



KIRKLAND PARK BOARD

Date: April 10, 2013

Time: 7:15 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. **APPROVAL OF MINUTES** *5 minutes*
February Park Board Meeting Minutes
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**
No items
6. **PRESENTATIONS** *15 minutes*
Kirkland Teen Union Building
7. **COMMUNICATIONS** *15 minutes*
 - a. Correspondence
 - KDOG Letter
 - b. Staff Reports
 - April update
 - c. Committee Reports
 - d. Comments from the Chair
8. **UNFINISHED BUSINESS**
 - a. North Juanita Open Space *10 minutes*
Topic: Update on potential development of North Juanita Open Space
Action: Discussion only
 - b. Parks, Recreation and Open Space Plan Update *15 minutes*
Topic: Review project scope and timeline for updating PROS Plan
Action: Discussion only
 - c. Totem Lake Park Master Plan *40 minutes*
Topic: Presentation on Totem Lake Park master planning process
Action: Discussion only

9. NEW BUSINESS

a. Edith Moulton Park Master Plan *5 minutes*

Topic: Introduction of Edith Moulton Park master planning process

Action: Select Board representative for consultant interviews

10. MEETING EVALUATION

5 minutes

11. ADJOURNMENT

Estimated meeting completion: 9:20 p.m.

Next meeting: May 8, 2013, Council Chambers, City Hall

PARK BOARD MINUTES – February 13, 2013

1. CALL TO ORDER

The February Park Board regular meeting was called to order at 7:00 p.m. by Chair Sue Keller.

2. ROLL CALL

Members present: Chair Sue Keller, Vice Chair Shawn Fenn, Sue Contreras, Shelley Kloba, Ted Marx and Adam White

Rick Ockerman arrived at 7:05 p.m.

Amy Johnson was absent.

Staff present: Linda Murphy and Jennifer Schroder.

Recording Secretary: Cheryl Harmon

3. APPROVAL OF MINUTES

Ms. Contreras moved to approve the January minutes as presented. Mr. Marx seconded. Motion carried (6-0).

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

Ms. Schroder provided an update and answered questions about North Juanita Open Space, and reported on Totem Lake Master Plan consultant selection and Special Events.

An audience member provided feedback on the approach being taken with regard to the North Juanita Open Space.

c. Committee Reports

Mr. Fenn attended the Lakeview Neighborhood meeting, participated on the consultant selection panel for the Parks, Recreation and Open Space Plan update and commented on North Kirkland Community Center's ballet program.

Mr. Marx participated on the Totem Lake Park Master Plan consultant selection panel, attended the WRPA Legislative Day in Olympia.

Mr. Ockerman attended Evergreen Hill Neighborhood and Kirkland Senior Council meetings.

Ms. Kloba reported on the WRPA Legislative Day.

Ms. Contreras reported on a visit to Terrace Park, attended the Everest Neighborhood meeting, and reported on the installation of the restored Ferry Clock.

d. Comments from the Chair

Ms. Keller attended the Highlands Neighborhood meeting, and reported on an article in Parks & Recreation Magazine about the success of parks funding levies nationally.

8. UNFINISHED BUSINESS

No items.

9. NEW BUSINESS

a. Recreation Division Report

Ms. Murphy introduced the Recreation division and division Recreation Coordinators Kelsey Hayes, Betsy Maxwell, Tracy Harrison and NeSha Thomas-Schadt who presented an overview of their program areas: Youth Sports and Aquatics, Peter Kirk Community Center, North Kirkland Community Center and Sports and Fitness, respectively.

Board members commented on the programs and Ms. Murphy and staff answered related questions.

b. Parks and Community Services Department's Role in Emergency Preparedness

Ms. Schroder presented an overview of the department's role in the City's Comprehensive Emergency Management Plan and answered related questions.

c. Parks and Recreation Legislative Day

Ms. Schroder, along with Ms. Kloba and Mr. Marx, reported on attending the Washington Recreation and Park Association's Legislative Day held February 6, 2013, in Olympia.

10. EXECUTIVE SESSION

An Executive Session was held to discuss a potential property acquisition in the Finn Hill neighborhood.

11. MEETING EVALUATION

"Very informative."

12. ADJOURNMENT

Mr. White moved to adjourn. Mr. Fenn seconded. Motion carried (7-0).

Meeting adjourned at 8:40 p.m.

Jennifer Schroder, Director
Parks and Community Services

Sue Keller, Chair
Park Board

DRAFT



February 19, 2013

Dear Madam Mayor and Members of the Kirkland City Council:

First of all, thank you for your support and leadership! On January 28th KDOG and Kirkland dog owners celebrated the anniversary of the opening of Jasper's Dog Park, and we want to share with you that we've had a fabulous first year! Jasper's Park has proven to be very popular in our community – estimating conservatively (based on consumption of over 60,000 waste bags), we've had a minimum of 22,000 visits in one year.

