



KIRKLAND PARK BOARD

Date: January 9, 2013

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*
December Park Board Meeting Minutes
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**
No items
6. **PRESENTATIONS**
No items
7. **COMMUNICATIONS** *15 minutes*
 - a. Correspondence
 - b. Staff Reports
 - i. January update
 - c. Committee Reports
 - d. Comments from the Chair
8. **UNFINISHED BUSINESS** *5 minutes*
 - a. 2013-2014 Work Plan
Topic: Review and adopt 2013-2014 Work Plan
Action: Adopt Work Plan
9. **NEW BUSINESS**
 - a. Cultural Arts Commission Project Request *15 minutes*
Topic: Review request for art installation at David E. Brink Park
Action: Provide recommendation to City Council
 - b. Parks, Recreation and Open Space (PROS) Plan Update *10 minutes*
Topic: Receive presentation on process for updating PROS Plan
Action: Appoint participants in consultant selection

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- c. Land Acquisition Strategy *20 minutes*
Topic: Discuss strategies and priorities for acquisition of park land
Action: Discussion only

10. MEETING EVALUATION *5 minutes*

11. ADJOURNMENT *Estimated meeting completion: 8:25 p.m.*
Next meeting: February 13, 2013, Council Chambers, City Hall

PARK BOARD MINUTES – December 12, 2012

1. CALL TO ORDER

The December 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, Amy Johnson, Shelley Kloba, Ted Marx, Rick Ockerman and Adam White

Staff present: Michael Cogle, Linda Murphy, Jeff Rotter and Jennifer Schroder.

Recording Secretary: Cheryl Harmon

3. APPROVAL OF MINUTES

Ms. Contreras moved to approve the November minutes as presented. Mr. White seconded. Motion carried (8-0).

4. ITEMS FROM THE AUDIENCE

Elaine Cummins spoke in support of development of the North Juanita Open Space.

Mansoor Jafry spoke regarding development of the North Juanita Open Space.

5. REVIEW OF ACTION ITEMS

- a. Ms. Schroder provided an update of the City's proposed legislative agenda as it relates to parks, as well as the agendas of Washington Wildlife Recreation Coalition and Washington Recreation and Park Association. WRPA's annual lobby day will be held February 5, 2013.
- b. Board members reviewed the list of assignments to neighborhood associations and other committees and selected new assignments.

6. PRESENTATIONS

No items.

7. COMMUNICATIONS

a. Correspondence

A letter was received from the Hamilton Square Homeowners' Association in support of development of the North Juanita Open Space.

Mr. Cogle provided an update of the process for consideration of development.

b. Staff Reports

Ms. Schroder introduced Jeff Rotter, Park Maintenance Supervisor, and reported on Snowflake Ball, Christmas Ships, a youth-led community food drive, Juanita Beach interpretive signs and the Green Kirkland program.

c. Committee Reports

Ms. Conteras reported on former Park Board Member Bob Kamuda's memorial celebration, Park Board packet mailing, Heathman Hotel's donation of tree to Everest Park and fundraising for restoration of the ferry clock.

Mr. Marx reported on Finn Hill Neighborhood Alliance and a cleanup at Juanita Woodlands Park.

Ms. Johnson reported on Lake Washington High School Loyalty Club's Hopelink drive.

Mr. White attended the North Rose Hill neighborhood meeting, and visited North Juanita Open Space and Jasper's Dog Park.

Mr. Fenn reported on the upcoming Snowflake Ball.

d. Comments from the Chair

Ms. Keller offered appreciation for the work the Board has done in 2012.

8. UNFINISHED BUSINESS

a. Totem Lake Park Master Plan

Mr. Cogle provided an update on the selection process for selecting a consultant to complete the Totem Lake Park master plan and requested that the Board select a representative to assist in the consultant selection.

Mr. Marx volunteered to represent the Board. Mr. White volunteered as an alternate.

9. NEW BUSINESS

a. Facility Use Agreement

Ms. Murphy reported on the Interlocal Agreement with Lake Washington School District for facility use and answered related questions.

b. 2013-2014 Work Plan/Park Levy Implementation

Mr. Cogle presented the draft 2013-2014 Work Plan and the proposed Park Levy implementation plan and took recommendations for changes to the plan.

c. Chair/Vice Chair Election

Mr. Ockerman nominated Mr. Fenn for the position of Vice Chair. Mr. Marx seconded. Mr. Fenn was elected (7-0, Mr. Fenn abstained from the vote).

Mr. Ockerman nominated Ms. Keller for the position of Chair. Mr. Marx seconded. Ms. Kloba nominated Mr. White, there was no second. Ms. Keller was elected (7-0, Ms. Keller abstained from the vote).

d. Emergency Preparedness

Mr. Ockerman shared information regarding the Parks and Community Services Department's responsibility for community sheltering in the event of an emergency. Ms. Keller requested this topic to be added to a future agenda.

10. MEETING EVALUATION

"Good to see the work plan and funded projects."

11. ADJOURNMENT

Mr. Fenn moved to adjourn. Ms. Kloba seconded. Motion carried (8-0).

Meeting adjourned at 9:13 p.m.

