



KIRKLAND PARK BOARD

Date: April 13, 2011

Time: 7:00 p.m.

Place: Council Chambers, City Hall

The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL** *5 minutes*
Introduction of new member: Amy Johnson
3. **APPROVAL OF MINUTES** *5 minutes*
March Park Board Meeting Minutes
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**
No items
6. **PRESENTATIONS**
City Manager Kurt Triplett discussion of Eastside Rail Corridor *30 minutes*
7. **COMMUNICATIONS** *15 minutes*
 - a. Correspondence
 - b. Staff Reports
 - April update
 - Recreation update: Youth Basketball Program
 - c. Committee Reports
 - d. Comments from the Chair
 - Update on Totem Lake Action Plan
8. **UNFINISHED BUSINESS**
 - a. **Annexation Update** *10 minutes*
 - Topic: Discuss Park Board participation in Annexation celebration events
 - Action: Discussion only
9. **NEW BUSINESS**
 - a. **Central Houghton Neighborhood Plan Update** *10 minutes*
 - Topic: Discuss park-related elements of Central Houghton Neighborhood Plan
 - Action: Develop recommendation

PARK BOARD MINUTES – March 9, 2011

1. CALL TO ORDER

The March 9, 2011 Park Board regular meeting was called to order at 6:59 p.m. by Chair Robert Kamuda.

2. ROLL CALL

Members present: Chair Robert Kamuda, Vice Chair Sue Keller, Sue Contreras, Jennifer Davies, Shawn Fenn, Shelley Kloba and Maggie Lehr.

Ted Marx, Barbara Ramey and John Smiley were excused.

Staff present: Michael Cogle, Linda Murphy, Jennifer Schroder and Regula Schubiger.

3. APPROVAL OF MINUTES

Ms. Keller moved to approve the February minutes as presented. Ms. Kloba seconded. Motion carried (7-0).

4. ITEMS FROM THE AUDIENCE

No items.

5. REVIEW OF ACTION ITEMS

No items.

6. PRESENTATIONS

Neighborhood Resource Officer Jon Ishmael, Police Department, presented the Board with crime statistics in Kirkland parks and answered related questions.

7. COMMUNICATIONS

a. Correspondence

No items.

b. Staff Reports

Ms. Schroder shared an update on state legislative activity affecting parks, reported on Little League Parade, Mr. Cogle's appointment to Interim Deputy Director, a new dog training program at Peter Kirk Community Center, library poster boards, community volunteers, and the updated solid waste collection contract which will include curbside garbage pickup at neighborhood parks.

Ms. Murphy answered a question related to the new counselors-in-training program at North Kirkland Community Center.

c. Committee Reports

Ms. Kloba shared information related to the legislation on the change in use of Real Estate Excise Tax (REET) funds.

Mr. Fenn reported on visiting every Kirkland park on Presidents' Day.

Ms. Davies discussed Seattle Parks' issue of land acquisition.

Ms. Contreras reported on the Cultural Council's CACHET (Collaboration of Arts, Culture, Heritage, Education, and Theatre) Awards event, the Parking Advisory Board meeting and the South Rose Hill/Bridle Trails meeting.

Ms. Lehr participated in a reading event at Lakeview Elementary.

d. Comments from the Chair

Mr. Kamuda presented Ms. Lehr with a Certificate of Appreciation, and also commented on the Eastside Rail Corridor, the Totem Lake Action Plan, the Houghton Community Council meeting regarding the Lakeview Neighborhood Plan update, and the Transit Center grand opening.

8. UNFINISHED BUSINESS

a. Totem Lake Action Plan

Mr. Cogle presented a draft recommendation for park-related implementation strategies for the Totem Lake Action Plan and answered questions.

Mr. Fenn moved to approve the draft recommendation as presented. Ms. Davies seconded. Motion carried (7-0)

b. Juanita Beach Concessions

Mr. Schroder shared the results of the Request for Proposals (RFP) soliciting interest in operating concessions at Juanita Beach Park.

9. NEW BUSINESS

a. Tobacco-Free Parks Plan

Ms. Schubiger, Youth Services Coordinator, presented the Board with information on a draft Tobacco-Free Parks policy which will be placed before the King County Park Director Network for discussion this spring.

b. Parks Capital Improvement Program (CIP) Fund Repurposing

Mr. Cogle presented information regarding potential repurposing of the current Parks CIP and answered related questions.

Ms. Lehr moved to accept proposal as presented. Ms. Keller seconded. Motion carried (7-0).

c. Annexation Update

Ms. Murphy invited the Board to participate in the City's Annexation celebrations on June 1st and 3rd. Options for Board members to participate in the events will be presented at a later meeting.

10. MEETING EVALUATION

"Productive"

"Tough decisions"

11. ADJOURNMENT

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

Meeting adjourned at 9:29 p.m.