In 2012 KDOG accomplished a great deal with the help of Department of Parks & Community Services staff and many committed volunteers. We have a strong Board comprised of nine dedicated individuals and many additional volunteers, and having the support of the community and many new KDOG followers continues to energize us. KDOG's volunteers heavily supported the 2012 Go, Dog, Go! Canine Festival and helped with a number of other fundraising events to benefit Jasper's Park. We have over 300 members on our Meetup.com mailing list and many followers on Facebook. Our Education Committee has coordinated three public workshops on dog park safety. Most notably, in December a safer, wider pathway to the park and new north entrance to the large dog area was opened, thanks to the hard work of over 125 volunteers and Parks & Community Services staff and with the financial support of a local business.

Given the park's popularity and the support that the community shows for the park, KDOG would like to work with the City of Kirkland toward enabling limited off-leash hours or off-leash trails at other Kirkland parks. We would draw on our membership to provide support and stewardship for parks that would serve as good pilot test cases for limited off-leash hours or trails use. These models have been successful locally at parks in Bellingham and Tacoma, and at many other parks outside the Puget Sound region. In building Jasper's Park and making it successful, we were careful to model best practices of existing dog parks, and we would diligently follow those best practices again for limited off-leash hours or off-leash trails.

One thing that remains constant as we celebrate this milestone is our lasting appreciation for the support of the City Council, Park Board and Department of Parks & Community Services. Without your great leadership this wonderful community asset would not exist, so it is with deep gratitude that KDOG's Board and members extend their sincere thanks to you.

Best regards,

Tracy Doering

Tracy Doering, President
Kirkland Dog Off-Leash Group (KDOG)
9805 NE 116th Street, PMB # 7204
Kirkland, WA 98034
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CITY OF KIRKLAND
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To: Park Board
From: Jennifer Schroder, CPRP, Director
Date: April 5, 2013
Subject: April Staff Update

RECREATION DIVISION

Recreation

- On March 15th, the Recreation division mailed out the spring and summer brochure to nearly 40,000 Kirkland households.
- March 20th was the start of spring/summer registration.
 - The Kirklandparks.net online registration system processed 73% of the day's total transactions.
 - First day of registration volumes were extremely high with 2,200 enrollments and over \$183,000 collected; \$60,000 more than 2012.
 - Many programs filled.
- Thought March 20th was extremely busy, registration in March, 2013 was comparable to 2012. Below is a monthly revenue comparison between the two years. To-date, Recreation revenue is up \$17,000 over last year.

	JAN	FEB	MAR	TOTAL
2012	\$41,025	\$25,821	\$292,533	\$359,380
2013	\$48,715	\$35,086	\$296,350	\$377,151
variance	\$7,690	\$9,264	\$816	\$17,770

- Recreation Manager Linda Murphy has been working with the City Manager's Office on a public participation project for Kirkland's Special Events. The City Council is studying special events policies and is interested in hearing what the community thinks about events in Kirkland, such as which events are most important, the number of events, the location and the positive and negative impacts to the community. Here is the link to the survey:

<https://www.research.net/s/JWZW3PJ>

North Kirkland Community Center

- Spring is off to a great start! In one week over 900 participants have registered for classes at the North Kirkland Community Center. Thirty-six classes have filled to capacity including those in Preschool Dance, Preschool ABC, Tumbling, Move Over Mozart Piano, Science/Art Classes and Camps, Summer Theatre Camps, Hip Hop, Spanish for Preschoolers, Preschool Cooking, Kids in Motion, Rhythmic Gymnastics, and the new Two's in Tutus class. Currently there are 63 participants waiting to get into programs. Staff will be working to try to accommodate those on waitlists.
- Day Camp staff has been hired for this summer. There were many qualified applicants, including three returning staff. The final candidates have diverse backgrounds, a variety of experiences, are

passionate about working with children and which staff believes will make a wonderful contribution to our summer camp programs.

Youth Basketball/Aquatics

- The youth basketball Steve Hale Sportsmanship Award recipients will be recognized this month in various media sources. Recipients were chosen by coaches and teammates for best exemplifying good sportsmanship, team play and a positive attitude throughout the season.
- The aquatics planning and hiring process continues. Over 75 applicants have applied for seasonal employment. Selected candidates will staff Houghton, Waverly, and Juanita beaches and the Peter Kirk Pool as well as teach a variety of programs including swim team, swim lessons, and stroke lessons.
- Spring and summer program registration had a very successful start for aquatic programs. After one week of registration, 1,122 participants are registered for Peter Kirk Pool aquatics programming, generating over \$92,000 in revenue and so far 115 returning participants of the ORCA Swim Team are registered, representing \$24,000 in revenue.