Jennifer Schroder, Director
Parks and Community Services

Sue Keller, Chair
Park Board



CITY OF KIRKLAND
 Department of Parks & Community Services
 505 Market Street, Suite A, Kirkland, WA 98033 425.587.3300
 www.ci.kirkland.wa.us

To: Park Board
From: Jennifer Schroder, CPRP, Director
Date: January 4, 2013
Subject: January Staff Update

RECREATION DIVISION

Recreation

- Recreation staff is busy creating many spring and summer programs. The first submittal for the 2013 spring/summer brochure is due January 8th. The final brochure will be delivered to over 38,000 homes around March 15th.
- The Recreation division will see new opportunities in 2013. With the passing of the Parks levy, staff is gearing up for the expanded water safety program at three beaches: Houghton, Waverly and Juanita. Also with the elimination of the Business Services division, Recreation will be assuming a few new responsibilities including brochure advertising, recreation activity contracts and program sponsorships. 2012 was a successful year as shown by the department's revenues. Below is a comparison between 2011 and 2012 receipts.

| | JAN | FEB | MAR | APR | MAY | JUN | |
|-----------------|------------------|----------------|-----------------|----------------|----------------|------------------|--|
| 2011 | \$52,919 | \$25,892 | \$267,949 | \$145,562 | \$113,264 | \$124,302 | |
| 2012 | \$46,685 | \$30,766 | \$306,704 | \$149,657 | \$114,512 | \$121,482 | |
| variance | (\$6,233) | \$4,874 | \$38,755 | \$4,095 | \$1,248 | (\$2,819) | |

| | JUL | AUG | SEP | OCT | NOV | DEC | YTD |
|-----------------|----------------|-----------------|-----------------|-----------------|------------------|----------------|--------------------|
| 2011 | \$51,856 | \$102,572 | \$81,800 | \$48,230 | \$35,355 | \$31,407 | \$1,081,111 |
| 2012 | \$59,207 | \$130,694 | \$93,988 | \$70,702 | \$30,847 | \$33,815 | \$1,189,066 |
| variance | \$7,351 | \$28,122 | \$12,188 | \$22,471 | (\$4,507) | \$2,408 | \$107,954 |

- Recreation staff attended a division retreat on December 27th to wrap up and celebrate the accomplishments of 2012 and look ahead to opportunities in 2013.

North Kirkland Community Center

- The Snowflake Ball held December 14th was a tremendous success! There were 88 father/daughter couples who spent the evening decorating cookies, crafting crowns and dancing to music provided by DJ Steven Bolt.
- The Winter Break Lego Camp held December 26th-28th was a fun way for 16 children to spend their afternoons creating motorized and architectural projects such as energy catapults, shield generators and defense turrets which were used to defeat the Empire.

Youth Basketball and Aquatics

- Youth Basketball games begin the weekend of January 5th at Kamiakin and Kirkland Middle Schools. Each of the 45 teams will play eight games on Saturdays and continue to practice twice a week at local elementary schools within the Lake Washington School District through mid-March.
- Ten youth basketball referees have been hired to officiate at the Saturday games. Referees attended training on December 29th where eight teams volunteered to play in practice games providing the opportunity for the refs to get hands-on experience prior to the season.

- Pee Wee Basketball registration is still available for 5 and 6 year olds. There is currently a waitlist for the 3 and 4 year olds. Currently, 80 participants are registered for the program. Practice begins January 26th at Kamiakin Middle School and children ages 3-6 will learn and practice basketball-related skills such as dribbling, passing and teamwork.
- In preparation for the 2013 season, over 35 previous aquatics employees gathered at an annual holiday dinner held to discuss guarding opportunities at Peter Kirk Pool and at the beaches. One of the highlights of this year's event was talking about the passage of the Parks levy and the addition of lifeguards at Juanita Beach! Recruitment for multiple aquatic positions is underway. While hiring continues through June, staff anticipates filling the majority of positions by mid-April.

Sports and Fitness

- In partnership with the school district, the City was able to make a much needed gym floor repair at Emerson High School. Staff worked collaboratively with the school administration and the contractor to fix the problem so that the city's volleyball program and the school's physical education program could continue without interruption.
- The winter volleyball program starts next week with 40 teams participating in five divisions. The season will run January through March.
- Registration for the spring volleyball program opened January 2nd. Over 20 teams were registered on the first day. Staff is hopeful for an additional 20 teams before the season begins in April.

Peter Kirk Community Center

- The Peter Kirk Community Center's annual Holiday D 'Lights celebration took place on December 14th. Over 80 seniors participate in this favorite yearly event. The meal was sponsored by Aegis Kirkland again this year.

MAINTENANCE DIVISION

Athletic Fields

- It is a busy time of year as staff prepares in earnest for spring and summer sports. Field use applications are under review with equitable and accurate allocations the goal. The first season field allocations meeting is scheduled for January 17th at Heritage Hall. All leagues with applications on file by December 1st are invited to attend.

Volunteers

- Despite the wet and cold weather, Christ Church Academy joined crew members Tracy Fish and Oscar Chavez on December 17th at Watershed Park for trail maintenance. Hard work was provided by all but fun was had as well. Cocoa was served and handmade Christmas Cards were presented from the students. The City thanks Christ Church Academy's third and fourth grade classes for their continued volunteerism in Kirkland's parks!!

