



# KIRKLAND PARK BOARD REGULAR MEETING

Date: December 14, 2016

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*
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 – November update
  - c. Committee Reports
  - d. Comments from the Chair
8. **UNFINISHED BUSINESS**  
No items
9. **NEW BUSINESS**
  - a. Draft 2017-2018 Work Plan *40 minutes*  
Topic: Review of Park Board and Department Work Plans  
Action: Discussion only

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- b.     Election of Chair & Vice Chair *10 minutes*  
      Topic: Conduct annual election for Park Board Chair and Vice Chair  
      Action: Conduct elections

**10.   GOOD OF THE ORDER** *5 minutes*

**11.   ADJOURNMENT** *Estimated meeting completion: 8:30 p.m.*

Next meetings:  
January 11, 2017 at 7:30pm  
February 8, 2017  
March 8, 2017

# **KIRKLAND PARK BOARD**

## **Minutes of Regular Meeting**

### **November 9, 2016**

#### **1. CALL TO ORDER**

The November 9, 2016, Park Board Regular Meeting was called to order at 7:00 p.m. by Chair Kevin Quille.

#### **2. ROLL CALL**

Members present: Chair Kevin Quille, Vice Chair Rosalie Wessels, Kobey Chew, Jason Chinchilla, Richard Chung, Sue Contreras and Kelli Curtis

Adam White arrived at 7:39 p.m.

Staff present: Michael Cogle, Jason Filan, Linda Murphy and Lynn Zwaagstra

Recording Secretary: Cheryl Harmon

#### **3. ITEMS FROM THE AUDIENCE**

No items

#### **4. PUBLIC HEARING**

The Park Board held a public hearing on the Athletic Field Fee Structure and Rates.

Ms. Zwaagstra gave a presentation on the proposed fee structure and rates. Staff answered questions related to the proposed structure.

A public comment period was opened at 7:42 p.m. Comments were received from:

Katie \_\_\_  
Joseph Haupt  
Neil Anderson  
Rick Anderer  
Sue Ashenbrener  
Scott Neilsen  
Jackie Beck  
John Rudolph  
David Gardiner

Ted Marx  
David Poehlke  
Kristen Adams  
Andy Alred  
Ted Padua  
Jonathan Friebert  
Dan Brown  
Jim Johnson  
Tyler Jones

The public comment period was closed at 8:34 p.m.

Board members asked additional questions of staff. The public hearing was closed at 9:00 p.m.

The Board held discussion about the proposed fee structure.

Mr. White moved to recommend that City Council approve the proposed fee structure, including the ballfield user group discount, as presented by staff. Additionally, the Park Board will reevaluate the impact of the fee structure at the end of the next season. Ms. Curtis seconded. Additional discussion was held. Motion carried (8-0)

## **5. APPROVAL OF MINUTES**

The minutes of the October meetings were reviewed. Ms. Wessels moved to approve the minutes as presented. Mr. White. seconded. Motion carried (8-0).

## **6. REVIEW OF ACTION ITEMS**

No items

## **7. PRESENTATIONS**

No items

## **8. COMMUNICATIONS**

### a. Correspondence

No items

### b. Staff Reports

Staff responded to questions and comments related to the monthly staff update.

### c. Committee Reports

Ms. Contreras reported on the Cross Kirkland Corridor, the PeeWee Monster Bash, and Totem Lake Park, East Norway Hill Park,

### d. Comments from the Chair

Mr. Quille reported on the Juanita Bay Park sign dedication.

## **9. UNFINISHED BUSINESS**

No items

## **10. NEW BUSINESS**

### a. Budget Update

Mr. Cogle provided a briefing on the proposed 2017-2018 budget.

## **11. GOOD OF THE ORDER**

Mr. Cogle shared a flyer regarding the park naming proposal in the Kingsgate Neighborhood.

## **12. ADJOURNMENT**

Mr. Quille moved to adjourn. Ms. Contreras seconded. Motion carried (8-0).

The meeting was adjourned at 9:57 p.m.