Sports and Fitness

- Spring volleyball began April 1st and promises to be an exciting season comprised of creative team names (who can forget the Pop Tart Kittens?) and great game play. All five divisions are full and staff was able to recruit eight individuals to create a "free agent" team in the co-ed beginner division. These individuals did not have their own team to register but wanted to join our league. Staff assisted in the formation of a team and the participants were able to sign up for a flat fee. This added service has been well received.
- The spring season of pee wee soccer is approaching and there has been no lull in the amount of parents registering their children for the program. Both younger divisions in each location, 132nd Square Park and Emerson Field, have filled with 60 children a piece. There are another 16 on the waitlist and staff is examining resources to accommodate them into the league.
- We are offering two spring break camps for the week of April 8th: a basketball camp in partnership with Advantage Basketball and a fencing camp in partnership with Washington Fencing Academy.

Peter Kirk Community Center

- In February, PKCC hosted a Lucky in Love Luncheon; there were over 80 participants for this fun event. Madison House sponsored the event by providing a delicious lunch.
- In March, over 70 seniors participated in the Shamrock Shindig Luncheon at PKCC. The event started with lively entertainment from the Haggis Brothers followed by a traditional Irish lunch that the Lake Washington Technical College catered. Senior Housing Assistance Group (SHAG), in Kirkland, was the sponsor of this event and paid for the catering.
- PKCC staff has expanded the Welcome Wagon program by going out to local area churches that have senior groups to talk about what the City offers in recreation and services for people aged 50+. This has been a fun way to meet more people in the community and has been successful in bringing new participants to the center.
- Peter Kirk Day Camp staff has been hired for the summer and we are looking forward to another fun filled summer.

COMMUNITY SERVICES DIVISION

Park Planning and Development

- CIP Interactive Map – The City is launching a new mapping feature for citizens to learn about and participate in the City's Capital Improvement Program. Located via the City website (also can be accessed at <http://maps.kirklandwa.gov/>), the new interactive mapping allows citizens to learn about current and future CIP projects as well as to suggest projects for future consideration.
- Park Shoreline Structures Assessment – Staff is currently soliciting proposals from consulting engineers to provide a structural assessment of various City docks, piers, and bulkheads. This is a

levy-funded project which will be completed this summer. A final report with recommendations will be presented to the Park Board in October.

- Finn Hill Properties – On March 27th, City staff were invited by members of the Finn Hill Neighborhood Alliance to tour various private and public properties in the neighborhood which FHNA would like to see acquired and/or developed for park/open spaces purposes. Park Board member Adam White attended as well.
- Waverly Beach Park Renovation – Consultant interviews are scheduled for Thursday, April 11th. A consultant team is anticipated to be selected by the end of the month.

Special Events

- Major upcoming special events in the parks include the Kirkland Half Marathon at Juanita Beach on May 12th and the National Association for Mental Illness (NAMI) Walk at Marina Park on May 18th. The City Council is still considering changes to the City's special event policies; meanwhile, an administrative hold on any proposed new events is still in place.

Youth and Human Services

- Teen Traffic Court was held in March. A total of ten cases were heard.
- Youth Council members held a Pet Food and Supply Drive at Denny's Pet World on February 23rd. All donations were given to Homeward Pet in Woodinville.
- Script writing is almost complete for the next video installment of We've Got Issues focusing on Teen Suicide.
- Youth Council members are working on developing their new role with the Juanita Farmer's Market and looking forward to opening day on May 10th.
- The Leadership team of the Youth Council met with City Manager, Kurt Triplett on March 14th and Superintendent Traci Pierce on March 28th.
- In partnership with volunteers and donors, the City will be offering a summer lunch program on Tuesdays at both 132nd Square Park and Juanita Beach Park (north side).

MAINTENANCE DIVISION

Athletic Fields

- Lee Johnson Field – The regular season of games began March 16th with Kirkland Baseball Commission's Jamboree. Kirkland American Little League opening day festivities were held the following weekend, March 23rd. Leagues scheduled to play at Lee Johnson include Kirkland Baseball Commission (KBC), Kirkland Merchants, Lake Washington and Juanita High School baseball teams, Juanita Baseball Club, Lake Washington Baseball Club and the occasional Kirkland American vs. Kirkland National game. Games are scheduled weeknights at 5pm and 8pm (or 4pm and 7pm for High School games), and at 10am, 1pm, 4pm and 7pm Saturdays and Sundays.
- Crestwoods – Lake Washington High School girls' softball practices daily at Crestwoods and hosts games at Crestwoods as well. Senior Men's Softball and Senior Co-ed Softball also play on fields 1 and 2. Kirkland American Little League is scheduled on field 4, and Kirkland American and Kirkland Lacrosse are scheduled on field 3.
- Everest – Kirkland American and Northwest University are playing ball at Everest on a daily basis.
- Juanita Beach – Kirkland National Little League is the home league for Juanita Beach little league fields. Games and practices are scheduled daily. Parks Department soccer classes also use the open field space.
- 132nd Square – Kirkland National, Washington Elite softball, NW Lady Sharks softball, Underdog Sports and Parks Department soccer are scheduled for field use at 132nd Square.
- School sites are scheduled for the organizations mentioned above and to other leagues as well.
- In addition to coordinating the use of approximately 59 different athletic fields/areas (including both City and School District sites), the City's Park Maintenance division also coordinates the use

of Heritage Hall, the Marina Park Pavilion, Everest, Woodlands, Rose Hill Meadows and O.O. Denny picnic shelters and parks as well as other park open space areas. This is one busy office!

