



KIRKLAND PARK BOARD REGULAR MEETING

Date: February 13, 2019

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. **BUSINESS ITEMS**
 - a. Special Presentation on ADA Outreach Initiative 20 minutes
Action: Information
 - b. CIP Update 30 minutes
Action: Update Only
 - c. Financial Policy Update 30 minutes
Action: Update Only
6. **COMMUNICATIONS** 30 minutes
 - a) Correspondence
 - b) Department Monthly Report
 - c) Staff Updates and Information
 - a. 2019-2020 Work Plan
 - d) Park Board member reports
 - e) Comments from the Chair

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.

The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.

7. GOOD OF THE ORDER

8. ADJOURNMENT

Estimated meeting completion: 9:00 p.m.

Next Park Board Meetings:

March 13, 2019

April 10, 2019

May 8, 2019

Upcoming Neighborhood Meetings:

Neighborhood	Current Month	Next Month
Central Houghton (Jason Chinchilla)	No Feb Meeting	March 12 7pm, Houghton Fire Station
Everest (Kelli Curtis)	No Feb Meeting	March 26 7pm, Houghton Fire Station
Evergreen Hill (Kobey Chew)	February 20 7pm, Friends of Youth	March 20 7pm, Friends of Youth
Finn Hill (Kelli Curtis)	No Feb Meeting	No March Meeting Scheduled
Highlands (Richard Chung)	No Feb Meeting	March 20 7pm, PW Maintenance Center
Juanita (Rosalie Wessels)	No Feb Meeting	March 12 7pm, Kirkland Justice Center
Lakeview (Rosalie Wessels)	No Feb Meeting	No March Meeting Scheduled
Market (Uzma Butte)	No Feb Meeting	March 20 7pm, Heritage Hall
Moss Bay (Richard Chung)	No Feb Meeting	March 12 7pm, Heritage Hall
Norkirk (Kevin Quille)	February 6 7pm, Heritage Hall	No March Meeting
North Rose Hill (Uzma Butte)	No Feb Meeting	March 20 7pm, Rose Hill Fire Station
South Rose Hill/Bridle Trails (Susan Baird-Joshi)	No Feb Meeting	March 12 7pm, LW Methodist Church
Totem Lake (unassigned)	No Feb Meeting	No March Meeting

KIRKLAND PARK BOARD

Minutes of Regular Meeting

January 9, 2019

1. CALL TO ORDER

The January 9, 2019, Park Board Regular meeting was called to order at 7:01 p.m. by Chair Rosalie Wessels.

2. ROLL CALL

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

Members Absent: Kevin Quille

Staff Present: John Lloyd, Linda Murphy and Mary Gardocki

Recording Secretary: Heather Lantz-Brazil

3. APPROVAL OF MINUTES

The December 12, 2018 meeting minutes were presented. Ms. Curtis motioned to amend the minutes by replacing the word "recommended" to "liked" in section 5 c. Seconded by Ms. Butte. Motion carried (7-0). Ms. Curtis motioned to approve the amended minutes. Seconded by Ms. Baird-Joshi. Motion carried (7-0).

4. ITEMS FROM THE AUDIENCE

5. BUSINESS ITEMS

a. Juanita Beach Park Playground

Ms. Gardocki presented two palette colors and two playground surfaces for selection by the Board which are fully accessible and have features of inclusive design. Ms. Baird-Joshi motioned that the Park Board recommend synthetic turf surfacing with the AW color palette for the new playground to be installed at Juanita Beach Park while allowing the architect to provide complementary color options for the synthetic turf. Mr. Chew seconded. The motion carried (7-0).

b. Adopt Park Board Work Plan

Mr. Lloyd presented the evolution of the draft Park Board work plan. The latest draft dated 1/8/19 was distributed to the Board. Staff answered questions from the Board.