Donations

- One bench has been restored and two park benches have been donated at Juanita Beach Park:
 - Laurie and Bill Corrin originally donated a bench through King County's donation program. During the construction at Juanita Beach, the Corrins' bench was removed. A new bench has now been installed to honor their original donation. Their bench is dedicated to Elizabeth and Douglas Garside.
 - A bench was donated by Jan Fry and Val Moore in honor of Helen and Bill Moddemeyer.
 - A bench was also donated by Lorraine and Harry Bruce in honor of Glen McGarvie.

Notes from the Field

- The Heathman Hotel donated their living Christmas tree to the City this month. The Serbian Spruce will be planted at Everest Park. Currently it is transitioning at McAuliffe Park as it becomes acclimated to the colder temperatures of the outdoors.
- The City's leash enforcement program completed another year of education and outreach. 2013 will represent the 8th year of the program. This past year Sgt. Meyers contacted 927 patrons while doing patrols. Of those contacted, 134 received written warnings and 24 received citations. As a benefit to these

sometimes challenging conversations with park patrons Jasper’s Dog Park has been a great resource in providing the community a place for pet recreation.

- Winter months provide an excellent time for staff to catch-up on maintenance projects and prepare parks and open spaces for another summer. This time of year, staff also does cross-training giving each team member exposure to different aspects of park maintenance.
- A lot of staffing changes have been brought on by the adoption of the 2013-14 budget and the passage of the parks levy. The management team are working to fill the newly-created vacancies, the following transitions have already happened:
 - Groundsperson Kyle Johnson’s position increased from 0.5 FTE part time to full time
 - Senior Groundsperson Collins Klemm moved from Park Maintenance to the new Green Kirkland Partnership division
 - Mike Metteer moved from the Business Services division to the position of Senior Groundsperson in Park Maintenance.

GREEN KIRKLAND PARTNERSHIP

- December was a relatively slow month. On December 8th, 18 volunteers, guided by the Class of 2010 Native Plant Stewards and EarthCorps, helped Ian Lefond complete his Eagle Scout restoration project by planting and mulching native plants at Juanita Bay Park.
- Thursday morning Juanita Bay Park Volunteer work parties continue.
- Wednesday morning at Cotton Hill Park Volunteer work parties continue.
- A Washington Conservation Corps crew funded by the Washington Department of Natural Resources will be working at Carillon Woods the week of January 7th. The same crew will be leading a Martin Luther King Day of Service at Carillon Woods on January 21st.
- Effective January 1st, with the passage of the Parks levy, the Green Kirkland Partnership became a stand-alone division in the department budget. With its new on-going funding have come some staffing changes:
 - Sharon Rodman, former Environmental Education and Outreach Specialist, is the division’s Supervisor
 - Collins Klemm, who remains a Senior Groundsperson, now reports to Sharon
 - A recruitment is underway for the division’s Program Assistant which is anticipated to be filled by early February.
- The following table summarizes Green Kirkland Partnership events and other activities conducted by volunteers in November. 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 | | |
| 11/1 | Juanita Bay Park | Juanita Bay Park Volunteers | 0 | 2 | 2 | 4 | 84.04 |
| 11/3 | Everest Park | EarthCorps & Public Works | 33 | 13 | 46 | 139 | 2,920.39 |
| 11/9 | Cotton Hill Park | UW Bothell Students | 0 | 23 | 23 | 81 | 1,691.31 |
| 11/10 Arbor Day | Crestwoods Park | Forterra & Washington Conservation Corps | 75 | 77 | 152 | 456 | 9,570.06 |
| 11/15 | Juanita Bay Park | Juanita Bay Park Volunteers | 1 | 1 | 2 | 4 | 84.04 |
| 11/17 | Watershed Park | Farallon Consulting with | 1 | 11 | 12 | 48 | 1,008.48 |

| | | EarthCorps | | | | | |
|--------------|------------------|----------------------------|----|----|------------|--------------|------------------|
| 11/24 | Juanita Bay Park | 2009 Native Plant Stewards | 15 | 7 | 22 | 71 | 1,491.71 |
| Ongoing | Administration | | 0 | 3 | 3 | 76 | 1,589.41 |
| Ongoing | Field Work | | 0 | 11 | 11 | 257 | 5,394.32 |
| Total | | | | | 273 | 1,134 | 23,833.74 |

¹ Dollar Equivalent = Hours x \$21.01

- Upcoming volunteer events open to the general public:
 - Wednesday, January 9th, 16th, 23rd and 30th at Cotton Hill Park, 10 to 11 am. Contact Karen Story karen@tinyisland.com.
 - Thursday, January 3rd, 10th, 17th, 24th and 31st at Juanita Bay Park, 10 am to 12 pm. Contact Nona Ganz, 425.822.1618, nonaganz@frontier.com.
 - Monday, January 21st, Martin Luther King Day, at Carillon Woods Park, 10 am to 2 pm. Contact greenkirkland@kirklandwa.gov.