Donations

- Delores Stewart and family donated a bench at Juanita Beach Park in honor of Charles Edward Stewart.
- Ann Bahna donated a bench at Juanita Beach Park in honor of Jean Hughes.
- Wendy DeVoe donated a bench at Juanita Beach in honor of Angie Eggers.
- Bill Cook donated a table at Heritage Park in honor of Paul Copeland.

Notes from the Field

- New staff members JoAnn Geer and Tim Werner were welcomed to the Parks team this month. JoAnn accepted the Office Technician position and Tim the Parks Supervisor position. Both have a wealth of experience and knowledge in their respective areas and staff is excited to have them join the team.
- On April 1st, Kirkland began stewardship of Orian O. Denny Park. Working with the Finn Hill Park and Recreation District, some of the improvements that will be implemented in the short term include: a new playground system, asphalt parking lot east of Holmes Point Drive, freshly painted restroom building and some new signage. O.O. Denny Park is scheduled to receive the same level of maintenance as other Kirkland waterfront parks.
- Peter Kirk Park Restroom – Advertisement for the restroom renovation project was posted this week, with bid opening tentatively scheduled for April 16th, and a request for City Council approval on May 7th. Once Council approves, staff will work to have a contractor on-site by June. It is estimated that the project will take 35 working days to complete.
- Spring is in the air! The recent stretch of nice weather has the grass growing, trees and shrubs starting to show some color, and lots of visitors to our parks on sunny days. Spring sports are in full swing. Everest Park even hosted its first collegiate softball game the other day with Northwest University dropping a double-header to Corban University of Oregon.
- Staff completed improvements to the volleyball courts at Juanita Beach this month. New sand was brought in, poles and nets were refurbished, and a wood surround was installed. Staff is hopeful that it receives as warm a reception as the court at Houghton Beach.

GREEN KIRKLAND PARTNERSHIP

- Green Kirkland Partnership will have a booth and be making a presentation on April 6th at the Viva Volunteers fair at Peter Kirk Community Center.
- On March 16th, at an EarthCorps Partnership event held at Cotton Hill Park, 93 volunteers helped to remove Himalayan blackberry and English ivy.
- The 2009 Native Plant Stewards are continuing their 4th Saturday of the month events at Juanita Bay Park.
- Thursday morning Juanita Bay Park volunteer work parties continue.
- Wednesday morning Cotton Hill Park volunteer work parties continue.
- Work parties on alternate Wednesdays afternoons at Watershed Park continue.
- On February 20th, the Green Kirkland Partnership hosted staff training by Forterra on leading restoration events with volunteers. The training was attended by staff from Kirkland's Parks and Public Works departments, as well as by staff from the cities of Kent and Redmond.
- On February 2 and March 30, Green Kirkland Stewards participated in plant salvage activities and then potted the plants at the McAuliffe Park native plant nursery for use in restoration projects.
- At the beginning of March, Green Kirkland Stewards potted over 600 plants purchased from King Conservation District's bare root sale.
- The following tables summarize Green Kirkland Partnership events and other activities conducted by volunteers in January and February. It includes event volunteers and ongoing volunteers (ongoing field and administrative work).

Date	Park/Work	Group Name	Number of Volunteers			Hours	Dollar Equivalent ¹
			Youth	Adult	Total		
1/21	Carillon Woods	MLK Day of Service with Washington Conservation Corps	28	25	53	200	4,202.00
1/26	Juanita Bay Park	2009 Native Plant Stewards	3	5	8	25	514.75
1/27	Juanita Bay Park	American-Israeli Tu'Bshvat group and EarthCorps	17	12	29	56	1,176.56
Ongoing	Administrative		0	5	5	19	388.69
Ongoing	Field work		34	15	49	258	5,418.48
Jan Total					144	557	11,700.47

Date	Park/Work	Group Name	Number of Volunteers			Hours	Dollar Equivalent ¹
2/14	Juanita Bay Park	GK Stewards & Juanita Bay Park Volunteers	0	4	4	9	189.09
2/21	Juanita Bay Park	GK Stewards & Juanita Bay Park Volunteers	0	4	4	9	189.09
2/23	Juanita Bay Park	2009 Native Plant Stewards	4	15	19	61	1,271.11
2/27	Watershed Park	GK Steward	3	4	7	15	315.15
Ongoing	Administrative		0	5	5	41	863.51
Ongoing	Field work		34	8	42	276	5,807.16
Feb Total					81	411	8,635.11