Ms. Curtis motioned that the Park Board adopt the 2019-2020 work plan with the following edits:

- Extend 132nd Square master plan to 2019 Quarter 3

- Change language on “Off-Leash Dog Area – Develop Operation Plan” Park Board role section
- Add active amenities to the playground replacement updates informational item and add to 2020 Quarter 4
- Indicate the Inclusive Park Design educational item will occur in 2019 with specific dates still to be determined
- Indicate the Park Planning and Design process educational item may occur in any quarter of 2019

Seconded by Ms. Butte. Motion carried (7-0).

c. 1% Art Project Recommendations

Ms. Philippa Marsh, Special Projects Coordinator presented the recommended piece of art for Edith Moulton Park. The design from the Urban Rock team is a wooden interactive structure that allows for seating. Ms. Baird-Joshi motioned that the Board recommends to City Council the presented design. Seconded by Mr. Chinchilla. The motion carried (7-0).

Ms. Marsh presented the recommended artwork concept entitled *Trace*, composed of a series of brightly colored vertical markers located along the new boardwalk at Totem Lake Park. Mr. Chung motioned that the Board recommends to City Council the presented design for Totem Lake Park. Seconded by Ms. Curtis. The motion carried (6-1).

6. COMMUNICATIONS

a. Department Monthly Report

Staff responded to questions from the Board regarding Park Maintenance administrative tasks, new Park Maintenance building location, and pesticides in the parks.

b. Staff Updates and Information

i. Vendor Selection Process

Ms. Murphy provided the Board with a status update on Request for Proposals (RFP) for concession services for Recreation and/or food and beverage services in Kirkland Parks. Ms. Murphy extended an invitation to the Board for RFP reviews with Staff on January 17, 2019.

c. Liaison Role Reports from Park Board

Ms. Baird-Joshi – Went to the South Rose Hill/Bridle Trails neighborhood meeting. Snyder’s Corner Park, Forbes Lake Park and Watershed Park were suggested as good places for Off-Leash Dog Areas. The tree code canopy update was presented to the neighborhood by City Staff.

Mr. Chew – Nothing to report.

Ms. Butte – In November, attended the Moss Bay neighborhood meeting where the Off-Leash Dog Area topic and Kirkland Urban was discussed. The idea of a spray ground was also discussed.

Mr. Chung – Met with the Kirkland Arts Commission and spectated the 12Ks of Christmas Holiday Run.

Mr. Chinchilla – Nothing to report.

Ms. Curtis – Received communicated from the Central Houghton Neighborhood Association about taking over dog-baggie stations in various parks. They decided against the idea over dog owners not complying. They put in work orders on signage improvements in Watershed Park. Thanked Parks Maintenance for their efforts on handling the windstorm.

Ms. Wessels – Attended community bonfire at Waverly Beach during the Argosy Christmas Ship Festival.

d. Comments from the Chair

Ms. Wessels addressed neighborhood meeting assignments versus open invitation to attend meetings as available.

e. Correspondence

7. GOOD OF THE ORDER

The Board verified their contact information, discussed attendance and meeting cancelations.

8. ADJOURNMENT

Ms. Butte moved to adjourn the meeting. Mr. Chung seconded. The motion carried (7-0). The meeting was adjourned at 9:03 p.m.

Lynn Zwaagstra, Director
Parks and Community Services

Rosalie Wessels, Chair
Park Board



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th 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: February 4, 2019

Subject: ADA Transition Plan Civic Engagement

RECOMMENDATION

The Park Board hear a presentation about the Americans with Disabilities Act (ADA) Transition Plan civic engagement process and provide feedback on the stakeholder list.

BACKGROUND DISCUSSION

The City of Kirkland posted documents related to its ADA Transition Plan this past summer. They are available here: <https://www.kirklandwa.gov/Help/KirklandADA.htm>

In its ongoing effort to offer a safe, welcoming and inclusive community to all, the City chose to go beyond the federal requirements and complete a thorough civic engagement effort focusing on the experiences of those living with disabilities.

Assistant City Manager James Lopez and Neighborhood Services Outreach Coordinator David Wolbrecht are the staff leading the effort for the City. Julie Stoltman with MacDonald Boyd & Associates is providing consultant services to the City for this public process.

Inclusive park design is an educational topic included in the Park Board work plan. While the ADA Transition Plan is not solely focused on Parks, there are many opportunities for overlap. Additionally, the City used a similar outreach effort to determine the support for off leash dog areas within the city. This presentation will provide the Board an opportunity to better understand the City's engagement process while covering one of the educational items from the work plan.



