



# KIRKLAND PARK BOARD

Date: December 12, 2012

Time: 7:00 p.m.

Place: Council Chambers, City Hall

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

## AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL** *5 minutes*
3. **APPROVAL OF MINUTES** *5 minutes*  
November Park Board Meeting Minutes
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS** *15 minutes*
  - a. Legislative Agenda
  - b. Appointment of Board Members to Committees
6. **PRESENTATIONS**  
No items
7. **COMMUNICATIONS** *15 minutes*
  - a. Correspondence
    - i. Hamilton Square Homeowners' Association
  - b. Staff Reports
    - i. December update
  - c. Committee Reports
  - d. Comments from the Chair
8. **UNFINISHED BUSINESS**
  - a. Totem Lake Park Master Plan *10 minutes*  
Topic: Update on Request for Qualifications process  
Action: Select Board representative for consultant interviews
9. **NEW BUSINESS**
  - a. Facility Use Agreement *10 minutes*  
Topic: Report on Lake Washington School District facility use agreement  
Action: Discussion only
  - b. 2013-2014 Work Plan/Park Levy Implementation *30 minutes*  
Topic: Presentation of draft work plan and levy implementation schedule  
Action: Discussion only

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- c. Chair/Vice Chair Election *10 minutes*  
Topic: Election of positions of Chair/Vice Chair  
Action: Elect Chair/Vice Chair

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

**11. ADJOURNMENT** *Estimated meeting completion: 8:50 p.m.*  
Next meeting: January 9, 2013, Council Chambers, City Hall

# **PARK BOARD MINUTES – November 14, 2012**

## **1. CALL TO ORDER**

The November Park Board regular meeting was called to order at 7:01 p.m. by Chair Sue Keller.

## **2. ROLL CALL**

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

Ted Marx arrived at 7:01 p.m.

Rick Ockerman was absent.

Staff present: Michael Cogle, Jason Filan and Jennifer Schroder.

Recording Secretary: Cheryl Harmon

## **3. APPROVAL OF MINUTES**

Mr. White moved to approve the October minutes as presented. Mr. Fenn seconded. Motion carried (7-0).

## **4. ITEMS FROM THE AUDIENCE**

Jim Jeffrey spoke against development of the North Juanita Open Space.

Tracy Doering spoke regarding Dogs and Parks.

Mansoor Jafry spoke in support of development of the North Juanita Open Space.

## **5. REVIEW OF ACTION ITEMS**

Ms. Schroder, as requested by the Board at its October meeting, reviewed the text of City Council Resolution R-4478 regarding Dogs and Parks.

## **6. PRESENTATIONS**

No items.

## **7. COMMUNICATIONS**

### **a. Correspondence**

An email was received by Kirk Lamb regarding the removal of English holly at Forbes Creek Park. Mr. Filan provided follow-up.

An email was received by Bill Hoover regarding the Cross Kirkland Corridor. Mr. Cogle provided follow-up.

b. Staff Reports

i. Ms. Schroder reported on the "Thrill the World" Thriller dance, Peter Kirk Community Center's Latino program, Business Services vendor summary, Youth Council leadership and volunteers. Staff will follow up on questions regarding paid coaches and on meeting times for the Kirkland Youth Council and the Kirkland Senior Council.

ii. Ms. Schroder shared the Kirkland Works Video: *A Vision for Generations: Building and Maintaining Kirkland's Parks*.

c. Committee Reports

Mr. Fenn reported on Pee Wee Soccer and Pee Wee Monster Bash.

Ms. Kloba requested follow-up on the City's legislative agenda.

Mr. Marx reported on Finn Hill Neighborhood Alliance meetings.

Ms. Contreras reported on the Parks levy, Juanita neighborhood meeting, a Council Meeting and the South Rose Hill/Bridle Trails neighborhood meeting.

Ms. Johnson commented on the Parks levy.

d. Comments from the Chair

Ms. Keller commented on the Parks levy and reported on a recent KDOG fundraiser.

Ms. Keller informed the Board of former Park Board member Bob Kamuda's recent passing.

**8. UNFINISHED BUSINESS**

a. North Juanita Open Space

Mr. Cogle summarized feedback received both at the Juanita Neighborhood meeting and in writing regarding potential development of North Juanita Open Space and shared next steps in the process.

**9. NEW BUSINESS**

a. Election Results

Ms. Schroder shared the latest election results on Kirkland Proposition 2 for parks funding and next steps within the department.

b. 2013-2014 Budget

Ms. Schroder shared the parks-related portions of the preliminary 2013-2014 Budget currently under consideration by City Council and answered related questions.

c. Totem Lake Park Master Plan

Mr. Cogle announced the kick-off of a park master planning process at Totem Lake Park. The Board will consider providing representation to the consultant selection at its next meeting.

