetter than normal forcing the cancellation of two game days. One game was made up, but the second game was not be able to be rescheduled. This will result in a prorated refund to each participant and will decrease program revenues by approximately \$3800.
- Over 370 students, ranging from age 2 through adult, are enrolled in a fall dance program at North Kirkland Community Center.
- As of October 24th, the Pee Wee Monster Bash Preschool Carnival scheduled for Friday, October 28th had 150 registered participants.
- The Halloween Spooktacular Dance for people with developmental disabilities will be held at NKCC on October 29th. This event is co-sponsored by Friendship Adventures (an all-volunteer non-profit organization), and Kirkland Parks & Community Services.
- Peter Kirk Community Center is once again holding the Taste of Retirement on October 28th. Approximately 200 community members are expected to attend this event to learn more about the many different housing options for seniors.
- PKCC will host Trick or Treater Feature, a movie matinee on October 31st where participants will watch Super 8 and dine on Halloween treats.
- Several applications have been received to fill the five vacant spots on the Peter Kirk Advisory Board. The recruitment committee and staff will hold interviews on November 1st. The board will hear recommendations and vote for the new members the second week of November.

Upcoming Items:

- Pee Wee Basketball will start November 5th at Finn Hill Middle School.
- Youth Basketball Coaches Meeting will be held November 19th and games begin January 7, 2017.

Youth Services

Updates:

- Coordinated the Youth Council's team-building event with a ropes course at the Waterhouse Center near Monroe
- Eight cases were heard during the October session of Teen Traffic Court
- Fifteen new members were added to the Kirkland Youth Council for the 17-18 school year – total membership is now 42
- Youth Council Leadership met with City Manager Kurt Triplett
The Youth Council Liaison (Leadership position) met with Police Chief Harris and will also be meeting with Fire Chief Sanford and Mayor Walen
- Leadership Team will be meeting with LWSD Superintendent Traci Pierce and all secondary Principals on Thursday, October 27th

Upcoming Items:

- The first service project of the year will be the annual Pet Supply Drive at Denny's Pet World November 5th and 6th.

Human Services

Updates:

- Prepared recommendations and presented to City Council:
 - Community Development Block Grant (CDBG) distribution for 2017
 - Human Services Advisory Committee grant recommendations for 2017-18 recipients

- Organized and conducted neighborhood outreach meeting and opening of Eastside Winter Shelter for Women at Lakeside Christian in cooperation with Planning and Building, Police and Fire Departments
- Helped evaluate and score applications for King County Homeless Housing 2017-2018 Funding Round and Best Starts for Kids—Homelessness Prevention RFP
- Processed 3rd quarter grant invoices for human services grant reimbursements
- Assisted the Kirkland Senior Council in conducting the 4th Annual Viva Volunteers! Fair
- Participated in the Eastside Human Services Forum Work Group, 2016 Annual Meeting Planning Group and 2017 Work Plan subcommittee
- Participated in the annual staff review of A Regional Coalition for Housing (ARCH) applications for project funding
- Participated in conversation with Kirkland Alliance of Neighborhoods (KAN) co-chairs, Deputy Mayor Arnold and a local pastor regarding a proposed Neighboring campaign
- Participated in Community & Sound Cities Association discussions regarding the future of the Vets and Human Services Levy
- Represented Joint Agreement Cities on the King County Joint Recommendations Committee for CDBG
- Conducted a grant monitoring visit to Bridge Disabilities in conjunction with City of Renton

Green Kirkland Partnership

Updates:

- On October 11th, the City was awarded a King Conservation District Member Jurisdiction Grant in the amount of \$59,540.00 to implement the City's 20-Year Forest and Natural Area Restoration Plan by funding EarthCorps to manage large volunteer events in 2017 and 2018.
- During the first week in October, a Washington Conservation Corps (WCC) crew conducted invasive removal at Cotton Hill Park.
- On October 7th, at the UW Center for Urban Horticulture, a GKP staff member presented an Everest Park restoration project to this year's class of UW Restoration Ecology Network students. A group of students selected the project and will be meeting a GKP staff member at Everest Park on October 28th to discuss the restoration assignment.
- In October, GKP hosted a total of 13 volunteer events open to the public. These events were led by Stewards, staff, or contractors.
- On October 5th, EarthCorps hosted Pinnacle employees at Josten Park for a four-hour restoration event.
- On October 13th, GKP cancelled the weekend's volunteer events due to predicted high winds and storms. This cancellation included the annual Arbor Day celebration at O.O. Denny Park, and events at Juanita Bay and Josten parks.
- On October 4th, GKP received 1,400 native trees, shrubs, and groundcovers from four commercial nurseries. These plants will be combined with the existing GKP nursery inventory at McAuliffe Park, and will be planted in GKP parks during volunteer events over the next few months.
- Katie Cava, GKP Coordinator, has left City employment to pursue full-time studies. Her last day was October 27th.
- Haley Jobes, GKP Seasonal Laborer, completed her seasonal assignment on October 31st.