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
Date: February 4, 2019
Subject: CIP Project Updates

RECOMMENDATION:

Park Board receives an update on current CIP projects.

BACKGROUND DISCUSSION:

- **Juanita Beach Bathhouse Renovation**—Staff and consultants continue work on a re-design to reposition the path to avoid the stream buffer. (The proposed appeal to the Superior Court related to the first design has been dropped.) Additionally, a new playground with synthetic surface was approved by City Council at the late November CIP study session. The playground estimate is an additional \$366,000. The project is tracking slightly over budget and remains on a very tight schedule. Staff anticipates resubmittal of the application in February, which will then need to go back through regulatory review. Upon approval, bidding is anticipated in late spring and construction in fall 2019.
- **Totem Lake Park**—Staff continues to work with consultants to complete 90% design drawings to submit for permitting. Bidding timeline is anticipated for March 2019.
- **132nd Square Park**—Staff continues to collaborate with the stormwater group on the possibility of integrating a synthetic turf field into the design of the stormwater retrofit project. A master plan process for the park's proposed synthetic turf fields has been included in the scope of work, which includes a community outreach process. The consultant (AHBL) is currently defining the project schedule and public outreach plan. They are anticipating a 6-month process for the master plan.
- **Waverly Park Phase 2**—This project is on hold until scope of work is refined.
- **David Brink Park Shoreline Renovation**—A contract has been signed with Anchor QEA to develop 30% drawings for repairs at Brink Park. Timeline to complete this phase is one year. This project is funded from the dock and shoreline fund.

- **City/School Partnership**—Finn Hill Middle School is planned for renovation in July/August 2019. After which, the City will assume maintenance responsibilities. The fields will be open in spring 2020 after the turf has been established. Peter Kirk Elementary Field construction is currently underway and is planned to be open in September 2020.
- **Kirkland Urban: Peter Kirk Park Improvements**—A Park Restoration Plan, valued at \$183,807, was approved on November 5, 2018 and permitted. The developer will plant new trees and provide improved landscaping and lighting in the park as well as new pathways linking the park to the Kirkland Urban shopping center. The developer will also be contributing to a fund to do additional enhancements to the park in return for the temporary road access. The developer has begun work and construction will align with other work related to the Kirkland Urban Development.
- **Juanita Heights Trail Project**- This was initially a Public Works Project for a potential master plan for the Finn Hill Loop Trail. Public Works and PCS staff have been in discussion with the Finn Hill Neighborhood Alliance on defining the scope of the project; the preferred option may be a trail leading from Juanita Heights Park down to Juanita Beach Park.



CITY OF KIRKLAND
 Department of Parks and Community Services
 123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Lynn Zwaagstra, Director, Parks and Community Services

Date: February 13, 2019

Subject: Parks and Community Services Fiscal Policy Update

RECOMMENDATION

That the Park Board receive an update on the status of the cost recovery project and the fiscal policy adopted by City Council in December 2018.

BACKGROUND:

In accordance with financial policy and previous practice, staff embarked upon the completion of a cost recovery study in February 2018. Parks and Community Services (PCS) previously carried out a financial analysis resulting in updated financial guidelines for the Department in 1999, 2002 and 2005.

The goal of a cost recovery study is to articulate and illustrate a comprehensive resource allocation philosophy and fiscal policy in order to ensure a sustainable system into the future by using tax revenues and fees in the most appropriate ways. This study is particularly relevant at this time as the City prepares for the loss of the annexation sales tax credit in 2021.

Expected outcomes of the study include a fiscal policy, a resource allocation and cost recovery model and related additional policies such as a scholarship policy, sponsorship and partnership policy, and facility use guidelines.

In order to prepare for the evaluation of these policies, PCS staff and project consultants MGT and GreenPlay presented several components of the study and process throughout 2018. A summary of the process and City Council presentations is listed below.

