



KIRKLAND PARK BOARD

Date: March 10, 2010

Time: 7:00 p.m.

Place: Council Chambers, City Hall

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

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** *5 minutes*
February Park Board Meeting Minutes
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**
No Items
6. **PRESENTATIONS**
No Items
7. **COMMUNICATIONS** *20 minutes*
 - a. Correspondence
 - b. Staff Reports
 - March update
 - Recreation update & introduction: NeSha Thomas
 - c. Committee Reports
 - d. Comments from the Chair
8. **UNFINISHED BUSINESS**
 - a. Capital Improvement Program (CIP) Update *20 minutes*
 - Topic: Review updates to 2011-2016 Parks' CIP
 - Action: Approve recommended CIP update
9. **NEW BUSINESS**
 - a. Preparation for City Council Study Session *40 minutes*
 - Topic: Discuss and finalize topics for joint meeting
 - Action: Discussion only
 - b. Neighborhood/Business Partnership *20 minutes*
 - Topic: Receive update on neighborhood/business partnership opportunities
 - Action: Discussion only

- c. Forbes Lake Trail Development Grant *5 minutes*
Topic: Grant application for Forbes Lake Park Project
Action: Recommend Council authorize staff to seek funding

- d. Eastside Audubon Facility Relocation *5 minutes*
Topic: Consider request for relocation of Eastside Audubon Society to
McAuliffe Park
Action: Discussion only

10. MEETING EVALUATION *5 minutes*

11. ADJOURNMENT

Next meeting: April 14, 2010, 7:00 p.m., Council Chambers

Estimated Meeting Completion: 9:05 p.m.

PARK BOARD MINUTES – February 10, 2010

1. CALL TO ORDER

The February 10, 2010 Park Board regular meeting was called to order at 7:03 p.m. by Chair Robert Kamuda.

2. ROLL CALL

Members present: Chair Robert Kamuda, Vice Chair Sue Keller, Colleen Cullen, Jennifer Davies and Shelley Kloba.

Adam White arrived at 7:08 p.m.

Maggie Lehr and John Smiley were excused.

Staff present: Michael Cogle, Carrie Hite, Jennifer Schroder.

3. APPROVAL OF MINUTES

Ms. Kloba moved to approve the January minutes. Ms. Keller seconded. Motion carried (5-0).

4. ITEMS FROM THE AUDIENCE

No items.

5. REVIEW OF ACTION ITEMS

The Board appointed Ms. Keller as the Park Board representative to the Central Houghton Advisory Group.

6. PRESENTATIONS

No items.

7. COMMUNICATIONS

a. Correspondence

Ms. Schroder shared that correspondence is being received in support of a dog off-leash area in Kirkland.

b. Staff Reports

Ms. Schroder reported on citizen contact being received regarding the reduction of service levels and "adopt-a-park."

Ms. Hite answered questions related to registration revenue.

Mr. Cogle reminded the Board of the City's Boards and Commissions application deadline.

c. Committee Reports

Ms. Davies attended the Norkirk Neighborhood Association meeting and reported on the Norkirk neighborhood picnic, trash cans, a potential park site at 2nd Street and 19th Avenue and grant funding.

Mr. White attended the Market Neighborhood Association meeting where concern about loose dogs and Waverly Beach was discussed.

Ms. Kloba attended the Lakeview Neighborhood Association meeting and reported on trash, business parking in the Houghton Beach lot and questions about service reductions.

Ms. Keller attended the Highlands Neighborhood Association and reported on trash, the Burlington Northern/Santa Fe rail corridor and the Martin Luther King stewardship day.

d. Comments from the Chair

Mr. Kamuda attended the Houghton Community Council and reported on the Council voting to reject the City's tree ordinance and the Senior Slow-pitch Softball Association.

8. UNFINISHED BUSINESS

a. Kirkland Dog Off-leash Group (KDOG)

Jean Guth of KDOG presented information to the Board about dogs living in Kirkland and local communities' off-leash areas.

Mr. Kamuda invited members of KDOG to the table to discuss resolution R-4478 regarding dog off-leash areas in Kirkland.

b. Park, Recreation and Open Space (PROS) Plan Update

Mr. Cogle provided the Board a draft of the PROS Plan and requested the Board review the draft plan and submit questions to him prior to the March meeting. The final plan will be presented to the Board for adoption in March.

9. NEW BUSINESS

a. Kirkland Teen Union Building (KTUB)

Amina Chinnell-Mateen spoke regarding the positive impact KTUB has had on her life.

Ms. Hite recapped the presentation to City Council regarding KTUB, opened the discussion of operation options, and requested feedback from the Board on items to be added to the Request for Qualifications.

Mr. White and Ms. Keller volunteered to participate in future stakeholder meetings regarding KTUB.

b. Capital Improvement Program (CIP) Update

Mr. Cogle presented the CIP update and will bring staff's update recommendation for the Board's approval in March.

c. September Park Board Meeting

The Board agreed to move its September meeting from September 8th to September 15th due to the rescheduled City Council meeting.

10. MEETING EVALUATION

"Too long."

11. ADJOURNMENT

Mr. White moved to adjourn. Ms. Cullen seconded. Motion carried (6-0).

Meeting adjourned at 9:38 p.m.

Jennifer Schroder, Director
Parks and Community Services

Robert Kamuda, 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, Director
Date: February 5, 2010
Subject: February Update

PARK PLANNING DIVISION

Juanita Beach Park

- The Contractor has completed contract documents with construction anticipated to begin towards the end of the month.

Everest 'A' Field Grandstands

- Construction is substantially complete, just in time for Little League opening day on March 20th.

COMMUNITY SERVICES DIVISION

Business Services

- The Friday Night Market at Juanita Beach will begin Friday, May 14th. We're now in the process of interviews for a new Farmers Market Attendant. This person will oversee the market set-up, booth assignments and collection of fees, provide information on membership and market policies, and assuring vendor compliance with market policies and King County Public Health laws.
- On February 11th, proposals for the Kirkland Tour Dock were reviewed by a panel that included staff and representatives from the Kirkland Downtown Association and Kirkland Chamber. The interview consisted of a brief presentation and questions based on the evaluation criteria included in the Request for Proposal. Both proposals were evaluated with some merits and some concerns. Staff will be presenting both proposals and concerns at the March 16th City Council meeting.
- We are proud to announce that Wilde Rover Irish Pub and Restaurant has agreed to be a community sponsor of our Adult Softball League. Their sponsorship of \$1,000 will help with supporting this program and adult sports in Kirkland.
- The Summer Concerts have come together nicely. The community group taking this on is doing a great job of raising funds and lining up acts to perform this coming summer. For more information and the calendar of events, you can click on www.KirklandSummerConcerts.org.

Recreation

- 2010 spring and summer brochure is complete. The new brochure will be delivered to homes in mid-March. Spring and summer registration begins March 19th. Staff has planned many high-quality programs and activities that will provide many positive experiences for our participants.
- February was a good month for the department's overall revenue. We are experiencing a moderate increase in facility rentals. We have noted a drop in Adult program enrollments

and revenue. We will continue to explore and engage in new marketing opportunities and monitor all enrollments.

North Kirkland Community Center

- As a result of being designated an emergency shelter, and thanks to the Emergency Preparedness and Facilities, NKCC will benefit from a new oven with stove-top and shelving for the kitchen, and a much-needed storage closet.
- Carpeting is currently being selected for replacement in the near future.
- After receiving numerous customer comments regarding the condition of our well-used seating, staff is exploring the costs associated with replacing the original 20 year old reception area furniture.
- Gearing up for summer staffing, well over 100 applicants are being screened and interviews set to hire for the enthusiastic, tireless, staff responsible for providing day camp experiences to over 800 children within our community.

Youth Sports

- Our Youth basketball program for Boys and Girls, grades 3rd – 6th, is winding down with only two more Saturdays to go. The season has been a great success for many reasons but most impressive is the 92 community volunteers who have donated their time and energy to help young players and make a difference in their lives.
- Not to forget the Pee Wee players, ages 3-5 years, basketball novices who wrapped up their season last week with an end-of-season presentation and certificates for all. Many proud and happy faces walked out of the gyms last Saturday.

Aquatics

- Currently we are in the hiring process for the 2010 aquatic staff. When done we will bring on over 78 seasonal staff to ensure the safety of our pool and beaches this summer.

Sports and Fitness

- Our Move It! program is well-attended and well-received by our community but we have recognized the need to keep it “fresh” and in line with new fitness trends. Therefore, we have begun recruitment for a new fitness instructor to add “Zumba” to our list of Move It! fitness options. Zumba is an aerobic fitness program that uses music and steps based on salsa, reggae, calypso and hip-hop. We hope that adding this new fitness class will allow members to vary their workout and stay excited about being physically fit and healthy.
- We have recruited a league sponsor for our Adult softball program; the Wilde Rover Restaurant! This is the first time we have secured a sponsor for any of our adult sports leagues. We look forward to gaining more community support in the future.
- As mentioned in previous updates, despite our high participation, the volleyball program has struggled with aging, broken equipment. Our participants have been very patient with the equipment failures and our staff has done all possible to keep the program running. With that in mind, we are happy to announce that we have solidified funding to repair the equipment at BEST High School and completely replace the volleyball system at Kamiakin Jr. High. We expect the new equipment to be delivered sometime this week. The replacement has been highly anticipated by both City and School programs. We are very excited!
- Registration for the spring session is in full swing with a total of 28 sport teams registered for our various leagues with about a month left to register.

