



KIRKLAND PARK BOARD REGULAR MEETING

Date: October 10, 2018

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
4. **ITEMS FROM THE AUDIENCE** 5 minutes
5. **PRESENTATIONS**
6. **UNFINISHED BUSINESS**
 - a. Off Leash Dog Area Outreach Update 10 minutes
Action: Informational Update only
 - b. Cost Recovery Study Update 10 minutes
Action: Informational Update only
 - c. CIP Update 10 minutes
Action: Informational Update only
7. **NEW BUSINESS**
 - a. Park Naming/Renaming Policy 10 minutes
Action: Discussion only
 - b. Field Use Pilot Proposal 15 minutes
Action: Discussion and feedback

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City. To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.

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- c. Green Kirkland Updates 10 minutes
Action: Recruit Park Board members to serve as dignitaries for Green Kirkland Day - 11/17/18
- d. Totem Lake Park Playground Concepts 10 minutes
Action: Provide feedback to Staff
- 8. **COMMUNICATIONS** 20 minutes
 - a. Correspondence
 - b. Staff Reports and Updates
 - c. Liaison Role Updates
 - d. Board Member Updates
- 9. **GOOD OF THE ORDER** 5 minutes
- 10. **ADJOURNMENT** Estimated meeting completion: 8:50 p.m.

Next meetings:

November 14, 2018
December 12, 2018
January 9, 2019

KIRKLAND PARK BOARD
Minutes of Regular Meeting
September 12, 2018

1. CALL TO ORDER

The September 12, 2018 Park Board Regular meeting was called to order at 7:00 p.m. by Chair Rosalie Wessels.

2. ROLL CALL

Members Present: Vice Chair Kelli Curtis, Jason Chinchilla, Richard Chung, Kevin Quille, Susan Baird-Joshi, Uzma Butte, and Chair Rosalie Wessels

Members Absent: Kobey Chew

Staff Present: Lynn Zwaagstra, John Lloyd, Mary Gardocki, Jason Filan

Recording Secretary: Heather Lantz-Brazil

3. APPROVAL OF MINUTES

The minutes from the July 11 meeting were presented. Ms. Curtis motioned to amend the minutes from July 11. Ms. Baird-Joshi moved to approve the amended minutes. Mr. Quille seconded. The motion carried (7-0).

The minutes from the July 31 meeting were presented. Ms. Butte motioned to approve the minutes. Mr. Chinchilla seconded. The motion carried (7-0).

4. ITEMS FROM THE AUDIENCE

No items.

5. REVIEW OF ACTION ITEMS

No items.

6. PRESENTATIONS

No items.

7. COMMUNICATIONS

a. Correspondence

No questions or comments.

b. Staff Reports

Staff responded to questions and comments from the Board.

c. Committee Reports

Ms. Baird-Joshi – Shared details of a neighborhood block party, interactions with Edith Moulton Park users on the off-leash dog trails, and an article on Kirkland park amenities in the August 2018 issue of Alaska Airline's inflight magazine, *Alaska Beyond*.

Ms. Butte – Shared details of the North Rose Hill picnic.

Mr. Quille – Nothing to report.

Mr. Chung – Shared details of the Kirkland Summerfest, Aug 10-12 activities.

Mr. Chinchilla – Nothing to report.

Ms. Curtis – Commented on former and current Park Board members' participation in Kirkland Summerfest, Aug 10-12.

Ms. Wessels – Nothing to report.

d. Comments from the Chair

8. UNFINISHED BUSINESS

Ms. Zwaagstra gave a brief update on the status of the Cost Recovery Study. Staff answered questions from the Board.

9. NEW BUSINESS

a. Marina Financial Feasibility Study

Mr. Paul Sorensen, BST Associates presented draft conclusions on the Kirkland Downtown Marina Moorage Financial Study. Ellen Miller-Wolfe, Economic Development Manager assisted in addressing the Boards questions and feedback on the study.

b. Totem Lake 60% Design Update

Ms. Gardocki presented an update on design progress and project estimate for Totem Lake Park Phase One project. Staff answered questions from the Board. The Board shared their priorities on the play equipment of height, green space, seating, and equipment interactions for all ages.

c. DOLA History and Proposal for Next Steps

Ms. Gardocki presented an update on the Designated Off-Leash Areas (DOLA) project plan that included the City Manager Office's Scrum team process and timeline on the public outreach portion of the plan. Staff answered questions from the Board.

d. Neighborhood Plan Updates

Ms. Janice Coogan, Senior Planner from Kirkland Planning and Building Department presented the Rose Hill and Bridle Trails Neighborhood 1st draft plans to the Board. Joan Lieberman-Brill, AICP, Senior Planner assisted in addressing the Board's questions and comments on the draft plans. The Board's comments will be forwarded to the Planning Commission for consideration with the 2nd draft Neighborhood Plans.

10. GOOD OF THE ORDER

Ms. Wessels encouraged the Board to attend future neighborhood meetings. Mr. Chinchilla addressed the possible lack of baby changing stations in the restrooms at Juanita Beach Park and concerns about dog waste stations in the parks. Staff advanced to install stations in the restrooms if they were missing. Mr. Lloyd shared the Oct 13 date for the Marina Park pavilion dedication.

11. ADJOURNMENT

Ms. Baird-Joshi moved to adjourn the meeting. Mr. Quille seconded. The motion carried (7-0). The meeting was adjourned at 9:40 p.m.

Lynn Zwaagstra, Director
Parks and Community Services

Rosalie Wessels, Chair
Park Board



CITY OF KIRKLAND
 Department of Parks & Community Services
 123 Fifth Avenue, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Lynn Zwaagstra, Director, Parks and Community Services
 John Lloyd, Deputy Director, Parks and Community Services

Date: October 3, 2018

Subject: Cost Recovery Study Update

RECOMMENDATION

That the Park Board receive an update on the progress of the cost recovery study.

BACKGROUND:

The City of Kirkland has a defined fiscal policies that are reaffirmed every two years through the adoption of the biennial budget. The current policies are presented in the 2017-2018 budget book and approved by City Council during the budget process. The key fiscal policy related to parks and Community Services is stated below.

“All fees for services shall be reviewed and adjusted (where necessary) at least every three years to ensure that rates are equitable and cover the total cost of service, or that percentage of total service cost deemed appropriate by the City.”

Parks and Community Services carried out a financial analysis resulting in updated financial guidelines for the Department in 1999, 2002 and 2005. These previous studies yielded cost recovery targets as a percentage of total service cost versus covering the total cost of service. In accordance with financial policy and previous practice, staff embarked upon an updated study in February 2018.

At the June 5 Kirkland City Council Meeting, staff presented background information and an overview of the current cost recovery study. Background on the 2005 study was presented along with the philosophical foundation of cost recovery based in equity, sustainability and meeting the community need. More detailed information can be found in the June 5 Council Packet located [here](#).

At the July 17 City Council Study Session, packet located [here](#), staff presented the results of a financial analysis carried out by the financial consulting firm MGT of America Consulting, LLC (MGT). This portion of the study incorporated analyzing true costs for providing parks, recreation and community services by programmatic category. Based on this information, the current cost recovery level for each programmatic category was calculated. See Figure 1 below.