Jennifer Schroder
Parks and Community Services

Robert Kamuda Chair
Park Board


CITY OF KIRKLAND

Department of Parks & Community Services

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To: Park Board
From: Jennifer Schroder, Director
Date: April 7, 2011
Subject: April Staff Report

COMMUNITY SERVICES DIVISION
Park Planning & Development

- Juanita Beach: Unusually wet weather continues to hamper progress. It is possible that completion of some park improvements will not occur until June.
- Totem Lake: Staff recently met with representatives of King Conservation District about the property. We will be attending the May meeting of their Board of Supervisors to discuss the City's activities related to the City Council's Totem Lake Action Plan.
- North Juanita Open Space: Staff attended a meeting of the Garden Gate Homeowner's Association to discuss improvements to this property adjacent to their subdivision. The residents remain very interested in expediting improvements to the open space.

Business Services

- We're excited to introduce two new interns that have stepped up to offer a portion of their free time to the City. Danielle Mueller-Durham and Cynthia McVarish will be working on the Friday Juanita Market and Go Dog, Go! this summer. Our interns assist staff by collecting information for the upcoming events as well as assisting in the coordination of projects to enhance the market.
- April Special Events:
 - Sunday, April 10th: Have ye ever wanted to be a pirate? Your days of wondering are over. Captain Jack is here, and he's running in his 8k race to help raise money to pillage and destroy Lymphoma and Leukemia. The race sets sail on Sunday, April 10th at 8:30 am, would-be corsairs should make sure to show up well beforehand for time to be entered into the ship's logs and to consort with their fellow conscripts.
 - Sunday, April 24th: Sponsored by Kirkland Kiwanis. Join in the fun at Kirkland's 36th Annual Easter Egg Hunt at Peter Kirk Park. This free and family-friendly event features three age categories and lots of chocolate. The event begins at 1:30 pm.

RECREATION DIVISION
Recreation

- The spring/summer brochure has arrived. Registration is in full swing for spring and summer programs. As of April 4th we have processed 3,545 registrations and have received \$259,432 in program revenue.
- Registration is modestly lower than the same timeline for 2010: down 9% in both registration and revenues in recreation programs. Staff will be looking for additional marketing opportunities and anticipates an increase in summer planning and registration as the weather gets warmer.
- Spring and summer registration shows good use of our 24/7 online registration services. 64% of total transactions were processed online.

- Below is a snapshot of the first quarter's revenue comparison:

	JAN	FEB	MAR	YTD
2010	\$57,789	\$32,799	\$287,680	\$378,267
2011	\$52,919	\$25,892	\$267,949	\$346,730
variance	(\$4,870)	(\$6,907)	(\$19,731)	(\$31,537)

North Kirkland Community Center

- NKCC has been experiencing a high number of rentals; every weekend is booked through May with children's birthday parties, receptions, and gatherings.
- Staff was pleased for the added police presence as they welcomed Kirkland's finest to the facility for their 20 hours of tactical training over four days.
- Children's dance programs have started this week with full classes and waiting lists.
- New dance programs have been well received, Jr. Hip Hop for ages 6-8 filled to capacity.
- Mom and Me Tap and Ballet classes offer parents the chance to learn side-by-side with their child.
- The community has new choices in fitness classes: Kid Yogarobics, Thursday afternoons for ages 5-8; for adults a trip back to the 60's with Hula Hoop dance classes on Monday evenings.
- After an exhaustive interview process, and careful consideration, the Peter Kirk and Jr. Day Camp staff have been hired! We're excited to welcome a team whose knowledge, experience, enthusiasm and creativity will ensure a successful and joy-filled summer for campers, parents and the Parks Department alike!

Youth Basketball/Aquatics

- 2011 Youth Basketball Season is now over. This season was successful due to the 400 youth, grades 3-6, that participated in the program and over 80 volunteer coaches who provided over 1,200 hours to the program.
- After gathering information through parent survey of the Youth Basketball Program, 99% of parents say the program was good or excellent and 99.9% of parents say they would recommend this program to a friend! This feedback as well as other information gathered about the program will assist in continuing to develop and improve the Youth Basketball Program for the future.
- The hiring process has started for the 2011 Aquatics Seasonal Staff. 60 aquatics seasonal staff will be hired to staff the Peter Kirk Pool, Houghton Beach, Waverly Beach, and to teach Learn-to-Swim lessons.
- The Peter Kirk Pool will open June 6th with a variety of programs such as Learn-to-Swim swimming lessons and lap swim as well as the addition of family swim and Deep Water Aerobics on Tuesday and Thursday evenings.
- Registration for spring and summer programs is underway and going well. Currently 927 participants are registered in Peter Kirk Learn-to-Swim Swimming Lessons and 108 returning participants are registered in ORCA Swim Team, contributing to a total of \$77,657 in revenue in the first two weeks of registration.