¹ Dollar Equivalent = Hours x \$21.01

- Upcoming volunteer events open to the general public:
 - Saturday, April 13th, with the Friends of Kiwanis Park at Kiwanis Park, 9 am to 12 pm. Contact codegard@uw.edu.
 - Saturday, April 20th, Earth Day Event at Juanita Bay Park from 10 am to 2 pm. Sign up online at www.earthcorps.org/volunteer.php.
 - Saturday, April 27th, at Juanita Bay Park, 10 am to 1 pm. Contact JBRollers@gmail.com.
 - Wednesdays, April 3, 10, 17 and 24, at Cotton Hill Park, 10 am to 11 am. Contact Karen Story karen@tinyisland.com.
 - Thursdays, April 4th, 11th, 18th and 25th at Juanita Bay Park, 10 am to 12 pm. Contact Nona Ganz, 425.822.1618, nonaganz@frontier.com.
 - Wednesdays, April 10th and 24th, at Watershed Park, 12:30 to 2:30 pm. Contact Tia Scarce, 425-830-1709, digidig@mac.com.



CITY OF KIRKLAND
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MEMORANDUM

To: Park Board
From: Michael Cogle, Deputy Director
Date: April 4, 2013
Subject: North Juanita Open Space

RECOMMENDATION:

That the Board receive an update from staff on the North Juanita Open Space.

BACKGROUND:

At the April Park Board meeting, staff will update the Board on recent conversations with the Police Department and some suggested steps for moving forward with considering improvements to the North Juanita Open Space.

**CITY OF KIRKLAND****Department of Parks & Community Services**

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MEMORANDUM

To: Park Board

From: Michael Cogle, Deputy Director

Date: April 4, 2013

Subject: Parks, Recreation and Open Space Plan Update Project Scope and Timeline

Recommendation

That the Park Board reviews the project scope and timeline for updating the Parks, Recreation and Open Space Plan.

Background

This year the City will be updating its Parks, Recreation, and Open Space (PROS) Plan. The PROS Plan will guide the community's efforts in the provision of parks and recreation services and facilities in the future.

The City has hired a consultant team led by Conservation Technix, a Portland-based company, to help update the PROS Plan. Attached for the Board's review is the scope of services and project timeline. Staff will provide a quick overview and answer questions at the April meeting. The consultant will attend the Board's May meeting as one of the initial tasks of the community engagement process.

Attachment

Project Scope

Task 1: Project Initiation & Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall goals, objectives and milestones for the project
- Refine a public participation plan to include team and staff roles, potential meeting dates, venues, and community survey design
- Identify key community stakeholders including agencies, organizations and individuals; Discuss current community interests and issues
- Discuss concurrent City planning efforts underway (primarily the Comprehensive Plan visioning, Cross Kirkland Corridor Plan, Storm Water Management Plan) to assess need for integration and/or coordination of efforts

Hold periodic project coordination meetings in-person or via phone with City staff to review and discuss work products, prepare for community outreach, refine policies and objectives and develop plan implementation strategies. Project updates will occur at least monthly or as appropriate to address or review current work tasks, key findings and recommendations.

Task 2: Existing Conditions & Baseline Analyses

The Conservation Technix team will build upon readily-available background information for the Plan by conducting an in-depth assessment of existing park facilities, recreation opportunities and City properties. The existing parks system will be evaluated through agency and public input, along with detailed GIS mapping, to help formulate the direction of the planning effort.

Task 2.1. Review of Existing Plans & Studies

Assemble, review and analyze all pertinent, existing print and electronic City-wide planning materials, including the City's 2010 PROS Plan, Indoor Recreation Facility Plan, 20-Year Forest Restoration Plan, Branding Report, comprehensive plan, municipal code, budget and past surveys. Review and validate the parks, open space and recreation goals of the comprehensive plan and other policy statements.

Task 2.2. Community Profile & Demographics

Compile relevant community statistics and data to include Census figures and Washington OFM projections to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Washington SCORP, to develop a trend assessment uniquely-focused toward the City's demographics and offerings.

Task 2.3. Parkland, Trail & Facility Inventory

Expanding upon existing City facility inventory documentation, work with City staff to review the facility inventory, identify a short list of sites that may benefit from focused site analysis, and

conduct a limited physical assessment of parks and facilities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable design and management practices. Meet with operations staff to discuss facility needs, with a focus toward interim design solutions, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Conduct a site tour with City staff and other key community stakeholders to gather direct information about the park system and foster a dynamic dialogue regarding programmatic and operational challenges or opportunities.