Figure 1: 2017 Financial Overview of Costs of Services

Programmatic Category	Volunteer Hour Support	Total Cost	Revenue	Cost Recovery Rate ¹
Private/advanced skill instruction		\$36,288	\$53,735	148%
Long term leases		\$89,389	\$92,613	104%
Vendors/concessionaires		\$17,201	\$51,608	300%
Marina piers and boat launches		\$159,693	\$168,706	106%
Cemetery funeral services		\$84,957	\$121,187	143%
Facility rentals		\$521,946	\$95,509	18%
Park shelter rentals		\$114,200	\$105,754	93%
Adult classes and sports		\$222,266	\$146,212	66%
50+ classes		\$169,632	\$104,630	62%
Senior field trips		\$36,021	\$19,144	53%
Recreation special events	668	\$85,838	\$32,250	38%
Youth classes and sports	3,086	\$352,882	\$313,304	89%
Preschool classes and sports	1,297	\$641,598	\$397,815	86%
Special events permitted		\$400,190	\$28,332	7%
Youth camps		\$288,603	\$328,321	114%
Athletic field rentals		\$1,390,314	\$69,690	5%
Aquatics public swim	539	\$137,973	\$88,200	64%
Non-profit partnership agreements		0	0	0
50+ partnership programs and services	2,678	\$53,065	\$3,243	6%
Senior transportation program		\$29,226	\$3,009	10%
Green Kirkland Partnership	11,113	\$1,032,590	\$17,238	2%
Park/beach use	1,808	\$4,222,408	\$77,500	2%
Senior services		\$42,594	\$450	1%
Youth services		\$321,587	\$0	0%
Human services		\$1,243,636	\$51,687	4%

1 - MGT calculated cost recovery utilizing full cost methodology, which includes all Department and related City overhead.

Another component of the study included engaging the community to complete a “community benefit” versus “individual benefit” assessment. This component of the study was carried out by the parks and recreation consulting firm GreenPlay, LLC (GreenPlay). Their methodology is based in the Pyramid Model, which allows for the sorting of each programmatic category into the 5 tiers of a pyramid. The bottom of the pyramid is Tier 1, which is understood to have the most community benefit and expected to be supported through tax funding. The top of the pyramid is Tier 5, which is understood to have the most individual benefit and expected to receive the least tax dollar support. Tiers 2 through 4 have both community and individual benefits and would be supported by a mix of tax dollars, fees and other alternative revenue sources.

Next Steps

Per Council guidance on August 6, 2018, fee benchmarking data is being prepared for Council review on October 18. Following fee benchmarking, GreenPlay will deliver their draft final report on November 7 that will contain a synthesized version of the study components. This will include study definitions, philosophy, methodology, community outreach results, benchmarking, findings, recommendations, potential implementation strategies, etc.

Following presentation of this information, staff will come back to City Council with recommendations for fiscal policy, a resource allocation and pyramid model, and corresponding cost recovery guidelines.

A draft timeline to complete the study is presented below.

Information Presentation

- October 16, 2018 – Council review fee benchmarking
- November 7 – Council review of draft cost recovery study report by GreenPlay, LLC

Policy Discussion and Direction

- January/February – Council review of recommended financial policy, resource allocation and pyramid model, cost recovery guidelines and implementation strategy

At the time of finalizing the Park Board Packet, the Council Memo for October 16 was not yet complete. However, it will be completed and delivered at the October 10 Park Board meeting.



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

To: Park Board

From: Mary Gardocki, Park Planning and Development Manager
Lynn Zwaagstra, Director of Parks and Community Services

Date: September 26, 2018

Subject: Naming of Public Parks and Facilities: Discussion

RECOMMENDATION:

Park Board receives a copy of the *R-4799: A Resolution of the City Council of the City of Kirkland Establishing Policies and Procedures for the Naming of Parks and Facilities* for discussion.

BACKGROUND DISCUSSION:

In August 1985, the Park Naming Policy (R-3215) was adopted for the purpose of setting policy considerations and procedures to follow in naming a park or recreation facility. The Park Board requested staff to research and present samples of how other agencies have addressed criteria to re-name a park or facility, naming an element within a park, naming a park after an individual, business or group or other considerations.

After review and discussion, the current naming was passed by the Park Board on December 9, 2009 and approved by City Council on January 19, 2010.

The current policy includes all the criteria of the previous policy and (1) includes procedures for naming a park or facility after a civic group or organization; (2) provides that a numeric designation will be used for new parks and facilities until a permanent name is selected; (3) clarifies that the naming of a park or facility should be considered permanent under ordinary circumstance; and (4) the final authority on name selection is the responsibility of City Council.

Attachment A is the current policy. Staff is presenting this policy for Park Board review and discussion to ensure it continues to satisfy its objective.

ATTACHMENT A

RESOLUTION R-4799

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ESTABLISHING POLICIES AND PROCEDURES FOR THE NAMING OF PUBLIC PARKS AND FACILITIES.

WHEREAS, the City Council adopted Resolution R-3215, establishing policies and procedures relating to the naming of public park property and facilities on August 19, 1985; and

WHEREAS, the Park and Recreation Board recommends updating the park naming policy to: (1) include procedures for naming a park or facility after a civic group or organization; (2) provide that a numeric designation will be used for new parks and facilities until a permanent name is selected; and (3) clarify that the naming of a park or facility should be considered permanent under ordinary circumstances; and

WHEREAS, the City Council wishes to set forth the policies and procedures for naming public parks and facilities by resolution;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland as follows:

Section 1. It is the general policy of the City of Kirkland to choose a name for a public park or facility based upon the relationship of the land or facility to one of several criteria:

1. Neighborhood or geographical identification (e.g. Houghton, Bridle Trails, Rose Hill, etc.);
2. A natural or geological feature (e.g. Forbes Creek);
3. Historical or cultural significance;
4. An individual (living or deceased) who has given outstanding civic service to the Kirkland park system, or has donated substantial funds or land to the Kirkland park system, or has been otherwise instrumental in the acquisition or development of critical park acreage (e.g. Marsh Park). Parks or facilities shall not ordinarily be named for a living person, unless that person has made a significant and outstanding contribution of land, money, or civic service. A waiting period of at least one year should expire before naming a park or facility under the policy of this subparagraph;

5. A civic group or corporation whose mission statement is compatible with City goals and objectives and that has made a significant contribution of land, money or civic service to the Kirkland park system;
6. The wishes or preference of residents of the neighborhood surrounding the public park or facility should in all cases be considered.

Section 2. In establishing or designating the name of a public park or facility, the final authority on name selection is the responsibility of the City Council. In making such selection the City Council will normally consider suggestions for names received from organizations, individuals or neighborhoods, and may request the Parks Department or the Park Board to solicit such suggestions. The City Council will not make its final selection until after it has received the recommendation of the Kirkland Park Board.