Peter Kirk Community Center

- The staff at PKCC is working with our computer instructor to start offering “traveling” computer classes at some of the local assisted living facilities in the area. We are looking at the feasibility of taking our five laptops to other facilities to teach classes to older adults that may otherwise not be able to attend classes.

- The PKCC Advisory Board was pleased to welcome British Author Lynn Cant as a special guest speaker for their quarterly Fireside Chats. The author talked about her life and growing up in England during WWII.
- We are excited to be expanding the gardening classes that are offered at PKCC by contracting with master gardener Nancy Tom of Redmond. Her classes will start in April and run through August.

Youth Services

- Teen Traffic Court was held February 3rd.
- Working (feverishly) on the Youth Summit
- We've Got Issues Green program out soon...keep your eyes on the website and KGOV.
- The RFO was issued for the operation of the KTUB. These are due by March 15th. Staff will evaluate these and take these options back to Council in April. These will be compared with the option of the city operating the KTUB.

Human Services

- In the coming months, the Human Services Advisory Committee will hold a series of roundtable discussions. The purpose of these meetings is to gain a better understanding of the issues facing non-profit organizations the city funds. At the February meeting, seven Housing Providers discussed a broad range of issues including an unprecedented number of low-income Kirkland individuals and families who need help with finding housing. Emergency Service Providers are invited to the March roundtable discussion.
- In 2005, City Council directed the Committee to seek alternate means for providing in-kind support to non-profit agencies. The Kirkland Computer Donation Program was established. Approximately every three years, city computers are replaced and there is a great need for computers in the non-profit agencies. They are used in children's day care facilities, adult literacy programs, counseling programs as well as by agency staff. This year, the program will distribute more than 200 computers to over 25 organizations. This program is in addition to the current financial support the City provides non-profit agencies.

PARK MAINTENANCE DIVISION

Athletic Fields

- Practices have begun everywhere, including at Crestwoods, Everest, Juanita Beach, Spinney, Terrace, Highlands, and at the local District fields the Parks Department allocates.
- Lee Johnson Field kicked off with pre-season LWHS games on Saturday, March 6th.
- The Kirkland Baseball Commission (KBC) hosts their Opening Day Jamboree Saturday, March 13th.
- Kirkland American Little League Opening Day Parade is scheduled at Lee Johnson and Everest fields for Saturday, March 20th.
- The regular season of games at Lee Johnson begin March 15th with games scheduled every day (weather permitting) through July 31st!!
- Play ball!!

Volunteers

- Christ Church Academy's third and fourth grade classes volunteered February 8th at McAuliffe. They did a great job (as always)! Thank you Christ Church!
- Lake Washington Technical College's Horticulture Program volunteered February 19th under the supervision of Parks Groundsperson Ken Bolser and LWTC's teaching staff. The very capable and talented students helped with pruning at McAuliffe. LWTC comes through once or twice a year and we're always grateful for the expert help. Thank you LWTC!
- The Heathman Hotel staff has "adopted" Heritage Park as their volunteer focus. They come through at least once a month, bring many people, and work for hours. They're doing great!

This month their focus was on the Centennial Gardens. Groundsperson Rose Wessels (Heritage Park expert) and Senior Groundsperson Carol Dean have done a wonderful job coordinating useful project days and supervising. You can really see the results of the project. The Centennial Gardens look great! Stop by and take a look!

- Girl Scout Michelle Fields, for her Girls Scout Gold Award (an equivalent to an Eagle Scout Award), helped to expand the McAuliffe Pea Patch area by adding 15 new pea patch spots. She helped by coordinating other Girl Scout volunteers and together, her group along with Groundsperson Oscar Chavez, wrapped up the project in February. She did great! Thank you Michelle and congrats on your pending Gold Award.

Community Garden/Pea Patch Program

- The gardening season has begun!! Cathy Anderson, Parks Department Accounting Associate, organized the Community Gardening/Pea Patch Program for the 2010 season. She has found grateful takers of all 61 plots. There are 14 at Ohde Avenue Pea Patch, 12 at Tot Lot Pea Patch and 35 at McAuliffe Pea Patch. Each season begins with the Annual Community Gardening Kick-Off Meeting, which was held February 25th. Attendance was good. The meeting gave leasers time with Cathy and Jason Filan to go over the program guidelines, to talk about water use, parking, and organic gardening, etc. The most fun of the evening was when folks shared gardening tips. It was a great way to get the season started!

Notes from the Field

- Parks Staff on the move. Ryan Fowler, Parks Groundsperson has accepted a ½ time position with Public Works to become their Field Arborist. Mark Padgett's accepting the Lead position with Public Works Grounds division also created an opportunity internally for Sr. Maintenance at the Cemetery which was accepted by Doug Adkins.
- Marina's restroom was temporarily closed this past month. 60' of new sewer line was installed with the help of Public Works and their vector truck. Vector trucks are a superior means of digging around tree roots. Great appreciation for Public Works and their willingness to help us out.
- Through partnership with the Neighborhood Connections program Cotton Hill received a new park sign this past month.

GREEN KIRKLAND PARTNERSHIP

- The following table summarizes Green Kirkland volunteer events held in January. Often several people are involved in organizing an event. In the table, lead organizers who participate in the events are listed because those people provide the information required to fill in work logs. We encourage young people to participate in events and are tracking the numbers of minors (< 18 yrs) involved.

Event Date	Park	-- Number of Volunteers --			Volunteer Hours	Lead Organizer	Lead Group Name
		Youth	Adult	Total			
14 Jan 2010	Juanita Beach Park	19	2	21	63.0	Betsy Adams & Kirsten Boone	Environmental & Adventure School
15 Jan 2010	Brookhaven Park	18	1	19	57.0	Oscar Chaves & Kirsten Boone	Environmental & Adventure School
18 Jan 2010	Cotton Hill Park	17	52	69	283.6	Karen Story	UW-REN 2009-2010
19 Jan 2010	Juanita Bay Park	20	4	24	96.0	Nona Ganz & John Hamilton	Environmental & Adventure School
29 Jan 2010	Carillon Woods	22	4	26	104.0	Lina Rose (EC), Jeff Adair (EP)	Eastside Preparatory School
30 Jan 2010	Carillon Woods	0	2	2	2.0	Lisa McConnell	Wildlife Habitat Team
January Totals:	6 events	96	161	0	605.6	Dollar Equivalent:	\$13,111.24

- It's great that our Green Kirkland Stewards are leading volunteer events. This allows us to expand the Green Kirkland program by extending capacity and is an important part of implementing the City's 20-Year Forest Restoration Plan. In January Green Kirkland Stewards Karen Story and Nona Ganz led events with classes of school students. Karen's Martin Luther King Day of Service event January 18 was a great success, with 69 volunteers participating on a pleasant sunny day.
- This table summarizes work tasks/categories and hours for on-going volunteers who work in addition to restoration events. They include administrative volunteers and field volunteers led by Green Kirkland Stewards.

January 2010 Totals	
Administration	229.05
Education	4.00
Field Work	26.50
Plant Nursery	9.00
Total Hours	268.55

- Upcoming Events for volunteers from the general public:
 - March 13th, 9 am – noon, Friends of Kiwanis Park restoration event at Kiwanis Park.
 - March 20th, 9 am – noon, large EarthCorps partnership event at Cotton Hill Park.
 - March 27, 9 am – noon, Native Plant Steward event at Juanita Bay Park

**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, Park Planning & Development Manager

Date: March 5, 2010

Subject: 2011 – 2016 Capital Improvement Program

RECOMMENDATION:

That the Board approve a motion as follows: The Park Board recommends approval of the 2011-2016 Preliminary Parks CIP as presented by staff.

BACKGROUND DISCUSSION:

Please see the attached spreadsheet for the proposed Capital Improvement Program for the years 2011 through 2016. Unfortunately, due to decreasing Real Estate Excise Tax (REET) revenues, the funding for Parks CIP over the next 6-year period has been reduced by over 40%. This is even after consideration of additional revenues anticipated from the pending annexation area.

We are recommending several adjustments to the projects identified in the previous CIP ('09-'14) to reflect this loss of revenue, ***and no new projects have been added to the preliminary proposal.*** Given the unprecedented uncertainty of both future capital funding and future project priorities (due to pending annexation), we have been directed to forego developing specific project funding recommendations for the years 2015 and 2016.

