



KIRKLAND PARK BOARD

Date: January 11, 2012

Time: 7:00 p.m.

Place: Council Chambers, City Hall

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

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES** *5 minutes*
December Park Board Meeting Minutes
4. **ITEMS FROM THE AUDIENCE** *5 minutes*
5. **REVIEW OF ACTION ITEMS**
No items
6. **PRESENTATIONS**
No items
7. **COMMUNICATIONS** *15 minutes*
 - a. Correspondence
 - b. Staff Reports
-January update
 - c. Committee Reports
 - d. Comments from the Chair
8. **UNFINISHED BUSINESS**
 - a. 2012 Work Plan *10 minutes*
Topic: Review proposed 2012 Work Plan items
Action: Adopt 2012 Work Plan
 - b. Park Funding Exploratory Committee *20 minutes*
Topic: Receive update on Park Funding Exploratory Committee
Action: Discussion only
9. **NEW BUSINESS**
 - a. King County Library System Book Cover Posters *30 minutes*
Topic: Consider book cover posters for display
Action: Discussion only

December 14, 2011

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10. **MEETING EVALUATION**

5 minutes

11. **ADJOURNMENT**

Estimated meeting completion: 8:30 p.m.

Next meeting: February 8, 2012, 7:00 p.m., Council Chambers

PARK BOARD MINUTES – December 9, 2011

1. CALL TO ORDER

The December 9, 2011 Park Board regular meeting was called to order at 7:00 p.m. by Chair Robert Kamuda.

2. ROLL CALL

Members present: Chair Robert Kamuda, Vice Chair Sue Keller, Jennifer Davies, Shawn Fenn, Ted Marx, Barbara Ramey and Adam White.

Sue Contreras and Amy Johnson were excused.

Shelley Kloba arrived at 7:02 p.m.

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

3. APPROVAL OF MINUTES

Mr. White moved to approve the November minutes as presented. Ms. Davies seconded. Motion carried (7-0).

4. ITEMS FROM THE AUDIENCE

No items.

5. REVIEW OF ACTION ITEMS

Mr. Kamuda requested that Board members review the list of assignments for Board member representation to the neighborhood associations.

6. PRESENTATIONS

No items.

7. COMMUNICATIONS

a. Correspondence

Ms. Schroder shared Ms. Contreras' email updating the Board on her community involvement.

b. Staff Reports

Ms. Schroder reported on Recreation revenue, special events, youth sports, moorage and boat launch fees, athletic fields, 132nd Square Park.

c. Committee Reports

Mr. Marx announced the formation of the Finn Hill Neighborhood Alliance and added the "Christmas Ships" bonfire on December 19th at O.O. Denny Park to the event list published in the Staff Report.

Ms. Davies attended the Norkirk neighborhood meeting.

Ms. Kloba reported on activity within the Lakeview neighborhood and encouraged the Board to attend an upcoming Washington Recreation and Park Association's legislative action day. Ms. Schroder shared additional information about the day.

Ms. Ramey commented on the Kiwanis tree lot at Juanita Beach.

Ms. Keller attended the Highlands neighborhood meeting and reported on a Nourishing Networks committee meeting.

d. Comments from the Chair

Mr. Kamuda commented on this being a productive year for the Board and thanked the Board for their work.

8. UNFINISHED BUSINESS

a. Tobacco-free Parks Plan

Ms. Schroder presented options for the Board to consider regarding tobacco-free parks: do nothing, recommend adoption of an ordinance banning tobacco use in parks, or create a department administrative policy discouraging tobacco use in parks.

The Board provided feedback on the options presented and shared a preference for an administrative policy discouraging tobacco use near child play areas in parks.

b. Eastside Rail Corridor

Mr. Cogle provided the Board with an update on City Council's approval of the acquisition of the Eastside Rail Corridor, shared details on potential interim funding mechanisms for the acquisition as well as shared options for longer-term funding mechanisms for acquisition, development and maintenance and operations.

c. Park Funding Exploratory Committee

Mr. Cogle provided the Board with an update on the work of the Park Funding Exploratory Committee.

9. NEW BUSINESS

a. 2012 Work Plan

Mr. Cogle reviewed the Board's 2011 Work Plan, presented a draft of the 2012 Work Plan for consideration and answered questions related to potential work plan items.

b. Juanita Beach Picnic Shelter

Ms. Schroder announced that Frontier Communications will provide the City with a donation to fund the building of a picnic shelter at Juanita Beach Park.