CITY OF KIRKLAND

Department of Parks & Community Services

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

www.ci.kirkland.wa.us

To: Park Board

From: Michael Cogle, Deputy Director

Date: January 4, 2013

Subject: 2013-2014 Park Board Work Plan

RECOMMENDATION:

That the Board adopts the attached 2013-2014 Work Plan.

BACKGROUND DISCUSSION:

Attached is an updated work plan incorporating comments from the Board received during the December, 2012 meeting. The work plan has been revised to include a new objective regarding community pea-patch gardens as well as a new objective related to scheduled facility improvements to Heritage Hall.

Attachment

Kirkland Park Board 2013 – 2014 Work Plan

| Goal 1: Develop or redevelop existing parklands and public recreation facilities. | | |
|--|--|-----------------|
| Objective | Description | Timing |
| <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 |

Kirkland Park Board 2013 – 2014 Work Plan

| | | |
|---|--|---------------------------------|
| <u>Objective 1.11:</u> Develop renovation plan for playfields at 132 ND Square Park | Complete an assessment and prioritized recommendations (with cost estimates) for renovation of playfields at 132 nd 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 |
| <u>Objective 1.15:</u> Expand community garden/pea patch program | Provide additional opportunities for community gardening/pea patches in public spaces | Ongoing |
| <u>Objective 1.1:</u> Facility improvements at Heritage Hall | Complete facility improvements to historic facility, including flooring, entry columns, and furnishings | Jan 13 – Dec 13 |
| <u>Goal 2:</u> Maintain or increase maintenance and operational levels of service for parks and for recreation facilities. | | |
| Objective | Description | Timing |
| <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 |

Kirkland Park Board 2013 – 2014 Work Plan

| | | |
|---|---|---------------|
| Goal 3: Develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system. | | |
| Objective | Description | Timing |
| <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 |
| Goal 4: Develop partnership opportunities with the Lake Washington School District. | | |
| Objective | Description | Timing |
| <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 |
| Goal 5: Develop more indoor recreation space. | | |
| Objective | Description | Timing |
| <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 |
| Goal 6: Acquire open spaces, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient. | | |
| Objective | Description | Timing |
| <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 |

**CITY OF KIRKLAND**

City Manager's Office

123 Fifth Avenue, Kirkland, WA 98033 425.587.3001

www.kirklandwa.gov**MEMORANDUM**

To: Jennifer Schroder, Director of Parks and Community Services

From: Ellen Miller-Wolfe, Economic Development Manager

Date: December 31, 2012

Subject: Recommendation Requested Regarding Art Proposed for David E. Brink Park

Recommendation

That the Park Board recommends to the City Council that it approve the temporary installation of the photograph of Jill Goodacre (or an alternative proposal) for the west façade of the cinderblock building in David E. Brink Park.

Purpose

The Cultural Arts Commission (CAC) is requesting that the Park Board consider a temporary, site-specific art installation, "A Portrait of Jill Goodacre," proposed by the Kirkland Arts Center (KAC). The recommendation of the Park Board, to either proceed with the portrait or some alternative recommendation will be forwarded on to City Council for final action. The CAC recommended the portrait over an alternative proposal submitted by the artist.

The installation would be painted on to the west façade of the existing cinderblock building in David E. Brink Park, and visible to boaters as well as people walking along the waterfront.

Background

The Kirkland Arts Center (KAC) received a grant in 2012 from 4Culture, the King County agency that oversees art, culture and historical programs for the county, for site-specific art. KAC proceeded to retain Jason Puccinelli, a Seattle-based artist with a substantial portfolio of public art projects.

Jason Puccinelli presented two options for the site-specific art that are attached for your information, along with a photo of the proposed location of the art piece. Both are paintings in the trompe l'œil style, one a portrait, and the other a rendering of the façade of the building as if developed by the video game Minecraft.

1. A Portrait of Jill Goodacre – Jill Goodacre is the daughter of sculptor, Glenna Goodacre who created the bronze sculpture of *The Water Bearers* that is sited nearby in the park. The artist is interested in creating a tribute to this artistic heritage as well as

to tell the story of Jill Goodacre, an actress who is married to the actor/singer Harry Connick Jr.

2. The artist's second proposal is a painting of the video game Minecraft. The painting depicts a building with a character sitting in front of it. It would have strong appeal to children. The artist was interested in creating a three dimensional version of something that only exists virtually.

KAC staff met with Parks staff to evaluate different locations for the placement of the art. Based upon site features, frequency of visitation and other factors, the KAC and the artist determined that David E. Brink Park was the best location for the art.

The timing and maintenance of the installation have yet to be determined. Also, the CAC asked that the artist furnish a QR code to the installation to allow visitors to find out more about the painting.

Attachment

Attachment

David E. Brink Park



Jill Goodacre example:



Minecraft example:



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

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

www.ci.kirkland.wa.us

MEMORANDUM

To: Park Board

From: Michael Cogle, Deputy Director

Date: January 4, 2013

Subject: Update to Kirkland's Parks, Recreation, and Open Space (PROS) Plan

Recommendation

That the Park Board receives a presentation outlining the steps involved in updating the City's PROS Plan. Also, the Board is invited to participate in the consultant selection process, tentatively scheduled to occur in early February.

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.