- June 5, 2018 – Cost recovery overview, philosophy and methodology
 - June 5 Council Packet located [here](#)
- July 17, 2018 – Financial analysis by MGT, community engagement process on the community versus individual benefit pyramid model, draft key elements of a fiscal policy
 - July 17 Council Packet located [here](#)
- July 30, 2018 – Special Park Board meeting to present the financial analysis and draft recommended pyramid model
- August 6, 2018 – Draft recommended pyramid model and cost recovery guidelines

- August 6 Council Packet located [here](#)
- October 16, 2018 – Review of fee benchmarking
 - October 16 Council Packet located [here](#)
- November 7, 2018 – Review of draft cost recovery study report by GreenPlay, LLC
 - November 7 Council Packet located [here](#)
- November 20, 2018 – Council review of recommended cost recovery policy resolution
- December 11, 2018 – Council adopts cost recovery policy resolution

Subsequent policy elements that are recommended for review and adoption in 2019 include:

- Resource Allocation and Cost Recovery Model in the form of the Pyramid Model, which will also contain draft cost recovery targets.
- A Partnership Policy, which will consist of updating the City’s Administrative Policy 3-6, Business Partnerships.
- An updated Scholarship Policy.
- Guidance on special event practices and facility use policies.

Cost Recovery Targets will be piloted and tested through 2019-2020 while implementing other recommended financial tracking mechanisms, which will allow a more informed adoption of the final cost recovery targets. With the implementation of the Munis financial and human resources software, staff are focused on assisting with the configuration, restructuring accounts and project tracking mechanisms, and setting up new timekeeping processes. This body of work is has proven more laborious than anticipated; therefore, a timeline for completion of the above-mentioned policy elements has not yet been established.

Addendum A – Fiscal Policy Resolution

RESOLUTION R-5347

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ESTABLISHING A FISCAL POLICY FOR THE DEPARTMENT OF PARKS AND COMMUNITY SERVICES UTILIZING TAX REVENUES SUPPLEMENTED BY FEES, CHARGES AND OTHER IDENTIFIED SOURCES TO HELP RECOVER COSTS IN SUPPORT OF A SUSTAINABLE SYSTEM THAT MEETS COMMUNITY PARKS AND RECREATION NEEDS.

WHEREAS, establishment of a fiscal policy for the Department of Parks and Community Services ("Department") is an extension of current City of Kirkland ("City") fiscal policies adopted with the biennial budget and consistent with previous Department cost recovery studies completed in 1999, 2002 and 2005; and

WHEREAS, the goal of the fiscal policy is to help ensure a sustainable parks and recreation system into the future by responsibly using tax revenues as well as fees, charges and other identified sources (e.g. grants, donations and commercial sponsorships) in support of carrying out the Department's mission with the goal of meeting the community's health, wellness and recreation needs; and

WHEREAS, the use of fees, charges and other alternative revenue sources will allow for provision of some services that might not otherwise be possible based on tax revenues alone; and

WHEREAS, the use of fees, charges and other alternative revenue sources provides financial resources to keep up with growing costs and to help make possible the expansion of services to keep up with growing demand; and

WHEREAS, the fiscal policy will help residents, businesses and users of the parks and recreation system by providing a formal, transparent, and equitable policy basis for the use of taxes, fees, charges and alternative revenue sources to provide the parks and recreations system assets, programs and services; and

WHEREAS, the fiscal policy will also help staff establish and achieve financial targets that utilize efficiencies and cost saving measures as well as revenue generation, thereby helping maximize tax revenue support for those service areas identified by the City Council as foundational to community needs and interests, in part by better matching payments for services with the recipients of those services.

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

Section 1. The City Council supports and hereby adopts the following fiscal policy for the Department of Parks and Community Services.