Upcoming Items:

- In early November, a WCC crew will conduct forest restoration activities, including planting, at Carillon Woods, Juanita Heights Park, and Kiwanis Park.
- Green Kirkland Day will take place on November 12th in five different locations. The main event will take place at Juanita Bay Park (100 volunteers), with smaller events (20 to 50 volunteers) at O.O. Denny, Crestwoods, Juanita Beach, and McAuliffe parks. Park Board members will officiate by

thanking volunteers at four of the events, and a rescheduled ceremonial Arbor Day planting will occur at O.O. Denny Park.

Special Events

Updates:

- October special events included the Plein Air Paint Out, Oral Cancer Walk for Awareness, Cosmo 7K and Skoog Block Party.
- Juanita Friday Market concluded for this year. Final tallies: the market generated \$21,010 in revenues which includes registration and weekly stall fees, sponsorships and market events. Expenditures of \$18,678 includes wages and benefits, supplies, advertising and permit fees. Highlights of this year's program include:
 - 39 regular vendors registered for the season with an average of twenty-eight attending weekly.
 - 23 additional vendors participated in one or more of the market's eight special events which included Kid's Day, Food Truck Rodeo, Health Fair and Harvest Fair.
 - 27 volunteers worked a total of 410 hours.
 - 11 non-profits participated by hosting the Community Outreach Booth.
 - More than 585 pounds of fresh produce was donated to Community Resource Network.
 - A total of \$2,500 in sponsorship funds was contributed by Pacific Medical Centers, Clear Realty Group, Costco Wholesale, Lake Washington Toddler Group, Specialty Eyecare Group and Swiss Acupuncture.
 - The Gardens at Juanita Bay returned as the music sponsor, arranging 16 performers of on-going live music and entertainment throughout the summer.

Upcoming events:

- November 5th – Lake Washington Half Marathon, Juanita Beach Park
- November 20th – Hopelink Turkey Trot Run/Walk, Marina Park
- November 26th – Kirkland Winterfest Celebration, Lee Johnson Field

Interdepartmental/Interagency Committees

Cross Kirkland Corridor (Jason Filan):

- The City has hired COWI North America, Inc. as the firm to design the Totem Lake 124th Street overpass with the goal of preparing for a 2018 Federal "TIGER" (Transportation Investment Generating Economic Recovery) Grant.
- The trail will receive a new piece of public art created by local artist Merrily Dicks. Approved by the Cultural Arts Commission in October the piece is will reside just north of the 85th Street crossing. The entire piece is constructed of railroad spikes that were gathered from the corridor.

Green Cities Network (Sharon Rodman):

- On November 1st, a field trip will be hosted by Seattle Parks to view recent Green Seattle Partnership invasive plant removal performed by professional crews on steep slopes, and see some ongoing revegetation work. Visit the West Duwamish Greenbelt to see the Andover establishment project and Green House operation, and the West Seattle Golf site to see a recent invasive removal project and Green Seattle Day native plant staging.
- On October 12th, the Green Team discussed a project to encourage the implementation of Zero Waste policies in City departments. For example, encouraging the use of compostable and recyclable materials.
- On November 30th, the Green City Network Focus Group will discuss questions regarding stewardship programs and volunteer safety issues.

Special Events Team (Sudie Elkayssi):

- Special Event Team members and local event organizers attended training related to terrorism threats. Training is called Terrorism Recognition, Awareness and Prevention Partnership (TRAPP) and was hosted by the Washington State Fusion Center.
- The interdepartmental Special Events Team met this month to consider:
 - Final reports presented for Susan G. Komen Seattle 3-Day Walk and Kirkland Oktoberfest.
 - Applications for upcoming events including 12K's of Christmas, Kirkland Winterfest and 2017 Shamrock Run.