Mr. Cogle shared considerations for the location and shelter design.

c. Election of Chair and Vice Chair

Mr. White nominated Ms. Keller for the position of Chair. Ms. Davies seconded. Ms. Keller was elected (6-0, Mr. Marx was absent from vote, Ms. Keller abstained from vote).

Ms. Keller nominated Mr. Fenn for the position of Vice Chair. Ms. Davies seconded. Mr. Fenn was elected (6-0, Mr. Marx was absent from vote, Mr. Fenn abstained from vote).

10. MEETING EVALUATION

"We reviewed a lot and got a lot done."

"We covered a lot of territory."

11. ADJOURNMENT

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

Meeting adjourned at 8:59 p.m.

Jennifer Schroder, Director
Parks and Community Services

Robert Kamuda, Chair
Park Board


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To: Park Board

From: Jennifer Schroder, Director

Date: January 6, 2011

Subject: January Staff Update

RECREATION DIVISION
Recreation

- As reported last month the Recreation Division conducting a marketing campaign for winter registration. Winter quarter's numbers are up in both enrollment and revenue.
- Recreation staff participated in a retreat to review the previous year's accomplishments and look at the year ahead. Staff shared program area goals and new program ventures. One of the key subjects was new marketing ideas and tools. A new branding tagline will be unveiled soon.
- All staff are intently planning for spring and summer classes and programs. We are in brochure production mode with our first submittal of copy due to our graphic designer on January 10th. Coordinators are creatively thinking and will have many new recreational opportunities for Kirkland citizens.
- Below is a total monthly revenue comparison between 2010 and 2011. The numbers for the final month of 2011 show that revenue is down compared to December, 2010. However, as total enrollments and revenue were reviewed for all of winter quarter in 2010-11 and 2011-12, numbers are up in both categories, leading us to believe participants enrolled earlier in October and November for winter classes.

	JAN	FEB	MAR	APR	MAY	JUN	
2010	\$57,789	\$32,799	\$287,680	\$149,024	\$109,217	\$122,896	
2011	\$52,919	\$25,892	\$267,949	\$145,562	\$113,264	\$124,302	
variance	(\$4,870)	(\$6,907)	(\$19,731)	(\$3,461)	\$4,047	\$1,405	

	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2010	\$60,703	\$97,337	\$79,317	\$41,444	\$32,726	\$38,696	\$1,109,631
2011	\$51,856	\$102,572	\$81,800	\$48,230	\$35,355	\$31,407	\$1,081,111
variance	(\$8,847)	\$5,234	\$2,483	\$6,786	\$2,629	(\$7,288)	(\$28,519)

North Kirkland Community Center

- Winter preschool classes are filling up quickly. There are currently waiting lists in the next two months of cooking classes, art classes and the majority of dance classes.
- The 2nd annual Snowflake Ball was a success on December 9th with over 77 couples in attendance. Thank you to Hoffman's Fine Pastries for their donation of beautiful snowflake cookies!
- Advertising programs and events for Kirkland Parks will be a priority in the New Year with an emphasis on streamlined marketing, a more visible presence in the community, and customer service focus.

Youth Sports & Aquatics

- Youth Basketball games begin January 7th. 3rd and 4th grade games take place at Kamiakin Junior High and 5th and 6th grade games take place at Kirkland Junior High. Teams have been practicing together since mid-November.

- 70 Youth Basketball coaches and assistant coaches have volunteered a total of 980 hours so far during the 2011-12 season. The program is not possible without the dedicated volunteer coaches who commit to two practices each week from mid-November through mid-March and games on Saturdays from January through March.
- Eight referees have been hired to officiate games on Saturdays. Referees have all participated in a training learning how to referee Youth Basketball as well as the fundamentals of the program. Our referees are referred to as "court coaches" during the games and continue to educate players on basketball rules and regulations. This allows games to be an extension of weekly practices and players continue to have the opportunity to learn about the sport of basketball.
- Our Pee Wee Basketball (ages 3-6) registration continues to grow with over 52 kids registered for the season. Registration is open through January 20th and there is still room for interested participants to register. This program teaches fundamentals of basketball but, more importantly, we hope to instill the appreciation of movement and the FUN of sport.
- Six Pee Wee Basketball coaches have been hired to lead the program and teach the fundamentals of basketball. Pee Wee Basketball coaches have all participated in a training to learn about coaching preschoolers, the sport of basketball, and the fundamentals of the program.
- Aquatic and recreation planning has begun for spring and summer 2012. Many new recreation opportunities will be available to the community this summer including Shallow Water Aerobics, Open Water Swimming and Safety Course, Kids Triathlon Training Course, and Kids' Triathlon.