- i. This fiscal policy is established to help ensure a sustainable parks and recreation system that will meet the community's health, wellness and recreation needs now, and into the future.
- ii. A sustainable parks and recreation system requires use of both revenue generation and efficiency measures to contribute to the Department's cost recovery level and establish the level of service provided to the community.
- iii. The Department provides a basic level of programs and services to the public that are fully funded utilizing tax revenues. In addition, the use of fees, charges and other revenue sources (e.g. grants, donations and commercial sponsorships) to recover costs is considered a responsible and necessary means to supplement tax revenues to help ensure a sustainable system.
- iv. In establishing fees and charges, the Department will determine the direct and indirect costs of providing services and establish goals to recover those costs. The appropriate level of cost recovery will be based on an assessment of who is benefiting from the programs and services provided, along a spectrum ranging from "mostly community benefit" to "mostly individual benefit." Cost recovery ranges will be identified by "community" versus "individual" benefit tier levels guided by the Pyramid Model, which will be periodically updated as a supplement to this fiscal policy.
- v. If the benefit is to the community as a whole, it is appropriate to use tax revenues to completely or primarily fund the services where practicable. Examples of services that primarily benefit the community as a whole are play areas, parks, trails and large natural areas. The Department may also seek grants, donations and commercial sponsorships for these community benefit services as appropriate to help sustain these services.
- vi. As the benefit moves along the spectrum towards primarily benefitting an individual or identified group of individuals, it is appropriate to charge fees for the service at an increasing rate of cost recovery. Supervised or instructed programs, facilities that visitors can use exclusively and products and services that may be purchased are examples where user fees are appropriate.

- vii. The Department shall also consider available resources, alternative service providers, public need, the community economic climate and market rate when establishing fees and charges. Fees and charges may utilize a non-resident rate differential in recognition of the taxpayer resources provided by Kirkland residents. Other fee differentiations may be used where appropriate, including, but not limited to, "youth", "adult", "premium" and "non-profit" categories.
- viii. Fees and charges can be set to recover costs in excess of direct and indirect costs where appropriate as a method of supporting other parks and recreation services desired by the community. Revenue generated through fees and charges will be returned to the Department to enhance its ability to meet the programs and services desired by the community in accordance with this fiscal policy, unless otherwise allocated during the biennial budget process.
- ix. The Department may employ incremental periodic fee increases, typically annually, as a best practice in the parks and recreation industry to help keep up with increasing expenses. Smaller, more frequent increases are less impactful on program participants than larger increases that occur less frequently. When substantial changes are necessary, they may be implemented over a reasonable period of time.
- x. The Department will provide transparency on fees and charges for programs and services by notifying the City Council of anticipated changes prior to the semi-annual publication of the recreation program guide. Fee schedules will be posted on the City's website and other designated publicity media. The Department shall utilize key user groups and the City's Park Board to engage the community and obtain feedback on fees, partnership and policy implementation.
- xi. The Department may subsidize, in whole or in part, the cost recovery targets for persons with economic need or other appropriately targeted populations through tax-supported fee reductions, scholarships, grants or other methods. The Department Director may also approve lower fees or fee waivers upon determination the fee arrangement will primarily benefit the public interest.
- xii. The City shall adopt a scholarship policy to ensure easy access for those in economic need, establishing eligibility requirements, allowable uses, and individual and family limits. User groups, contractors, concessionaires and vendors will be encouraged to also adopt scholarship policies.

- xiii. The Department may enter into commercial sponsorship or partnership agreements that create a reduced need for taxpayer support of programs and services.
- xiv. The City shall adopt sponsorship and partnership policies to provide guidelines for agreements, approval processes, and operating procedures that create equity and consistency while maximizing and leveraging resources of the Department.

Section 2. This Parks and Community Services Department fiscal policy shall hereafter be included in the City's fiscal policy section of each City biennial budget.

Passed by majority vote of the Kirkland City Council in open meeting this ____ day of _____, 2018.

Signed in authentication thereof this ____ day of _____, 2018.

Amy Walen, Mayor

Attest:

Kathi Anderson, City Clerk

From: Rosalie Wessels
Sent: Monday, January 28, 2019 8:05 AM
To: Launa Smoot
Cc: Kelli Curtis; John Lloyd; Lynn Zwaagstra; Heather Lantz-Brazil
Subject: RE: Park Board

Hi Launa, we always welcome public involvement for the park board, and our parks in general. The [application season for being on the board is open](#), with interviews in the next month or two for appointment starting in March. I believe we have one position up for appointment this year, and at least two next year. Terms are four years, with the option to serve for two terms. I'm one year into my second term, and it's so surprising how quickly it's gone. I think you could provide valuable insight with four young children, as currently there are no board members with young children. Another area we are always looking for insight on is how to engage a younger population of residents, those with young children who are too busy to attend city meetings or just don't know how to get involved.