The following projects, previously funded, are recommended to be moved to the *unfunded* list of CIP projects:

A.G. Bell Elementary Playfields (\$200,000) and **International Community School Playfields** (\$300,000) – projects moved from 'funded' to 'unfunded' list of CIP projects due to (a) lack of sufficient funding; (b) uncertainty of the LWSD's future school construction schedule; and (c) inability of the Department to commit to on-going maintenance of a completed project.

Dock Renovations (\$50,000) – project removed due to (a) lack of sufficient funding; and (b) first priority dock renovation - at Waverly Beach Park - can be incorporated into the Waverly Beach Park Renovation Project.

Several projects recommended for continued, albeit diminished funding will need to be reduced in scope to reflect new funding realities. During our presentation at the Board's March meeting staff will describe these changes impacting the following projects:

- **Park Play Area Enhancements** (\$50,000 each year)
- **Waverly Beach Park Renovation** (construction in 2011)
- **Spinney Homestead Park Renovation** (construction in 2012)
- **Terrace Park Renovation** (construction in 2014)
- **Juanita Beach Park Phase 2** (construction in 2013 contingent on grant match)
- **Snyder's Corner Park Site Planning and Development** (2012 – 2014)

Finally, we recommend continued annual funding for implementing our 20-year Urban Reforestation Plan via the **Green Kirkland Program** (\$50,000 per year).

Apart from projects funded through REET revenue, we will have four more years of allocations from the King County Open Space and Parks Levy. This funding can be utilized for **open space land acquisition**, and the program funding has been increased from previous levels each year to reflect the larger community post-annexation (funding from the County is distributed to cities based on a formula of proportional population and land valuation). A separate CIP project is identified specifically for that program.

The Capital Improvement Program is part of the City's biennial budget process and is incorporated into the City Manager's budget recommendations to City Council. Keep in mind that only the first two years of the CIP are actually funded in the City budget.

Staff seeks support from the Board in presenting a Department recommendation to the City Manager.

The following timetable has been established for the CIP process:

April – Department recommendation presented to City Manager

May – City-wide CIP is proposed to City Council

December – CIP is adopted by the City Council as part of the City 2011-2012 budget

Attachments:

Preliminary 2011-2016 Capital Improvement Program for Parks
2009 – 2014 CIP for Parks

**City of Kirkland
Revised Preliminary 2009-2014 Capital Improvement Program**

PARK PROJECTS

Funded Projects:

Project Number	Project Title	Prior Year(s)	2009	2010	2011	2012	2013	2014	2009-2014 Total	Funding Source				
										Current Revenue	Reserve	Debt	External Source	
PK 0049	Open Space and Pk Land Acq Grant Match Program		100,000						100,000		100,000			
PK 0056	Forbes Lake Park Development	75,000		877,500					877,500	877,500				
PK 0066	Park Play Area Enhancements		100,000	100,000	50,000	100,000	100,000	50,000	500,000	500,000				
PK 0078 600	A.G. Bell Elementary Playfields Improvements						200,000		200,000	200,000				
PK 0078 800	International Comm. School Playfield Improvements					300,000			300,000	300,000				
PK 0087	Waverly Beach Park Renovation			75,000	957,600				1,032,600	1,032,600				
PK 0113	Spinney Homestead Park Renovation				50,000	690,500			740,500	740,500				
PK 0115*	Terrace Park Renovation						76,300	323,700	400,000	400,000				
PK 0119*	Juanita Beach Park Development	550,000	1,650,000				850,000	472,300	2,972,300	2,522,300			450,000	
PK 0121	Green Kirkland Forest Restoration Program		50,000	50,000	50,000	50,000	50,000	50,000	300,000	300,000				
PK 0124*	Snyder's Corner Park Site Development					75,000		425,000	500,000	500,000				
PK 0125	Dock Renovations	100,000			50,000				50,000	50,000				
PK 0131*	Park and Open Space Acquisition Program	835,000	118,000	118,000	118,000	118,000	118,000	118,000	708,000				708,000	
Total Funded Park Projects			1,560,000	2,018,000	1,220,500	1,275,600	1,333,500	1,394,300	1,439,000	8,680,900	7,422,900	100,000	0	1,158,000

Unfunded Projects:

Project Number	Project Title	Total
PK 0086	Totem Lake Neighborhood Park Acquisition & Development	2,500,000
PK 0095 100	Heritage Park Development - Phase III & IV	2,500,000
PK 0096	Ohde Avenue Park Development	250,000
PK 0097	Reservoir Park Renovation	500,000
PK 0099	N. Juanita (East) Neighborhood Park Acquisition/Development	2,500,000
PK 0100	N. Juanita (West) Neighborhood Park Acquisition/Development	2,500,000
PK 0101	N. Rose Hill Neighborhood Park Acquisition/Development (North)	2,500,000
PK 0102	N. Rose Hill Neighborhood Park Acquisition/Development (Central)	2,500,000
PK 0103	Market Neighborhood Park Acquisition/Development	3,500,000
PK 0108	McAuliffe Park Development	7,000,000
PK 0114	Mark Twain Park Renovation	750,000
PK 0116	Lee Johnson Field Artificial Turf Installation	1,500,000
PK 0117	Lake Avenue West Street End Park Enhancement	100,000
PK 0122 100	Community Recreation Facility Construction	42,000,000
PK 0126	Watershed Park Master Planning & Park Development	1,100,000
PK 0127	Kiwanis Park Master Planning & Park Development	1,100,000
PK 0128	Yarrow Bay Wetlands Master Planning & Park Development	1,600,000
PK 0129	Heronfield Wetlands Master Planning & Development	1,600,000
Total Unfunded Park Projects		76,000,000

Prior Year(s) Funding (Budget to Actuals):

Project Number	Project Title	Budget	Actual	Balance
PK 0056	Forbes Lake Park Development	75,000	23,457	51,543
PK 0119*	Juanita Beach Park Development	550,000	277,210	272,790
PK 0125	Dock Renovations	100,000	0	100,000
PK 0131*	Park and Open Space Acquisition Program	835,000	89,574	745,426
Total Prior Year(s) Funding (Budget to Actuals):		1,560,000	390,241	1,169,759

Notes

- * = Modification in timing and/or cost (see Project Modification/Deletion Schedule for greater detail)
- + = Moved from unfunded status to funded status
- " = Moved from funded status to unfunded status
- Shaded year(s) = Previous timing
- Bold italics = New projects

PARKS PRELIMINARY CIP 2011 - 2016

	A	B	D	E	F	G	H	I	J	K	L
1											
2		FUNDING SOURCES		2011	2012	2013	2014	2015	2016		Total Available:
3		<i>(REET prior CIP 09-14)</i>		<i>(\$1,157,000)</i>	<i>(\$1,215,000)</i>	<i>(\$1,276,000)</i>	<i>(\$1,321,000)</i>				
4		REET Funding:		\$670,000	\$693,000	\$718,000	\$743,000	\$769,000	\$796,000		\$4,389,000
5											
6		King County Levy Acquisition Funding:		\$160,000	\$193,000	\$193,000	\$193,000	\$0	\$0		\$739,000
7											
8		Total Funds Available:		\$830,000	\$886,000	\$911,000	\$936,000	\$769,000	\$796,000		\$5,128,000
9											
10											
11	Project										Total
12	Number	PROJECT TITLE		2011	2012	2013	2014	2015	2016		Expended:
13	PK 0066	Play Area Enhancements		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		\$300,000
14	PK 0078 600	A.G. Bell Elementary School Playfields (\$200,000)				\$0					\$0
15	PK 0078 800	ICS School Playfield Improvements (\$300,000)			\$0						\$0
16	PK 0087	Waverly Beach Park Renovation (\$957,600)		\$495,000							\$495,000
17	PK 0113	Spinney Homestead Park Renovation (\$740,500)		\$75,000	\$500,000						\$575,000
18	PK 0115	Terrace Park Renovation (\$400,000)				\$75,000	\$318,000				\$393,000
19	PK 0119	Juanita Beach Park Development Phase 2 (\$1,322,300)			\$18,000	\$543,000	\$0				\$561,000
20	PK 0121	Green Kirkland - Forest Restoration in Parks		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000		\$300,000
21	PK 0124	Snyder's Corner Park Site Development (\$500,000)			\$75,000		\$325,000				\$400,000
22	PK 0125	Dock Renovations (\$50,000)		\$0							\$0
23	PK 0130	K.C. Levy Funded Acquisition Program		\$160,000	\$193,000	\$193,000	\$193,000				\$739,000
24		To Be Determined Park Development/Renovation						\$669,000	\$696,000		\$1,365,000
25											\$0
26		Total Proposed Expenditures:		\$830,000	\$886,000	\$911,000	\$936,000	\$769,000	\$796,000		\$5,128,000
27											
28											



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: Jennifer Schroder, CPRP
 Parks and Community Services Director

Date: March 4, 2010

Subject: Preparation for Study Session with City Council on April 6, 2010

The purpose of this memorandum is to confirm the list of topics the Park Board would like to discuss with the City Council on April 6th, and the supporting materials to include in the study session agenda packet.