Sports and Fitness

- The winter season has ended and spring has begun! We are currently taking registration for our dodgeball and volleyball programs. Registration has been steady for volleyball and dodgeball boasting 37 teams, approximately the same number of teams as last spring. The dodgeball league is holding steady with six teams registered, although we are expecting a few more before the start date.
- The Pee Wee soccer program, which was started last fall, is accepting registration for the new spring session which starts on April 30th. It is currently 70% full with 94 children enrolled. This is great news since we only opened registration last week. We are looking forward to having the local kids learn about the sport of soccer as well as learn about good sportsmanship.
- Unfortunately, our softball league signups have continued to decline. With only one and a half weeks until the season is slated to start, we only have 11 teams registered out of a possible 24. We will make a decision by next week whether we have enough teams, in each respective division, to hold a league.
- This spring season we have made an extra effort to market our sports and fitness programs to the community by displaying banners around town, interacting face-to-face with business owners to assist in

our promotional efforts, posting flyers/posters around the community, sending out press releases to local news outlets as well as utilizing our listserv and email mailing lists. We hope the extra effort will attract the community to our plethora of fitness offerings.

- The Move It! program finished out the winter season strong and currently has 70 people registered for the spring session that begins next week. We expect the number to increase dramatically since typically participants wait until the start week to register. We will also be re-evaluating the class and instructor lineups to see if any additions or improvements can be made for the fall 2011 and winter 2012 sessions.

Peter Kirk Community Center

- The staff is excited to welcome Kelsey Hayes, Recreation Coordinator to PKCC. Kelsey was previously located at NKCC, but will now be closer to the pool, as she oversees the Aquatics program, and provides additional staff coverage at PKCC.
- On March 28th the staff and participants celebrated Millie Goetschius' 100th Birthday. Millie is an inspiration to us all. She and her husband are still living independently and come to PKCC at least three times a week to participate in exercise classes and eat lunch.
- The staff had a special request from some of their participants to have a Bunco tournament. We had our first one in March and it was very successful. People loved playing this socially-interactive game and have asked us to continue offering this as a special event throughout the year.
- The daytime yoga classes at PKCC are extremely popular and continue to fill up with waiting lists. We have added additional classes to try to accommodate everyone.

PARK MAINTENANCE DIVISION

Notes from the field

- The weather continues to be the story. If this is not the wettest spring in history, I think our staff would agree that it feels like it has been. The weather has continued to make the installation of the new playground in Peter Kirk Park challenging. Nevertheless, work continues and progress is being made. Once the Peter Kirk playground is completed, crews will move on to the installation of the new playground at Houghton Beach.
- On the positive side, heavy rains have allowed staff time to pressure wash the majority of our tennis courts, making them ready for spring play.
- Our waterfront restrooms were opened on March 7th. Staff is currently operating on their summer schedule providing park maintenance services seven days a week, 6:30am – 11:30pm.
- Heritage Park's pair of Bald eagles have been a fun and interesting topic for staff, park patrons and neighbors. This nesting season they decided to build a new nest right along the western edge of the park for all to see. Fetching supplies of sticks and grass in the park to build their nest has generated cool reports of close encounters and neat experiences for all.

Athletic Fields

- Baseball and softball seasons are in full swing. Rain-outs have been common, but staff has worked hard to get as many games in as possible.
- Both Kirkland American and Kirkland National Little Leagues have scheduled games at Lee Johnson field this spring. For many of the kids it's the first opportunity they've had to play "under the lights."

Volunteers

- Another big thank you to volunteers from The Heathman Hotel. The work they have provided at Heritage Park and to the Centennial Garden at Heritage Hall has been invaluable.
- Thank you to all of the volunteers that participated in the March 12th Kirkland American Little League volunteer day. Work was performed at both Everest and Crestwood parks.

Pea Patch/Community Garden Program

- Gardeners are beginning to prepare their plots for the upcoming season. We have received compliments on the condition of our Pea Patches. Thank you, Groundsperson Oscar Chaves, for your work in getting our three Pea Patches ready for the upcoming gardening season.