## **10. MEETING EVALUATION**

"Roller coaster of emotions."

## **11. ADJOURNMENT**

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

Meeting adjourned at 8:54 p.m.

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Jennifer Schroder, Director  
Parks and Community Services

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Sue Keller, Chair  
Park Board

DRAFT



# City of Kirkland, Neighborhood Services

Updated September 18, 2012

Neighborhood Chair	Co Chair	Park Board Rep	Meeting Schedule/Web Site
<b>Central Houghton</b>			
Chair Vacancy (Interim) Carol Buckingham		Shawn Fenn	First Wednesday every month 7:00 p.m. (Year-round meetings) Houghton Fire Station, 6602 108th Ave NE
<b>Finn Hill Neighborhood Alliance</b>			
Scott Morris		Ted Marx	1st Wednesday odd months 7:00 p.m. (September–May meetings) Finn Hill Middle School 8040 NE 132nd St
<b>Everest</b>			
Jill Keeney		Adam White	4th Tuesday odd months 7:00 p.m. Houghton Fire Station, 6602 108th Ave NE Confirm meetings one at a time.
<b>Finn Hill Park District</b>			
Richard D. Smith, Chairman		Ted Marx	<a href="http://www.finnhillparks.net/Index.html">http://www.finnhillparks.net/Index.html</a>
<b>Highlands</b>			
Karen Story		Sue Keller	Third Wednesday odd months 7:00 p.m. (September–May meetings) Maintenance Center, 915 8th Street
<b>Juanita Neighborhoods</b>			
Julie Metteer	Ken Albinger		Third Monday odd months 7:00 p.m. (September–May meetings) Juanita Elementary School 9635 NE 132nd St
<b>Evergreen Hill (Kingsgate)</b>			
Johanna Palmer	Lynda Haneman		
<b>Lakeview</b>			
Chair Vacancy (Interim) Lori Isch		Shelley Kloba	4th Monday odd months 7:00 p.m. (Year-round meetings) Confirm meetings one at a time. Houghton Fire Station, 6602 108th Ave
<b>Market</b>			
Michelle Sailor	Linda Bennett Roslyn Comley	Adam White	Third Wednesday odd months 7:00 p.m. (September–May meetings) Heritage Hall, 203 Market Street
<b>Moss Bay</b>			
Don Winters	Mark Eliassen	Shelley Kloba	Third Monday odd months 7:00 p.m. (September–May meetings) Heritage Hall, 203 Market Street
<b>Norkirk</b>			
Janet Pruitt	Angelique Reiss	Sue Keller	First Wednesday even months 7:00 p.m. (October–June meetings) Heritage Hall, 203 Market Street
<b>North Rose Hill</b>			
Margaret Carnegie	Karen Tennyson	Adam White	Third Monday every month 7:00 p.m. (No July meeting) Rose Hill Fire Station, 9930 124th Ave
<b>South Rose Hill/Bridle Trails</b>			
Deirdre Johnson		Shawn Fenn	Second Tuesday odd months 7:00 p.m. (September–May meetings) Lake Washington Methodist Church 7525 132nd Ave NE
<b>Totem Lake</b>			
Chair Vacancy		Adam White	<a href="http://totemlakena.org/">http://totemlakena.org/</a>
<b>Kirkland Alliance of Neighborhoods (KAN)</b>			
Norm Storme		Sue Keller	Second Wednesday odd months 7:00 p.m. (September–May meetings) Heritage Hall, 203 Market Street
<b>Kirkland Youth Council</b>			
Staff Support: Regi Schubiger			Second Monday every month 6:45 p.m. City Hall, Council Chambers
<b>Kirkland Senior Council</b>			
Staff Support: Sharon Anderson			Second Tuesday every month 5:30 p.m. Peter Kirk Community Center

Hamilton Square Homeowners Association  
PO Box 8394  
Kirkland, WA 98034

5 December 2012

Kirkland Parks Commission  
Kirkland, WA 98034

Dear Commission Members,

This letter is in support of the development of the Pharaoh's Head Park. Our Hamilton Square neighborhood of 54 families is located in proximity to the city owned property. We have advocated throughout the years for a green space near our community as there is not such a space within walkable distance. The Council and city staff may recall during the public hearings for the Garden Gate development that our homeowners, while saddened by the loss of the Happy Church open space, supported the city in this development while advocating for mitigation from the developer to protect our neighborhood's only city owned green space.