Task 2.4. Base Mapping & Spatial Analysis

Obtain all existing, relevant GIS datasets from the City to create and analyze an updated park system inventory, along with the capability to assess acquisition and development gaps based on service standards and community needs. We will use GIS as an aid to define and suggest alternative approaches to service delivery, to include:

- Making informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs
- Analyzing the park, trail and open space system against distribution, proximity and accessibility criteria, along with transportation, geographic and other barriers and neighborhood data
- Assessing park system levels of service and service standards for various park types and building upon recent efforts to assess ¼ -mile walksheds, while also identifying limitations to access or broader, potential community connections
- Identifying potential links to parks, trails corridors and recreational lands outside the City limits to enhance connectivity and create opportunities for interagency cooperation

Task 3. Community Engagement Program

We propose a thorough, thoughtful and transparent public process to enliven, inform and validate the PROS Plan.

Task 3.1. Stakeholder Discussions

Conduct a series of individual stakeholder or small group discussions to more deeply address areas of partnership or service enhancement. These sessions can be a blend of targeted individual interviews and small group discussions depending on the needs and interests of the City, and we will work with staff to refine the intent and approach at project kick-off. Information from these sessions could be used to re-direct department communications, aid in the development of service delivery strategies or discuss and consider alternative funding scenarios. For the purpose of this scope, we have allocated staff resources to accommodate up to 8 individual interviews or up to 4 small group sessions.

Task 3.2 Parks Advisory Board Discussion Work Sessions

Meet with the Park Board two (2) times as a unique stakeholder to the process during the early development of the Plan. An initial session will focus discussions toward visioning, challenges, opportunities and potential partnerships. A second session will include a review of the

community survey and program/facility evaluations, along with discussions on service priorities, opportunities and challenges.

Task 3.3. Community Survey

Telephone surveys are a very useful research tool when designed to control for demographic data and performed by skilled interviewers. They allow collection of a large body of data for a relatively low cost and with a fairly high level of reliability. Quotas for age, gender, and ethnicity based on census information would be established to ensure a representative sample of the City of Kirkland. To this end, we will develop a survey instrument in collaboration with staff to identify the community's preferences, needs, demand and the general use of parks and recreation facilities and to inform and guide the development of the Plan. The survey instrument will be designed as a 15-minute questionnaire with several open-ended questions and a sample size of 300. Analyze the data and compile a summary report to highlight demographic subgroup responses (age, gender, etc) and core attitudes for services and programs. Elway Research will lead the design and implementation of the survey.

Task 3.4. Supplemental Web-Based Survey

Coordinate with City staff to translate the community survey into a web-based survey to take advantage of the City's existing SurveyMonkey subscription and data access. We will provide feedback on the survey design pre-launch, and we will incorporate survey results into the summary report for the telephone survey. The City will publish and host the survey on its SurveyMonkey account.

Task 3.5 Community Meetings

Coordinate and facilitate up to three (3) public meetings for the Plan, with logistics support from City staff, and recommend the following sequence of sessions.

Community Visioning Meeting: Host a community meeting to explore the future vision of the parks, recreation and trails system, along with program and facility opportunities. Identify with residents any non-traditional or non-city recreation providers, local associations and other interested parties who might provide critical information to the plan. SvR will lead the visioning exercises.

Community Meeting #2 - Assets & Linkages: Host an open house to offer residents a progress update on the Plan, along with a summary of survey results and ask their help in confirming field observations about park and trail facility needs and opportunities. Residents will be asked to add richness to the inventory data and begin to identify important upgrades, expansions or enhancement projects that could be reflected in the capital facilities plan.

Community Meeting #3 - Draft Plan Presentation: Host a third community meeting to present and review the preliminary draft Plan and seek feedback in specific areas, such as capital project priorities, partnerships and implementation strategies. Solicit input on recommendations for a connected system of parks and trails corridors and linkages with schools, retail areas and neighborhoods.

For each meeting, we will prepare presentation materials specific to the session's format and intent, facilitate group discussions, record public comments and produce meeting summaries for posting to the project website.

Task 3.6. Public Information

Coordinate with the City to prepare and circulate informational materials to inform the public about the planning process, proposed recommendations and research findings. Work with staff to outline and prepare project webpage content for the City's website to promote meetings, allow access to project materials and give transparency to the planning process, as well as include meeting notices, meeting minutes, presentation graphics and draft and final plans. Website content will be updated throughout the duration of the planning process.

Task 3.7. Focus Group Session (*Optional*)

In addition to the stakeholder sessions and broader community survey, we will facilitate and moderate a focus group discussion (8-10 participants) with key groups of constituents as suggested by staff. This technique is superior for gaining an in-depth understanding of how people feel about a particular issue or topic, and it can be used to validate or clarify survey information and explore the current direction of recreation programming. The proposed focus groups will provide greater understanding of residents' priorities for parks and recreation in the City and how they connect these services to community livability. Elway Research will facilitate the focus group. This item is not included in the base fee proposal.

- The focus group could be structured to specifically target youth ages 13-16 or a general sample of adults ages 18 and older
- Quotas will be set for age and gender to reflect the population the City
- 1.5 hour groups led by a professional moderator and held at a neutral, central location

Task 4. Needs Assessment

An assessment of community demand and needs represents the core of the parks system planning process.