GREEN KIRKLAND PARTNERSHIP

- This report describes Green Kirkland restoration work conducted by volunteers in January and February.
- Our kick-off event this year was the January 17th Martin Luther King Day of Service event at Cotton Hill Park. Volunteer Steward Karen Story and two 6-member groups of UW Restoration Ecology Network students hosted a total of 71 volunteers at a successful day of invasive plant removal. The UW REN students are working for three college quarters to conduct restoration activities at the park. Steward Karen and Highlands neighborhood volunteers are helping the students with restoration activities. In addition to the MLK Day of Service event, a work party was held February 6th to mulch the area cleared on January 17th. A large quantity of arborist woodchip mulch was provided by Parks Maintenance.
- Cold weather did not deter a class from Eastside Prep School who worked with volunteer Steward Lisa McConnell at Carillon Woods January 28th.
- Groups of UW Bothell students have continued to work at Juanita Bay Park this year. Volunteer Steward Nona Ganz hosted student groups on January 29th, February 12th and February 26th.
- Regular Thursday afternoon work parties at Juanita Bay Park continue to be held by Steward Nona Ganz and her group of ongoing volunteers.
- The following table summarizes Green Kirkland events and activities for January and February. The table includes hours for a variety of individual and group ongoing volunteers who serve in addition to publicized restoration events. They include field volunteers and administrative volunteers.

Volunteers

Date	Park/Work	Group Name	Youth	Adult	Total	Hours	Dollar Equivalent ¹
1/17	Cotton Hill Park	United Way and City of Kirkland MLK Day of Service	38	33	71	275.5	\$5,956.31
1/28	Carillon Woods	Eastside Preparatory School with Green Kirkland Steward	21	4	25	100	2,162.00
1/29	Juanita Bay Park	UW Bothell with Green Kirkland Steward	0	5	5	15.5	335.11
2/6	Cotton Hill Park	Highlands Neighborhood with UW REN	4	18	22	54	1,167.48
2/12	Juanita Bay Park	UW Bothell with Green Kirkland Steward	0	6	6	18.25	394.56
2/26	Juanita Bay Park	UW Bothell with Green Kirkland Steward	0	7	7	14	302.68
Ongoing	Administration January			16	16	219.6	4,747.75
Ongoing	Administration February			15	15	188.2	4,068.88
Ongoing	Field Work January			7	7	21.5	464.83
Ongoing	Field Work February			11	11	46	994.52
						952.55	\$20,594.12

¹ Dollar Equivalent = Hours x 21.62

- Upcoming events for volunteers from the general public:
 - Saturday, April 9th at Kiwanis Park, 9:00 am to noon. Contact volunteer Steward Carol Lee Power, 425-828-4220, carolleepower@yahoo.com
 - Saturday, April 23rd, Earth Day at Juanita Bay Park, 9:00 am to noon. Sign up at www.earthcorps.org. Contact Chris LaPointe chris@earthcorps.org
 - Saturday, May 14th at Carillon Woods, 9:00 am to noon. At noon: butterfly garden ceremony. Sign up online at www.earthcorps.org. Contact Chris LaPointe, chris@earthcorps.org
 - Sunday, May 15th at Juanita Bay Park, 10:00 am to 1:00 pm. Contact volunteer Steward Nona Ganz, 425-822-1618, nonaganz@frontier.com
 - Saturday, May 21th at Kiwanis Park, 9:00 am to noon. Contact volunteer Steward Carol Lee Power, 425-828-4220, carolleepower@yahoo.com
 - Saturday, May 28th at Juanita Bay Park, 9:00 am to noon. Contact Native Plant Stewards, JBRollers@gmail.com



CITY OF KIRKLAND
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MEMORANDUM

To: Park Board

From: Linda Murphy, Recreation Manager

Date: April 7, 2011

Subject: Annexation Celebration

RECOMMENDATION:

That the Park Board reviews the Annexation Celebration schedule below and discusses the Board's participation. Areas highlighted are opportunities for Board involvement.

If discussion merits, assign Board members to events.

BACKGROUND DISCUSSION:

At your March meeting staff shared with the Board a draft of the upcoming Annexation Celebration events. The events are finalized and staff is looking for direction from the Board on what materials to prepare and how the members wish to be involved.

- **Wednesday, June 1, Open House**
Kirkland City Hall, 4-7 pm
 - Welcome by City and other officials, 5:30 pm
 - Light refreshments, 6 pm
 - Meet staff, **advisory board volunteers**, and neighborhood association members, 3-7 pm
 - Visit information booths to learn about city and other services, 3-7 pm

- **Thursday, June 2, Business Breakfast**
 - **Caribbean Casino, 7:30-9:30 am**
 - Keynote Speaker: Capt. Mike Ursino, Kirkland Police Department

- **Friday, June 3, Community Celebration**
Juanita Beach Park, 3 pm
 - Welcome by City and other officials, 6 pm
 - Enjoy a free dessert, 6:30 pm
 - Musical performances by Kamiakin Jr. High School Jazz Ensemble, Juanita High School Pep Band, 7-7:30 pm, Bluegrass Music by Back Burner, 8 pm (TBD)
 - City information booth, 3-7 pm
 - Police and Fire Department vehicle displays
 - **If Park Board wishes we can also have a booth.**
 - *Juanita Friday Market, 3-7 p.m.*
 - *Outdoor Movie in the Park, Dusk (provided by Carillon Properties) Free!*



CITY OF KIRKLAND
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MEMORANDUM

Date: April 6, 2011

To: Kirkland Park Board

From: Angela Ruggeri, AICP, Senior Planner
Eric Shields, AICP, Planning Director

Subject: **CENTRAL HOUGHTON NEIGHBORHOOD PLAN – OPEN SPACE AND PARKS SECTION – FILE #ZON09-00016**

RECOMMENDATION:

Review draft Open Space and Parks Section of the Central Houghton Neighborhood Plan and provide direction to staff on any edits or changes to the document.