Our support was lent in good faith that the City of Kirkland would work to fulfill their long range plan of accessible green space within a quarter mile of all residents. We are one of the remaining neighborhoods in Kirkland who do not enjoy the amenity of a local park area.

We have appreciated an excellent working relationship with the city when our neighborhood was in need of protection and advice to curb a sudden influx of crime. The city's advised intervention brought a halt to the criminal activity. We look forward to continue in this collaborative relationship while working toward developing a community space that will support the needs of all of our neighbors.

We look forward to increasing the livability of our community and are proud to be residents of Kirkland; the newly voted Favorite City, and nationally recognized walkable city.

Sincerely,

Board of Directors  
Hamilton Square Homeowners Association



**CITY OF KIRKLAND**  
 Department of Parks & Community Services  
 505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300  
[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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**To:** Park Board  
**From:** Jennifer Schroder, CPRP, Director  
**Date:** December 7, 2012  
**Subject:** December Staff Update

## **RECREATION DIVISION**

### **Recreation**

- An email blast went out to all of our 2012 program participants reminding them of our winter recreation opportunities with a visual of the front cover of the fall/winter 2013 brochure and a link to the online recreation guide: <http://www.kirklandparks.net>

### **North Kirkland Community Center**

- Staff is busy preparing for the annual Snowflake Ball to be held on Friday evening, December 14<sup>th</sup>. The event is currently sold out with 86 couples (fathers and daughters) signed up.
- NKCC was chosen as a site to place a container for the public to use for recycling cooking oil. On November 17<sup>th</sup>, the Public Works department held an oil recycling event at NKCC to educate the public on the how, why and benefit of recycling cooking oil.
- On November 16<sup>th</sup>, a hula dance performance was held at NKCC. There were 30 participants led by veteran hula instructor Jeanne Makanaoklani Porter who transported the audience from a rainy dark night to the warm islands of Hawaii by way of music, grass skirts, and graceful hand and foot movements.

### **Youth Basketball and Aquatics**

- Youth Basketball started the week of November 26<sup>th</sup> at local elementary schools and middle schools within the Lake Washington School District. Over 400 3<sup>rd</sup>- 6<sup>th</sup> grade boys and girls began learning and practicing basketball-related skills from the 65 community volunteers who organize practices two days a week and lead the teams during their Saturday games.
- Pee Wee Basketball registration is still available. Currently, 70 participants are registered for the program. Practice begins in January and children ages 3-6 will learn and practice basketball-related skills such as dribbling, passing and teamwork.
- The City is now in the process of reviewing Basketball Referee and Pee Wee Basketball Coach applications. Fifteen employees will be hired for the basketball season to referee youth basketball games on Saturdays and coach pee wee basketball.

### **Sports and Fitness**

- Our adult sport league programs are winding down with the conclusion of both the volleyball and dodgeball leagues this week. We finished the volleyball season with a total of 40 teams participating. Although the winter season is a month away, the participant numbers thus far are steady with a total of 39 teams registered.
- Staff is working with the school district and the administration at Emerson High School to fix a volleyball equipment issue in the gymnasium. The City has received approval from the district to proceed and staff will be reviewing schedules with the district to cement a date to start the work.
- The spring and summer camp schedule is filling up nicely. We will be offering at least 14 week-long camps between the spring and summer breaks, in addition to running our full- and half-day tennis camps and

lessons. Many camp partners are returning from last year including Kirkland Lacrosse, Washington Fencing Academy, Advantage Basketball Camps and UK Elite Soccer, to name a few.

- The City's sport and fitness coordinator will be attending the Washington Recreation and Park Association's Risk Management School which will be a three-day training held in January. Session topics include: volunteer management, managing special events, contracts and agreements and risk transfer.

### **Peter Kirk Community Center**

- Peter Kirk Community Center kicked off the holiday season with a fun event on November 16<sup>th</sup>. Over 90 people attended "Turkey Treats," an old fashioned Thanksgiving celebration that was sponsored by Fairwinds of Redmond. The food was delicious and the entertainment was met with enthusiastic appreciation.
- PKCC's annual Holiday D'Lights celebration will be held Friday, December 14<sup>th</sup>. Staff is grateful to have a wonderful community partner in Aegis Kirkland who will sponsor the meal again this year.