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Lynn Zwaagstra, Director  
Parks and Community Services

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Kevin Quille, Chair  
Park Board

DRAFT

**CORRESPONDENCE:**

**From:** dougrough@aol.com  
**Sent:** Tuesday, November 08, 2016 8:13 AM  
**To:** City Council  
**Cc:** Park Board  
**Subject:** Park Budget concerns

Kirkland City Council Members and Park Board,

In reviewing the city budget, the Juanita Neighborhoods Association noticed the proposal for creating a sinking fund for park facilities.

[http://www.kirklandwa.gov/Assets/Finance+Admin/2017-18+Preliminary+Budget/06\\_1+Park+Facilities+Sinking+Fund.pdf](http://www.kirklandwa.gov/Assets/Finance+Admin/2017-18+Preliminary+Budget/06_1+Park+Facilities+Sinking+Fund.pdf)

The concept of maintaining the parks we have sounds good, until the source of the funds is examined: It appears that funds for new park space are being used for this sinking fund. We believe that it does not make sense to concentrate funds on the parks we have to the detriment of new parks and facilities, and here is why:

1. The areas annexed in 2011, particularly the area in Juanita north of NE 132nd street (North Juanita or NJ) have received basically nothing in the five years since annexation. There are two existing parks, Edith Moulton and Windsor Vista. Neither are developed. The western part of NJ is completely lacking in park space. Juanita is the largest neighborhood in population by far, with a population exceeding ten times that of other neighborhoods. The estimated population of NJ is about five times that of the smallest other neighborhood. The western part of NJ is a huge part of Kirkland that has no park space, and no part of NJ has developed park space.
2. Concentrating funds on maintenance of existing park facilities is yet another way NJ gets left behind, as there are almost no facilities to maintain! No ball fields, no bathrooms, no art pieces, not even a parking lot to maintain. Even Green Kirkland, which has monthly volunteer events to pull noxious weeds, has to our knowledge not spent one minute helping the NJ area in the last five years. (Note: Josten Park is not in NJ nor is Juanita Heights).

Of the seven interpretive signs in Edith Moulton Park, six were recently installed by an Eagle Scout, Michael Gengo. We will be giving Mr. Gengo a community service award at our next JNA meeting Monday, Nov. 14 at 7 pm at the Kirkland Justice Center. You are welcome to attend.

More than five years after annexation, a single boy scout has done more for parks in the most populated area of Kirkland than the entire city of Kirkland. It is time for the city to step up, not step down.

We are aware that there is promised development at Edith Moulton (schedule slipped yet again, this time to 2017), which should ease this pain, but the NJ area is still getting far less than its fair share of park funding, and this sinking fund proposal appears to make that discrepancy worse. Please take the needs of NJ into account. We are asking for fairness, and we have been waiting over five years for it. We believe that new developed park space for the most populated area of Kirkland is more important than maintaining existing parks.

Please find funding for new park space in NJ, particularly in the western part of NJ. And please help us develop Windsor Vista, which we are actively working to improve. We are willing to help, including trying to find some funding to the extent we can for these important concerns.

Juanita Neighborhoods Association Board,

**Doug Rough, Chair**

**425-821-5529 cell 425-443-8423**

**From:** patjensen3@gmail.com  
**Sent:** Sunday, November 13, 2016 8:52 PM  
**To:** Park Board  
**Cc:** Michael Cogle  
**Subject:** Juanita Beach Park - NOT ADA COMPLIANT

Dear Kirkland Park Board,

I am a very frequent Juanita Beach Park user. I am deeply affected by the fact that there is no accessible restroom at this park. Placing a port a potty at this site is completely inadequate and disrespectful of the handicapped who require this facility. How is such a major park unable to accommodate our population in need of an accessible restroom? Are there plans to provide this facility with an accessible rest room?

I believe this warrants immediate action. I hope not to pursue legal action but do anticipate raising this concern where ever/however needed to get this situation corrected. The ADA regulations have been completely disregarded. There are many people who use this park - it is very popular. Why are the ADA rules disregarded?

Please let me know your plans to rectify this situation.