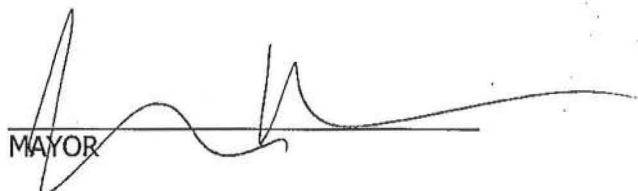
Section 3. Until a park or facility name is selected for a new park or facility, a numeric designation shall be used to identify the park or facility.

Section 4. Under ordinary circumstances, the naming of a park or facility should be considered permanent. Any proposal to change the name of a park or facility shall be subject to the procedures set forth in this Resolution.

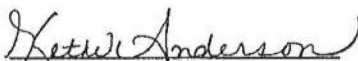
Section 5. Upon selection of a park or facility name by the City Council, the Parks Department shall identify the park or facility with appropriate signage specifying the established name.

Passed by majority vote of the Kirkland City Council in open meeting this 19th day of January, 2010.

Signed in authentication thereof this 19th day of January, 2010.


MAYOR

Attest:


City Clerk



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www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Lynn Zwaagstra, Director, Parks and Community Services
 John Lloyd, Deputy Director, Parks and Community Services

Date: October 3, 2018

Subject: Field Use Policy Pilot Proposal

RECOMMENDATION

That the Park Board hear and provide feedback on a proposed pilot modification to the current athletic field use priority policy.

BACKGROUND DISCUSSION

The Parks and Community Services Department (PCS) administers the City of Kirkland athletic fields as well as the Lake Washington School District (LWSD) fields for a total of 58 fields. In 2017, staff processed 25,663 hours of reservations. Approximately 30 different sports leagues, and 20 individual users reserve space annually.

It is the City's policy to make fields available to the community on a hierarchical basis that gives scheduling and use preference in order of priority listed below. The primary objective is to prioritize recreational use for local programs over non-local programs. "Local" is defined as a group comprised of 65% or greater from within Kirkland City limits for use of a City field, or within the boundaries of LWSD, for users requesting use of a District field. Current policy also dictates which sports are given priority in each season. While staff attempt to work out conflicting reservation requests, current policy states users with past historical use may take precedent over new user groups. An unintended impact of the current field use policy is it increasingly difficult for new and emerging sports and users to obtain field space.

Field Use Priority

1. City of Kirkland and LWSD programs and events
2. Resident youth and adult recreation leagues
3. Non-resident youth and adult leagues
4. Independent use

In 2016, Park Board approved modifications to athletic field rental rates and structure, which reduced some of the complexity which previously existed. However, rental fees remain at levels that do not deter some organizations from making large block reservations which take up the majority of available field space.

The City prides itself on being a welcoming and inclusive city. As such, PCS strives to maximize athletic field use overall while distributing use in an equitable manner to a variety of groups. However, rental fees, along with the current field use priority structure limit the opportunities for Kirkland residents to participate in many new and emerging sports.

Proposal

Staff would like to receive Park Board feedback and recommendations on a pilot proposal which would allow for groups representing new and emerging sports, or sports which have not traditionally been available in Kirkland, to be elevated to Tier 2 as it relates to reservation priority.

With very limited local opportunities for new and emerging sports, residents may not be able to participate in these sports due to a variety of reasons, including travel times, costs, and lack of knowledge about the opportunity. Conversely, groups providing these sports have limited times available for use, which limits the number of participants that can be served. In an effort to expand opportunities for residents to participate in new and emerging sports, the proposed pilot program would create a process to consider field requests from select organizations along with other Tier 2 organizations.

Recently, PCS staff have been approached by the Eastside Lions Rugby Club, a youth rugby program comprised of residents from Lynwood to Bellevue. The club is a volunteer driven, 501 (C) 3 non-profit organization. Currently the Lions have over 200 participants who compete with other clubs across the region, under the oversight of Rugby WA – a State Based Rugby Organization recognized by USA Rugby. They are seeking field space for practices and games in Kirkland in an effort to grow their participation in Kirkland. However, the club does not meet the 65% Kirkland resident requirement to be considered a local organization. The challenge presented by the club, is that without local practice space, they struggle to recruit local residents. The Lions are looking for practice space two nights per week and game space on Saturdays. If approved, field requests would be evaluated and scheduled with other Tier 2 organizations. This would not be a guarantee for field space, but would give the organization a higher likelihood to receive field space that allows them to recruit more Kirkland residents.

Pending Park Board support and feedback, staff will develop a defined process by which groups would apply for and be evaluated to operate under this pilot program. The expectation is that any organization being granted an elevated priority would be limited to this elevated priority for no more than two years. After the first year operating under this pilot program, organizations would be required to report on efforts to recruit Kirkland residents, as well as actual growth of Kirkland residents in their program. The goal of the program is to provide expanded opportunities for Kirkland residents. If at the end of the pilot program, the organization has not demonstrated the necessary growth to meet the requirements to be considered local, they would return to the lower tier.



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MEMORANDUM

To: Park Board

From: Lynn Zwaagstra, Director, Parks and Community Services
 John Lloyd, Deputy Director, Parks and Community Services
 Jodie Galvan, Supervisor, Green Kirkland Partnership

Date: October 1, 2018

Subject: Green Kirkland Updates and Fall Events

RECOMMENDATION

That the Park Board be introduced to the new Green Kirkland Partnership Supervisor, Jodie Galvan, and receive an update on fall events, including an invitation to serve as dignitaries at Green Kirkland Day on Saturday, November 17.

BACKGROUND DISCUSSION

Following the retirement of Sharon Rodman, Parks and Community Services recently completed an extensive search process to recruit and hire the Green Kirkland Partnership Supervisor. The search process involved and sought feedback from staff from a variety of departments within the city as well as from the Green Kirkland Stewards. The feedback received from all those involved was overwhelmingly in support of Jodie Galvan. Based on this feedback, as well as feedback from past employers, Jodie was offered the position of Green Kirkland Partnership Supervisor and began on September 4, 2018. She most recently served as the Assistant Director of Sustainable Practices at Cascadia College and brings more than 14 years of habitat restoration, environmental education, and program management experience to the position. Upon beginning with the City of Kirkland, Jodie hit the ground running and is in deep into the planning and administration of our fall events. Jodie will be in attendance at the Park Board meeting and will provide an update on two of the major events coming up this fall.

Kirkland will celebrate Arbor Day on Saturday, October 20, 2018 from 10am to 2pm at North Rose Hill Woodlands Park. The event will include a large habitat restoration event led by EarthCorps as well as a Tree Planting Ceremony at 12pm. Mayor Walen and a representative from the Washington Department of Natural Resources will be leading the Tree Planting Ceremony. This event helps Kirkland maintain its Tree City USA certification from The Arbor Day Foundation.

Green Kirkland's annual signature event, Green Kirkland Day will take place on Saturday, November 17, 2018 from 10am and 2pm and includes forest restoration events at five locations: Everest Park, O.O. Denny Park, Josten Park, Crestwoods Park, and McAuliffe Park. This year is especially exciting because the City is celebrating a major milestone: reaching 100 acres in restoration! Historically, Park Board members have served as dignitaries at each of the restoration sites. Once again, staff are inviting Park Board members to be dignitaries and serve as the primary speaker(s) at one of the five locations and help Green Kirkland staff and Stewards launch each event with gratitude for this powerful partnership between the city and our community, and to provide inspiration for the day ahead.