### **BUSINESS SERVICES**

- December business on the docks in Kirkland has increased over the past few years. Business Services works alongside all the tour boat companies in Seattle to increase the number of dockings for the Parade of Lights festival on Lake Washington. Although a long wet June brought our early numbers down, our year current year total is still well above the early estimated amount of \$100,000. While payments for December have not all been received, staff estimates total revenues to for the year to exceed \$115,000.
- December Events
  - December 1<sup>st</sup>: Annual Christmas Tree Lighting ceremony presented by the Kirkland Downtown Association. This year, the festival included two stages, kids' activities including Radio Disney, bon fires and of course, the arrival of Santa Claus.
  - December 16<sup>th</sup>: The Kirkland 12K's of Christmas is the Puget Sound's premier longer-distance, holiday-themed running and walking event and 7<sup>th</sup> largest 12k run in the country! Race is from 9:30am to 11:00am in downtown Kirkland.
- The Argosy Christmas Ship festival is a holiday celebration that has been a Northwest tradition since 1949. From November 24<sup>th</sup> through December 23<sup>rd</sup>, the Argosy Christmas Ship sails to different Puget Sound waterfront communities, over 45 in total. Choirs onboard sing 20-minute performances to these communities. On shore, thousands of people gather around roaring bonfires, anticipating the arrival of the Christmas Ship. The remaining bonfire schedule for Kirkland is as follows:
  - Saturday, December 15<sup>th</sup>: Houghton Beach Park, 5:30pm – 5:50pm
  - Sunday, December 16<sup>th</sup>: Juanita Beach Park, 7:00pm – 7:20pm
  - Sunday, December 23<sup>rd</sup>: Waverly Beach Park, 4:55pm – 5:15pm

### **YOUTH & HUMAN SERVICES DIVISION**

- Members of the Youth Council received a suicide prevention presentation by Youth Eastside Services on November 26<sup>th</sup>. This request was made by members of KYC in light of the recent increase of suicides in our area.
- Youth Council members held a food drive on November 18<sup>th</sup> at the Red Apple Market where they collected 1,386 pounds of food and \$244 in cash donations.
- KYC members will be hosting a water station at the 12ks of Christmas run on December 16<sup>th</sup>.
- The 12<sup>th</sup> annual Holly Day Brunch was held at the Peter Kirk Community Center on December 1<sup>st</sup> where 60 PKCC patrons were served brunch by members of the Youth Council.
- KYC Leadership will have its second meeting with Lake Washington School District Superintendent Dr. Traci Pierce on December 6<sup>th</sup>.
- The Where to Care Guide, a teen volunteer handbook, has been updated and is almost ready for print. A handful of the guides will be available in hard copy, but will primarily be available online.

## MAINTENANCE DIVISION

### Athletic Fields

- Applications for the first season of use for 2013 (March 1<sup>st</sup> through July 31<sup>st</sup>) have been received. A field allocations meeting will be held in January for those who applied by the December 1<sup>st</sup> deadline.

### Volunteers

- City Church's intern program has wrapped up their visits for the 2012 calendar year. Staff thanks them for all their help this fall at Juanita Beach. Thank you, City Church!!

### Notes from the Field

- Staff is excited to begin implementation of the levy-funded programs and is working toward filling positions and restoring levels of service beginning January 1<sup>st</sup>.
- Staff installed two interpretive signs at Juanita Beach this week. Resources for the signs were provided by grants through the Juanita Neighborhood Association.



- Drainage projects were a theme this month with work at Crestwoods, McAuliffe and Juanita Beach parks. Staff added or replaced several hundred feet of pipe at the three locations. Heavy rains expose compromised drainage systems.
- We welcome Field Arborist Ryan Fowler back to the Parks and Community Services team this month (from Public Works). We are looking forward to his service and our stewardship of the urban canopy.

## GREEN KIRKLAND PARTNERSHIP

- An Arbor Day celebration was held at Crestwoods Park on November 10<sup>th</sup>. As part of the Forterra/Pearl Jam Project, each of the 152 volunteers planted at least one tree each, plus several understory plants. 550 native plants went into the ground and large amounts of mulch were applied.
- The City partnered with EarthCorps to host a display booth at the Kirkland Interfaith Network Alternative Giving Fair on November 10<sup>th</sup> and 11<sup>th</sup> at Holy Spirit Lutheran Church. Fair participants had the option of donating to EarthCorps where the money will be used in Kirkland for restoration activities.
- Farallon Consulting worked with EarthCorps at Watershed Park November 17<sup>th</sup>.
- UW Bothell students spent the morning of November 9<sup>th</sup> removing Himalayan blackberry and ivy from Cotton Hill Park.
- Thursday afternoon Juanita Bay Park Volunteer work parties continue.
- Wednesday mornings at Cotton Hill Park Volunteer work parties continue.
- The following table summarizes Green Kirkland Partnership events and other activities conducted by volunteers in October. It includes event volunteers and ongoing volunteers (ongoing field and administrative work).