Pat Jensen  
[patjensen3@gmail.com](mailto:patjensen3@gmail.com)  
Kirkland, WA 98034

Sent from Windows Mail

## **Parks and Community Services**

### **Department Report – November, 2016**

#### **Administration, Planning and CIP Projects**

Updates:

- Preparing bid documents for December bidding of Marina Dock and Boat Launch improvements.
- Finalizing storm water design for Edith Moulton Park development.
- Reviewing impact of wetland mitigation costs to overall Juanita Beach Bathhouse Replacement project budget.
- Coordinating property appraisals for parcels located near Juanita Heights Park.
- In negotiations for property purchases related to Totem Lake.
- Developing plans, in conjunction with the Public Works CIP group, to complete a heavy load of park planning and CIP projects for 2017/2018.
- Working through some department re-organization to better provide for oversight of programs, improved customer service, operating efficiencies and department succession planning.
- Completing the 2017/2018 department work plan.
- Preparing to move recreation, community services, human services and administration to City Hall.
- Preparing to take on a new Human Services Commission, per guidance from City Council during the budget hearings.

#### **Parks Maintenance and Operations**

Updates:

- Park winterizations are complete. All irrigation systems, water features, and drinking fountain lines have been fully blown out, ADA-accessible Honeybucket units were placed at Juanita Bay and Juanita Beach parks, and standard Honeybucket units were placed at Houghton Beach, 132nd Square, O.O. Denny and Waverly Beach parks.
- An “expression” swing was installed at Tot Lot Park this month. The new apparatus allows the parent to swing with the child. With its current popularity, staff anticipates requests for installation at other sites.
- Parks staff have been partnering with Public Works staff on the installation of downtown holiday decorations such as the Christmas tree at Peter Kirk Park, lights on the columns at Heritage Hall, and Santa’s mailbox at the corner of Lake Street and Kirkland Avenue.
- In the event of snow and ice, Parks Maintenance has the responsibility for improving access at the following City facilities: Kirkland Justice Center, all Fire Stations, City Hall, recreation centers, Maintenance Center, 505 Market Street, and lift stations.
- Four park signs will undergo refurbishment this winter: David Brink, Marsh, Phyllis Needy Houghton Neighborhood and Spinney Homestead.
- The Support Crew completed the installation of Kirkland artist Merrily Dicks’ “Spike” sculpture. The piece is located on the Cross Kirkland Corridor just north of the 85th Street overpass and features hundreds of railroad spikes gathered from the CKC.
- The Parks Department partners with Argosy Cruises Christmas Ship Festival season by providing bonfires on six dates that the cruises stop to share their festive spirit and music at Kirkland’s waterfront parks. The dates, times and locations are as follows:
  - Sunday, 11/27 Marina Park 4:10 to 4:30pm
  - Saturday, 12/3 Doris Cooper Houghton Beach Park 3:50 to 4:10pm
  - Sunday, 12/18 Marina Park 2:40 to 3:00pm
  - Sunday, 12/18 OO Denny Park 7:25pm to 7:45pm Monday, 12/19 Juanita Beach Park 7:25pm to 7:45pm
  - Friday, 12/23 Waverly Beach Park 2:50pm to 3:10pm
- Kiwanis Christmas Tree Lot has returned to Juanita Beach Park. Set-up of the lot began before Thanksgiving, business is open from Thanksgiving weekend until the trees are sold, and clean-up will be complete by December 31<sup>st</sup>.

- Staff have begun to formalize a plan for configuration of the new Lucity software. Back-end work of preparing asset inventories and defining work processes is now in progress.