BACKGROUND:

The Central Houghton Advisory Group and the Houghton Community Council have given staff direction on what to include in the Open Space and Parks Section of the Central Houghton Neighborhood Plan. This draft version of the Plan is being presented to the Parks Board for review prior to being taken to the Planning Commission and the City Council.

The Plan includes a description of the Central Houghton Neighborhood parks and a goal and policy relating to the provision of adequate park facilities in the neighborhood (see Attachment 1). Photos of some or all of the parks will be added to the final version and included in the Comprehensive Plan.

Att.

1. Open Space and Parks

There are three publicly owned parks and two public school-based recreation sites within the Central Houghton Neighborhood. The neighborhood has been fortunate to have a high degree of community involvement in the development and maintenance of its park facilities.

Watershed Park is an undeveloped 73-acre park which takes up a large amount of the southeastern portion of the neighborhood. It is heavily wooded with varying terrain including steep slopes, and features a series of soft-surface walking trails. The Green Kirkland Partnership, an alliance between the City of Kirkland, nonprofit partners and the community, has identified this property as a high priority for removal of invasive plants and for revegetation activities for their urban reforestation program.

Any future development of the park should be undertaken following a community-based master planning process. Considerations for a park master plan should include protection and enhancement of natural resources and minimizing potential impacts to surrounding residential areas.

Phyllis A. Needy Houghton Neighborhood Park is a 0.50 acre neighborhood park adjacent to 108th Avenue N.E. It includes a small playground, a basketball hoop, and picnicking tables. A restroom is also available on the fenced site. No further development of this park is anticipated.

Carillon Woods is an 8.7 acre neighborhood park that features trails, interpretive signage, native plantings, and a children's playground. Approximately 2 acres of the property are fenced off to protect several deactivated artesian wells, steep slopes, wetlands, and emerging springs which serve as the headwaters for Carillon Creek. As with Watershed Park, reforestation efforts through the Green Kirkland Partnership are a high priority for this property. Although no further development is anticipated in this park, the removal of existing wells, pumping systems, and other facilities related to former use of the site by a local water district should occur in the future.

The Carillon Woods area was historically the source of the water supply for Yarrow Bay and was designated Water District #1. It was later purchased from the Water District by the City through a park bond and its creation and use were determined through several public workshops. It contains a unique balance of developed and natural areas, since the northeast corner includes a playground and public art, while the rest of the park is being actively restored to its native condition.

B.E.S.T. High School is on a 10 acre site and is part of the Lake Washington School District (LWSD). The City has constructed and maintains a multi-purpose playfield at B.E.S.T. High School through an interlocal agreement with the LWSD. The playfield is available for both organized and informal sports activities such as baseball/softball, soccer, and football. A small gymnasium at the school is also available on a limited basis for community recreation programming, with scheduling and use dictated by LWSD.

International Community School (ICS) is located at the north end of the neighborhood. This approximately 11- acre school site provides a playfield for youth sports, as well as space for informal recreation activities for nearby residents. Additionally, the site provides children's