Staff has issued a Request for Qualifications (RFQ), inviting interested consulting teams to submit statements of interest in assisting the City in updating the Plan. A copy of the RFQ is attached.

We anticipate kicking off the project in early March. A final, detailed project schedule will be created once the consultant team is brought on board. Our goal will be to bring an updated Plan to the City Council for approval in early 2014.

The following major steps are anticipated as part of the PROS Plan update process:

Step 1: Consider Goals and Overall Planning Framework

Parks, recreation, and open space planning should be closely integrated with other plan elements and planning efforts. This integration ensures that policies and implementation measures work in concert toward achieving the community's vision. It is particularly important that the land area needs and capital facilities needs identified in the PROS Plan be incorporated into the Land Use and Capital Facilities elements of Kirkland's Comprehensive Plan.

Parks, recreation, and open space objectives will more likely be implemented and will be eligible for funding authorized by the State's Growth Management Act (such as Impact Fees) only when addressed in the capital facilities plan. In addition, our planning efforts should be responsive to

the planning efforts of others, such as King County, neighboring jurisdictions, state agencies, the School District, and the efforts of private organizations.

Step 2: Initiate Community Visioning and Ongoing Citizen Participation

The update to the PROS Plan should include extensive public participation in the process. Participation and outreach will include:

- City website.
- Public workshops and meetings.
- City Cable TV Channel.
- Surveys or interviews (formal or informal).
- Round table discussions or focus groups.

Step 3: Inventory Existing Conditions, Trends, and Resources / Identify Problems and Opportunities

Developing a good understanding of our existing conditions, trends, problems, and opportunities will be important to a successful PROS Plan. An inventory of existing facilities will be conducted, with information gathered about park and facility type, total acres or square footage, developed and undeveloped acres, location, and type and number of recreational facilities. Schools should also be noted. Private resources that provide recreation and open space, such as health or fitness clubs, Boys and Girls Club, etc., should also be noted.

Step 4: Develop Goals and Priorities

Goals, policies, and objectives form the heart of the Parks, Recreation, and Open Space Plan.

Step 5: Enlist the Support of Other Local Groups, Jurisdictions, and Departments

A partial list would include the Lake Washington School District, youth sports groups, Boys and Girls Club, business organizations, neighborhoods, etc. Cooperative efforts can potentially allow the provision of a greater range of specialized park and recreation services such as community centers or playfields for a variety of sports.

Step 6: Assess Parks/Open Space/Recreation Needs and Demand

Aspects of this step typically include:

- Reviewing our adopted Level of service (LOS) standards;
- Conducting user participation and demand surveys;
- Projecting population growth;
- Reviewing demographic trends;
- Recognizing local, state, and national trends in recreation participation;

Step 7: Prepare the Parks, Recreation, and Open Space Plan

Some of the components of our final PROS Plan will include:

- Goals and Philosophy
- Major Issues and Opportunities
- Capital Improvement Project Recommendations
- Inventory, Classifications, and Standards
- Demographic Information

Step 8: Adopt the Plan

The updated PROS Plan will need to be approved by the City Council. As well, the adopted Plan will need to be reviewed and approved by the State Recreation and Conservation Office (RCO) in order for Kirkland to continue to be eligible for State grant funding for park projects.

Staff looks forward to discussing with the Board the upcoming process and timeline for the PROS Plan update.

Attachment



Request for Qualifications Comprehensive Parks, Recreation, and Open Space Planning Kirkland, Washington

CITY OF KIRKLAND

Request for Qualifications

PROJECT NAME: Comprehensive Park, Recreation, and Open Space Plan

JOB NUMBER: 05-13-PK

PROJECT DATE: January 2013 – January 2014

QUALIFICATIONS DUE: January 15, 2013 no later than 4:00 p.m. PDT

QUALIFICATIONS SUBMITTED TO: Purchasing Agent, 123 5th Ave, Kirkland, WA 98033
(See RFQ for details.)

PROJECT DESCRIPTION: Develop a comprehensive community park, recreation, and open space plan.

Applicant qualifications will be evaluated based on response to the Request for Qualifications (RFQ). A live interview may be conducted after submission of the statement of qualifications. Qualifications criteria are more fully set forth in the RFQ document.

Public notice is hereby given that the City of Kirkland has issued the above mentioned RFQ. The complete RFQ, including all submittal requirements, can be found on the City of Kirkland's website at www.kirklandwa.gov. Locate by clicking on "City Purchasing" under "Most Requested". Call 425-587-3123 if unable to access RFQ documents online.

Barry L. Scott, C.P.M.

123 5th Avenue

Kirkland, WA 98033

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Comprehensive Park, Recreation, and Open Space Planning

BACKGROUND

The City of Kirkland will be updating its Comprehensive Park, Recreation, and Open Space Plan (PROS Plan) in 2013. The current plan received a nominal update in 2010 in order to comply with State grant eligibility requirements. The Plan will be fully updated to reflect substantial growth and changes in the community and to the park system.