Task 4.1. Level of Service Assessments & Benchmarking

Review current standards and classifications, and consider revisions to the City's level of service standards. Utilize survey and national benchmark data and consider benchmarking Kirkland against other comparable cities. Update park system classifications, definitions and service standards based on resident input, staff direction and an estimate of financial implications. Prepare a gap analysis with special attention to the newer annexation areas to identify the demand, assess the capacity of the existing facilities and programs, and determine if there are gaps in service or capacity to meet that demand for recreation programs.

Task 4.2. Community Needs Assessment Summary

Summarize the findings of recreational need and specifically address potential park, trail, program and maintenance improvements to meet the service demands requested by the community and stakeholders.

- Synthesize information from community outreach, program and facility evaluations, inventory analysis and demographics
- Discuss indoor recreation facility needs in consideration of existing recreation programming and facility use arrangements with other agencies
- Identify potential shared uses or multiple uses of public lands for recreation and ways to expand opportunities with the school district
- Analyze and evaluate the existing and potential trail system for connections within Kirkland and to surrounding recreational resources
- Identify areas of recreation service competition or opportunities for partnerships with private or community providers

Task 5. Master Plan Development

Task 5.1. Draft Parks, Recreation & Open Space Plan

The draft Plan will outline a framework for the continued improvement and growth of City recreation facilities, amenities and parkland acquisitions responsive to the specific needs of Kirkland. This framework will help clarify funding, program objectives, development or resource goals. The draft Plan will meet RCO and GMA requirements and include chapters detailing the public process, system inventory, community needs, goals and implementation actions and strategies. In addition, the Plan will incorporate the following:

- Articulate guiding principles, goals and discrete policies for park, open space, trail and recreation service delivery
- Identify potential public funding sources, grants and strategic partnerships with private entities
- Recommend levels of service adjustments; Assess and recommend cost recovery and non-General Fund revenue enhancements for programs, events and facilities
- Identify opportunities for cooperative arrangements with the school district, private development community, businesses and initiatives with nearby municipalities
- Identify opportunities for volunteer activity, neighborhood / citizen participation in the City's recreation offerings and opportunities for regional and interagency cooperation
- (*Optional*) Prepare conceptual graphics or renderings of selected parks, trails or recreational opportunities as a way to enhance project communication in a graphic format and/or to visualize community initiated recommendations for the park system. This subtask item is not included in the base fee proposal.

Provide up to six (6) black and white, bound print copies, along with an electronic PDF version, of the draft Plan for review and comment by staff.

Task 5.2. Capital Improvements Plan

Develop a 6-year Capital Improvements Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Generate initial cost projection for all proposed park and recreation components, renovation and redevelopment, potential land acquisition and potential new development. Prepare a strategy and priorities for phased implementation of proposed recommendations. Capital improvements plan components will be organized based on funding availability, ease of implementation and construction cost.

Task 6. Plan Approval & Final Documentation

Task 6.1. Park Board Review

Conduct two (2) presentations to the Park Board for their review and comment. One session will focus on the draft Plan and highlight the key considerations about services, policies, program strategies and capital priorities. The second session will review Plan edits and seek a recommendation of adoption. Comments and direction from these sessions will be incorporated into the Plan and provided to staff for circulation to City Council.

Task 6.2. City Council Review

To facilitate formal adoption of the Plan, attend up to two (2) work sessions with City Council to present the draft Plan with staff and review the key findings, financing measures and implementation strategies and to receive Council's comments prior to formal approval.

Task 6.3. Plan Revisions & Final Documentation

Incorporate final comments to finalize the Plan. Produce and publish the Plan in color and in booklet format, delivered in electronic format utilizing standard desktop publishing software plus 10 bound, print copies. Prepare the RCO Self-Certification Checklist and circulate adopted materials to RCO. A CD of all planning documents and deliverables will be provided in digital formats at project completion.

Task 6.4. PROS Plan Executive Summary Graphic Document (*Optional*)

Prepare a graphic executive summary that highlights key communication messages and themes from the PROS Plan. A 4-page glossy document will identify the core guiding principles of the plan, the vision for service delivery, key goals and strategies, as well as priority projects and implementation measures. This item is not included in the base fee proposal.

Project Timeline

Our team estimates approximately nine months to complete the project scope outlined above. The following illustrates the major work tasks, key deliverables and anticipated timelines.