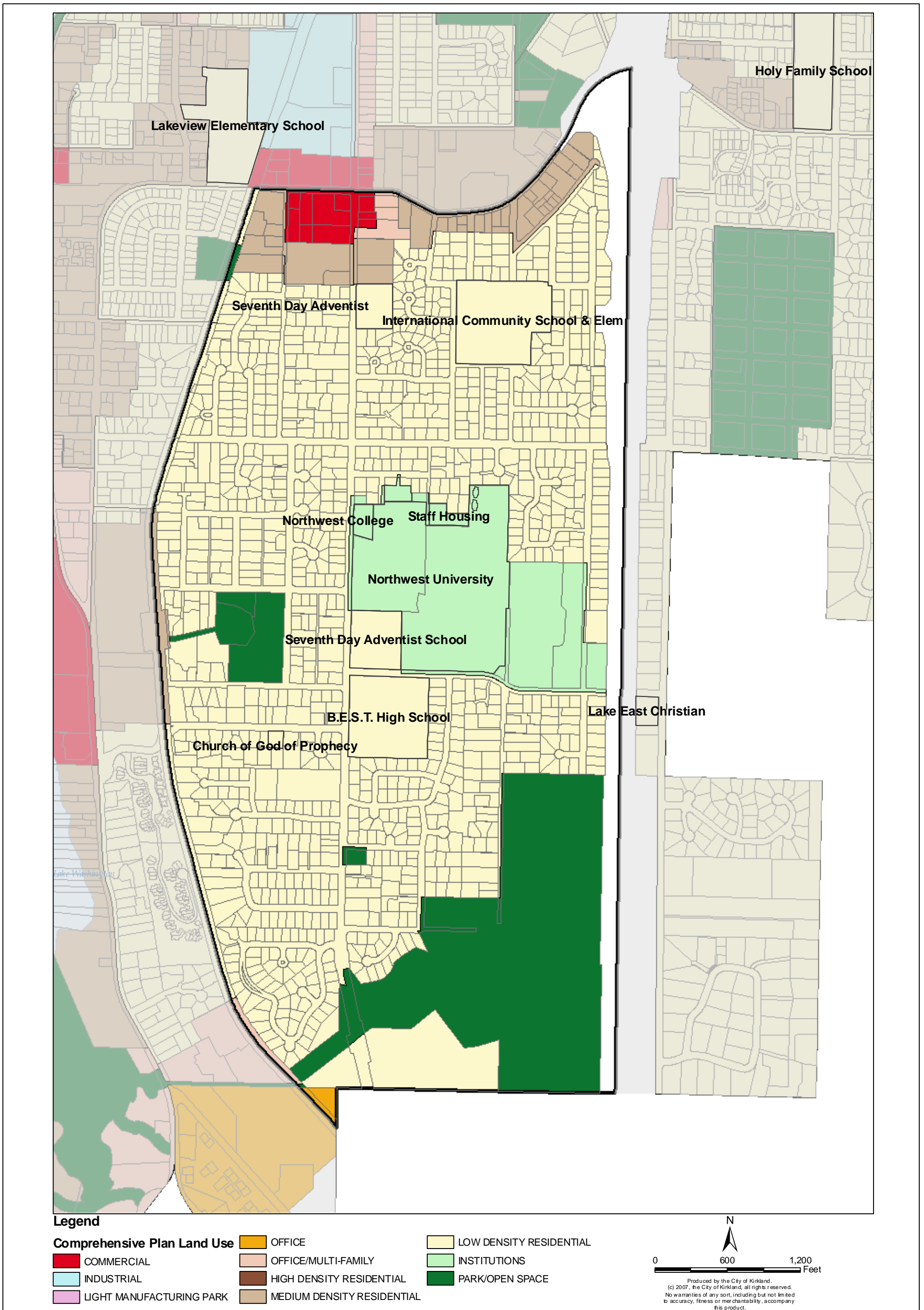
playground equipment, an outdoor sport court, and indoor recreation space on a limited basis. All facilities on the property are maintained by LWSD.

Goal CH-10: *Ensure adequate park and recreation facilities in the Central Houghton Neighborhood.*

The City has a level of service (LOS) goal of locating a neighborhood park within a quarter-mile radius of each household in Kirkland. This desired LOS standard is being met for the Central Houghton Neighborhood. LOS within the neighborhood is also enhanced by the proximity of parks just outside the defined neighborhood boundaries, including Terrace Park, Houghton Beach Park, Marsh Park, and Everest Park.

Policy CH-10.1: *Pursue acquisition of property in Central Houghton for recreation purposes wherever possible.*

The City should seek opportunities to acquire land to expand parks as properties adjacent to existing parks become available. It is also important to provide and maintain a diversity of park recreation opportunities for the neighborhood. In addition, unopened street ends should be developed and expanded into park and open space areas for public enjoyment where feasible.



Central Houghton Land Use



CITY OF KIRKLAND

Department of Parks & Community Services

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MEMORANDUM

To: Park Board

From: Jennifer Schroder, Director
Michael Cogle, Interim Deputy Director

Date: April 7, 2011

Subject: PLANNING PROCESS FOR CONSIDERING FUTURE PARK FUNDING BALLOT MEASURE

RECOMMENDATION

That the Park Board review and comment upon strategic issues and potential next steps related to preparing for a possible future park funding ballot measure.

BACKGROUND

The Park Board established as part of your adopted 2011 Work Program the following objective:

*Objective 3.2: Planning for possible future park bond and maintenance levy
Subject to Council direction, continue to explore strategic issues related to the planning and timing of a possible park bond and maintenance levy. Make recommendations to City Council as requested.*

In addition the City Council in February, via Resolution R-4864, established the adopted 2011 City Work Program. One of 12 Work Program initiatives emphasizes:

9. Exploring new revenue options authorized by the State Legislature or requiring voter approval.

To begin the Board's discussions on this topic over the coming months, we have identified some initial key strategic issues and potential next steps for the Board's consideration.