If serving on the board is too much of a commitment, or if you go through the process and are not appointed to the board, there are various ways we would welcome your involvement. Off the top of my head, this year we will be looking at a pilot program for off leash dog areas, inclusive park design for people of all ages and abilities, and will begin undertaking a master planning process for 132nd square park in the Kingsgate neighborhood. In reality, the list goes on and on 😊

Let me know if any of these topics are of interest to you, or other areas you would like to focus your energy and time.

Thanks for reaching out.

ROSALIE E WESSELS
Park Board Chair

-----Original Message-----

From: Launa Smoot
Sent: Friday, January 25, 2019 5:55 PM
To: Park Board <parkboard2@kirklandwa.gov>
Subject: Park Board

Hello, my name is Launa Johnson, and I'd like to learn more about what I can do to be more involved with our parks, development, and growth. I have four young kids, and spend majority of my free time in many of our parks. I have a passion, and loads of ideas, so I'd love to help our community blossom even more!

Thank you,

Launa Johnson

Sent from my iPhone

NOTICE: This e-mail account is part of the public domain. Any correspondence and attachments, including personal information, sent to and from the City of Kirkland are subject to the Washington State Public Records Act, Chapter 42.56 RCW, and may be subject to disclosure to a third party requestor, regardless of any claim of confidentiality or privilege asserted by an external party.

**PARKS AND COMMUNITY SERVICES
DEPARTMENT MONTHLY REPORT
JANUARY 2019**

CONTENTS

Recreation	1
Special Events	2
Green Kirkland Partnership	3
Parks Maintenance and Operations	4
Administration and Park Planning	6

RECREATION

Spring and Summer programming is in full swing. Program planning is being finalized and finishing touches are being made to the 2019 Spring/Summer Recreation Guide. Registration for Spring and Summer programs will begin on Thursday, March 14 at 6:00 a.m.

Staff are in the final steps of completing the RFP Process for Food and Recreation vendors in Kirkland's parks. Staff are reviewing final selections and preparing contracts to be signed by the selected vendors. A big thank you to Park Board Members Uzma Butte and Susan Baird-Joshi for assisting staff with the selection of the vendors for 2019.

The Peter Kirk Advisory Board completed their 2019 work plan. Some items that are included are organizing a special event in July called *Red, White and Burgers*, collecting canned goods throughout the year for Hopelink and to continue to increase the public's awareness of what activities and services are offered at the Peter Kirk Community Center.

The Recreation Division is excited to welcome Max Prophet as the new Peter Kirk Community Center Recreation Supervisor. Prior to joining the team, Max worked for the City of Ventura as the Parks, Recreation and Community Partnership Coordinator. Max has previously worked for Seattle Parks, and the Shoreline YMCA. Welcome to Max, Jen his wife and brand-new baby Ellie who was born last month!

Aquatics staff positions are posted, and recruitment has begun in preparation for the summer! In addition to our seasonal positions, the Recreation Division is adding a year-round half-time Program Coordinator who will oversee aquatics programs and staff.

Summer Day Camp staff recruitment is currently underway for both the Peter Kirk Day Camp and the North Kirkland Junior Camp. Interviews will be held in the beginning of March; two directors and eight counselors will be hired for the program.



Kelsey Cobb, WSU student and Human Services Major, is interning at the North Kirkland Community from January until April. Kelsey is busy learning the business of Parks and Community Services – from customer service to program development and marketing.

Pea Patch garden registration is open for returning gardeners who have until February 15th to renew last year’s plot. So far, 62 returning gardeners registered have renewed. Starting February 16th, the gardens are available for registrations from new gardeners. There are 19 new gardeners on the waitlist.

Customer Service staff are hard at work completing the initial allocation process for athletic field users that requested space in the 1st season of 2019 (March 1st – July 31st). Staff sent out draft versions of permits to the athletic field users on January 31st. Athletic field users have until February 11th to submit returns. The first payment for fields is due on February 19th, 2019.