Sports and Fitness

- Volleyball league gears up next week with a total of 38 teams. That figure is up from the fall season. Registration for the spring season of volleyball began on January 2nd and there are already 13 teams registered.
- The Move It! program will begin next week and currently has about 60 people registered. Over the last year, we have seen an overall increase in participation. We average around 220 participants per season as compared to about 195 in previous years.
- The dodgeball league is set to start the third week of January. So far we have four teams registered. We hope to secure a few more registrations over the next two weeks through an increase in area marketing.

Peter Kirk Community Center

- The Peter Kirk Advisory Board welcomed its newest members and said goodbye to the outgoing members at the December meeting. The new members are Jim Hall, Adele Engelbrecht, Chhabil Thakker and Bonnie Lambing. The Board started discussing ideas for their 2012 work plan.
- The Peter Kirk Community Center's annual Holiday D'Lights celebration took place on December 8th where over 100 seniors participated in this favorite yearly event. The meal was sponsored by Aegis Kirkland again this year.

COMMUNITY SERVICES DIVISION

Youth Services

- The Youth Council Leadership Team met with Lake Washington School District Superintendent Chip Kimball and Deputy Superintendent Traci Pierce on December 8th. The primary focus of the meeting was the transition to four-year high schools in the fall of 2012.
- The Leadership Team met with City Manager Kurt Triplett on December 15th. Topics discussed at this meeting included the City's work plan, road construction, and sidewalks in the new neighborhoods.
- KYC continues to plan for the 2012 Youth Summit scheduled for March 29th.
- Members of the Youth Council are beginning to work on their next installment of We've Got Issues. The group will be selecting a topic at their next KYC meeting on January 9th.

Business Services

- After interviews and evaluations, last month staff awarded Argosy Cruises another three-year contract for use of the commercial tour dock. Argosy has been a partner with Kirkland since 1991. This contract allows Argosy the right to moor vessels on the north side of the commercial tour dock and operate daily tours and charters.
- Staff is soliciting proposals from professional athletic event production companies interested in producing a triathlon event in the City of Kirkland. The previous vendor made it known that they no longer have an interest to produce the event in Kirkland. The company selected will not be hired as a contractor, but will be given an opportunity to produce the exclusive Event. The Event is tentatively scheduled at Juanita Beach Park on September 9, 2012.
- Staff created a Special Events Guide to along with the application for those desiring to produce special events in Kirkland. The comprehensive guide includes all the information needed to put on a successful event. The guide can be found on the city website: www.kirklandwa.gov search "special events guide."
- In addition to the Special Events Guide, staff has modified the special events process to include a monthly meeting between city staff and event organizers. This allows all parties involved a chance to discuss all aspects of the event, such as race and parade routes, in person rather than by email.

MAINTENANCE DIVISION

Notes from the Field

- This month we begin caring for 132nd Square Park. As part of the transition plan, staff met with King County Parks to gain as much information as possible about the new responsibilities. The park has several amenities including playfields, playground, picnic shelter, reflexology walking path, restroom, parking lot and asphalt pathways. We look forward to caring for the site for the community.
- This past month staff completed installation of exercise equipment at Crestwoods Park. The equipment was donated by the Norkirk Neighborhood through the Neighborhood Connections program and is located along the pathway north of the playground.
- Although there have been recent heavy winds in the region, it has not severely affected the tree canopy within parks. A few large limbs have come down, but no so far, no trees have been lost.
- Special thanks to staff for their schedule-juggling and coverage over the holidays. This time of year the Cemetery business is always brisk. When the holidays fall over the weekend, coverage can be challenging. Great job by staff the past few weeks.
- Lots of dock work has been scheduled for the month of January with staff replacing rotten boards and preparing for another busy summer of use.

Athletic Fields

- League/program applications were due December 1st both for Kirkland-area school district fields and for City-owned fields for spring/summer use (March 1st through July 31st). Close to one hundred requests were received from many different leagues, including applicants for Kirkland's newest athletic fields at 132nd Square Park. Applications are being reviewed and a roundtable allocations meeting will be held January 12th. One or two representatives per applying league are invited to attend. At the meeting all on-time applications will be considered and discussed. More to come next month!