Tree Team (Tim Werner):

- The Tree Team discussed improving the process of generating the Urban Forestry Report, the approval process for tree removal, and tree removal within Capital Improvement Program projects.
- There was discussion on a letter to Washington State Department of Natural Resources (DNR) regarding a Park Tree Inventory Grant, completion of grant requirements, and utilizing the Lucity software in developing a Maintenance Management Plan for trees utilizing collected data.

Parks and Community Services Monthly Tracking – October, 2016

Monthly hours spent maintaining and improving parks and trails

Neighborhood parks	496.50
Community parks	1,249.25
Waterfront parks	521.00
Natural areas/open space	123.50
Park facilities	337.00
Other sites	225.25
Volunteer hours	8.00
Total Hours	2,595.50

Marina use

	Number	Revenue
Boat slip rentals		\$5,037.50
Boat launch cards sold		\$380.00
Commercial dockings		\$602.50

Monthly facility rentals and use

	Hours used by City programs	Hours used by community
Heritage Hall	45.0	27.0
PKCC Rooms (aggregate)	373.5	26.5
NKCC Rooms (aggregate)	380.0	73.0
School gymnasiums	66.25	n/a
Picnic shelters (# of bookings)		
Ballfields - Kirkland	52.0	994.0
Ballfields - LWSD	24.0	83.0

Seasonal program participation numbers (to be submitted in December)

Fall season (mid-September – mid-December)	Number of programs offered (quarter)	Total participants (quarter)	Total Program Hours
Preschool (3-6)			
Parent and child			
Youth & teen (6-19)			
Adult (20-49)			
Age 50+			
Total			

Pool & beach use (to be reported in September)

Summer season (June 1 st – Labor Day)	Daily admissions /participants - Water	Daily admissions /participants - Land	Swim tests administered
Peter Kirk Pool	N/A		
Houghton Beach			
Waverly Beach			
Juanita Beach			

Green Kirkland Partnership

	Reporting for September
Number of volunteer hours	1,523
Number of volunteer events	27 events
Square feet of new restoration	25,642 (0.6 acres)
Square feet of maintained restoration space	157,850 (3.6 acres)
Total plants planted	0
Invasive trees removed	14
Contracted crew field hours	108

Human Services (service organizations receiving grant dollars)

Number of Kirkland residents served	
-------------------------------------	--

Youth Services

Number of events	
Volunteer hours	
Traffic court cases heard	

Cemetery

Number of interments	
----------------------	--

Special Events

Number of events	4
Calendar days	3
Estimated event participants	1,200



CITY OF KIRKLAND
 Department of Parks & Community Services
 505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
 www.kirklandwa.gov

MEMORANDUM

To: Park Board
From: Lynn Zwaagstra, Director
Date: November 2, 2017
Subject: Budget Update

RECOMMENDATION:

That the Park Board receive a briefing on the City's 2017-2018 Preliminary Budget.

BACKGROUND DISCUSSION:

The City Council is currently in the midst of considering the City's [2017-2018 Preliminary Budget](#), with final adoption scheduled for December 13, 2016. The following new initiatives are incorporated into the preliminary budget and respond to the City Council's goals for Parks, Open Spaces, and Recreation Services. Note that the listed on-going costs are for a two-year period.

 <p>PARKS, OPEN SPACES AND RECREATIONAL SERVICES</p>	<p><i>Kirkland values an exceptional park, natural areas and recreation system that provides a wide variety of opportunities aimed at promoting the community's health and enjoyment.</i></p> <p>Goal: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well being of the community.</p>
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STAFFING

- Convert a temporary **1.0 FTE Senior Groundsperson** to ongoing (\$225,377 ongoing, funding from Real Estate Excise Tax - REET).
- Add **1.0 FTE Program Assistant** to support growth in recreation programming (\$195,794 ongoing with offsetting revenue of \$195,794).
- Provide maintenance and operations of planned improvements at **Edith Moulton Park** (\$125,875 (\$48,475 one-time, \$77,400 ongoing) funded from the 2012 Parks Levy)
- Provide basic amenities and ongoing maintenance and operations to assume ownership of **Hazen Hills Park** in the Kingsgate Neighborhood (\$61,915 (\$24,617 one-time, \$37,298 ongoing) funded from the 2012 Parks Levy)

EQUIPMENT AND OPERATIONAL ENHANCEMENTS

- Install **web cameras at Marina Park** to provide boaters real-time information on availability of moorage slips (\$12,000 one-time)