## **Recreation**

### Updates:

- REC1 software implementation status:
  - Rec1 staff provided software training in mid-November
  - Goals for January, 2017:
    - Picnic shelters and picnic areas will be available for 24/7 online reservation
    - Athletic sports fields will be configured to an automated system for 2017
    - Spring and summer programs will be loaded into the REC1 system for the production of the printed class brochure
- The Customer Service Hub division will conduct interviews for its Recreation Program Assistant vacancy in mid-December.
- The annual Snowflake Ball scheduled for Friday, December 9th is full with 100 participants, plus their guests, enrolled. Due to the fire code capacity of 245 persons standing and scheduled activities including dancing, North Kirkland Community Center cannot safely accommodate the 37 people on the waitlist.
- NKCC is expanding its offering of Saturday programs with the addition of Young Rembrandt Art Programs. There are currently 162 registered preschool/youth participants in Saturday programs for the fall session.
- Staff has started creating next year's summer camp lineup. Camps include our popular Stand Up Paddleboard camps, skateboarding camps, and soccer camps. In addition, staff is exploring the additions of badminton and Brazilian soccer camps.
- The winter volleyball season is at 95% capacity with only two openings within the five divisions. A total of 39 teams are scheduled to participate in the season that runs January through March.
- The fall session of PeeWee Basketball began November 5th. The six-week program teaches 140 2½- to 6-year olds dribbling, passing and team work through a variety of different drills. During the final 20 minutes of each practice, players and coaches participate in a coach led basketball game.
- Boys and Girls basketball league for 3rd- 6th grades began the week of November 28th. This season, 440 players are registered to participate forming 48 teams. Twice-a-week practice is led by 60 volunteer coaches, and Saturday games will begin January 7th.
- Peter Kirk Community Center staff are preparing for three holiday special events: Turkey Treats, Holly-Day Brunch and Holiday D'Lights.
- Bethany Church, who has been renting PKCC facility every Sunday for the past two years, has notified staff that they would like to continue with this arrangement for 2017.

## **Youth Services**

### Updates:

- Youth Council conducted a Pet Food & Supply Drive, November 5 & 6, at Denny's Pet World:
  - 24 KYC members participated
  - Items were collected for six hours both Saturday and Sunday
  - \$200 in cash donations and a car full of good were given to the Homeward Pet Shelter
- Youth Council members received a presentation from Friends of Youth on Criminal Sexual Exploitation of Children.
- Six cases were heard at the November 4th Teen Traffic Court.
- KYC Members reviewed ten applications for the last cycle of 2016 mini grants. Five were recommended for funding.
- The KYC Leadership Team met with Superintendent Traci Pierce along with all secondary principals (October 27Th).

- Upcoming Youth Council activities for December –Teen Traffic Court, Holly Day Brunch at PKCC (community service activity), City Manager Meeting, Superintendent Meeting, and 12ks of Christmas Run (community service activity).

### **Human Services**

#### Updates:

- Meeting of All Home Executive Committee—review of 3rd quarter Coordinated Entry data reviewed—significant spike in the number of families and young adults experiencing homelessness
- Eastside Human Services Forum Work Group—presentation by Friends of Youth on their support of local young victims of commercial sexual exploitation; discussed work group goals for 2017
- Senior Council met to discuss their January retreat
- Eastside Legal Assistance Program Open House—learned about their latest developments including a medical-legal partnership with Overlake
- Eastside Homeless Advisory Committee (EHAC): report from representatives from LWSD and BSD regarding their student population experiencing homelessness and the challenges—significant challenge: transportation
- Permanent Shelter Core Group Meeting at Salt House Church—reviewed updated architectural drawings
- Opening Celebration of the New Bethlehem Day Center for Families at Salt House Church
- Housing and Aging Forum sponsored by Housing Development Consortium
- Eastside Refugee and Immigrant Committee (ERIC) Conference Call—Heard about some of the harassment experienced by people of color since the election. Concern that no other cities other than Bellevue have spoken out in support of immigrants and refugees and condemning the acts of hatred and violence.
- North/East Funders—heard presentations regarding Healthy Start (in home case management for new young parents) and the Host Home Program (for young adults experiencing homelessness); heard reports
- Sound Cities Association - met with their Joint Recommendations Committee (JRC) caucus to review County housing recommendations
- Met with Youth Eastside Services (YES) and LWSD to discuss the Family Net program at John Muir Elementary
- Alliance of Eastside Agencies (AEA) Board Meeting—update from County regarding the health and human services transformation process

### **Green Kirkland Partnership**

#### Updates:

- Kirkland's second annual Green Kirkland Day occurred on November 12<sup>th</sup>. 115 volunteers gathered at Juanita Bay, Juanita Beach, O.O. Denny, Crestwoods, and McAuliffe Parks to remove invasive plants and plant over 600 native plants. A group of Cub Scouts helped to plant the ceremonial Arbor Day tree at O.O. Denny Park. Other groups that volunteered included Northwest University, YMCA Earth Service Corps, College Service Learning, and Western Pneumatic Tube. Pizza was donated by Western Pneumatic Tube and coffee was donated by Starbucks. Unfortunately, the Crestwoods Park event and part of the O.O. Denny Park event had to be canceled due to unsafe windy conditions.
- GKP thanks the Park Board members who officiated at Green Kirkland Day events: Kevin Quille, Sue Contreras, and Kelli Curtis.
- An EarthCorps crew worked at Juanita Bay Park on November 10<sup>th</sup> to prepare the park for the main Green Kirkland Day event.