The topics to discuss are:

2009 Accomplishments: A brief review of work accomplished in 2009. (5 minutes)

Park Board Work Plan: A review of major components of the Board's 2010 work program (5 - 10 minutes)

Off-Leash area planning: A discussion regarding KDOG's request to move forward with Resolution R-4478 to conduct a public hearing on an off-leash area(s). Park Board seeking direction from Council on process and parameters for pursuing off-leash area(s) in Kirkland. (30 – 40 minutes)

To help frame the discussion of the off-leash topic, included is a draft memorandum from the Park Board to the City Council that provides brief background on KDOG and their request for a hearing on an off-leash area. The memorandum attempts to capture the types of off leash areas that KDOG has recommended. The attached draft is for your review and editing.

Suggested materials to include in the meeting packet are (1) a list of 2009 accomplishments; (2) the 2010 Park Board Work Plan; and (3) a memo (draft attached) providing a brief background on KDOG's efforts to date.

Park Board accomplishments for 2009

The following is a list of significant accomplishments the Board completed in its advisory role to staff and the City Council:

1. Completed a trail and park improvement plan for Forbes Lake Park
2. Awarded the contract for the construction of the new Everest Park Restroom/Storage Building
3. Completed construction of the Rose Hill Meadows Park
4. Expanded community garden/pea patch program – 15 new garden plots at McAuliffe Park (35 total)
5. Replaced playground equipment at South Rose Hill Park

DRAFT MEMORANDUM FOR REVIEW AND BOARD COMMENT

To: City Council

From: Park Board

Date:

Subject: REQUEST FROM KDOG TO CONDUCT A PUBLIC MEETING FOR AN OFF LEASH AREA IN A KIRKLAND PARK

RECOMMENDATION:

That the City Council provide direction to the Park Board on a process to follow to consider an off leash area or areas in Kirkland.

BACKGROUND DISCUSSION:

In 2008 Kirkland Dog Off-Leash (KDOG) Group submitted their application to form a 501(c)3 non-profit organization and received official confirmation of their status on March 26, 2009. To date 185 individuals have signed up to be involved in KDOG and the organization has expressed a commitment to provide volunteers and financial support for an off-leash area in the Kirkland community.

At the City Council's January 19th meeting, Jean Guth, representing the KDOG organization, publicly asked the City Council to move forward with Resolution R-4478 to conduct a public hearing on an off-leash area. KDOG entered into the record of City Council's February 2nd meeting a petition signed by 648 individuals in support for an off-leash park in Kirkland. The Council has also received dozens of email messages in support for holding a public hearing for an off leash area. Council subsequently asked for a staff report summarizing the Park Board's work regarding an off-leash area (memo attached) and requested to discuss this subject with the Park Board at the April 6th Study Session.

Ms. Guth and several KDOG members attended the Park Board's February meeting, presenting their research on various approaches local and national communities have taken to meet the off-leash needs of dog owners and their pets. The type of off-leash areas recommended by KDOG included:

- Designate unfenced off leash areas within certain approved sites during specific times of the day (such as early mornings and/or late evenings) or certain months of the year (such as October – March). Ideally, designated unfenced sites would be geographically distributed throughout the community.
- Designate a fenced off leash area in a site which best meets pre-determined criteria.

KDOG has requested that the City Council authorize the Park Board to conduct a public hearing on an off-leash area as stated in Resolution R-4478, which reads in part:

When a stewardship group steps forward to champion an off-leash area, the following criteria should be followed:

- Conduct a Public Hearing*
- Involve Neighborhood Associations in the public process*
- Funding for start-up costs and ongoing maintenance should be offset by user fees, donations, and volunteer stewardship.*

KDOG has publicly committed to be the stewardship group to fund and maintain off-leash areas in Kirkland. The Park Board is seeking direction from the City Council on next steps. For example should the Park Board conduct a public meeting on either specific Parks approved by the City Council to be considered or to hold general meetings to seek public interest in off-leash areas and seek public input as to what parks and what types of off-leash areas to consider (fenced, unfenced, specified hours, etc.)?



MEMORANDUM

To: Dave Ramsay, City Manager

From: Jennifer Schroder, CPRP
Parks and Community Services Director

Date: February 9, 2010

Subject: Summary of the Park Board's work regarding an off-leash dog park

Background

In the fall of 2002, a section of the lawn area at the Waverly Park site had become muddy and in poor condition. The park had become a popular gathering area for dog owners to exercise their pets. The combination of poor drainage and concentrated use by dogs turned the lawn area to mud. The area was fenced off and closed for turf restoration. Following the closure of a section of the park, a citizen advocacy group for off-leash areas sent several letters to the Council requesting that the City provide pet owners with an off-leash area. This group identified itself as K-Dog.

In response to requests for an off-leash dog area at the Waverly Park site, the City Council held a joint study session with the Park Board to discuss dogs and parks (April, 2003). The Council directed the Park Board to form a Dogs and Parks Committee. The Committee was formed in May, 2003 and included representatives from the Park Board, K-Dog, Lake Washington School District, Audubon Society, Juanita Bay Ranger Program, Kirkland American Little League, and citizens at-large. The Committee was charged with developing recommendations concerning leash-law enforcement priorities, park use policies relating to pets, and off-leash recreational opportunities.

The Committee looked at existing off-leash areas in Seattle and throughout King County to learn about size criteria, maintenance needs, infrastructure elements, and other concerns such as enforcement. Size of off-leash areas researched ranged from fenced dog runs, which limit the number of pets and pet-owners that can use the run at one time, to Marymoor Park which is a 40 acre off-leash area.

In February, 2004, the Committee presented to the City Council a list of site selection criteria for an off-leash area, identified several parks to consider for a pilot program, provided a list of parks to eliminate from consideration, proposed rules for pet owners to follow, and sought enforcement for those rules. Council asked the Park Board to concentrate their efforts on 10 parks and to revisit the site selection criteria for each proposed site.

Over the next six months, the Park Board reviewed the site selection criteria, costs to implement and maintain proposed off-leash areas, funding strategies, and the importance of enforcement.

On October 19, 2004 the Park Board presented for City Council approval the following findings and recommendations:

Findings:

- Off-leash opportunities are a legitimate park activity, but only under the right circumstances (e.g. size, location, compatible use and infrastructure)
- Off-leash opportunities should be considered as a program element in future park development and redevelopment
- Off-leash activities should be evaluated through the criteria created by the Dogs and Parks Committee and the needs of neighbors, park users, and other interested parties, as best as possible
- The "off-leash community" should share responsibility for both implementing, and maintaining an off-leash area
- The City needs to be committed to enforcement of the leash-law
- The City should both facilitate and encourage ways that responsible dog ownership can be promoted through educational outreach and through special events, as examples
- Existing parks that meet the site selection criteria for consideration of an off-leash area are: Crestwoods Park, Juanita Beach Park, North Kirkland Community Center, Snyder's Corner, and Terrace Park.

The Park Board recommendation was the following:

1. Include off-leash dog areas as a program element for public consideration as part of all future park master planning projects.
2. When a stewardship group steps forward to champion an off-leash area, the following criteria should be followed:
 - Conduct a Public Hearing on the five park sites identified by the Park Board as sites to consider for an off-leash area. (Crestwoods Park, Juanita Beach Park, North Kirkland Community Center, Snyder's Corner, and Terrace Park)
 - Involve Neighborhood Associations in the public process
 - Funding for start-up costs and ongoing maintenance should be offset by user fees, donations and volunteer stewardship.
3. Amend Chapter 11.80 Park Rules of the Kirkland Municipal Code to prohibit pets from entering the Cemetery, McAuliffe Park, Peter Kirk Pool, Tot Lot Park, and Ohde Pea Patch.

After a thorough discussion, the City Council moved to accept the Park Board's recommendation with changes. The changes included the removal of the public hearing limitation to the five named parks and the addition of language for pets to be allowed in the cemetery provided they are on a leash and under close control.

On November 16, 2004 Council adopted Resolution R-4478 approving the Park Board's recommendation regarding dogs and parks.

Implementation of R-4478

- *Include off-leash dog areas as a program element for public consideration as part of all future park master planning projects.*

Based on this policy, the following master plans included, during the public-input phase, an off-leash area element for public consideration: Juanita Beach Park, McAuliffe Park, Forbes Lake development plan, Rose Hill Meadows and Carillon Woods. Of the five plans, Juanita Beach Park was given the most consideration, however it was deemed there was not enough room between other uses in the plan to adequately site an off-leash area. Other than the Park Board's careful review and consideration for an off-leash area within each of these plans, there was no organized group supporting an off-leash area.