Parks and Community Services
Department Report – September, 2018

Administration, Planning and CIP Projects

- **Totem Lake Park:** Three playground concepts will be prepared for the City Hall for All event Saturday, October 6. As directed by City Council, it will include an expanded play area for ages 2-5, 5-12 and universal, all-inclusive design. New 90% drawings are scheduled to be complete by the week of December 6 followed by building submittal. If we stay on schedule, the advertisement for bid will be in February with Council to accept in April, construction to start in May. Playground equipment selection may also include Youth Council, Inclusivity network, and NKCC.
- **Juanita Beach Bathhouse Hearing:** The Shoreline Hearing Board has dismissed the City's appeal and the hearing has been cancelled. The Shoreline Hearing Board will issue an order later that outlines why it has been dismissed. Staff is meeting internally to discuss the City's choices: 1) wait for the Order and appeal to Superior Court, 2) revisit the design and site plan configuration.
- **132nd Square Park:** The Request for Qualifications has been released by Public Works and the selection for services should be complete by mid-October. The scope of the stormwater retrofit is proposed with consideration of the cost and feasibility of including synthetic turf field.
- **Off Leash Dog Outreach:** A focus group will be conducted by the City's Engagement Team at the City Hall for All event. Participants will register for this one-hour session, after which, work with the Engagement Team will continue to define the rest of the plan, steps, and schedule.
- **Finances:** Administrative staff have been focused on completing the 2019/2020 biennial budget along with all supporting reports, issue papers and documents.
- **Cost Recovery Study:** The September focus for the study was on fee benchmarking, which is expected to be presented to City Council on October 16.

Upcoming Important Dates:

City Hall for All: Saturday, October 6

Park Board: Wednesday, October 10

Parks Maintenance and Operations

- Fall is turf renovation time! Waterfront parks, Sportsfields, and the City/School partnership sites are all receiving aeration, over-seeding, and some top-dressing.
- Staff continue to go through landscape beds weeding, cleaning, and preparing them for winter. The wonderful stretch of weather has been a real bonus.
- OO Denny has been getting several compliments recently. With green grass, a new fence out front, and regular maintenance the park patrons have really been appreciating the upgrades.
- Mark Twain Park will be the recipient of an Eagle Scout project. Some prep work on pesky blackberries is being done this month in anticipation of the restoration work later this fall.

- South Norway Hill Park will be receiving some restoration work this fall. Staff have been working with some non-compliant bike trail building that continues to expand.
- Cedar View Park will be temporarily closed this month. The Public Works Department has hired a contractor to perform some stormwater improvements along the south side of the park.
- As part of the Sinking Fund Resource plans for this year, bathroom floors are getting painted at Marsh, Houghton, and Marina Parks this month.
- The Al Locke Pavilion is receiving a touch of maintenance this month in anticipation of the dedication scheduled for Saturday, October 13, 2018.



Marina's Al Locke Pavilion – September 2018

Recreation

- The Finish Line Celebration for the Kirkland Steppers took place on Tuesday, September 25 at the Peter Kirk Community Center. Fairwinds Redmond once again sponsored the event by providing a buffet lunch for everyone who participated. We had over 70 participants in this year's program and we are looking forward to another successful season next year.

Below are some highlights from this season:

- * 84% of the participants were between the ages of 65 to 85
- * 27% of the participants walked in at least 14 of the 16 walk events scheduled.
- * 39% walked in at least 10.
- * 94% of the participants reported the Stepper's program motivated them to increase their weekly activity level.
- * 85% of the participants reported walking on their own at least one additional day besides the scheduled Steppers' walks.

* 88% of the participants reported seeing increased health benefits while participating in the 16 week walking program (i.e. endurance, balance, lower blood pressure, weight loss, etc.).

- The Kirkland's Kids Tri on September 8 had 110 participants. It was a great turnout with parents, grandparents and people from the community all coming together to experience the sport of Triathlon.



2018 Kids Tri, Juniata Beach Park

- Recruitment for the Peter Kirk Advisory Board is underway, there are 4 vacant seats to fill.
- Peter Kirk After School Camp is in full swing and continues to be a very popular addition, it is sold out for the entire school year with an active waitlist.
- Bethany Community Church has informed staff that they will continue to rent the Peter Kirk Community Center on Sundays in 2019. This provides \$30,000.00 in revenue annually.
- Kirkland's Recreational Youth Basketball League registration is in full swing with 303 participants registered to date. Registration will continue to the end of October. Recreation Staff is in the process of recruiting Volunteer Coaches and hiring Youth Basketball Officials. Practices begin in December and games start in January.
- Recruitment is underway to find volunteers to help staff the October 26 Pee Wee Monster Bash at the North Kirkland Community Center. The two hour event which includes carnival booths and monster themed activities would not be possible without the help of approximately 23 volunteers. We currently have 85 preschoolers registered.
- Little Tumblers continues to be a popular program at NKCC for the 3 to 6 year old age group. There are 71 registered participants and 70 children on waitlists. Challenges in accommodating waitlist participants include instructor to room availability and the increased workload involved in adding additional programs.
- The Snowflake Ball scheduled for Friday, December 7 is officially sold-out with 95 participants enrolled.



Pee Wee Soccer at 132nd Street Park

- A total of 390 soccer players between the ages of 3-6 hit the fields on a drizzly Saturday morning for the start of Pee Wee Soccer. There were 180 players on Emerson Field, and 210 players at 132 Square Park. One-hundred and twenty two children placed on waiting lists will have to wait until spring to play, fields are at capacity.
- It's not all about preschoolers at North Kirkland Community Center! There are 16 adults learning to West Coast Swing this fall.
- Adult Volleyball started September 10 with a smash. There are 18 women's teams playing in the upper, intermediate, and lower divisions, and 28 COED upper, intermediate and lower division teams, for a total of 46 teams. Seven teams hoping to play ended up on waiting lists due to lack of gym space.
- With the success of the first Ultimate Frisbee League, we decided to offer a free event to the community; Ultimate Frisbee, *Under the Lights* at Lee Johnson Field. A total 16 players showed up, many with families in tow, excited to watch. All indications were it was very well received! The feedback received was that the community really values free programs. Kudos to Linda Murphy for coming up with this great idea to integrate this free event with our Ultimate Frisbee League.
- Vendors in the Parks are beginning to wrap up from a busy summer. Most of the food vendors closed as of September 30. These include vendors at Lee Johnson Field, Juanita Beach Park and the mobile concessions throughout the park system. The concession stand at Everest Park will be open through Mid-October for Kirkland American Little League's fall season.
- Stand-up paddle board and kayaks vendors at Houghton and Juanita Beach Parks will be open through October. Operations continue to go well with the great weather we've had in September.
- Athletic Field use continues during the fall. Fields will close on the following schedule:
 - Lee Johnson Field and Fields 3 and 4 of Everest Park – Sunday, September 30.
 - Infield use at all other locations – Monday, October 15.
 - All other field use - Wednesday, October 31.
- Final Athletic Field billings for 2018 have been invoiced and paid. This is an improvement by six weeks over 2017. We greatly appreciate the cooperation from field users with the billing cycle changes this year.