Community Gardening/Pea Patch

- 2011 gardeners have been emailed 2012 Community Gardening information. Re-registration instructions include a deadline for renewal of mid-February. Simultaneously, names are being accepted for a waiting list. Thus far, the list is more than two dozen names long. The program will kick off March 1st.

GREEN KIRKLAND PARTNERSHIP

- Pearl Jam's Carbon Mitigation Project is underway at Crestwoods Park! In November Forterra (formerly known as Cascade Land Conservancy) worked with Washington Conservation Corps to start clearing invasive blackberry plants from the forested area northwest of the ballfields. Pearl Jam is funding forest restoration on eight acres at Crestwoods Park. The project, including funding, is managed by Forterra.

- Many hundreds of young native plants cared for by Green Kirkland Steward Marilee Henry at the Native Plant Nursery at McAuliffe Park have been planted in Kirkland parks and other areas of the city.
- Our Arbor Day event and celebrations on November 12th attracted 96 volunteers. EarthCorps crews and Native Plant Stewards led the planting of over 800 trees and other native plants.
- Students from Christ Church Academy, hosted by Green Kirkland Steward Nona Ganz, removed invasive plants and spread mulch at Juanita Bay Park on November 10th.
- The Highlands Neighborhood Association joined Green Kirkland Steward Karen Story to plant native trees and plants at Cotton Hill Park on November 19th.
- The following table summarizes Green Kirkland Partnership events and activities for November. It includes field and administrative volunteers as well as event volunteers.

Volunteers

Date	Park/Work	Group Name	Youth	Adult	Total	Hours	Dollar Equivalent ¹
11/2	Juanita Bay Park	Green Kirkland Steward		4	4	12.0	\$259.44
11/10	Juanita Bay Park	Christ Church Academy with Green Kirkland Steward	21	5	26	53.5	1,156.67
11/12 Arbor Day	Juanita Bay Park	EarthCorps Partnership with Green Kirkland Stewards	35	61	96	276.5	5,977.93
11/19	Cotton Hill Park	Highlands Neighborhood with Green Kirkland Steward	3	8	11	22.5	486.45
Ongoing	Administration			4	4	55.6	1,202.07
Ongoing	Field Work			15	15	80.0	1,729.60
						500.1	\$10,812.16

¹ Dollar Equivalent = Hours x 21.62

- Upcoming events for volunteers from the general public:
 - Monday, January 16th Martin Luther King Day of Service at Cotton Hill Park, 10 am to 2 pm. Contact volunteer steward Karen Story, karen@tinyisland.com
 - Saturday, February 11th at Crestwoods Park, 10 am to 2 pm, Forterra Pearl Jam Project. Sign up online at www.forterra.org. Contact Andrea Mojzak, amozjak@forterra.org.
 - Saturday, March 17th at Carillon Woods, 9 am to 12 pm. Sign up online at www.earthcorps.org/volunteer.php. Contact Chris LaPointe, chris@earthcorps.org
 - An informal group meets most Thursday afternoons 12 pm to 2 pm, weather dependent, at Juanita Bay Park. Contact volunteer steward Nona Ganz, nonaganz@frontier.com
 - An informal group meets most Wednesday mornings from 10 am to 11 am at Cotton Hill Park. Contact volunteer steward Karen Story, karen@tinyisland.com

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

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To: Park Board

From: Michael Cogle, Deputy Director

Date: January 6, 2012

Subject: 2012 Park Board Work Plan

RECOMMENDATION:

That the Park Board approve the 2012 Work Plan.

Proposed motion: Move to adopt the 2012 Park Board Work Plan.

BACKGROUND DISCUSSION:

Attached for review is a proposed Board and staff work plan for this year. The proposed plan was reviewed by the Board at its December 2011 meeting.