- *Amend Chapter 11.80 Park Rules of the Kirkland Municipal Code to prohibit pets from entering the Cemetery, McAuliffe Park, Peter Kirk Pool, Tot Lot Park, and Ohde Pea Patch.*

January 2005, the City Council approved Ordinance O-3998 relating to animal control and the regulation and prohibition of animals running at large. The ordinance amended the sections regarding regulations and enforcement, running at large, established leash law infractions as a civil penalty and authorized the Parks Director to adopt rules prohibiting dogs or other domesticated animals from entering parks or certain portions of parks after consultation with the City Council.

- *When a stewardship group steps forward to champion an off-leash area, the following criteria should be followed:*
 - *Conduct a Public Hearing*
 - *Involve Neighborhood Associations in the public process*
 - *Funding for start-up costs and ongoing maintenance should be offset by user fees, donations, and volunteer stewardship.*

To date, the Park Board has not held a public hearing on a proposed off-leash area or site. On March 17, 2009 the Park Board recommended that the City Council direct the Park Board to conduct a study to identify opportunities or alternatives for off-leash area(s) within the Kirkland park system and for the Park Board to chair a community stakeholder committee. Council communicated that they did not want the Park Board to convene a stakeholder committee and additionally, some council members voiced opposition to site off-leash areas in developed parks. The City Council's minutes reflect that Council agreed that the Park Board could continue to explore and identify opportunities or alternatives for off-leash areas and return with a recommendation at a future council meeting.

Since that time, a stewardship group has formed. In 2008, the Kirkland Dog Off-leash Group (KDOG) submitted their application to form a 501(c)3 non-profit organization and received approval from the state on March 26, 2009. To date 185 individuals have signed up to be involved in KDOG and they are willing to support an off-leash area. After all the research the Park Board has completed, and including research KDOG has conducted on "preferred criteria" for an off-leash park, the issue comes down to finding a site that is acceptable to the City Council so that a public hearing can be held. The Park Board and City Council will have the opportunity to discuss this in-depth at their joint meeting at the April 6, 2010 Study Session.



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: Jennifer Schroder, CPRP
Director, Parks and Community Services

Date: March 4, 2010

Subject: Business/Neighborhood Partnerships

In January, City Council requested a report from staff about the potential for businesses partnering with neighborhood groups on community projects. The purpose would be to encourage business involvement in the community, to foster good relationships between businesses and residents and to help preserve community assets (such as parks) during the economic downturn.

The memorandum attached and presented to City Council on March 2nd describes what the City is already doing to engage the community and businesses in providing services to the community and describes areas in need of volunteers and/or sponsorships. This memo is attached for your review and discussion. You can also view the presentation online by going to the City Council archived council meetings at: http://www.ci.kirkland.wa.us/depart/council/Watch_Council_Meetings.htm. This topic is under New Business, item 11.a. on March 2, 2010.

Att.



CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.ci.kirkland.wa.us

MEMORANDUM

To: Dave Ramsay, City Manager

From: Jennifer Schroder, Director of Parks and Community Services
Ellen Miller-Wolf, Economic Development Manager
Julie Huffman, Volunteer Coordinator
Kari Page, Neighborhood Services Coordinator
John Hopfauf, Street Manager

Date: February 18, 2010

Subject: BUSINESS/NEIGHBORHOOD PARTNERSHIPS

RECOMMENDATION:

City Council receives a report on opportunities for local businesses and neighborhoods to partner on community projects.

BACKGROUND DISCUSSION:

In January, City Council requested a report from staff about the potential for businesses partnering with neighborhood groups on community projects. The purpose would be to encourage business involvement in the community, to foster good relationships between businesses and residents and to help preserve community assets (such as parks) during the economic downturn. This memo will describe programs already in place that allow for partnerships, present some new opportunities and describe how City staff can facilitate these activities. The memo will also discuss implementation considerations that would need to be taken into account.

Current Programs

A number of existing programs provide opportunities for community members, including businesses, to maintain and enhance City programs and facilities. In addition to established programs, some partnerships opportunities have arisen from direct contacts with City staff. Following is a description of the programs and partnerships currently in place:

Volunteers in Parks

Throughout the year, Park Maintenance receives calls from individuals, businesses, scouts, churches, service organizations and schools interested in doing a project in a park. Requests are primarily for projects that can be accomplished in a single visit. Activities have ranged from weeding and spreading bark chips in landscape beds at Juanita Beach Park to building a trail in

Cotton Hill Park. In 2009, volunteers logged 3,471 hours helping to keep our parks well maintained.

Jason Filan, Park Operations Manager, will meet with the requestor and find out if there is a particular park that is the focus of their interest and, depending on the number of volunteers that will participate; Jason will provide a list of projects that are appropriate for their ability and number. Prior to this year, we have had sufficient staff resources to be flexible to schedule volunteer projects on a day and time that was preferred by the group. However, this year we no longer have the same flexibility to schedule and a condition of our ability to accept volunteers is dependent on their availability to work on a day and time that staff is already scheduled to be in the park. Park staff provides pre-planning for the project, on-site training and oversight of the volunteers. It takes time and resources to plan and execute a successful volunteer experience. Feedback that is often received by groups is their appreciation for how well the event was organized, how good it feels to see the aesthetic improvement achieved through their hard work, and that they have a greater recognition of all that goes into keeping the parks looking well-kept and safe.

Green Kirkland Partnership

The mission of the Green Kirkland Partnership is "To conserve and sustain natural areas for the benefit and enjoyment of current and future generations." Currently, Kirkland has over 372 acres of natural areas that are in need of restoration. An important resource to implementing the restoration plan over the next 20 years is community involvement. Since 2005, more than 4,000 volunteers have contributed approximately 15,600 hours in removing invasive plants and planting native species. A yearly average of over 35 groups, including businesses, have participated in the program. The Green Kirkland program is supported by a .65 FTE (26 hours per week) position funded through 2010 from a grant by the King Conservation District. The growth in the number of volunteers is a direct result of having a dedicated staff resource whose sole purpose is to plan and organize volunteer events, as well as conduct community outreach and education to develop relationships with neighborhoods, schools, businesses, service organizations and faith-based organizations. Funding is needed to sustain staff support, purchase plants, mulch and tools, and hire crews such as EarthCorps to support large volunteer events and to work in areas of parks not suitable for volunteers.

Currently there are five park sites that are in restoration: Carillon Woods, Cotton Hill Park, Juanita Bay Park, Kiwanis Park and Watershed Park. The program needs ongoing volunteers and ongoing funding sources, such as major sponsors and grants, to sustain the program. For 2010 there will be eight volunteer events with the first one on March 20th at Cotton Hill Park.

Adopt-a-Park

Adopt-a-Park programs are designed to attract individuals or groups whose interest is to make an ongoing commitment to volunteer in a park. Agreements can be from one to three years. Municipal Park agencies within our region that have an official Adopt-a-Park program (by ordinance or resolution) have a staff person whose job is to recruit volunteers and manage the program.

Although Kirkland does not have an official Adopt-a-Park program, through our volunteer policies we have been able to accommodate individuals and groups that have expressed an interest to adopt a park and commit to an ongoing schedule to help with the maintenance of a park. Examples include:

- Highlands, Mark Twain and McAuliffe Parks: At these park sites we have individuals that have expressed an interest to be able to work in their neighborhood park as often as once a week to remove invasive plants, weed landscape beds or pick up litter in the park.
- Heritage Park: The Heathman Hotel has committed to working once a month in Heritage Park as their "adopted park". On January 18th, approximately six employees helped our Park Maintenance staff in weeding the Centennial Garden next to Heritage Hall.
- Houghton Beach Park: The Woodmark Hotel will be adopting Houghton Beach Park. Their first volunteer day will be March 25th.

In addition to these parks that have already been "adopted," the City's cemetery would benefit from a neighborhood and/or a business helping to maintain this historic property.

Park Catalog Donations and Sponsorships



In 1998, the City launched a donation program called Sharing in Kirkland Parks & Community Services. The "Sharing" catalog, pictured left, was produced in 2000 and provided information on ways individuals or businesses could make a donation that would benefit the community. The catalog provided examples such as purchasing park benches, picnic tables, drinking fountains, trees, interpretive signs, public art and playgrounds; as well as suggestions for sponsoring a recreation program or special event, along with suggested funding levels. Donations included

permanent recognition where appropriate. Unfortunately, there are no more of these catalogs in print, nor have there been the resources to update the catalog and actively market the program. We do advertize the program on the City's website and receive calls inquiring as to how to make a donation and we receive calls from individuals and families that wish to make a gift in memory of a deceased family member.

Sponsorships

In 2008, the City Council adopted a Business Sponsorship Policy (attached). The purpose was to establish guidelines and procedures for qualified sponsors and business partners for the City of Kirkland.

Many programs offered by the City and by the Parks and Community Services Department are supported through fees, subsidized by the general fund and, in some cases, supplemented by sponsorships. For several years, the City has solicited sponsorships to assist with the cost of the Summer Performing Arts Series at Marina Park, the production of the recreation brochure, the youth scholarship fund, and various youth programs; however there were no guidelines as to what services and programs were appropriate to seek business support for. This policy helps clarify the process and defines criteria for selection of a business partner. With the policy in place and with the appointment of a Business Services Manager, the City is actively seeking sponsorships and public-private partnership to provide community services and benefits to Kirkland.