- **Establishing Needs and Priorities: Annexation and Update to PROS Plan**

While our City's current Comprehensive Park, Recreation, and Open Space (PROS) Plan was updated in August of 2010, it did not specifically address the needs or establish the priorities for the neighborhoods in the pending annexation area, which will represent approximately 40% of our overall community.

Funding has been provided in the City's 2012 budget to update the PROS Plan and incorporate the needs and priorities of the annexation area into the City's long-range plans. The PROS Plan update will also allow us to review and revise as necessary our established Level of Service (LOS) for parks and for indoor recreation space. The goal would be to complete the PROS Plan update process within 12 months.

Next Steps:

November 2011 – Request Proposals from Planning Consultants

December 2011 – Select Consultant and Finalize Contract

January 2012 – Initiate PROS Plan Update (Inventory and Data Analysis, Mapping, Public Workshops, Surveys, etc.)

- **Establishing Needs and Priorities: Update to CIP**

The City's six-year Capital Improvement Program (CIP) is updated every other year, with the next update process scheduled to begin in the spring of 2012. The process to update the CIP will involve forecasting anticipated revenue sources such as Real Estate Excise Tax (REET), park impact fees placed on new development, and outside funding sources such as those from government grants and King County levies. It will determine which projects can be funded from existing revenue sources and establish a list of projects which cannot be funded during the six-year cycle (the Unfunded Project List).

Next Steps:

Spring 2012 – Review revenue forecast and develop proposed 2013 – 2018 CIP

Fall 2012 – CIP considered by City Council

December 2012 – CIP adopted by City Council as part of City budget process

- **Understanding Funding Options for Voter-approved Ballot Measures**

Traditionally Kirkland park ballot measures have been for **bonds**. In 2002 voters also approved a park **levy**. While not specifically a park ballot measure, the 2009 general election included a measure to increase the **tax rate on private utilities**. As you know, this ballot measure was not approved by voters.

Each of the various funding options for ballot measures has advantages and disadvantages. Understanding these options can help shape both the content and timing of a future ballot measure.

Next Steps:

May/June 2011 – Invite City Finance Department to Board meeting to discuss funding options.

- **Other Contributing Factors – Finn Hill Park District**

Citizens in the Fill Hill area have established a separate taxation district within their defined geographic area in order to secure funding for maintaining and operating O.O. Denny Park, which is owned by the City of Seattle. Approximately 15,000 residents live within the Finn Hill Park and Recreation District's borders. Their most recent six-year operating levy was approved by voters in 2008 and will expire in 2014.

Now that the Park District's constituents are City residents (as of June 1), a discussion is warranted to determine the future of the Park District and how O.O. Denny Park should be operated in the future.

Next Steps:

Summer/Fall 2011– Schedule joint meeting with Park District Commissioners.

• **Potential Ballot Measure Timelines and Process**

The scheduling requirements to prepare and present a park ballot measure to voters can vary considerably based on a number of factors. The timeline and process for the successful 2002 Kirkland Park Bond and Levy is shown below as an example:

<u>DATE</u>	<u>ACTION</u>
1997	Park Board recommended that Council consider Park Bond; Council declined
1999	Park Board recommended that Council consider Park Bond; Council declined
2000	Community process to update City PROS Plan (Parks, Recreation, and Open Space Plan)
January 2001	PROS Plan adopted by City Council
March 2001	City Council approved recommendation to establish Park Bond Citizen Exploratory Committee to consider a 2002 ballot measure
April 2001	First meeting of Council-appointed Park Bond Citizen Exploratory Committee
July 2001	Committee prioritized list of possible projects and reduced to several semi-finalists
Aug '01 - Feb '02	Six months to develop additional project designs, cost estimates, secure property purchase options, etc.
February 2002	Hired Trust for Public Land (TPL) for strategic planning
February - April 2002	Public opinion polling and Council Study Sessions
April 2002	Developed final draft funding package - Additional public opinion polling
May/June 2002	Final Council deliberations – Council vote to go forward
July 2002	Adopted Ordinance to place bond and levy on ballot
July - November 2002	Community debate and campaigning
November 2002	General Election

Based on these typical tasks, we have created some sample timing scenarios for the years 2012 – 2014 for information purposes only. Please see the attached chart. **Staff is not recommending a specific timeline or election cycle at this time.**

Attachment

Potential Future Park Capital Funding Ballot Measure Timing Scenarios
(Using tasks/timeline of successful 2002 Park Bond and Levy as model)