Cub Scouts at O.O. Denny Park after Arbor Day Tree planting, November 12th.

- In early November a Washington Conservation Corps (WCC) crew planted 100 conifer trees in parts of the largely deciduous forest at Carillon Woods. The WCC crew also conducted invasive removal at Crestwoods Park to maintain previously cleared areas.
- On November 29<sup>th</sup> and 30<sup>th</sup>, an EarthCorps crew conducted restoration maintenance and planting at Heronfield Wetlands mitigation site. The site is adjacent to Jasper's Dog Park and the crew days were funded by the City's KDOG organization.
- During November, GKP hosted 22 volunteer events in seven parks throughout the City.
- On October 19, Parks Maintenance staff planted native plants at Juanita Beach Park with 50 volunteers from Aaron's Place/Northwest's Child. GKP values collaboration with the Parks Maintenance Division.
- Haley Jobes, is employed as a temporary part-time GKP Program Assistant until the vacant GKP Coordinator position has been filled.

#### Upcoming Items:

- A WCC crew will be conducting forest restoration activities, including planting and invasive removal, at Juanita Heights, Kiwanis, and Watershed Parks during late December.
- On December 5, an EarthCorps crew will be doing invasive removal and planting at O.O. Denny Park. This work is the last part of GKP's 2016 grant funding from the King Conservation District.
- On December 8<sup>th</sup> and 9<sup>th</sup>, an EarthCorps crew will be working at Juanita Bay Park (East) to plant an area that was previously cleared of invasive plants. These two crew days are funded by the Melody S. Robidoux Foundation.
- 14 GKP volunteer events have been scheduled during December.

#### **Special Events**

- November special events included the Lake Washington Half Marathon and 5K, Hopelink Turkey Trot, and Winterfest.

#### Upcoming events:

- December 18th – 12K's of Christmas, Heritage Park

#### **Interdepartmental/Interagency Committees**

##### Green Cities Network (Sharon Rodman):

- On November 30<sup>th</sup> two Green Kirkland staff members joined representatives from seven Green Cities to discuss topics that are cause for concern regarding the use of volunteers to restore natural areas. Main problem areas common to all cities were program capacity/funding and volunteer recruitment.

##### Special Events Team (Sudie Elkayssi):

- Special Event Team members finalized revisions to the 2017 Event Guide which is now available online at [www.kirklandwa.gov/specialevents](http://www.kirklandwa.gov/specialevents).
- The interdepartmental Special Events Team met this month to consider final reports presented for Cosmo 7K and Oral Cancer Awareness Walk.

## Parks and Community Services Monthly Tracking – November, 2016

### Monthly hours spent maintaining and improving parks and trails

Neighborhood parks	388.5
Community parks	1,007.3
Waterfront parks	567.0
Natural areas/open space	223.0
Park facilities	122.0
Other sites	407.0
Volunteer hours	
<b>Total Hours</b>	<b>2,714.8</b>

### Marina use

	Number	Revenue
Boat slip rentals		\$563.00
Boat launch cards sold		
Commercial dockings	4	\$695.00

### Monthly facility rentals and use

	Hours used by City programs	Hours used by community
Heritage Hall	8	55
PKCC Rooms (aggregate)	390	36
NKCC Rooms (aggregate)	380	26
School gymnasiums	42.5	n/a
Picnic shelters (# of bookings)	0	1
Ballfields - Kirkland	0	50
Ballfields - LWSD	0	140.5