Attachment

DRAFT - Kirkland Park Board 2012 Work Plan

Goal 1: Develop or redevelop existing parklands and public recreation facilities.		
Objective	Description	Timing
<u>Objective 1.1:</u> Update the City's Comprehensive Park, Recreation, and Open Space Plan (PROS PLAN)	Update long-range planning document to include public involvement process, surveys, technical analysis, and consideration of LOS	February - December
<u>Objective 1.2:</u> Develop renovation plan for Waverly Beach Park	Complete an assessment and prioritized recommendations (with cost estimates) for improvements to Waverly Beach Park (CIP funded)	September – April 2013
<u>Objective 1.3:</u> Develop an off-leash dog area (OLA) in Kirkland	Support KDOG efforts to develop and operate Jasper's Dog Park	January - March
<u>Objective 1.4:</u> Implement Forbes Lake Park Development Plan	Construct Phase I improvements to park (CIP funded)	March - September
<u>Objective 1.5:</u> Develop concept plan for Totem Lake Park	As described in the City Council-adopted Totem Lake Action Plan, consider and make recommendations for development of Totem Lake Park	May - December
<u>Objective 1.5:</u> Update Six-Year Capital Improvement Program	Provide recommendations to staff and City Manager on Parks 2013-2018 CIP	March - June
Goal 2: Maintain or increase maintenance and operational levels of service for parks and for recreation facilities.		
Objective	Description	Timing
<u>Objective 2.1:</u> Implement the Green Kirkland 20-Year Plan	Implement restoration plans including volunteer stewardship components (CIP funded). Seek and secure stable funding for Green Kirkland program beyond 2012	Throughout 2012
<u>Objective 2.2:</u> Repair/replace deteriorating park amenities	Complete replacement of playground at Waverly Beach (CIP funded)	September - December
<u>Objective 2.5:</u> Support legislative agenda of the City of Kirkland and the Washington Park and Recreation Association	Provide active support via correspondence, phone calls, visits to Olympia, and participation in events which support the City and WRPA's legislative platforms	Throughout 2012

DRAFT - Kirkland Park Board 2012 Work Plan

Goal 3: Develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system.		
Objective	Description	Timing
<u>Objective 3.1:</u> Planning for possible future park bond and maintenance levy	Participate with Park Funding Exploratory Committee to make recommendations to Council on future funding for parks	Throughout 2012
Goal 4: Develop partnership opportunities with the Lake Washington School District.		
Objective	Description	Timing
<u>Objective 4.1:</u> Monitor Joint Use Agreement with LWSD	Monitor agreement with school district to ensure reciprocal use of public facilities in a manner which maximizes opportunities and equitably meets the broad needs of the community.	Throughout 2012
Goal 5: Develop more indoor recreation space.		
Objective	Description	Timing
<u>Objective 5.1:</u> Indoor Recreation Space	Re-assess overall project goals related to development of new indoor recreation space and consider implications for potential future closure of swimming pool at Juanita High School.	Throughout 2012
Goal 6: Acquire open spaces, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient.		
Objective	Description	Timing
<u>Objective 6.1:</u> Acquire suitable land for community park land and/or open space	Be responsive to acquisition opportunities as they arise (CIP funded)	Throughout 2012
<u>Objective 6.2:</u> Acquire Eastside Rail Corridor	Pursue and complete Kirkland ownership of the former BNSF rail corridor within Kirkland city limits for future transportation and recreation purposes	January - April



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MEMORANDUM

To: Park Board
From: Michael Cogle, Deputy Director
Date: January 5, 2012
Subject: Park Funding Exploratory Committee Update

RECOMMENDATION:

For the Park Board to receive an update on the Park Funding Exploratory Committee.

BACKGROUND DISCUSSION:

The Park Funding Exploratory Committee (PFEC) is a City Council-appointed group of citizens asked to consider and make recommendations regarding funding to help meet the capital, maintenance, and operational needs of the City's park, open space and recreation system. The Committee is comprised of nearly 50 citizens representing a broad array of key community stakeholders and is chaired by City Councilmember Amy Walen. The Park Board is represented on the Committee by Bob Kamuda and Barbara Ramey.

At the Board's January 11th meeting, staff would like an opportunity to update the Board on the following items:

- Progress of Committee work to-date including synopsis of the PFEC January 10th meeting;
- Review of park funding options presented to PFEC.



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MEMORANDUM

To: Park Board

From: Jennifer Schroder, Director

Date: January 5, 2012

Subject: King County Library System Display Program.

RECOMMENDATION:

For the Park Board to select four book covers for the King County Library System's **Take Time To Read** initiative to be displayed in Kirkland Parks.

BACKGROUND DISCUSSION:

The King County Library System (KCLS) will place large (5 feet wide by 8 feet high) framed posters of book covers at specially selected locations around Kirkland in the late spring of 2012. The posters are a continuation of the "Take Time to Read" initiative to increase reading across the King County. Kirkland participated in this program last year.

KCLS will produce a Book Cover Walking Tour guide that lists all the locations throughout King County where posters are displayed.

The four locations identified in Kirkland where the book covers will be displayed are: Marina Park, Kirkland Teen Union Building, Peter Kirk Community Center and the Peter Kirk Pool.

Approximately 10 books will be presented to the Park Board to select the four to be displayed this spring.