The current Kirkland PROS Plan may be viewed on the City of Kirkland website at the following link: [Kirkland Park Planning](#)

We are seeking a consultant or team of consultants who can:

- ✓ Create and manage a comprehensive public participation process for the project, in close consultation with City staff.
- ✓ Efficiently inventory, conduct research, and complete a needs assessment of the community's parks, open spaces, and recreation system. Provide concise, realistic needs assessments with probable costs;
- ✓ Assist us in evaluating and determining LOS standards for parks and facilities;
- ✓ Develop a useful, readable planning document that will guide us in strategically managing Kirkland's park system for the next several years.

The budget for this project is estimated to be \$60,000 - \$75,000.

METHODOLOGY

This project will be guided by a project team made up of city staff and the Park Advisory Board (Park Board). The team will provide input to the selected consulting team throughout the planning process.

The following is a preliminary scope of work that may be modified during contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of major tasks anticipated for the project but is not intended to be complete. The project will consist of the following tasks:

Needs Assessment and Public Involvement

- Review of previous planning efforts, city historical information, and recent citizen opinion surveys.
- Consider the profile of the community and demographics trends.
- Extensive community involvement effort including focus groups, meetings with key stakeholders, neighborhood and community-wide public meetings, surveys, etc.
- Assessment of alternative public and private park and recreation service providers to provide understanding of market opportunities and potential for new facilities and services.
- Research of trends and statistics related to lifestyles to help guide recreation and health/wellness programming and facility development.

Inventory

- Inventory of parks and facilities using existing mapping, staff interviews, and on-site visits to verify amenities and assess the condition of the facilities and surrounding areas.

Assessment and Analysis

- Review and assessment of relevant plans.
- Assess organizational strengths, weaknesses, opportunities, and threats.
- Analysis of level of service that is both feasible and aligned with the desires of citizens as expressed through the public involvement process.
- Exploration of finance and funding mechanisms to support development and sustainability of the system.

Recommendations: Goals, Objectives, and Action Plan

- Identification and categorization of recommendations into themes with goals, objectives, and an action plan for implementation.
- Development of an action plan for capital improvements including cost, funding source potentials, and timeframe to support the implementation of the plan.
- Prepare draft and final reports, including relevant text, graphics, maps, etc., in electronic format for final adoption and distribution.

COMPLIANCE WITH STATE GUIDELINES

The City of Kirkland PROS Plan will comply with Manual 2 "Planning Policies and Guidelines" as provided by the State of Washington Recreation and Conservation Funding Board (RCO). More information at this link: [RCO Manuals](#).

TENTATIVE SCHEDULE

The following schedule may be modified as a result of consultant proposals and contract negotiations:

| | |
|-------------------|------------------------|
| January 15, 2013 | RFQ Submittal Deadline |
| March 1, 2013 | Project Start |
| December 31, 2013 | Project Completion |

SUBMISSION REQUIREMENTS

All submittals must be in conformance with the requirements set forth in this RFQ. Submittals should be 8-1/2" x 11" format and shall not exceed twenty (20) pages, including cover letter. As a minimum the following information shall be submitted:

- An organizational chart and biographies for your project team, including all sub-consultants.
- A statement of the percentage of time your proposed key resources will have available to devote to the project.
- Your firm's identification of the critical work elements and how your team would address these issues.
- A discussion of your team's approach to the project and your plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.
- References from past similar projects. Provide the contact name and number of the owner, or if not available, a contact name and number of the current most knowledgeable person associated with the project.

SUBMITTALS

Preferred:

Qualifications titled "**Consulting Services for City of Kirkland – Comprehensive Park Planning**" should be submitted as an e-mail attachment in PDF or MS Word format to: purchasing@kirklandwa.gov.

Or:

One (1) unbound original and two (2) digital storage devices (CD or USB Flash Drive) in PDF or MS Word format mailed or delivered to:

City of Kirkland
Attn: Barry Scott, Purchasing Agent
Job # 05-13-PK
123 5th Avenue, Kirkland, WA 98033

Note that faxed proposals or electronic proposals submitted as compressed files will not be accepted.

Contact

For additional information concerning this RFQ, any other aspect of the selection process or the project in general, please contact via email:

Michael Cogle
Deputy Director of Parks and Community Services
E-mail: mcogle@kirklandwa.gov

Absolutely no communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror's or any of their individual members and any City elected official or employee other than those named above. Failure to comply with this provision may result in Offeror's proposal being removed from consideration. Any cost incurred by Offeror in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the Offeror.

Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City upon delivery to the City's Purchasing Agent and will not be returned.

Project Contract

The Offeror will be required to use the City of Kirkland Professional Services Agreement [Attachment A] and accept all language contained within. Any Offeror that has significant reservations concerning using this agreement should not submit on this request.

CONSULTANT SELECTION CRITERIA

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFQ
- Understanding of project scope and project
- Ability to meet the project schedule, within budget
- Expertise of key personnel
- Response of references from past similar projects

Final Selection Procedures

After review of the submittals by the Owner's Selection Committee, the City may at its discretion schedule interviews with one or more firms.

Negotiation/Scope Development

The top-ranked firm will be asked to submit their prospective scope of services, schedule and a fee proposal.

If, after negotiation and consideration, the Owner is unable to reach an acceptable agreement with the top-ranked firm, the Owner will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

Final Selection

Once an agreement is reached with a preferred A/E firm, the Owner's Purchasing Agent will provide a professional Services Agreement for signatures and full execution. A Notice to Proceed will be issued to formally begin work.