Examples of areas where the City could actively seek sponsorships include programs that the City subsidizes with tax dollars such as the Kirkland Steppers program, senior van transportation program, equipment needs for certain recreation programs and for Green Kirkland events.

Additionally, the Business Services Manager could assist in connecting sponsors with community event organizers for activities such as the holiday decorations in the downtown and the 4th of July parade and fireworks.

Non-Park Volunteer Opportunities

The City's volunteer program is often in need of on-going volunteers who can assist with administrative, public safety, emergency management, and multi-media needs, as well as outdoor maintenance of traffic circles or environmental restoration sites. All City volunteer opportunities are listed on the [City's volunteer webpage](#), which can be accessed by selecting VOLUNTEERING under the COMMUNITY menu on the City's website.

In addition to the City's volunteer opportunities, there are many local non-profit agencies that are in need of volunteers, including Hopelink, KITH, and Youth Eastside Services. These opportunities are listed on two volunteer websites that allow potential volunteers to search for opportunities by location, time commitment, availability, topic area, and more. The first is www.volunteermatch.org, and the second www.uwkc.org/volunteer/.

Volunteers can also assist event organizers who host special events in Kirkland. These events are primarily in the summertime. Prior to 2010, the City's Volunteer Coordinator assisted special event organizers with finding volunteers. Due to a reduction in hours, starting this year volunteers interested in these events will be directed to the private entities that organize the events. Examples include the 4th of July parade, Kirkland Uncorked, and the Kirkland Triathlon. Special event volunteer opportunities can be listed on the City's volunteer webpage.

Financial Assistance for Victims of Violence

If a business is interested in assisting financially rather than with volunteer hours, the Police department's Family Violence Unit is always in need of gift cards from Fred Meyer as well as hotel vouchers from local hotels. These can assist victims who are fleeing an abusive situation, as local shelters are often full or not able to accept certain clients (for example, victims of stalking or extreme violence are often considered too high of a risk to a shelter for the protection of the other residents).

Adopt-a-Road and Business District Clean up

The City provides approximately 100 sweeps of the Central Business District on a predetermined schedule. This schedule generally provides a minimum of one sweep per week in the winter and a maximum of three sweeps per week in the summer and during the fall when leaves drop from the trees. Public Works is coordinating with the Kirkland Downtown Association to coordinate street sweeping with sidewalk sweeping provided by the downtown businesses. The KDA also sponsors an annual downtown clean-up program in the spring that is accomplished by volunteers recruited by the KDA.

Public Works also has an Adopt-a-Road program for litter pick-up and also provides banner hanging services (for a fee) to publicize neighborhood picnics and events. A business could provide banner hanging services by coordinating with Public Works regarding proper placement and hardware.

Neighborhood Services and Partnerships

Neighborhood work parties, meetings and picnics also present opportunities for business sponsorship. Neighborhoods have leveraged their picnic dollars by partnering with businesses for years. For example, Honda of Kirkland has paid for entertainment at the North Rose Hill Neighborhood picnic several years in a row. Starbucks and Tullys donate coffee to many neighborhood work parties, meetings and picnics. Grocery stores have also contributed supplies and food. Neighborhoods are looking even more toward their neighborhood businesses to fund this year's activities because of the reduction in Neighborhood Matching Grant funds.

Neighborhoods also do many volunteer projects throughout the year including pulling weeds and spreading bark on school grounds, picking up litter along City right of way, hanging decorations at public facilities, improving trails in parks, coordinating neighborhood wide garage sales and plant sales, and conducting food drives. Businesses could assist with these efforts by reducing hard costs or volunteering in-kind contributions.

Opportunities for Business and Community Partnerships

As described in this memorandum, Parks, Public Works, Neighborhood Services and the City's Volunteer Program have existing programs to integrate community and businesses in the delivery of services provided by the City. In addition the City has been a conduit to connect community volunteers and businesses to non-city programs and events that benefit Kirkland.

The City can facilitate business and neighborhood partnerships by encouraging direct relationships and by inviting businesses to attend or speak at neighborhood association meetings. The neighborhood association meetings are an excellent way for businesses to become more familiar with the community and to learn how they can become more connected. Additionally, businesses could be added to the neighborhood list-serve and request that they be added to the neighborhood association's email list.

A new idea being discussed by the Kirkland Alliance of Neighborhoods (KAN) is to create neighborhood/business partnership "recipe cards" or a checklist of things to do if a neighborhood or business wants to form a partnership. Neighborhood Services will be working on this topic for the March 10 KAN meeting. The recipes would range in level of effort – from easy to more complex. The programs and ideas listed in this memorandum will provide the Neighborhood Associations a beginning point for consideration. The objective is to create a self-sustaining mechanism for businesses and neighborhoods to collaborate while minimizing ongoing City staff involvement.

Implementation Considerations and Recommendations

Most public programs have limitations or regulations that need to be considered in order to be successful and volunteering and partnerships are no exception. In addition, staff's ability to support new programs is limited given reductions in hours and other budget line items. A few considerations worth mentioning follow:

- Risk Management – In order to limit risk of liability to the City and ensure protection of volunteers, the City has screening policies for all on-going volunteers (one-time or event volunteers do not typically require prior screening). On-going volunteers (administrative, traffic circle maintenance, multi-media, emergency management, public safety) must fill out an [online application](#), complete an in-person interview, provide 2 references, and pass a background check. For this reason, many positions require a 3-6

month commitment. In addition, any volunteer that will have contact with a minor child or vulnerable population is required to have background check.

There are also many activities that are not suited for volunteers because of the attendant risk factors. For instance, emptying garbage cans has the potential to expose individuals to blood borne pathogens due to the nature of materials that are often placed in public trash receptacles (e.g. syringes, human waste, broken glass, etc.). City staff are equipped and trained to handle potential exposure to blood borne pathogens. Likewise, landscape maintenance work in medians on a busy arterial presents risks to volunteers. The City's liability insurance covers volunteer workers to a degree, but City's insurance consortium advises against placing volunteers in high risk situations.

- Program Management – All programs and volunteers require staff planning and oversight. Staff is grateful for the many hours provided by volunteers and some volunteer and partnership opportunities are “low maintenance.” At this time, expansion of our existing programs or initiation of new partnership programs would be difficult. Any time a volunteer or business is working within a City facility or property, staff coordination is critical to protect both the volunteers and the City's assets. New opportunities should focus on direct partnerships between neighborhoods and businesses that need minimal staff time.

Kirkland has a rich history of community and business support in the care and improvement of its public places. In light of the recent reduction in services, there is a greater need for the community's support. Fortunately we have in place a variety of programs for citizens, groups and business to either roll up their sleeves and/or donate to support the maintenance of parks and public rights-of-way, help organize and community events and assist social service providers in Kirkland. For its part, the City will work to better publicize volunteer and partnership opportunities on the City website. Existing programs have been very effective and staff tries to be responsive and helpful to individuals and groups looking for ways to help out. Although there is no one point of contact for all partnership and volunteer programs, the following contact list describes the individuals who can of assistance:

Program	Contact	Telephone	email
Neighborhood Association Liaison	Kari Page, Neighborhood Services Coordinator	(425) 587-3011	kpage@ci.kirkland.wa.us
Business Sponsorships	Mike Metteer, Business Services Manager	(425) 587-3011	mmetteer@ci.kirkland.wa.us
Park Maintenance Opportunities	Jason Filan, Park Operations Manager	(425) 587-3341	jfilan@ci.kirkland.wa.us
Special Events and Banners	Sudie Elkayssi, Special Events Coordinator	(425) 587-3011	jhopfauf@ci.kirkland.wa.us
All Other City Volunteer Opportunities	Julie Huffman, Volunteer Coordinator	(425) 587-3012	jhuffman@ci.kirkland.wa.us
Adopt-a-Road	Vandana Ingram Lock, Management Analyst	(425)587-3907	vlock@ci.kirkland.wa.us



CITY OF KIRKLAND

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000

www.ci.kirkland.wa.us

MEMORANDUM

To: David Ramsay

From: Park Board
Mike Metteer, Business Services Programs Manager
Carrie Hite, Deputy Director
Jennifer Schroder, Director

Date: May 20, 2008

Subject: Business Partnership Policy

RECOMMENDATION

Park Board recommends City Council approve the Business Partnership Policy.

BACKGROUND

Attached is the Business Partnership Policy. The purpose of this Policy is to establish guidelines and procedures for qualified sponsors and business partners for the City of Kirkland.

The City recognizes the need and value for outside entities to support City-approved programs, projects, events, facilities, and other activities where such partnerships are done in a manner consistent with all applicable policies and ordinances set by the City. Under these conditions, and with this policy, City staff may actively pursue Business Partnerships that are mutually beneficial.