Date	Park/Work	Group Name	Number of Volunteers			Hours	Dollar Equivalent <sup>1</sup>
			Youth	Adult	Total		
6-Oct	Kiwanis Park	Friends of Kiwanis Park	10	3	13	38	\$ 787.88
6-Oct	Juanita Bay Park	2010 Native Plant Stewards & Eagle Scout Troop	5	5	10	40	840.40
13-Oct	Juanita Bay Park	EarthCorps	31	38	69	190	3,991.90
19-Oct	Heronfield Wetlands	Microsoft & KDOG volunteers	0	30	30	120	2,521.20
20-Oct	Heronfield Wetlands	Microsoft & KDOG volunteers	0	12	12	48	1,008.48
27-Oct	Juanita Bay Park	2009 Native Plant Stewards	17	13	30	90	1,880.40
Ongoing	Administration		0	4	4	35	735.35
Ongoing	Field Work		103	16	119	508	10,673.08
						1,068	\$ 22,438.61

<sup>1</sup> Dollar Equivalent = Hours x \$21.01

- Upcoming volunteer events open to the general public:
  - Wednesdays, December 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup>, 10-11 am. Contact Karen Story [karen@tinyisland.com](mailto:karen@tinyisland.com)
  - Thursdays, December 6<sup>th</sup>, 13<sup>th</sup> and 20<sup>th</sup> at Juanita Bay Park, noon to 2 pm. Contact Nona Ganz, 425.822.1618, [nonaganz@frontier.com](mailto:nonaganz@frontier.com)
  - Saturday, December 8<sup>th</sup> at Juanita Bay Park, 9 am to noon. Contact Lisa Pondsmith [rtg1@talsorian.com](mailto:rtg1@talsorian.com)



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**MEMORANDUM**

**To:** Park Board  
**From:** Michael Cogle, Deputy Director  
**Date:** December 7, 2012  
**Subject:** Totem Lake Park Master Plan

**RECOMMENDATION:**

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

**BACKGROUND DISCUSSION:**

Proposals from consultant teams are scheduled to be submitted by December 10<sup>th</sup>. Interviews will be scheduled for mid-January during the day, and staff is requesting that a Board member be included on the interview/selection panel.



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## MEMORANDUM

**To:** Park Board

**From:** Linda Murphy, Recreation Manager  
Jennifer Schroder, CPRP, Director

**Date:** December 5, 2012

**Subject:** Facility Use Agreement between Lake Washington School District and City of Kirkland

### **RECOMMENDATION:**

That the Park Board receives a report on the Recreation division's 2012 usage of Lake Washington School District facilities.

### **BACKGROUND DISCUSSION:**

In August, 2002, the City of Kirkland and Lake Washington School District established an Interlocal Agreement for Use of Facilities. The City and the District have recognized for many years that through cooperation and shared resources of athletic fields and indoor facilities, they can meet the broader community needs for education, recreation and athletic activities, better than either party can provide separately.

Per the Interlocal, the City and District administrative staff meet annually to review the agreement. Staff met with the District administration in November and both agencies reported out the success of the agreement. In 2012, the City's Recreation division was able to provide many quality programs utilizing school district facilities. Attachment A is a chart showing age groups served, programs, hours, schools used and fees charged.

### **2012 Highlights**

A highlight for 2012 was a negotiation with Emerson High School's (formerly BEST High School) administration and the District facility staff to issue the City its own set of gym keys. This is very helpful when recreation programs are scheduled on non-school days and times when the custodial staff is not on site. In the past, programs have been locked out of school facilities when a custodian was not on site to open the facility for our program, thus causing the program to be canceled without notice to the participants.

### **Challenges**

Although staff is grateful for the use of school facilities, it does not come without challenges. Understandably, there will be dates and times needed for a school program that is not identified until after recreation programs are approved by the district and scheduled; however these changes or cancellations, unfortunately, come with little or no notice. For example, when Kamiakin Middle School cancels one of the City's approved time slots for gym time due to a school concert or special event, it impacts the City's Adult Volleyball program effecting 12 teams, or 112 people.

Looking forward, it will be a great benefit for our citizens and for the quality of the City's programs to have its own gym and indoor athletic space. In the meantime, staff will continue to appreciate the Interlocal Agreement for Use of Facilities and provide community recreation programs by working collaboratively with Lake Washington School District.