--END--



[ATTACHMENT A] SAMPLE PROFESSIONAL SERVICES AGREEMENT

[Job Name and Number]

The City of Kirkland, Washington, a municipal corporation (hereinafter the "City") and _____, whose address is _____ (hereinafter the "consultant"), agree and contract as follows:

I. SERVICES BY CONSULTANT

A. The Consultant agrees to perform the services described in Attachment ____ to this Agreement, which attachment is incorporated herein by reference.

B. All services, and all duties incidental or necessary thereto, shall be conducted and performed diligently and completely and in accordance with professional standards of conduct and performance.

II. COMPENSATION

A. The total compensation to be paid to Consultant for these services shall not exceed \$_____, as detailed in Attachment _____.

B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all work performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.

C. The Consultant shall be paid monthly on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.

D. The City shall have the right to withhold payment to Consultant for any work not completed in a satisfactory manner until such time as consultant modifies such work to the satisfaction of the City.

E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 45 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

III. TERMINATION OF AGREEMENT

The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days' notice to Consultant in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on the project prior to the date of suspension or termination, not to exceed the payment ceiling set forth above.

IV. OWNERSHIP OF WORK PRODUCT

A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this contract or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.

The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the work. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.

B. Methodology, materials, software, logic, and systems developed under this contract are the property of the consultant and the City, and may be used as either the consultant or the City sees fit, including the right to revise or publish the same without limitation.

V. GENERAL ADMINISTRATION AND MANAGEMENT

The _____ for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the City.

VI. COMPLETION DATE

The estimated completion date for the consultant's performance of the services specified in Section I is _____.

Consultant will diligently proceed with the work contracted for, but consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

VII. SUCCESSORS AND ASSIGNS

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

VIII. NONDISCRIMINATION

Contractor shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

IX. HOLD HARMLESS/INDEMNIFICATION

Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from its negligence or breach of any of its obligations in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

X. LIABILITY INSURANCE COVERAGE

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form

CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. Claims-made Coverage

Any policy of required insurance written on a claims-made basis shall provide coverage as to all claims arising out of the services performed under the contract and filed within three (3) years following completion of the services so to be performed.

XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

XII. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

XIII. INDEPENDENT CONTRACTOR

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him as a result of his status as an independent contractor. The Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance of unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant, or any employee of consultant.

XIV. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with all attachments and addenda, represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties hereto.

XV. ADDITIONAL WORK

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this contract. Any such work or services shall be considered as additional work, supplemental to this contract. Such work may include, but shall not be limited to,

Additional work shall not proceed unless so authorized in writing by the City.

Authorized additional work will be compensated for in accordance with a written supplemental contract between the Consultant and the City.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT: CITY OF KIRKLAND:

By: _____

By: _____

Marilynne Beard, Deputy City Manager

Date: _____

Date: _____

--end sample agreement--



CITY OF KIRKLAND

Department of Parks & Community Services

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

www.ci.kirkland.wa.us

To: Park Board

From: Michael Cogle, Deputy Director

Date: January 4, 2013

Subject: Land Acquisition Strategy: Park Levy Funding

RECOMMENDATION:

That the Park Board and staff discuss strategies and priorities for acquisition of neighborhood park land as provided for by the 2012 Park Levy.

BACKGROUND:

As provided for by the 2012 Park Levy and as identified in the 2013-2018 Capital Improvement Program (CIP Project #CPK0133300 Neighborhood Park Land Acquisition), the City has allocated funding as follows to acquire neighborhood park land:

2013 - \$476,000
 2014 - \$375,000
 2017 - \$750,000
 2018 - \$750,000

The City has an identified Level of Service (LOS) goal of a developed park within a quarter-mile of every Kirkland household. The attached map provides a gap analysis for Kirkland's neighborhood parks.

EVALUATING AND ACQUIRING PROPERTY FOR NEIGHBORHOOD PARKS

□ *EVALUATING PROPERTY*

Several distinct criteria can be used effectively for evaluating a site for its suitability for a neighborhood park site. The criteria include:

Visibility - Visibility is a desirable factor in selecting a park site. The easier for the site to be seen and found by potential users the more effective the site will be in meeting the needs of nearby residents. It is also a key factor in providing park users a sense of safety. Key indicators of good visibility are:

- significant street frontage
- location on arterial street or collector

- location on street corner
- location adjacent to school/parks

Accessibility - Similar to visibility, this element deals specifically with ease of access by pedestrians, the disabled, or by car. It deals not only with access to and from the site but the ability to provide future access to amenities that might be located inside the park in the future.

Public Support - Has the site been identified for acquisition as part of a previous planning effort involving the public process? This process may involve one or all of the following:

- Funding as part of CIP
- Identified as part of an adopted Comprehensive or Functional Plan
- Identified at a public workshop, meeting, or by petition
- Consideration and/or funding by the City Council

Size and configuration - The site must be of a size large enough to accommodate its intended use. Of nearly equal importance is the configuration or the shape of the site. The shape of the site must also be suitable to accommodate a variety of neighborhood park uses. For example, a site may be large enough to fulfill the broad definition of a neighborhood park but it may be too narrow or oddly shaped to accommodate a playground, sport court, or similar features.