Many programs offered by the City and by the Parks and Community Services Department are supported through fees, subsidized by the general fund, and in some cases, supplemented by sponsorships. Currently, we solicit sponsorships to assist with the cost of the Summer Performing Arts Series at Marina Park, the production of the recreation brochure, the youth scholarship fund, and various youth programs. For example, this year the title sponsors for the Summer Performing Arts Series are Feek–Justice Financial and Evergreen Health Care, paying a combined \$15,000 to support this annual program.

Because of the expressed interest by local businesses and various City departments to engage in business partnerships, there is value in adopting a policy that would create consistent business practice within the City. The Business Partnership Policy outlines the guidelines and procedures for all City departments to consistently engage in business partnership opportunities.

IEG, Inc. (not an acronym, www.sponsorship.com) is the worldwide authority on sponsorships and the leading provider of sponsorship advisory services, valuation, and research. According to the IEG

Sponsorship Report, North American businesses are expected to spend \$16.8 billion sponsoring events in 2008. That's an increase of 12.6 percent over 2007, the biggest jump since 2000. This can be credited to the increase to experimental marketing, the idea that the best way to deepen the emotional bond between a company and its customers is by creating a memorable experience. This policy will create opportunities for the City to support the local businesses who would like to create this experience for their customers, and assist the City in providing experiences for its citizens.

On April 9, 2008 Business Services presented the Business Partnership Policy to Park Board. The Park Board approved the policy and is forwarding it for recommendation to be adopted by the City Council.

POLICY

Subject to the terms of the Policy, certain facilities, programs and activities of the City may be made available for Business Partnerships. Special Events or any programs that the City sponsors are very visible to the public and offer the opportunity for positive exposure to interested businesses. Examples of events that could be sponsored are the Celebrate Kirkland (4th of July) 5K and 10K races, and Kirkland Uncorked.

PROCEDURES

The City will solicit proposals from qualified organizations that may be interested in participating in a partnership opportunity. All Requests for Partnerships will include a summary of the partnership opportunity, benefits of participation, and a description of the competitive process and selection criteria. The City shall always have the right to reject any submitted proposal. All partnership agreements shall be subject to all state, federal and local laws, ordinances, rules and regulations while being consistent with the goals and purposes of the City.

The City will determine and use selection criteria, based upon the nature and character of each proposed agreement, to evaluate potential Business Partnership opportunities. The selection criteria used to evaluate a prospective partnership may include, but are not limited to:

- The compatibility of the business's products, customers and promotional goals with the City's mission.
- The operating and maintenance costs associated with the proposed partnership.
- The timeliness or readiness of the business to enter an agreement.
- The actual value in cash, or in-kind goods or services given to the City.
- At all times, recognition for business partners must be evaluated to ensure the City is protecting the public's interest.
- The proposal is consistent with the monetary scale of each partner's contribution.
- All agreements must protect the City's assets and interests, and result in benefits to the City and its residents. No partnership agreement will impair or diminish the authority of the City and its responsibilities with respect to any City facility, event or program that is subject to the agreement.
- All gifted products, materials, services and financial contributions require City Manager (or designee) approval and must meet the specifications and standards used by the City in the purchase of similar material.

RESTRICTIONS

The City of Kirkland will not enter into Business Partnerships with any of the following:

- Partners that do not align with the City's mission and values.
- Police-regulated business, such as, but not limited to, adult businesses (activities restricted to adults); tobacco firms or marketers; groups advocating hate or violence; firms or groups advocating illegal or inappropriate use of drugs or other illegal activity; businesses or entities promoting adult materials or services or with sexual associations such as massage parlors, escort services or establishments featuring, for show or sale, X-rated or pornographic movies or materials; false, misleading or deceptive sponsorships/underwriters; businesses or entities whose materials, services or products are harmful to children.
- Parties involved in a lawsuit with the City.
- Companies that promote alcoholic beverages when the target market of the event, program or facility is under the legal drinking age.
- Parties involved in any stage of negotiations for a City contract; where a Business Partnership could impact negotiations.

This policy creates a consistent business practice internally and a valuable opportunity for our local businesses to partner and promote community values and their own businesses externally.

Business Partnership Policy
Chapter
Policy
Effective Date:

A. GENERAL

The City of Kirkland is committed to enhance Kirkland as a community for living, working, and leisure, with an excellent quality of life which preserves the City's existing charm and natural amenities.

The City welcomes partnership opportunities that enhance the delivery of City services as long as the services and products of those partners are consistent with and appropriate to the City's mission and lines of business.

The City recognizes the need for outside agencies and/or entities to support City-approved programs, projects, events, facilities, and/or other activities where such partnerships are done in a manner consistent with all applicable policies and ordinances set by the City. Under these conditions, City staff may actively pursue Business Partnerships that are mutually beneficial for all partners.

This policy provides guidelines for entering into Business Partnership agreements; developing and managing municipal and private partnership goals while remaining responsive to the public's needs and values. The following guidelines are established to maintain flexibility in developing mutually beneficial relationships with the business sector.

B. PURPOSE

The purpose of the policy is to outline the guidelines and procedures for entering into Business Partnership agreements.

This policy recognizes that Business Partnerships provide an effective means of generating new revenues and alternative resources to support City programs and facilities.

This policy is not applicable to gifts, grants or unsolicited donations in which there is no benefit granted to the corporation and where no business relationship exists.

This policy is not intended to cover or supplant such things as franchise agreements or regional efforts.

C. POLICY

It is the policy of the City of Kirkland that:

1. Business Partnerships will exist in accordance with guidelines and procedures set forth in the Business Partnership policy.
2. Business Partnerships must support the mission and policies of the City of Kirkland.
3. Business Partnerships will not result in any loss of the City's jurisdiction or authority.

D. DEFINITIONS

1. The City of Kirkland Mission and Values

Mission:

We are committed to the enhancement of Kirkland as a community for living, working and leisure, with an excellent quality of life which preserves the City's existing charm and natural amenities.

Basic Values

- Integrity
- Excellence
- Respect for the Individual
- Responsiveness

2. Business

Any licensed entity acting under a legal charter having its own rights, privileges and liabilities.

3. Business Partnership

A mutually beneficial business arrangement between the City and a business entity, wherein the entity provides direct financial support, contributions (i.e. pledge to raise funds) and/or in-kind services to the City in return for access to the commercial marketing potential associated with the City. Business Partnerships may include sponsorship of one or more of the City's programs, projects, events, facilities or activities.

A Business Partnership is distinct from corporate donations or gifts for which there is no recognition or compensation.

4. City

City of Kirkland and any of its full-time staff, elected and appointed officials, volunteers or anyone else representing the City of Kirkland

5. City Facility

All structures and real property owned by the City.

6. Business Services

A unit of the City of Kirkland Parks and Community Services department that explores opportunities and implements marketing, partnerships, contract administration and resource development.

7. Interdepartmental Business Partnership Committee (IBPC)

A committee which will include members from Parks and Community Services, City Manager's Office, Finance and Administration, City Attorney's Office, Planning and other departments, as appropriate, to review all Business Partnership requests for partnership and sponsorship agreements.

8. Request for Partnership

An open and competitive process whereby the City of Kirkland solicits proposals from qualified organizations that may be interested in participating in a partnership opportunity. All Requests for Partnerships will include a summary of the partnership opportunity, benefits of participation, and a description of the competitive process and selection criteria.

9. Partnership Categories

Type A – Site-specific Business Partnership: Any business, local merchant or branch of a business sponsors a time-limited event or program at an individual City facility.

i.e. – A dinner hosted at the Peter Kirk Community Center in conjunction with a specific event such as the Kirkland Steppers program.

Type B – City-wide Business Partnership: A business sponsors a time-limited program that is held at multiple City facilities or has a citywide presence.

i.e. – A ride your bike to work program with multiple sites hosting refreshments on various days throughout the bike riding season.

Type C – Temporary Logo or Recognition Display Partnership: A Business Partnership agreement that includes a display of recognition on City property for more than seven calendar days and less than one year in exchange for financial support and/or goods or services.

i.e. – The Scoreboard at Lee Johnson Baseball field displaying a logo on an annual basis

Type D – Long-term Business Partnership: An agreement that includes a business relationship for more than one year.

i.e. – A primary sponsor for a new indoor recreation center receiving naming rights for said facility.

E. RESPONSIBILITY

The City Manager (or designee) is authorized to enter into Business Partnership agreements.

The City Manager will consult with City Council, City Boards and Commissions and affected departments to seek recommendations as necessary and appropriate.

The Finance and Administration department will coordinate and track all Business Partnership agreements for the City, assuring a consistent, competitive and non-duplicative business practice.

The City shall always have the right to reject any submitted proposal. All partnership agreements shall be subject to all state, federal and local laws, ordinances, rules and regulations.