A big thank you to the Parks Maintenance & Operations crew and the City's IT department for working through the logistics and getting a webcam operational at Kirkland Marina Park. The webcam will assist boaters with being able to see how many spaces might be available.

Kirkland Marina Dock

Welcome to Kirkland Marina along the shores of Lake Washington. [Marina Park](#), located at 25 Lakeshore Plaza, is one of the City's waterfront landmark parks. The park includes a boat launch, moorage facilities and a restroom. Adjacent to Marina Park, is the Second Avenue South Dock or "South Dock" located at 2nd Avenue South and Lake Washington Boulevard with additional moorage space.

Marina Park Dock and South Dock: Moorage
The Kirkland Marina Park Dock and South Dock offer a combined total of 90 uncovered moorage slips year round.

Vessel Length	Daily Moorage Rate	Additional Power Fee*
up to 39'	\$0.90 / foot	\$5.00
40' +	\$0.90/ foot	\$10.00

Kirkland Marina CAM
Click to see a Live image

UPDATES & INFORMATION
PAY-AS-YOU-GO

People have the opportunity to launch their boat on a pay-as-you-go system during boating season by inserting a credit/debit card into the new pay station at the launch.

- Harbor Master staff worked closely with Public Works Water Quality staff to get clean-up containment gear placed in the Harbor Master shack at the Marina. The new gear will allow staff in Fire and Public Works to quickly contain a spill at the Marina during an incident (sinking boat, fuel spill, etc.)



- Heritage Hall continues to be a very popular rental location with parties booked almost every Saturday and Sunday through November.
- We are currently hiring for the Facility Attendant positions in support of Heritage Hall, North Kirkland Community Center and Peter Kirk Community Center. Applicants can check out the job listing and apply at www.govjobstoday.com.

- Staff are working on preparing supervised activities in support of the City Hall for All event on Saturday, October 6. Fun activities like bingo, coloring activities, and a fun themed craft will be on hand. All activities have a Park Theme.
- The seasonal Harbor Master staff completed their service to the community on Monday, September 3. Full-Time staff have taken over the day to day operations of the dock. Staff continue to work with boaters to make sure that moorage payments are received through customer service and enforcement.
- The Pea Patch Program continues to run smoothly. Currently there is one plot available due to a customer moving out of the area. Staff will be contacting the 16 interested gardeners on the waiting list to see if anyone is interested in taking the available plot for the rest of the season.

Human Services

- Eastside Human Services Forum hosted a community forum on the Opioid Epidemic.
- The Human Services Commission has been working closely with staff burning the midnight oil in order to prepare recommendations for the 2019-2020 grant awards. Top priorities include shelter based services to people experiencing homelessness and homeless prevention services.
- Youth Services & Youth Council
 - Applications for 2018-2019 were due September 26, 62 applications were received. Interviews are scheduled for Saturday, September 29 and October 6. New members will begin on Tuesday, October 9.
 - Six cases were heard at the September Student Traffic Court.
- Senior Council
 - Work continues on updating the Eastside Resource Guide.

Upcoming Important Dates:

- Saturday, October 20, Viva Volunteer event.

Green Kirkland Partnership

- On September 4, new Green Kirkland Supervisor Jodie Galvan joined the Green Kirkland team. Ms. Galvan brings more than 14 years of habitat restoration, wildlife research, community engagement, environmental education, and leadership experience - including as the volunteer lead Steward at Juanita Beach Park - to the GKP team.
- On September 5, Green Kirkland and EarthCorps hosted 110 students from the International Community School for ICS Service Day at Rose Hill Meadows Park. Students spent their first day back at school bonding over stewardship activities that included: expanding a new restoration area, removing trailside blackberry bushes, and saving native plants and historic fruit trees from invasive plants. This day of service was made possible with funding from the King Conservation District.
- On September 6, Applied Ecology crews continued invasive plant removal on the steep slope at Kiwanis Park. The areas where these professional crews work is not suitable for volunteer activities.

- On September 8, Green Kirkland staff and Stewards hosted an outreach booth at the *Crossing Kirkland* event featuring temporary tattoos, seed mixes, and educational opportunities for Kirkland residents about natural areas restoration in Kirkland’s parks.
- On September 11, Kirkland hosted the quarterly Green City Partnerships Focus Group meeting. Representatives from five cities in the region were in attendance. Restoration practitioners and partners toured Juanita Bay Park restoration sites and had an in-depth discussion on best practices to achieve restoration success in highly degraded landscapes.
- On September 12, Green Kirkland Stewards hosted teams from Microsoft X-Box and Watermark Estate Management Services at Juanita Bay Park and O.O. Denny Park.
- On September 14, Green Kirkland, EarthCorps, and Green Kirkland Stewards hosted Day of Caring with partners at United Way of King County at five parks including Watershed, McAuliffe, Crestwoods, Juanita Beach, and Juanita Bay parks. Over 200 volunteers from Microsoft, Astronics, Seattle Sun, and Farmers Insurance helped maintain and open new restoration areas across these five parks. A portion of this day of service was made possible with funding from the King Conservation District.
- On September 22, Green Kirkland, EarthCorps and Green Kirkland Stewards hosted environmental service events at Heronfield Wetlands Park (Jaspers Dog Park), Juanita Bay Park and Josten Park. This event was open to the public and made possible with funding from the King Conservation District.
- Two grant applications for 2019 have been submitted. A grant with the King Conservation District to fund additional volunteer event coordination for larger (45 – 150 person) stewardship events in Kirkland’s natural areas has been submitted. A concurrent RFP process for 2019 volunteer event coordination has concluded and contracting will be completed once the grant application is awarded. A grant application for native tree stock has also been submitted to Forterra’s Evergreen Carbon Capture program to support conifer plantings in existing restoration areas.



Green Kirkland Partnership Photos: Microsoft team at Juanita Beach Park on September 14 (left). Over 200 volunteers joined GKP at five parks for United Way Day of Caring. GKP hosted the quarterly Green Cities Focus group on September 11 and visited Juanita Bay Park to discuss restoration goal setting (right).

Upcoming Important Dates:

- **Native planting season begins in October** (for most shrubs and trees). Staff will receive, and distribute approximately 2,000 native plants from various nurseries to distribute to Green Kirkland project sites in addition to the approximately 1500 currently maintained by volunteers in Green Kirkland's nursery space. Native planting season for trees and shrubs runs October to March in the Puget Sound region.
- In October, Green Kirkland Stewards will host two projects with the Environment and Adventure School at Crestwood Park and Juanita Bay Park.
- On Wednesday, October 10, Green Kirkland Stewards will host public environmental stewardship events at Crestwoods Park.
- On Saturday, October 20, from 10 a.m. to 2 p.m. at North Rose Hill Woodlands Park, Green Kirkland Partnership, the City of Kirkland, the Washington Department of Natural Resources and EarthCorps will host the **annual Kirkland Arbor Day celebration**. Kirkland is an official Tree City U.S.A. with the Arbor Day Foundation and the day will include volunteer tree planting, a residential tree give-away and other activities to celebrate and care for our urban tree canopy. Arbor Day is in the fall in Kirkland (not April/May as it is in the Midwest U.S.) because native trees are dormant and stay healthier when planted in the rainy season.
- On Saturday, October 27 from 10 a.m. to 1 p.m. Green Kirkland Stewards will host public environmental stewardship events at O.O. Denny Park and Juanita Bay Park.