## Attachment A

### 2012 Recreation Programs utilizing Lake Washington School District facilities

Program	Age	Quarter	Location	Hours	Fees	
Pee Wee Soccer	3 - 6 years	Spring	Emerson High grass fields	28	No charge	
		Fall	Emerson High grass fields	28	No charge	
Tennis Mini Camps	3 - 6 years	Summer	Lk WA High tennis courts	80	No charge	
Youth Basketball League	3rd-6th grades	Winter	12 elementary schools	675	\$675.00	
		Fall	(est. 46 teams X 2 hrs X 3 wks)	276	\$276.00	
Youth Basketball League	3rd-6th grades	Winter	Kamiakin Middle School	89	\$868.00	
			Kirkland Middle School	77	\$756.00	
			Finn Hill Middle School	37	\$148.00	
			Emerson High School	32	\$192.00	
Youth Tennis Camps	7 - 14 years	Summer	Lk WA High tennis courts	192	No charge	
Youth Tennis Lessons	7 - 15 years	Summer	Juanita High tennis courts	128	No charge	
<b>Total of Youth Programs</b>				<b>1,642</b>	<b>\$2,915.00</b>	
Adult Tennis Lessons	Adult & Senior	Summer	Juanita High tennis courts	96	No charge	
Adult Volley Ball League	Adult	Winter	Kamiakin Middle School	54	\$216.00	
			Emerson High (not available)	-	-	
		Spring	Kamiakin Middle School	56	\$224.00	
			Emerson High School	38	\$225.00	
			Fall	Kamiakin Middle School	54	\$216.00
Adult Dodgeball Leagues	Adult	Winter	Kamiakin Middle School	48	\$192.00	
			Kirkland Middle School	39	\$154.00	
			Kirkland Middle School	27	\$108.00	
Adult Open Gym	Adult	Winter	Kamiakin Middle School	40	\$480.00	
			Spring	Kamiakin Middle School	28	\$336.00
				Fall	Kamiakin Middle School	44
<b>Total of Adult Programs</b>				<b>564</b>	<b>\$2,919.00</b>	
<b>Grand total of City of Kirkland programs</b>				<b>2,206</b>	<b>\$5,834.00</b>	

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

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

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**To:** Park Board

**From:** Michael Cogle, Deputy Director

**Date:** December 7, 2012

**Subject:** 2013-2014 Park Board Work Plan

**RECOMMENDATION:**

That the Board review and comment on a draft of the 2013-2014 Work Plan.

**BACKGROUND DISCUSSION:**

Attached for the Board's review is a draft Board and staff work plan for the next biennium. After Park Board review and refinement, a final work plan will be prepared for Board approval at the January, 2013 meeting.

Also attached is a more in-depth implementation schedule for major park projects, including those projects funded from the 2012 Parks Levy. (Please note that the numbering system for this in-depth schedule does not coincide with that of the Work Plan).

Attachments

**DRAFT - Kirkland Park Board 2013 – 2014 Work Plan**

<b>Goal 1: Develop or redevelop existing parklands and public recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 1.1:</u> Update the City's Comprehensive Park, Recreation, and Open Space Plan (PROS PLAN)	Update long-range planning document to include public involvement process, surveys, technical analysis, and consideration of LOS.	Jan 13 – Jan 14
<u>Objective 1.2:</u> Develop a master plan for Totem Lake Park	Engage public in developing a Design Program and Preferred Schematic Design to guide future redevelopment of park.	Jan 13 – Dec 13
<u>Objective 1.3:</u> Complete a master plan and construct interim trail improvements for the Cross Kirkland Corridor [LEVY]	Participate in Public Works Dept.-led community planning effort towards completing a Corridor master plan and constructing an interim trail.	Jan 13 – Dec 14
<u>Objective 1.4:</u> Develop renovation plan for docks and shorelines in City parks and construct improvements [LEVY]	Complete an assessment and prioritized recommendations (with cost estimates) for renovation/improvements of docks and shorelines and construct improvements.	Mar 13 – Dec 14
<u>Objective 1.5:</u> Develop renovation plan for Waverly Beach Park and construct improvements [LEVY]	Complete an assessment and prioritized recommendations (with cost estimates) for renovation of Waverly Beach Park and construct improvements.	Mar 13 – Apr 15
<u>Objective 1.6:</u> Develop a park master plan for Edith Moulton Park [LEVY]	Engage public in developing a Design Program and Preferred Schematic Design to guide future redevelopment of park.	Apr 13 – Mar 14
<u>Objective 1.7:</u> Implement Forbes Lake Park Master Plan	Construct Phase I trail and parking improvements to park.	Jan 13 – Oct 13
<u>Objective 1.8:</u> Assess public improvements to North Juanita Open Space	Complete a process for determining possible improvements to North Juanita Open Space and implement accordingly.	Jan 13 – Sep 13
<u>Objective 1.9:</u> Develop renovation plan for Spinney Homestead Park and construct improvements	Complete an assessment and prioritized recommendations (with cost estimates) for renovation of Spinney Homestead Park and construct improvements.	Jun 13 – Sep 14
<u>Objective 1.10:</u> Develop renovation plan for Terrace Park and construct improvements	Complete an assessment and prioritized recommendations (with cost estimates) for renovation of Terrace Park and construct improvements.	Jun 13 – Sep 14