Major Tasks & Deliverables

Information Gathering

- 1 Project Initiation Meeting*
- Community Profile; Demographic & Trend Forecast*
- Park and Facility Site Tour*
- Site Assessments & Inventory (SvR)*
- Draft Mapping Products*

Community Engagement Process

- Community Meetings (SvR)*
- Park Board Work Sessions*
- Stakeholder Sessions*
- Community Survey (Elway Research)*
- Public Information Collateral*

Recreational Needs Assessment

- Service Standards Assessment & Benchmarking Analysis*
- Needs Assessment Summary Report*

Preliminary Plan Development

- Draft Parks & Recreation Plan*
- 6-Year Capital Improvements Plan*

Final Plan Development & Approval

- 2 Sessions with Park Board*
- 2 Sessions with the City Council*
- Final PROS Plan & RCO Self-Certification Materials*

Timeline

April - July 2013

- April*
- April - May*
- May*
- May - June*
- May - July*

May - October 2013

- May, July, October*
- May, July*
- May - June*
- May - July*
- On-going*

June - August 2013

- June - July*
- July - August*

August - November 2013

- August - October*
- September - November*

October '13 - January 2014

- October - December*
- December - January*
- January*



CITY OF KIRKLAND
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MEMORANDUM

To: Park Board
From: Michael Cogle, Deputy Director
Date: April 4, 2013
Subject: Totem Lake Park Master Planning Process

RECOMMENDATION:

That the Park Board receive a presentation on the Totem Lake Park master planning process.

BACKGROUND DISCUSSION:

The lead consultants for the park master planning process, Guy Michaelson and Andy Mitton from Berger Partnership, will attend the Board's April meeting to outline the process and approach for developing a master plan for Totem Lake Park.

Attached as background is a copy of the consultant's scope of work.

Attachment

TOTEM LAKE PARK MASTER PLANNING SCOPE OF SERVICES

Task 1: (Phase 1A) Inventory, Site Analysis & Project Scoping

1. This phase of work is assumed to run from approximately March to April 2013.
2. The purpose of this phase is to gather and compile background information that will form the baseline conditions from which the planning effort will proceed. Background information from the City GIS database will be used to form a base map, potentially supplemented with survey information as available from adjacent projects. A wetland reconnaissance will be performed to a level adequate to inform master plan development and assess permit complexities. Findings from meetings with Parks and other appropriate agencies will help build background on potential park needs. The city will provide any available GIS site information. Public outreach during this phase includes meetings with the Parks Board and appropriate city agencies.
3. Analysis includes up to 7 (1-1/2 hour meetings) meetings with adjacent property owners, which may be single owners or groups of owners, as determined by the city.
4. Deliverables in this phase include:
 - **Summary report (opportunities, constraints)**
 - **Site Plan and graphics (Based on GIS info)**
 - **Site Analysis plans**

Task 2: (Phase 1B) Design Program

1. This phase of work is assumed to run from May to June 2013. Note the schedule anticipates a delay during July and the beginning of August. While some meetings and communication will occur during this window, it is not a major design/production period.
2. In this phase, the overall park program will begin to emerge based on the realities of the site (identified in the Inventory & Analysis) and on the desires of the public from input at the first of three public meetings. City Council (and sub- council), Parks Board and the Parks Department will also have an opportunity to provide input. Based on this input, an overall park program will be developed.
3. Potential deliverables in this phase include:
 - **PowerPoint for public workshop**
 - **Report with design program and process**

TOTEM LAKE PARK MASTER PLANNING SCOPE OF SERVICES

Task 3: (Phase 2A) Schematic Design Alternatives

1. This phase of work is estimated to run from August to September 2013.
2. Based on feedback from the first community workshop, Park Board and City Council meetings, alternatives will be prepared. Supporting documents, cost estimates, maintenance data and graphics are prepared and refined throughout this phase, leading to the second round of public workshops, Park Board and City Council meetings. Prior to final tweaks, the design team (and city) will meet with permitting agencies to review the preliminary park program for any "red flags."
3. Potential deliverables in this phase include:
 - **Graphics**
 - **Narrative / visioning images**
 - **Cost Estimate**
 - **Maintenance costs.**

Task 4: (Phase 2B) Final Schematic Design

1. This phase of work is estimated to run from October through Mid-December 2013.
2. The preferred master plan will begin to take shape in preparation for the third and final public workshop. Upon completion of this phase, the final master plan package is developed to include summary of the process, Probable Costs of Construction, final narrative and drawings for adoption by City Council (with a draft non-project SEPA).
3. Potential deliverables in this phase include:
 - **Prepare draft Schematic Design Plan (CE and operations)**
 - **Prepare draft implementation plans and permit strategy**
 - **Refine / compile final draft materials (CE, Maint, Graphics, Reports)**
 - **Revise and prepare draft non-project SEPA checklist**
 - **Develop permit matrix**



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MEMORANDUM

To: Park Board

From: Michael Cogle, Deputy Director

Date: April 4, 2013

Subject: Edith Moulton Park Master Planning Consultant Selection

RECOMMENDATION:

That the Park Board select a representative to participate in the consultant selection process for developing a master plan for Edith Moulton Park.

BACKGROUND DISCUSSION:

Staff will soon be soliciting proposals from consultant teams to assist with the Edith Moulton Park master planning process. Interviews will be scheduled for mid-May during the day, and it is requested that a Board member be included on the interview/selection panel.