Topography - Topography helps define the site and its character. It may in some cases be a benefit or a significant disadvantage. Sites that are relatively flat are simple to develop and locate typical neighborhood park amenities. Additionally, level land makes it easier and less costly to provide good disabled and pedestrian access. It may be desirable to consider property with some variation in topography for the purpose of visual interest and even improved pedestrian access to some play spaces such as playgrounds.

Site Conditions - Site conditions play an important role in determining the suitability of developing a potential park site. How much land is actually developable? Does the site contain wetlands? If so how much and how do environmental regulations affect the ability to create an effective neighborhood park? Is the site heavily forested? How might the neighborhood react to removal of a significant number of trees in order to create a typical neighborhood park? Are there unstable, unsuitable, or contaminated soils on the site that might make the site difficult or costly to develop?

Need - There must be a demonstrable need for the park site. This need may be identified readily by statistical evidence such as level of service or by a unique purchase opportunity that presents itself. Need may also be evidenced by perception. Major arterial streets are often perceived to be barriers to access to existing parks, creating a perceived need for another park site on the opposite side of a major thoroughfare.

Cost - The cost of a site is a factor particularly as land values in the area escalate as land becomes scarcer. Another element related to cost is the necessity for a willing seller. The City can exercise its power of condemnation but in most cases will choose not to if there is no willing seller. The willingness of the seller may have to do with the value placed on the property. If the seller is asking more than the City is willing to pay then of course the cost is too high and the City may choose to look elsewhere.

Maintenance and operation costs and capital development costs are considerations too. Once a site is acquired what are the public expectations? Will it be acceptable to land bank the property or will there be some public expectation for immediate development? And what might be the consequences on capital funding priorities and maintenance and operation capability if the site were acquired and developed immediately? The PROS Plan policies require adequate maintenance and operational support prior to development of park land.

Funding - Available funding may come from several sources. The City Capital Improvement Program may provide additional funding. While there are not many county, state, or federal grant programs for park acquisitions, extra consideration may be given to sites that might compete well for grant funding. In this circumstance, City funds may be used as leverage to obtain supplemental grant funding to acquire a larger parcel.

Partnering - Forming partnerships with other agencies such as the Lake Washington School District are possibilities to consider. A partnership may help reduce the capital cost associated with acquisitions through long-term leases or some other similar action.

□ **SELECTING PROPERTY**

There are several methods for selecting or finding properties to evaluate for possible acquisition as a park. In each of these cases the properties identified are screened utilizing the criteria identified above.

Windshield Survey - This effort involves driving through the target neighborhood(s) or area(s) to identify vacant land or other suitable land for sale. These properties are then mapped and the property owners identified. In some instances, properties identified "For Sale" may be considered.

Private Solicitation - Occasionally, an owner or someone representing an owner offers property to the City.

Dedication or Gift - Property may be proposed for dedication to the City for park purposes as a requirement of private development to fulfill zoning obligations. Property may be proposed for dedication by a developer or owner for the purposes of tax relief or as a gift to the City. Examples of past accepted dedications or gifts include portions of Marsh Park, Yarrow Bay Wetlands, Forbes Creek Park, and Spinney Homestead Park.

Surplus Public Property - This method involves identifying surplus public property that currently is fulfilling a different function or use. Watershed and Reservoir Parks are past examples of this approach.

Park Board or Citizen Proposed - Occasionally a Park Board member or a private citizen will become aware of a parcel of property for sale or potentially for sale that is worth considering as a possible park site.

Use of an Agent - The City may elect to hire an agent to find property fitting the criteria it has established.

□ **ACQUISITION PROCESS ROLES**

The City Council, Park Board and staff all have distinct roles in the process of acquiring property for use as a park. The acquisition of property often requires confidentiality. In the process of land acquisition, confidentiality protects both the buyer and the seller. Premature disclosure can negatively affect the buyer's position (in this case the City) and potentially increase the cost for acquiring a key piece of property. Discussions regarding the possible purchase of a particular piece of property are normally held in closed (executive) session by the City Council.

City Council - It is the proprietary role of the City Council as elected officials to authorize staff to appraise, evaluate, negotiate and complete the process of acquiring a piece of property for the City. The City Council establishes the parameters in which the staff may negotiate. The City Council typically conducts this business in executive session.

Park Board - It is the role of the Park Board to advise the City Council on property matters specifically referred to the board for their consideration. When the Park Board has been directed by the Council to examine a possible property acquisition, the Park Board will conduct business in executive session. The Park Board may take official action only in open session and in such a manner that will protect the confidentiality of the discussion and the process for future negotiation. If the Park Board wishes staff to consider or evaluate a piece of property the staff would use the criteria described in this report. In making such a request the Park Board must exercise care and ensure that the confidentiality necessary in the process is respected.

The Staff - The staff evaluates, examines, appraises, negotiates and completes property acquisitions at the direction of the City Council. The staff will bring to the attention of the City Council specific "opportunities" for expanding the park system both during and outside of the Capital Improvement Program process. During the evaluation process the staff utilizes the criteria identified earlier in this report to assess the possible merits of a potential acquisition.

Attachment