**DRAFT - Kirkland Park Board 2013 – 2014 Work Plan**

<u>Objective 1.11:</u> Develop renovation plan for playfields at 132 <sup>ND</sup> Square Park	Complete an assessment and prioritized recommendations (with cost estimates) for renovation of playfields at 132 <sup>nd</sup> Square Park.	Jun 13 – Feb 14
<u>Objective 1.12:</u> Plan for replacement of Everest Park Restroom/Storage Building	Develop schematic design for replacement of Everest Park Restroom/Storage Building.	Sep 14 – Feb 15
<u>Objective 1.13:</u> New lighting for Lee Johnson Field	Replace existing lighting system with new efficient system.	Dec 13 – Mar 14
<u>Objective 1.14:</u> Update Six-Year Capital Improvement Program	Provide recommendations to staff and City Manager on the Parks 2015-2020 CIP	Mar 14 – Jun 14

**Goal 2: Maintain or increase maintenance and operational levels of service for parks and for recreation facilities.**

<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 2.1:</u> Implement the Green Kirkland 20-Year Plan [LEVY]	Implement restoration plans including volunteer stewardship component.	Ongoing
<u>Objective 2.2:</u> Implement increased level of service for maintaining Kirkland’s park and open space system [LEVY]	Implement, monitor, and report on increased maintenance tasks as funded by the 2012 Park Levy.	Ongoing
<u>Objective 2.3:</u> Implement new lifeguarding program at Juanita Beach Park [LEVY]	Implement summer lifeguard program at park.	Ongoing
<u>Objective 2.4:</u> Complete transition of maintenance and operational responsibilities for O. O. Denny Park [LEVY]	Assume responsibilities for park from Finn Hill Park and Recreation District	Jan 13 – Apr 13 then Ongoing
<u>Objective 2.5:</u> Support legislative agenda of the City of Kirkland and the Washington Park and Recreation Association	Provide active support via correspondence, phone calls, visits to Olympia, and participation in events which support the City and WRPA’s legislative platforms	Ongoing

**Goal 3: Develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system.**

<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 3.1:</u> Ensure transition of responsibilities for business services throughout Dept.	Redirect responsibilities for select revenue-generating activities within Parks and seek alternative private partnerships as appropriate.	Ongoing

**DRAFT - Kirkland Park Board 2013 – 2014 Work Plan**

<b>Goal 4: Develop partnership opportunities with the Lake Washington School District.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 4.1:</u> Monitor Joint Use Agreement with LWSD	Monitor agreement with school district to ensure reciprocal use of public facilities in a manner which maximizes opportunities and equitably meets the broad needs of the community.	Ongoing
<b>Goal 5: Develop more indoor recreation space.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 5.1:</u> Indoor Recreation Space	Re-assess overall project goals related to development of new indoor recreation space and consider implications for potential future closure of swimming pool at Juanita High School.	Ongoing
<b>Goal 6: Acquire open spaces, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 6.1:</u> Acquire suitable land for neighborhood park land [LEVY]	Update neighborhood park gap analysis, prioritize acquisition, and secure property as funding allows.	Ongoing