Task	November 2012 Ballot Measure	November 2013 Ballot Measure	November 2014 Ballot Measure
	Complete by:	Complete by:	Complete by:
Council Authorizes Project Start	February 2011	February 2012	February 2013
Form Citizen Exploratory Committee	April 2011	April 2012	April 2013
Develop Preliminary Potential Project List	June 2011	June 2012	June 2013
Project Planning and Cost Estimating ⁽¹⁾	November 2011	November 2012	November 2013
Finalize Potential Project Package Scenarios	January 2012	January 2013	January 2014
Surveys and polling ⁽²⁾	February 2012	February 2013	February 2014
Final Draft Funding Package	April 2012	April 2013	April 2014
Possible additional survey and polling ⁽²⁾	April 2012	April 2013	April 2014
Council Decision to Place Measure on Ballot	May 2012	May 2013	May 2014
Council Passes Formal Ballot Ordinance ⁽³⁾	June 2012	June 2013	June 2014
General Election	November 2012	November 2013	November 2014

(1) Timelines for project planning and cost estimating may vary based on the type and number of potential projects requiring additional planning, design, and cost estimating. This task may require funding for design, engineering, land appraisals, and other related consulting services.

(2) This task may require funding for costs related to opinion surveys and/or polling services.

(3) This task will require funding to place measure on County election ballot.



CITY OF KIRKLAND
 Department of Parks & Community Services
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MEMORANDUM

To: Park Board

From: Mike Metteer, Business Services Manager

Date: March 31, 2011

Subject: Concessions in Parks

RECOMMENDATION:

That the Park Board receives an update on the results of the recent Request for Proposals (RFP) for concessions operators in Kirkland Parks. Staff will be available to answer questions.

BACKGROUND:

Concessions in Kirkland Parks add convenience and service for park users while generating additional revenue for parks, programs and facilities. Over the last few years staff has received a lot of positive responses to park concessions which includes sales of food and beverages as well as provision of recreational activities such as boat rentals and fitness "boot camps."

Each year a RFP is posted to recruit vendors for park concessions. Staff evaluates all proposals on several factors when making the decision to allow concessions. These include, but are not limited to measuring the impact on both park users and park neighbors, and analyzing the cost to the City in grounds maintenance and staff time.

PROPOSED VENDORS AND LOCATIONS:

Juanita Beach

- The Box on Wheels, doing business as "The Box," plans to provide a fine dining experience at a cost comparable to the more pedestrian fare normally served from a lunch truck. The seasonal menu is an eclectic mix of Asian and European influenced dishes served in single serving lunch sized portions. The Box is proposing to cook from their lunch truck and sell from the existing concessions stand.
- Hobie Cats Northwest is currently in the process of expanding their business back to the eastside of Lake Washington. Their intent is to provide rentals of Hobie Peddle and Paddle Kayaks, Stand Up Paddle Boards, and Wave Catamarans sailboats.

Waverly Beach

- Oak Hills Farms plans to improve on what they established last year, with hopes of better weather. Oak Hills sells Hawaiian-style shaved ice and hot dogs.
- Triathlon training will be available on Thursday evenings with Raise the Bar (RTB). Sessions will begin June 30th and include an open water swim around a buoy course set by RTB staff and guided by a coach in a kayak. Most sessions will also include a coached run workout in and around the venue. Bike training could also be included but will require further investigation of venue options by RTB staff.

Marina Park

- The call of "HOT DOG" has become a familiar part of the experience at Marina Park. Top Dog Vending is returning to the park beginning in April.
- Underwood Paddle Surfers: Stand Up Paddle (SUP) boarding is the fastest growing water sport in the world. It combines aspects of surfing with kayaking or other paddle sports, and is accessible to almost everyone. The only qualification is the ability to stand up on land! It combines the perfect combination of a modest balance challenge with the joyous sensation of gliding across the water. As the equipment can be costly to purchase, many people consider renting equipment a desirable option in order to experience this exciting sport for the first time.
- We are now in discussions with the Electric Boat Company to provide electric-powered boats to transport visitors from The Woodmark Hotel (at Carillon Point) to downtown Kirkland. Boats are 21' long and seat a maximum of 10 adults comfortably.

Houghton Beach

- Kayaks, food and ambiance have been the banner of Agua Verde's vision from the beginning. Agua Verde Café and Agua Verde Paddle Club operate as two separate businesses under one roof. Their plan is to continue with the Café providing the quality food and the Paddle Club providing paddle board rentals at Houghton Beach Park.

Peter Kirk Pool

- Summer Crush has been making Hawaiian Shaved Ice and other drinks available for the past four years. This continues to be a pool favorite for everyone.

Everest & Lee Johnson Fields

- Staff is finalizing concessions agreements between both Kirkland American Little League and Kirkland Baseball Commission. Revenues generated from these agreements will be used to offset costs for utilities needed to operate concessions stands as well as field costs

Staff also works with concessionaires at special events such as Celebrate Kirkland and Go Dog, Go.

ESTIMATED REVENUE:

Staff estimates 2011 revenue of \$21,500 to be generated by allowing concessions in Kirkland Parks.