The winter session of Pee Wee Basketball began on January 19th at Finn Hill Middle School. 113 three to six-year-olds are coached by volunteers who teach the fundamentals of basketball. The program is a great first step into preschool sports and focuses on teamwork, skill development and developing a love for team sports.

TGA tennis pros bring a sports element to the preschool programs at NKCC by offering lessons on Monday mornings. Currently, 15 children are enrolled in the winter program. TGA will be partnering with Kirkland Parks this summer to provide tennis camps at both Kirkland Middle School and Juanita Beach Park.

At NKCC, 1067 people (78% of all participation) have registered for a Parent/child or Preschool program this winter – an increase of 267 compared to this time last year.

SPECIAL EVENTS

PopUp Storywalk, January 15-29

North Rose Hill Woodlands Park was the site of, author Kevan Atteberry’s, “Bunnies!!!” PopUp Storywalk this month. According to www.Popupstorywalk.org, a PopUp Storywalk is” a fun, educational activity targeted towards young children of all ages. You will experience a deconstructed children’s story book, page by page, installed along a family-friendly trail. Our hope is that PopUp Storywalk will motivate parents, teachers and caregivers to take children outdoors to enjoy the beauties of the environment while encouraging a love of reading and imagination.” Staff support for this low-impact activity was limited to site selection and assistance with storyboard placement during installation.

Number of Events:	3
Calendar Days:	3
Estimated Participants:	6,200



**POPUP STORYWALK ORGANIZERS
AT NORTH ROSE HILL WOODLANDS**



GREEN KIRKLAND PARTNERSHIP

Martin Luther King Jr. Day of Service, January 18th and 21st

Volunteer Stewards and Parks' staff engaged 168 volunteers across four sites in Kirkland. Seventy-three of our volunteers (44%) were under 18 – which means we're playing the long game for recruiting new Stewards!

Many families and first-time volunteers came out and experienced Green Kirkland and Community-based restoration for the first time! This day is about more than just the blackberry we pull (though that helps). We met kindergarteners who love planting trees, furloughed federal workers looking to keep serving, families out to enjoy the fresh air and each other, employees whose companies make service a true priority, and park neighbors who saw all the commotion and jumped in to help in their Parks.

Most of all, we helped connect our community with the land and each other through service AND we heard from many families and companies that they would love to return and keep on serving in our parks. That's the highest compliment we can get in this field!



VOLUNTEERS AT NORTH ROSE HILL WOODLANDS PARK ON MLK DAY OF SERVICE

Shout-Outs and Thank You

- OO Denny Park: Steward Dave along with Jim, Nona and Mary win the flexibility in action award for getting the most non-registered surprise participants (49 participants and only 16 pre-registered)! Thanks for your flexibility, calm under pressure – that was WAY more than we expected and we are so thankful the Monday team was there to support Dave!
- Juanita Beach: Parks Staff Mike M., Ken, Carol, Jodie, Collins, Jeremy and Ina – win the Smells Like Parks Spirit: Parks Dept. Team Spirit Award for leading a team of Cancer Research scientists and neighbors in a fun Friday of service.
- Rose Hill Meadows: Steward Hamilton A. wins the family in action award as he and his family were out in the pre-dawn hours to setup plants, tools and hospitality for many Microsoft families at their local park!



- NRH Woodlands: Three cheers for UW Restoration Ecology Network Students and Ina for engaging eastside families in one of the nastiest blackberry brambles (just slightly less nasty than Juanita Bay Park) and coming out with smiles and all the children accounted for!
- Kudos to Chris H. for capturing the action on her day off!

Upcoming Important Dates:

- New Steward Christin D. be hosting our inaugural volunteer event at Edith Moulton Park on Saturday, February 15 from 10am to 1pm. We are so excited to bring GKP to this park!

Monthly Tracking for December 2018:

- Volunteer Hours = 156.5
- Native Plants and Trees Installed = 244
- New acres enrolled in restoration = .15

PARKS MAINTENANCE AND OPERATIONS

There are lots of projects throughout the winter months to keep the parks in good shape and continually improving them. Crews began replacing the roof of the Forbes House, thanks to the Sinking Fund.