### Seasonal program participation numbers (to be submitted in January)

	Number of programs offered (quarter)	Total participants (quarter)	Total Program Hours
<b>Fall season (mid-September – mid-December)</b>			
Preschool (3-6)			
Parent and child			
Youth & teen (6-19)			
Adult (20-49)			
Age 50+			
Total			
<b>Pool &amp; beach use (to be reported in September)</b>			
<b>Summer season (June 1<sup>st</sup> – Labor Day)</b>			
	Daily admissions /participants - Water	Daily admissions /participants - Land	Swim tests administered
Peter Kirk Pool	N/A		
Houghton Beach			

Waverly Beach			
Juanita Beach			

**Green Kirkland Partnership**

	Reporting for October
Number of volunteer hours	675
Number of volunteer events	25
Acres of new restoration	0.1
Acres in restoration maintained	3.2
Total plants planted	568
Invasive trees removed	7
Contracted crew field hours	150

**Human Services (service organizations receiving grant dollars)**

Number of Kirkland residents served (Q1-Q3)	16,320
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**Youth Services**

Number of events	1
Volunteer hours	36
Traffic court cases heard	6

**Cemetery**

Number of interments	
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**Special Events**

Number of events	3
Calendar days	3
Estimated event participants	7,800



## CITY OF KIRKLAND

### Department of Parks & Community Services

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

www.kirklandwa.gov

## MEMORANDUM

**To:** Park Board

**From:** Lynn Zwaagstra, Director  
Michael Cogle, Deputy Director

**Date:** December 8, 2016

**Subject:** Draft 2017-2018 Park Board Work Plan

### RECOMMENDATION:

That the Board review and comment upon a draft of the 2017-2018 Work Plan. The Board will be asked to finalize and adopt its two-year work plan during its January, 2017 meeting.

### BACKGROUND:

Attached is an initial draft of the Board's work plan for 2017-2018, formatted to coincide with the major chapters of the PROS Plan – Thrive, Sport, Connect, Nurture, and Sustain. The draft work plan provides objectives and a general implementation timeline. Objectives include projects funded in the Parks CIP as well as other key initiatives anticipated to occur within the next two years.

Also attached as additional background for the Board is the Department of Parks and Community Services overall 2017-2018 Work Plan. The work plan identifies those major known projects and tasks that the Department will be prioritizing during the next biennium.

Below is a tentative quarter-by-quarter schedule of the Board's draft work plan for the next two years:

### 2017

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Juanita Beach Bathhouse Vendors in Parks Rec1 Implementation Update Customer Services Hub Update Work Plan Adoption	Juanita Beach Bathhouse Totem Lake Park Development City-School Playfield Partnership Vendors in Parks Rec1 Implementation Update Lucity Implementation Update Customer Services Hub Update	Totem Lake Park Development City-School Playfield Partnership Athletic Field Pricing Structure Juanita Bay Shoreline Trail Lucity Implementation Update Work Plan Review	Athletic Field Pricing Structure Juanita Bay Shoreline Trail

### 2018

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Terrace Park Renovation Spinney Homestead Renovation Off-Leash Areas in Parks Trail Signage/Wayfinding 2019-2024 Parks CIP Vendors in Parks Work Plan Review	Terrace Park Renovation Spinney Homestead Renovation Off-Leash Areas in Parks Trail Signage/Wayfinding 2019-2024 Parks CIP Vendors in Parks Parks Cost Recovery Study	Parks Cost Recovery Study PCS Success Measures Work Plan Review	PCS Success Measures

**2017-2018**  
**MAJOR WORK PLAN ELEMENTS**  
**DEPARTMENT OF PARKS AND COMMUNITY SERVICES**

**1. Park Planning, Acquisition and Capital Projects**

- 1.1. Complete acquisition of Totem Lake Park
- 1.2. Complete acquisition of select properties at Juanita Heights Park
- 1.3. Acquire additional properties for neighborhood parks with funding from 2012 Park Levy
- 1.4. Complete improvements to Edith Moulton Park
- 1.5. Complete replacement of Juanita Beach Park Bathhouse and New Picnic Shelter
- 1.6. Complete design and permitting for improvements to Totem Lake Park
- 1.7. Complete improvements to Spinney Homestead Park
- 1.8. Complete improvements to Terrace Park
- 1.9. Complete improvements to Marina Park Dock and Boat Launch
- 1.10. Identify and implement further dock/shoreline improvement project(s)
- 1.11. Complete pier decking replacement at Doris Cooper Houghton Beach Park
- 1.12. Finalize and begin implementation of plan for new Parks Maintenance Center
- 1.13. Identify and implement City-LWSD Playfield Partnership Projects
- 1.14. Complete improvements to Forbes Lake Park
- 1.15. Complete playground improvements at Tot Lot Park
- 1.16. Complete Peter Kirk Pool Liner Replacement
- 1.17. Complete O.O. Denny Park irrigation system and picnic shelter projects
- 1.18. Complete Marina expansion and breakwater feasibility study
- 1.19. Pursue RCO Grant Funding through Youth Athletic Facilities Program
- 1.20. Pursue grant funding for land acquisition through Conservation Futures Tax Program