- Replace two pay stations at the Kirkland Marina and add a new **boat launch pay station** (\$43,781 one-time with offsetting revenue of \$43,781)
- Update and print **new park and trail maps** (\$5,000 one-time)
- Purchase a **Dingo TX 525 compact tractor** to improve Parks Maintenance operation staff efficiency and reduce equipment rental costs (\$55,120 (\$42,362 one-time and \$12,758 ongoing) with offsetting expenditure savings of \$2,500)
- Purchase a **5-Yard Dump Truck** for Parks Operations (\$237,000 - \$175,000 one-time, \$62,000 ongoing)



Marina Boat Launch and sample pay station



Dingo compact tractor and 5-yard dump truck to create staff efficiencies.

PARKS FACILITIES SINKING FUND

The City Council is supporting the Park Board and staff's recommendation to establish a sinking fund for major maintenance of buildings and structures in the City's park system. The fund will be established with an initial contribution of \$500,000 from Real Estate Excise Tax revenues, with on-going funding of \$150,000 per year derived from the 2012 Park Levy beginning in 2019. A staff budget paper on the sinking fund is included as **Attachment A**.

CAPITAL IMPROVEMENT PROGRAM

At their meeting of November 1 the City Council supported the staff and Park Board's recommended funding plan for expediting implementation of the **Totem Lake Park Master Plan**. Design work will begin in early 2017.

The City Council also considered the Park Board's recommendations regarding options for converting **Peter Kirk Pool** to year-round use. After discussion, the Council decided to not pursue any pool enclosure options at this time.

No other changes or additions are being considered for the Preliminary Parks 2017-2022 CIP.

DRAFT CITY COUNCIL 2017-2018 WORK PLAN

The draft 2017-2018 City Work Program is compiled from the recommendations by Council Goal Areas and a continuation of some 2015-2016 Work Program elements. The following are preliminary

recommendations for the 2017-2018 biennium, many of which will dictate our Department's own priorities for the coming years:

1. Continue the implementation of the **Cross Kirkland Corridor Master Plan**.
2. Improve **Fire and Emergency Medical Services** with the renovation of Fire Station 25, construction of a new Fire Station 24 and property acquisition for a new Fire Station 27.
3. Explore a **potential ballot measure** to fund Fire station modernization and operations.
4. Expand **Maintenance Center** facilities to serve the larger City.
5. Partner with A Regional Coalition for Housing and non-profit organizations to finance and construct a **permanent Eastside women's shelter** in Kirkland.
6. Fund capital investments to **support growth**, especially in Totem Lake.
7. Procure and implement an Enterprise Resource Planning (ERP) solution to replace the City's core **Finance and Human Resource software**.
8. Facilitate **Community Policing** through implementing elements of the Police Strategic Plan.

Attachment



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MEMORANDUM

To: Kurt Triplett, City Manager
From: Lynn Zwaagstra, Director of Parks and Community Services
Date: October 8, 2016
Subject: PARKS FACILITIES SINKING FUND ISSUE PAPER

This budget issue paper discusses a recommended approach for establishing a new sinking fund for funding necessary repair and/or replacement of major building systems for structures in the City's parks.

A. Policy Basis

Establishment of a parks facilities sinking fund would support the following City Council goals:

- *Parks, Open Space, and Natural Areas: To provide and maintain natural areas and recreational facilities and opportunities that enhance the health and well-being of the community.*
- *Dependable Infrastructure: To maintain levels of service commensurate with growing community requirements at optimal life-cycle costs.*
- *Financial Stability: Provide a sustainable level of core services that are funded from predictable revenue.*

In addition, establishing a sinking fund would support the following policy from the adopted Kirkland Parks, Recreation, and Open Space (PROS) Plan:

- *Policy 8.3 - Asset Management: Actively manage Kirkland's park and recreation assets to ensure consistent service delivery, reduce unplanned reactive maintenance, and minimize economic, public health, and environmental risks.*

B. Background

In 2015 the Parks and Community Services Department completed an independent comprehensive asset condition assessment of 22 buildings in the Parks system totaling over 25,000 square feet. Buildings evaluated included restrooms, concessions, and residential structures located in parks (a list of specific structures is included as Attachment A). Note that the community centers (NKCC and PKCC) already have sinking funds as part of the Facilities internal service fund. The assessment was intended to:

- a) Provide a baseline assessment for Parks staff that specifically identifies maintenance and repair needs;
- b) Provide a short-term financial plan useful for prioritizing resources and budget requests;
- c) Assist in long-range Capital Improvement Program (CIP) planning;

- d) Provide information to assist the City in determining the feasibility of establishing a sinking fund reserve to address funding needs outside of the CIP and the Department’s existing operating budget.