Special Events & Special Events Services Team

- In addition to the on-going events reported on previously, staff supported the following events through permitting; coordination with other City departments for street closures, fire and police support, safety and sanitary regulations and banners; City facility use such as parks, parking lots and streets; evening, weekend and holiday on-call logistical support as needed; and communication with the public:
 - ***Crossing Kirkland, September 8***
The second annual all-city block party was attended by more than 1,500 people. Attendees arrived on foot and by bike to enjoy the event which stretched along the Cross Kirkland Corridor from NE 112th Street to Feriton Spur. Neighborhood associations hosted stations along the trail offering food, interactive art, kids' activities, informational displays, live music and much more. Event day staff support included safety inspections, sanitation and shuttle services.
 - ***Susan G. Komen Seattle 3-Day, September 15***
Kirkland is home to day-two of the three-day 60 mile walk. Nearly 600 participants strolled along the Cross Kirkland Corridor and made stops at support stations located at Spinney Homestead, Juanita Beach and Feriton Spur. Heritage Park served as the public cheering station for family and friends supporting the walkers. Event day staff support included safety inspections and eleven off-duty officers for pedestrian and traffic control.
 - ***Kirkland Oktoberfest, September 22***
The three-day festival was held at Marina Park and featured beer and cider groups, hot food vendors, live music, festival vendors, yodeling and Mr. and Miss Oktoberfest competitions, Wiener dog races, fun and laughs. Throughout the weekend city staff support included daily

safety inspections, F.O.G. and sewer connection services, and eleven off-duty officers for traffic control and general garden and event security.

○ ***PopUp StoryWalk, September 14-30***

The Parks and Community Services Department partnered with PopUp StoryWalk organizers on the installation of "The Bear and the Piano" by David Litchfield at Edith Moulton Park. The program cleverly combines reading and walking by placing individual pages of a children's storybook on large panels throughout the park. To learn more about the program go to <https://www.popupstorywalk.org/>.

Special Events Service Team (Sudie Elkayssi):

- The service team didn't meet in September.

Upcoming Important Dates:

- There are no events scheduled in October.

Parks and Community Services Monthly Tracking – August, 2018

Marina use

	Number	Revenue
Boat slip rentals		
Boat launch cards sold	10	\$590.00
Commercial dockings	13	\$2,425.00

Administrative

	Number processed	(Unit)
Total entered into IFAS Employee Timecard Online	19,024	hours
Purchase Cards (10)	192	transactions
Personnel Action Forms	49	paper forms
Verizon Wireless	1	lines/equipment

Green Kirkland Partnership

Number of volunteer hours	208	*August had many cancellations due to smoke
Number of volunteer events	14	
Value of Volunteer Hours	\$6,250	
Acres of new restoration	0.0	
Acres in restoration maintained	5.1	
Total plants planted	0	
Invasive trees removed	318	
Contracted crew field hours	30	

Teen Services

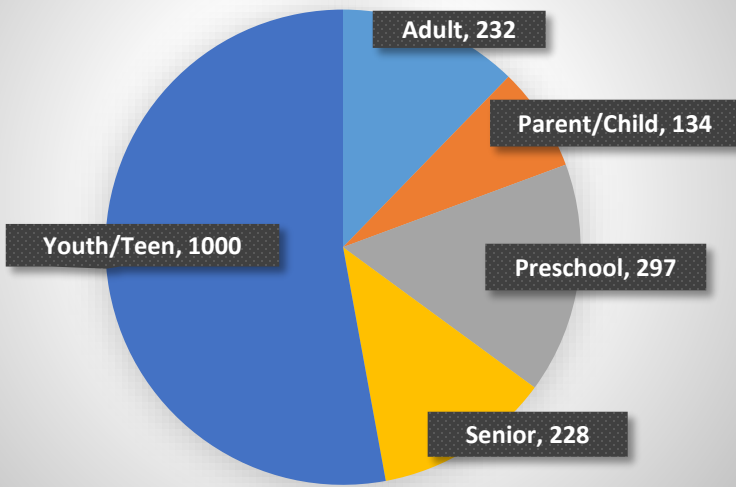
Number of events	0
Volunteer hours	0
Traffic court cases heard	6

Special Events

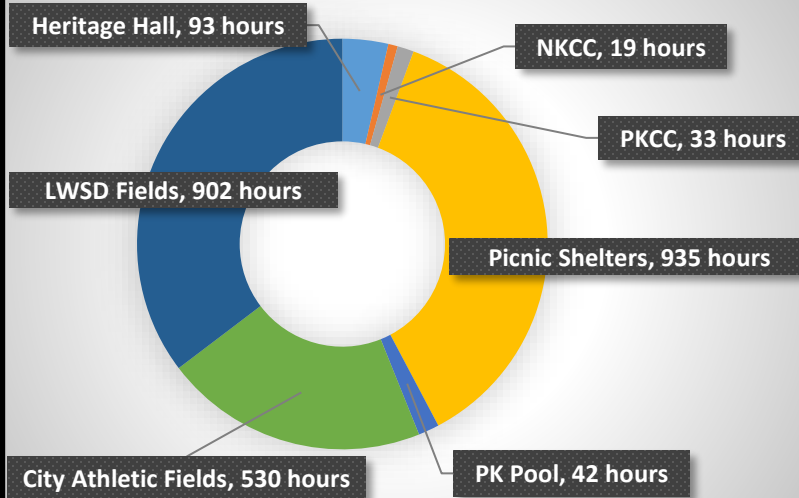
Number of events	10
Calendar days	21
Estimated event participants	50,600

August 2018 Recreation at a Glance...

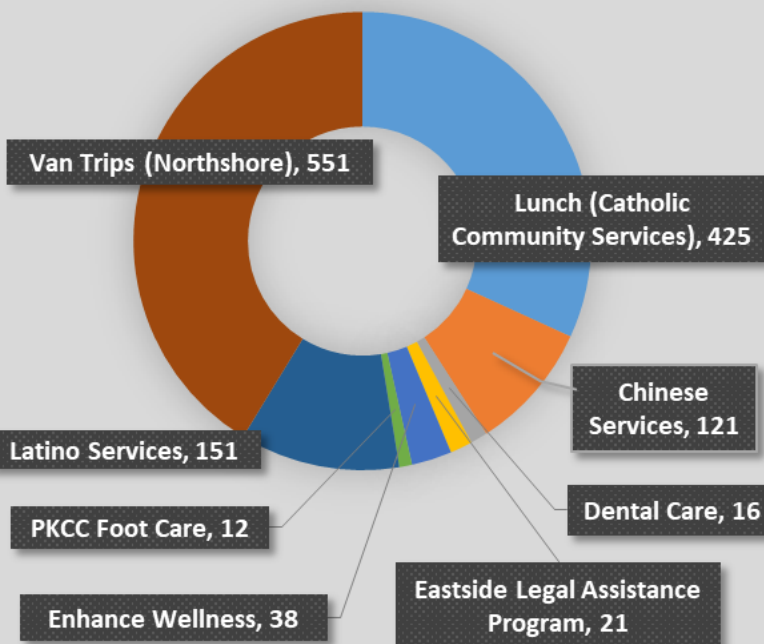
Number of Program Participants in Classes Starting in August 2018