**2. Recreation and Customer Services**

- 2.1. Implement new Program Registration and Facility Booking Software System
- 2.2. Implement new centralized Customer Services Hub for the Department
- 2.3. Implement staffing re-organization for Recreation Services Division
- 2.4. Assume staff support responsibilities for Youth Council and Senior Council
- 2.5. Monitor, assess, and modify as necessary new pricing structure for athletic fields
- 2.6. Revise boat launch seasonal pass sales process

**3. Park Maintenance & Operations**

- 3.1. Implement new Asset Management and Labor Tracking Software System
- 3.2. Complete major maintenance projects funded from new Parks Facilities Sinking Fund
- 3.3. Seek community feedback and evaluate proposed Designated Off-Leash Area program
- 3.4. Implement new boat launch and moorage pay systems
- 3.5. Implement web cam for Marina Park
- 3.6. Assume maintenance responsibilities for Hazen Hill Park
- 3.7. Purchase new dump truck and "dingo", train staff
- 3.8. Secure HPA Permit from WDFW for on-going maintenance of docks

- 3.9. Complete new Parks Division policies and procedures manual
- 3.10. Developing wayfinding and signage standards
- 3.11. Develop tree maintenance standard operating procedures
- 3.12. Develop trail management standard operating procedures
- 3.13. Develop natural parks standard operating procedures

**4. Special Events Permitting and Friday Farmers' Market**

- 4.1. Conduct survey of event organizers and implement improvements as identified
- 4.2. Evaluate possible relocation of Juanita Beach Park Farmers' Market within park

**5. Human Services**

- 5.1. Establish Human Services Commission
- 5.2. Develop Human Services Commission Orientation Manual and Work Plan
- 5.3. Assist CMO in implementation of Permanent Shelter for Women and Children

**6. Green Kirkland Partnership Program**

- 6.1. Develop sponsorships, revenue-generating programs and events to support GKP activities

**7. Parks Administration**

- 7.1. Complete cost-of-service study to establish policy on program/facility fees and charges
- 7.2. Participate in regional discussions regarding facility partnerships and funding initiatives
- 7.3. Complete department realignment and position classifications study
- 7.4. Minimum wage increase plan and implementation

**8. Park Board**

- 8.1. Provide guidance on implementation of Totem Lake Park Master Plan
- 8.2. Provide guidance on design of new Juanita Beach Park Bathhouse and Shelter
- 8.3. Provide guidance on renovation plans for Spinney Homestead and Terrace Parks
- 8.4. Provide guidance on implementation of City-School District Playfield Partnership
- 8.5. Provide guidance on implementation and evaluation of athletic field pricing structure
- 8.6. Provide guidance on potential land acquisitions for future neighborhood parks
- 8.7. Seek public feedback and provide guidance on Designated Off Leash Area proposal
- 8.8. Provide guidance on cost-of-service study
- 8.9. Provide guidance on park vendors program
- 8.10. Provide guidance on Department's "Measures of Success"
- 8.11. Receive briefings on implementation of new asset management and labor tracking system
- 8.12. Receive briefings on implementation of new program registration and facility booking system
- 8.13. Receive briefings on implementation of new Department customer services hub
- 8.14. Provide guidance on trail signage standards and wayfinding
- 8.15. Receive briefing on goal to create shoreline trail connecting Juanita Bay & Juanita Beach Parks
- 8.16. Provide guidance on Parks 2019 – 2024 Six-Year Capital Improvement Program (CIP)