An existing City of Kirkland facility, event or program may be named by an individual, corporation, or other entity as recognition for financial support, where such naming is consistent with the City of Kirkland mission and values, and as authorized by City Council.

F. PROCEDURE AND PROCESS FOR DEVELOPING BUSINESS PARTNERSHIPS

The Interdepartmental Business Partnership Committee (IBPC) will meet on an as-needed basis to review all Business Partnership solicitations and sponsorship agreements.

Partnership levels or ranges for events, facilities, programs and venues will be developed annually to best maximize opportunities.

Each department soliciting a partnership will define the scope of the Business Partnership program or project, including a description of the community need, financial goals and general marketing strategy, and coordinate this with the IBPC.

The City may elect to advertise a Request for Partnership and implement an open and competitive bidding process for interested partners.

The IBPC will review and analyze all responsive proposals received through the Request for Partnership process and may award partnerships as appropriate.

All partnership proposals must be approved by the City Manager or designee.

The City will develop partnership agreements with business partners who comply with all applicable City policies and ordinances.

The City Attorney's Office will develop and maintain a boilerplate agreement to be used for all Business Partnership contracts. The contract will include the contractual relationship, terms, renewal, consideration of mutual value, description of programs, projects and activities, partnership rights and benefits, and termination provisions.

Each Business Partnership contract will be routed consistent with current contract routing procedures, including approval by the City Attorney's office.

Each department entering into a Business Partnership agreement will be responsible for:

- Coordinating efforts with the City Manager, or designee, for approval of each Business Partnership.

- Coordinating with the IBPC and all other affected City departments regarding the interpretation and application of this policy.
- Report all Business Partnership developments by said department to the Finance and Administration department for tracking purposes and to ensure consistency of business practices.
- All signage, displays and advertising proposed by sponsor will be reviewed by the IBPC, including the City's Code Enforcement Officer.

G. SELECTION CRITERIA

The City will determine and use selection criteria, based upon the nature and character of each proposed agreement, to evaluate potential Business Partnership opportunities. The selection criteria used to evaluate a prospective partnership may include, but are not limited to:

- The compatibility of the business's products, customers and promotional goals with the City's mission.
- The operating and maintenance costs associated with the proposed partnership.
- The timeliness or readiness of the business to enter an agreement.
- The actual value in cash, or in-kind goods or services given to the City.
- At all times, recognition for business partners must be evaluated to ensure the City of Kirkland is protecting the public's interest.
- The proposal is consistent with the monetary scale of each partner's contribution.
- All agreements must protect the City's assets and interests, and result in benefits to the City and its residents. No partnership agreement will impair or diminish the authority of the City and its responsibilities with respect to any City facility, event or program that is subject to the agreement.
- All gifted products, materials, services and financial contributions require City Manager (or designee) approval and must meet the specifications and standards used by the City in the purchase of similar materials.

H. RESTRICTIONS OF PARTNERSHIPS

The City of Kirkland will not enter into Business Partnerships with any of the following:

- Partners that do not align with the City's mission and values.
- Police-regulated business, such as, but not limited to, adult businesses (activities restricted to adults); tobacco firms or marketers; groups advocating hate or violence; firms or groups advocating illegal or

inappropriate use of drugs or other illegal activity; businesses or entities promoting adult materials or services or with sexual associations such as massage parlors, escort services or establishments featuring, for show or sale, X-rated or pornographic movies or materials; false, misleading or deceptive sponsorships/underwriters; businesses or entities whose materials, services or products are harmful to children.

- Parties involved in a lawsuit with the City.
- Companies that promote alcoholic beverages when the target market of the event, program or facility are youth under the legal drinking age.
- Parties involved in any stage of negotiations for a City contract; where a Business Partnership could impact negotiations.



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, Park Planning and Development Manager

Date: March 4, 2010

Subject: Grant Request for Forbes Lake Park Trail Development

RECOMMENDATION:

That the Park Board approve by motion:

Recommend that the City Council authorize staff to apply for funding assistance from the State of Washington Recreation and Conservation Office for development of trail and related improvements at Forbes Lake Park.

BACKGROUND DISCUSSION:

Staff is requesting that the Park Board endorse staff's intent to apply for a State grant to help fund the approved development plan for Forbes Lake Park. The grant application process requires the applicant to provide a Resolution (sample attached) authorizing the grant application. We anticipate application for up to \$500,000 of matching funds for the project.

Grant and project timeline:

May 3, 2010	Grant application due
August 2010	Grant presentation to State grant evaluation committee
October 2010	Ranked list of projects announced by RCO
April 2011	Governor signs budget bill authorizing release of funding
Summer 2011	Grant contracts are completed and projects can commence
Spring 2012	Construction begins for Forbes Lake project
Fall 2012	Construction complete



APPROVED PLAN

Forbes Lake Trail and Park Improvements

March 26, 2009

WORTHY AND ASSOCIATES
 LANDSCAPE ARCHITECTURE
 PARK AND ENVIRONMENTAL DESIGN



**Washington Wildlife and Recreation Program
Authorizing Resolution (DRAFT)**

City of Kirkland Resolution No. _____

Project Name: **Forbes Lake Park Trail Development**

A resolution authorizing application(s) for funding assistance for a Washington Wildlife and Recreation Program (WWRP) project to the Recreation and Conservation Office (RCO) as provided in Chapter 79A.15 RCW, Acquisition of Habitat Conservation and Outdoor Recreation Lands.

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of WWRP, state funding assistance is requested to aid in financing the cost of land acquisition and/or facility development; and

WHEREAS, our organization considers it in the best public interest to complete the land acquisition and/or facility development project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Kirkland City Manager be authorized to make formal application to the Recreation and Conservation Office for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from the City of Kirkland 2009 – 2014 Capital Improvement Program – Current Revenues;
4. We acknowledge that we are responsible for supporting all non-cash commitments to this project should they not materialize; [*if applicable*]
5. We are aware that the grant, if approved, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid and remitted to our vendors.
6. We acknowledge that any property acquired or facility developed with financial aid from the Recreation and Conservation Funding Board (RCFB) must be placed in use for the funded purpose and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization and RCFB.
7. This resolution becomes part of a formal application to the Recreation and Conservation Office; and
8. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held: April 20, 2010
Kirkland City Hall, Kirkland, Washington

Signed and approved by the following authorized representative:

Joan McBride
Mayor
April 20, 2010

Attest:
Approved as to form



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: Jennifer Schroder, CPRP
Parks and Community Services Director

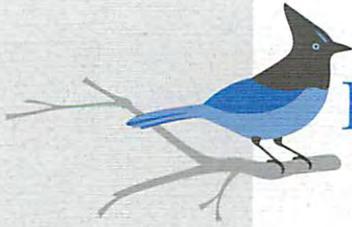
Date: March 4, 2010

Subject: Eastside Audubon Letter

Attached is a letter from Eastside Audubon expressing their interest to locate at McAuliffe Park. McAuliffe Park has four residences which are leased by the City; these buildings are referred to in the master plan as the McAuliffe House, Brick House, Johnson House and Blair House.

As you may recall during the master planning for this park, the proposed purposes for these buildings included meeting rooms, pioneer-era museum, administrative offices, and volunteer docent space.

This letter is provided for the Park Board's information only and once more is known about Eastside Audubon's specific needs, as well as the City's planning and zoning requirements, staff will return to the Board with a proposal. At this time, staff wishes to know of any concerns the Board may have, and any specific information needed for future consideration of this proposed use.



Eastside Audubon

your connection to nature

birding
conservation
education

February 17, 2010

Jennifer Schroder
Director, Parks and Community Services
City of Kirkland
505 Market Street
Suite A
Kirkland, WA 98033-6189

Dear Ms. Schroder:

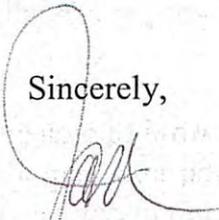
Eastside Audubon is in the process of looking for a new home. We have outgrown our space and our current landlord has no more room available for rent. We opened our first office nine years ago in our current location, and since that time we have been able to do more than ever before. If we are able to expand our physical space, we will also be able to grow our programs and offer more to the community we serve.

It has come to our attention that a house at McAuliffe Park may soon be available for rent, and we are very interested in talking with the City about the possibility of renting this space.

We have long identified ourselves with the Kirkland community, and moving to a home in a City Park would fulfill a long-held dream of our organization.

We believe that Eastside Audubon is an asset to Kirkland. For example, our members were instrumental in preserving Juanita Bay as open space for the City, and over the years we have worked on various projects to enhance the Park. Our Youth Education Committee often takes school groups through Juanita Bay Park for outdoor learning experiences, and their volunteers also work with the Parks Department summer camps. We have much to offer the City

Sincerely,


Jan McGruder
Executive Director

308 Fourth Avenue S.
Kirkland, WA 98033
P.O. Box 3115
Kirkland, WA 98083-3115
phone 425.576.8805
fax 425.822.8580
eastsideaudubon.org