Modeled after work previously done to establish a sinking fund for other City facilities, a Parks Sinking Fund could be used to pay for each park facility’s life cycle costs related to the repair or replacement of major architectural, mechanical, and electrical components to help the facility reach its useful life. The sinking funds are set aside for major maintenance and are not intended to replace or enhance facilities.

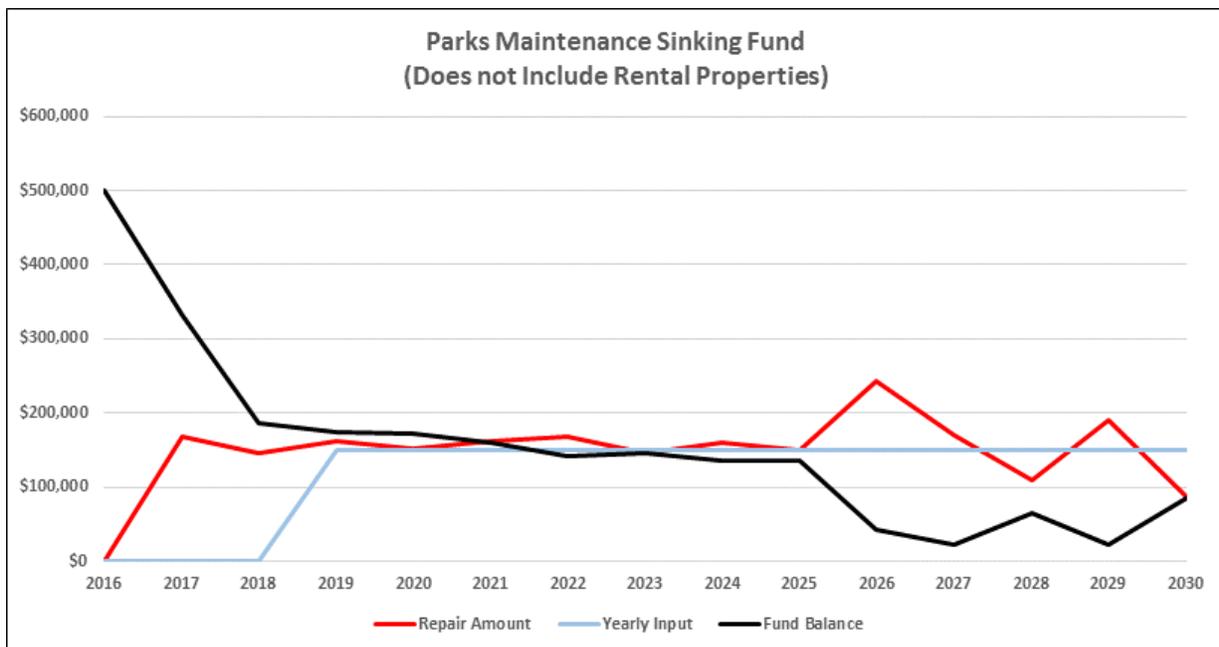
C. Parks Facilities Sinking Fund 15-Year Forecast

Using the completed facility condition assessment as a baseline, with adjustments based on the City’s experience managing existing facility sinking funds, staff has completed a detailed analysis and the results below reflect a 10-year forecast.

\$ 2,050,921 Total Replacement Need
\$ 500,000 Initial Contribution
\$ 150,000 Annual Contribution starting in 2019

The analysis assumes a 2% construction inflation factor to provide a conservative projection; the City-wide Facilities sinking fund does not apply an inflation factor based on past history. Staff will revisit the funding assumptions after there is experience based on actual needs and costs and determine the adequacy of the funding on an on-going basis. As part of that future evaluation, a determination of whether additional facilities should be included, such as picnic structures, will be made.

The proposed Parks Sinking Fund would not be employed for the four residential rental properties currently located in parks; instead, net rental revenues would be earmarked to fund repairs to these structures. These funds, totaling approximately \$75,000 per year, will be tracked separately for each property.