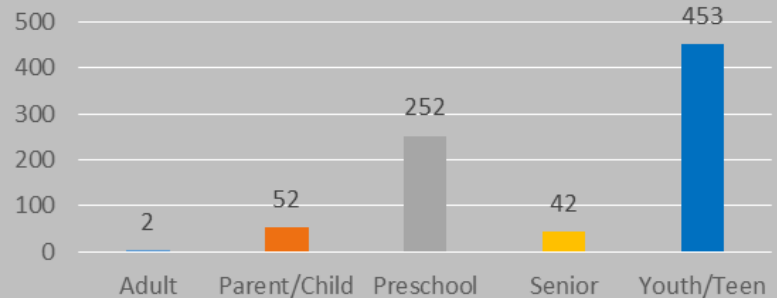
Facility Hours Used by Community



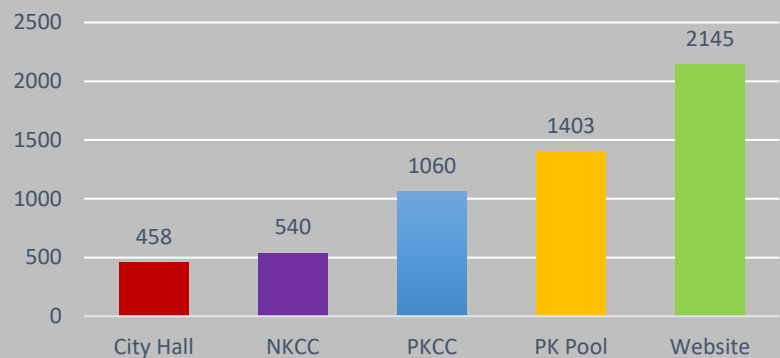
Number of Participants in Senior Services



Number of Participants on Waitlist for Classes Starting in August 2018



Number of Transactions by Location



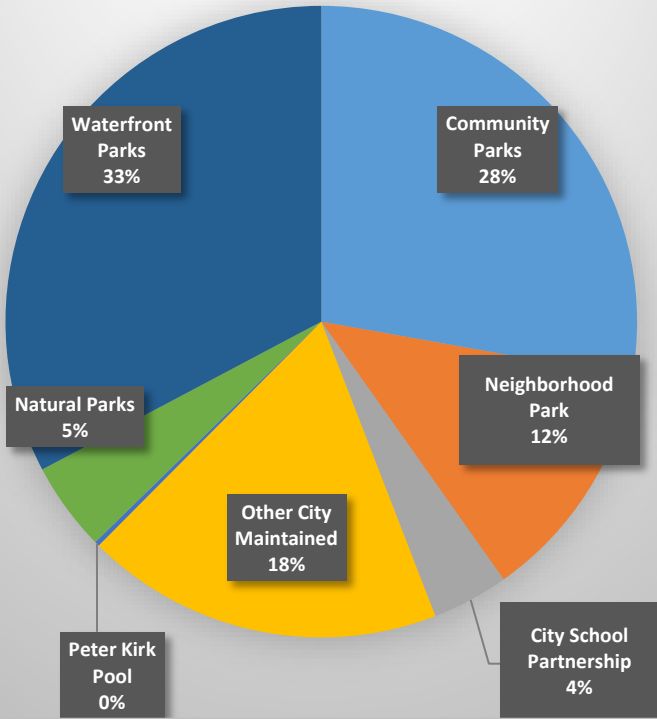
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	JAN	FEB	MAR	APR	MAY
2017	\$ 75,711.53	\$ 37,389.02	\$ 503,331.56	\$ 113,538.99	\$ 101,693.15
2018	\$ 40,972.26	\$ 62,884.77	\$ 711,107.93	\$ 114,442.27	\$ 83,122.35
VARIANCE	\$ (34,739.27)	\$ 25,495.75	\$ 207,776.37	\$ 903.28	\$ (18,570.80)

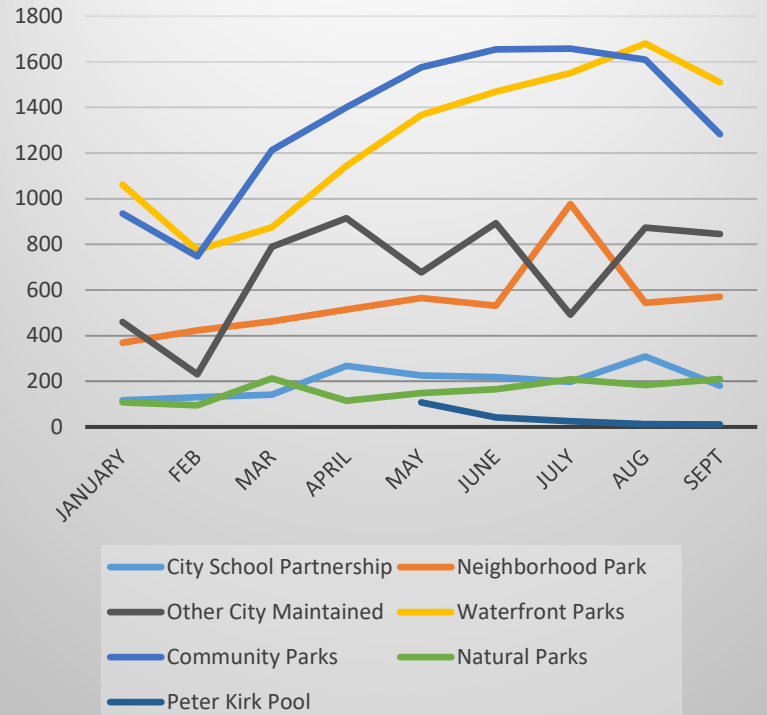
	JUNE	JULY	AUG	TOTAL
2017	\$ 119,708.90	\$ 73,278.95	\$ 203,340.36	\$ 1,227,992.46
2018	\$ 125,967.10	\$ 108,141.09	\$ 200,192.69	\$ 1,446,830.46
VARIANCE	\$ 6,258.20	\$ 34,862.14	\$ (3,147.67)	\$ 218,838.00