## Draft Kirkland Park Board 2017 – 2018 Work Plan

<b><i>1. THRIVE – Active Places and Programs for All Ages</i></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>1.1:</b> Implement Totem Lake Park Master Plan	Provide guidance to staff and design team on design of Phase 1 improvements, including development of Yuppie Pawn Site.	2017 Q2 / Q3
<b>1.2:</b> Replace Juanita Beach Park Bathhouse Replacement and Add New Picnic Shelter	Provide guidance to staff and design team on placement and design of new bathhouse and shelter.	2017 Q1 / Q2
<b>1.3:</b> Renovate Terrace Park	Provide guidance to staff and design team on renovation plan for park.	2018 Q1 / Q2
<b>1.4:</b> Renovate Spinney Homestead Park	Provide guidance to staff and design team on renovation plan for park.	2018 Q1 / Q2
<b>1.5:</b> Expand opportunities for off-leash dog activity in City parks	Seek public input and provide guidance to staff and City Council on possible pilot project to permit limited off-leash hours at certain parks.	2018 Q1 / Q2
<b>1.6:</b> Purchase land for future neighborhood parks	Provide guidance to staff on priorities for acquisition.	Ongoing
<b><i>2. SPORT – Athletic Fields and Facilities for a Wide Variety of Sports</i></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>2.1:</b> Implement new City-School Playfield Partnership Projects	Provide guidance to staff on selection of school sites for playfield improvements.	2017 Q2 / Q3
<b>2.2:</b> Implement and assess new athletic field pricing structure	Provide guidance to staff on implementation and evaluation of new pricing structure.	2017 Q3 / Q4
<b><i>3. CONNECT – Trails and Greenways Linking People and Places</i></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>3.1:</b> Develop trail signage and wayfinding standards for trails and associated facilities	Provide guidance to staff on proposed standards.	2018 Q1 / Q2

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3.2: Conduct preliminary analysis of a shoreline trail connecting Juanita Bay Park and Juanita Beach Park	Receive report from staff.	2017 Q3 / Q4
<b>4. <u>NURTURE – Environmental Stewardship for a Green Future</u></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>5. <u>SUSTAIN – Institutional Capacity to Realize the Vision</u></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
5.1: Update the Parks' Capital Improvement Plan	Provide guidance to staff on proposed projects and funding for Parks the 2019-2024 CIP.	2018 Q1 / Q2
5.2: Complete cost of service study	Provide guidance to staff on proposed cost recovery policies.	2018 Q2 / Q3
5.3: Procure and manage food and recreation vendors in parks	Provide guidance to staff on proposed locations and vendor services.	2017 Q1 / Q2 2018 Q1 / Q2
5.4: Develop department measures of success	Provide guidance to staff on proposed success measurements.	2017 Q3 / Q4
5.5: Implement new program registration and facility booking system (Rec1)	Receive briefings on project implementation.	2017 Q1 / Q2
5.6: Implement new asset management and labor tracking system (Lucity)	Receive briefings on project implementation.	2017 Q2 / Q3
5.7: Implement new department customer services hub	Receive briefings on project implementation.	2017 Q1 / Q2

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

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**MEMORANDUM**

**To:** Park Board

**From:** Lynn Zwaagstra, Director

**Date:** December 8, 2016

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

**RECOMMENDATION:**

That the Park Board conduct elections to fill the positions of Chair and Vice Chair for 2017.

**BACKGROUND:**

Kirkland Municipal Code 3.36.040 states that the Park Board Chair and Vice Chair will be elected annually to a one-year term and elections will be held at the Board's final meeting of the year. The Chair may be re-elected once to serve a maximum of two years; the current Chair, Kevin Quille, will have completed one year at the Board's December meeting. No such term restriction is applied to the position of Vice Chair.

The Chair will be responsible for presiding over Park Board meetings. Additionally, the Chair may be called on to attend other meetings with members of City Council, the community or staff. Additionally, the Chair may be asked to speak at special park-related events such as dedication ceremonies.

The Vice Chair will be responsible for performing the duties of the Chair in the event the Chair is not present. Should the Chair be unable to complete his or her term, the Vice Chair will assume the position of Chair and an election will be held to fill the position of Vice Chair.

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