D. Funding the Parks Sinking Funda) Annual Contribution to Sinking Fund: 2012 Parks Levy

The voter-approved Parks Levy Fund accounts for the proceeds of a property tax levy approved by voters in November 2012. The levy restores parks maintenance and beach lifeguard services, provides for the City to maintain O.O. Denny Park, supports maintenance of the Cross Kirkland Corridor, and provides ongoing funding for the Green Kirkland Partnership. The levy also provides annual capital funding for park renovation, development, and acquisition. Total revenue collected from the levy is estimated at \$2.45 million in 2016.

The 2012 ballot question for the Park Levy included a list of priority projects that would be completed using the new revenues from the levy. It was assumed that after these projects were completed, future revenue from the levy could be directed to operating and maintenance costs, as needed, with any residual available for capital projects. The preliminary 2017-2022 CIP completes the work on the list of these priority levy projects; therefore, beginning in 2019 and continuing thereafter, a growing portion of capital-related levy revenue is assumed to be made available in the Parks and Community Services operating budget for operating and maintenance uses. As well, capital-related levy funds could be applied to a dedicated sinking fund for Parks facilities, in the spirit of "taking care of what we have".

b) Reallocation of Levy Funding to CIP Projects

The preliminary 2017 – 2022 Parks CIP includes the staff recommendation for levy-funded capital improvements. If a Park Sinking Fund were to be established, staff recommends that the 2017-2022 CIP be modified as follows:

Year	Project	Designated Levy Funding	Recommended Reallocation to Sinking Fund	Adjusted Levy Funding for Project
2017	Park Land Acquisition*	\$750,000	None	\$750,000
2017	City-School Playfields*	\$500,000	None	\$500,000
2017 Total:		\$1,250,000		
2018	Park Land Acquisition*	\$750,000	None	\$750,000
2018	City-School Playfields*	\$500,000	None	\$500,000
2018 Total:		\$1,250,000		
2019	Waverly Beach Phase 2	\$150,000	None	\$150,000
2019	Dock/Shoreline Renovations	\$250,000	None	\$250,000
2019	Park Land Acquisition	\$750,000	\$150,000	\$600,000
2019 Total:		\$1,150,000		
2020	Waverly Beach Phase 2	\$723,000	None	\$723,000
2020	Dock/Shoreline Renovations	\$250,000	\$150,000	\$100,000
2020 Total:		\$973,000		
2021	Dock/Shoreline Renovations	\$250,000	None	\$250,000
2021	Unassigned **	\$700,000	\$150,000	\$550,000
2021 Total:		\$950,000		
2022	Dock/Shoreline Renovations	\$250,000	None	\$250,000
2022	Unassigned **	\$700,000	\$150,000	\$550,000
2022 Total:		\$950,000		

* Funding and Projects for 2017 and 2018 as identified in 2012 Park Levy ballot statement.

** A portion of Levy funding in 2021 and 2022 has been unassigned pending analysis of potential impacts to certain parks capital projects resulting from pending updates to the City's Critical Areas Ordinance and Surface Water Design Manual.

c) Initial Contribution to Sinking Fund

The initial cash balance recommended for the sinking fund is \$500,000, which is proposed to be funded from projected one-time General Fund cash balance at the end of 2016. These initial funds would be set aside to recognize that there is a backlog of sinking fund projects at the subject facilities.

E. Staff Recommendation

The preliminary budget reflects the staff recommendation of establishing a sinking fund for parks structures and funding it as described above. If the City Council concurs with this recommendation, the funding plan will be adopted as part of the budget process.



City of Kirkland

Department of Parks and Community Services
Building Condition Assessment Inventory

1. 132 Square Park Restroom
2. Crestwoods Park Restroom
3. Everest Park Concession
4. Everest Park Restroom
5. Forbes House @ Juanita Beach Park
6. Heritage Hall @ Heritage Park
7. Houghton Beach Park Restroom / Concession
8. Juanita Bay Park Restroom
9. Marina Park Restroom
10. Marsh Park Restroom
11. McAuliffe Park / Blair Home
12. McAuliffe Park / Carriage Home
13. McAuliffe Park / Johnson Home
14. McAuliffe Park / Main Home
15. McAuliffe Park / Atrium Building
16. NKCC Park Restroom
17. OO Denny Park Restroom
18. Peter Kirk Park Concession
19. Peter Kirk Park Restroom
20. Phyllis A Needy Park Restroom
21. South Rose Hill Park Restroom
22. Waverly Beach Park Restroom

Source:

City of Kirkland Parks

2015 Asset Condition Assessments Report

October 2015

VFA, Inc.