ID	Task Name	Start	Finish	2013												2014												2015											
				Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar							
0	<b>2013 - 2014 PARKS PROJECT SCHEDULE</b>	<b>Mon 11/26/12</b>	<b>Tue 3/31/15</b>																																				
79																																							
80	<b>8 FORBES LAKE PARK TRAIL CONSTRUCTION</b>	<b>Mon 11/26/12</b>	<b>Tue 10/8/13</b>																																				
81	8.1 Permitting - Forbes Lake	Mon 11/26/12	Fri 3/29/13																																				
82	8.2 Bidding - Forbes Lake	Fri 3/1/13	Thu 4/25/13																																				
83	8.3 Award Bid - Forbes Lake	Tue 5/7/13	Tue 5/7/13																																				
84	8.4 Contract and Notice to Proceed - Forbes Lake	Wed 5/8/13	Tue 6/4/13																																				
85	8.5 Construction - Forbes Lake	Wed 6/5/13	Tue 10/8/13																																				
1	<b>1 PARK LEVY OPERATIONS IMPLEMENTATION</b>	<b>Mon 12/3/12</b>	<b>Fri 5/3/13</b>																																				
2	1.1 Green Kirkland Staff Hiring	Mon 12/3/12	Fri 4/5/13																																				
3	1.2 Park Maintenance Staff Hiring	Mon 12/3/12	Fri 5/3/13																																				
4	1.3 Lifeguard Staff Hiring	Mon 12/3/12	Fri 5/3/13																																				
5	<b>1.4 O.O. Denny Park Transition</b>	<b>Mon 12/3/12</b>	<b>Mon 3/18/13</b>																																				
6	1.4.1 Meet with FHPRD	Mon 12/3/12	Mon 12/31/12																																				
7	1.4.2 Interlocal Agreement with Seattle	Mon 12/3/12	Fri 3/15/13																																				
8	1.4.3 Target Takeover Date OO Denny	Mon 3/18/13	Mon 3/18/13																																				
67																																							
68	<b>7 TOTEM LAKE PARK MASTER PLAN</b>	<b>Mon 12/10/12</b>	<b>Tue 12/10/13</b>																																				
69	7.1 Consultant Selection - Totem Lake	Mon 12/10/12	Fri 2/8/13																																				
70	7.2 Project Kick-off - Totem Lake	Tue 2/19/13	Tue 2/19/13																																				
71	7.3 Inventory & Analysis - Totem Lake	Wed 2/20/13	Tue 4/2/13																																				
72	7.4 Public Involvement Phase I - Totem Lake	Mon 4/1/13	Fri 5/31/13																																				
73	7.5 Approve Design Program - Totem Lake	Sat 6/1/13	Wed 7/17/13																																				
74	7.6 Schematic Design Alternatives - Totem Lake	Thu 7/18/13	Wed 9/11/13																																				
75	7.7 Public Involvement Phase 2 - Totem Lake	Thu 9/12/13	Wed 10/23/13																																				
76	7.8 Complete Preferred Schematic Design - Totem Lake	Thu 10/24/13	Wed 11/6/13																																				
77	7.9 Park Board Approval - Totem Lake	Wed 11/13/13	Wed 11/13/13																																				
78	7.10 City Council Approval - Totem Lake	Tue 12/10/13	Tue 12/10/13																																				
55																																							
56	<b>6 KIRKLAND PROS PLAN</b>	<b>Tue 12/11/12</b>	<b>Tue 1/28/14</b>																																				
57	6.1 Consultant Selection -PROS	Tue 12/11/12	Mon 2/18/13																																				
58	6.2 Project Kick-off -PROS	Mon 2/25/13	Mon 2/25/13																																				
59	6.3 Inventory & Analysis -PROS	Tue 2/26/13	Mon 4/29/13																																				
60	6.4 Public Involvement Phase 1 -PROS	Mon 4/1/13	Sun 6/30/13																																				
61	6.5 Prepare Draft Document -PROS	Mon 7/1/13	Wed 9/11/13																																				
62	6.6 Prepare Final Draft -PROS	Thu 9/12/13	Wed 10/23/13																																				
63	6.7 Public Involvement Phase 2 -PROS	Thu 10/24/13	Wed 12/4/13																																				
64	6.8 Park Board Approval -PROS	Tue 12/10/13	Tue 12/10/13																																				
65	6.9 City Council Approval -PROS	Tue 1/7/14	Tue 1/7/14																																				







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

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

[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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**MEMORANDUM**

**To:** Park Board

**From:** Jennifer Schroder, Director

**Date:** December 6, 2012

**Subject:** Election of Chair and Vice Chair

**RECOMMENDATION:**

That the Park Board conduct an election to fill the 2013 Chair and Vice Chair positions.

**BACKGROUND:**

Kirkland Municipal Code 3.36.040 states: "The chair and vice-chair will be elected on an annual basis at the final meeting of the year and each will be elected for a one-year term. The chair may be re-elected once to serve a maximum of two years. All board members present are eligible to vote. In the event the chair is unable to complete his/her term, the vice-chair shall assume the position of chair and perform all the required duties until the expiration of the respective term and a new vice-chair shall be elected. In the event any duly elected officer is unable to complete his/her respective term, an election shall be held to fill the unexpired term. It shall be the duty of the chair to preside at all meetings of the board and in his/her absence the vice-chair to preside..."

Robert's Rules of Order will be followed to conduct the election. The Chair will call for nominations from the Board for each position separately. The Board will vote on two motions: 1) Chair and 2) Vice Chair.