September Parks Maintenance Report

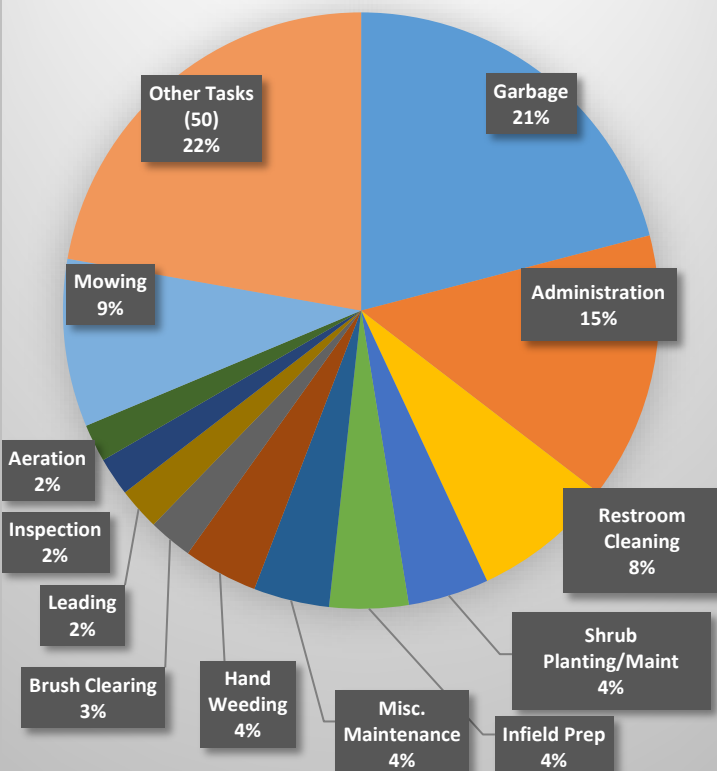
September Hours by Park Type



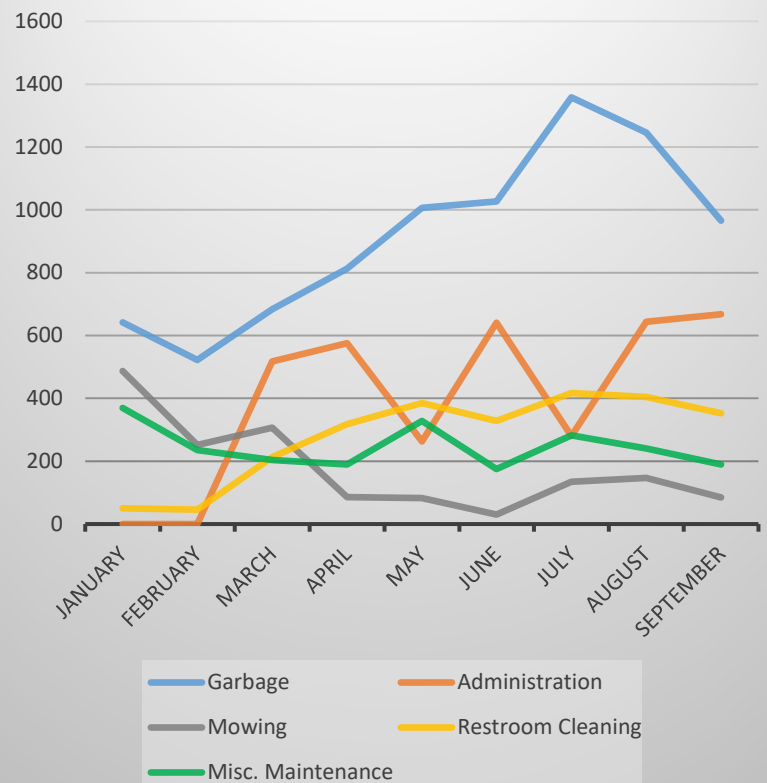
2018 Hours by Park Type



September 2018 Task Hours



2018 Top 5 Tasks



Detailed September Task Data

Task	Labor Hours
Administration	667.75
Aeration	94.5
Application	46.25
Beach Maintenance	5.5
Blowing	73.75
Brush Clearing	110.25
Construction	55.25
Dock Maintenance	7.5
Donation, Install, Clean	5.25
Edging	61.5
Electrical Work	5
Emergency Tree Removal	4
Equipment Maintenance	59.5
Event Support	12.5
Fencing	20
Flower Planting/Maint	21.5
Full Burial	2
Garbage	965.75
Grading	70.75
Hand Weeding	186.25
Infield Prep	197.5
Inspection	96
Installation	84.25
Leaf Removal	52
Line Trimming	29.25
Lock/Key Maintenance	1
Markers Placement, Removal	8.5
Misc. Maintenance	189.5
Mowing	419.5
Mulching	33.25
Niche Wall Placement	2.5
Nursery Management	7.5
Plumbing	14
Pruning	36.75
Removal	20.25
Repair	38.25
Restroom Cleaning	352.25
Roof Repairs	3.75
Shrub Planting/Maint	202
Signage	6.25
System Trouble Shooting	4
Trail Work	7
Training	18.75
Tree Inspection	3.25
Turf Repair	22.75
Urn Burial	8.5
Vandalism Repair	0.5
Winterization	7.5
Pressure Washing	49.25
Fertilization	31
Carpentry	2
Field Striping	8.25
TRAINING (102)	1
Painting	9.5
Overseeding	13.75
Insect Control	1.75
Watering	6.5
Filter Maintenance	14.5
Controller Programming	2.25
Water Chemistry	4.25
Leading	106
Infield Maintenance	20.5
Grand Total	4611.75

Detailed September Park Data

Park/Location	Labor Hours
132nd Square Park	160
2nd Avenue South Dock	23.75
Ben Franklin Elementary School Field	26
Brookhaven Park	8.75
Bud Homan Park	6.25
Carillon Woods	19
Cedar View Park	6.5
Cotton Hill Park	20.75
Crestwoods Park	184.5
David E. Brink Park	52
Doris Cooper Houghton Beach Park	187.5
Edith Moulton Park	101.75
Emerson High School Field	22
Everest Park	288.5
Finn Hill Middle School Field	0.5
Forbes Creek Park	21.25
Hazen Hills Park	27.75
Heritage Park	151
Heronfield Wetlands	4.75
Highlands Park	23.5
Josten Park	2.5
Juanita Bay Park	91.75
Juanita Beach Park	466.25
Juanita Elementary School Field	21
Juanita Heights Park	4
KG2	4
Kingsgate Park	6
Kirkland Cemetery	90.5
Kirkland Justice Center	4
Kirkland Middle School Field	60
Kiwanis Park	3.5
Lake Ave W Street End Park	6
Lakeview Elementary School Field	8.5
Maintenance center	1
Marina Park	209.25
Mark Twain Elementary School Field	27.25
Mark Twain Park	23.5
Marsh Park	149.25
McAuliffe Park	128.25
North Kirkland Com Ctr & Park	81.25
North Rose Hill Woodlands Park	75
O O Denny Park	297.25
Parks Maintenance Center	743.75
Peter Kirk Park	370.75
Peter Kirk Pool	11
Phyllis A. Needy - Houghton Neighborhood	42.25
Reservoir Park	11
Rose Hill Elementary School Field	15.25
Rose Hill Meadows	28
Settler's Landing	23.75
Snyder's Corner Park	6.5
South Norway Hill Park	29.25
South Rose Hill Park	55.75
Spinney Homestead Park	14.75
Terrace Park	13.5
Tot Lot Park	6.75
Totem Lake Park	7
Van Aalst Park	10.75
Watershed Park	23.75
Waverly Beach Park	92
Windsor Vista Park	3.25
Wiviott Property	2.25
Yarrow Bay Wetlands	4.5
Grand Total	4611.75