Here are photos from a few of the projects from this past month.



DRAINAGE IMPROVEMENTS TO CRESTWOOD FIELD #4



NEW WETLAND BOUNDARY SIGNS FOR JUANITA BEACH



BEFORE & AFTER LANDSCAPE WORK AT HERITAGE HALL



HEAVY WINDS IN EARLY JANUARY PROVIDED MORE CLEAN-UP OPPORTUNITIES - JASPER'S & WOODLAND'S



ADMINISTRATION AND PARK PLANNING

Staff have been working on 2019-2020 work plans for the Department, its boards and commissions and for staff. Employee annual reviews are in development and the 2019-2020 work plans are cascaded into annual reviews in the form of forward-looking goals.

Hiring

Many vacant and new positions are in recruitment and staff are developing onboarding and training plans to get back up to full speed and implement new work projects approved in the 2019-2020 budget.

Projects

A key body of work for the administrative staff is working with Human Resources, IT and Finance on the Munis software implementation. This software impacts all Department administrative processes and touches almost all employees throughout the Department.

The Department received a matching grant from ExoFit Outdoor Fitness Equipment for six (6) pieces of outdoor exercise equipment. Locations being explored for installation include Crestwoods Park (supplement existing) and Peter Kirk Park.

Staff presented at the Kirkland Parks Foundation on January 23rd. The Foundation requested a presentation conveying the direction and goals of the PCS Department for the next 1-2 years; an organizational chart to help them understand what people do and how things work; and a discussion on how the Kirkland Parks Foundation can partner to help achieve Department goals (projects \$10k or under.) Staff will be following up with the foundation members to speak with Park Board to create a collaborative partnership.

A Letter of Interest was submitted in response to the King County Youth Amateur Sports Grant call. The request is to support the development of 132nd Square Park turf field. Notification to continue with the application will be received in early March.

Conservation Futures Tax funding for land acquisition will be explored for the 2019 application cycle. Properties are being explored for consideration.

Off-Leash Dog Community Input: The Engagement Team is finalizing the report and will be presenting their findings at the March Park Board meeting.

The February Park Board packet contains a status update on current CIP projects, also listed below. Future updates will be in the monthly report document to keep both staff and Park Board informed of project developments.

1. Juanita Beach Bathhouse Renovation

- Staff and consultants continue work on a re- design to reposition the path to avoid the stream buffer. (The proposed appeal to the Superior Court related to the first design has been dropped.) Additionally, a new playground with synthetic surface was approved by City Council at the late November CIP study session. The playground estimate is an additional \$366,000. The project is tracking slightly over budget and remains on a very tight schedule. Staff anticipates

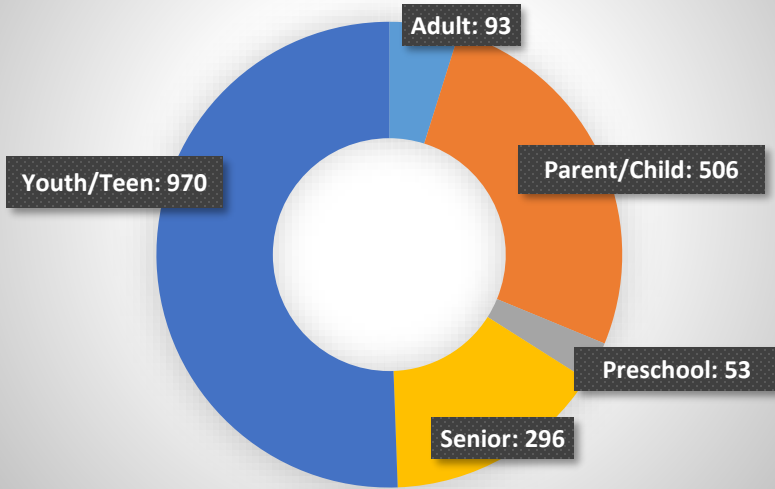


resubmittal of the application in February, which will then need to go back through regulatory review. Upon approval, bidding is anticipated in April and construction in fall 2019.

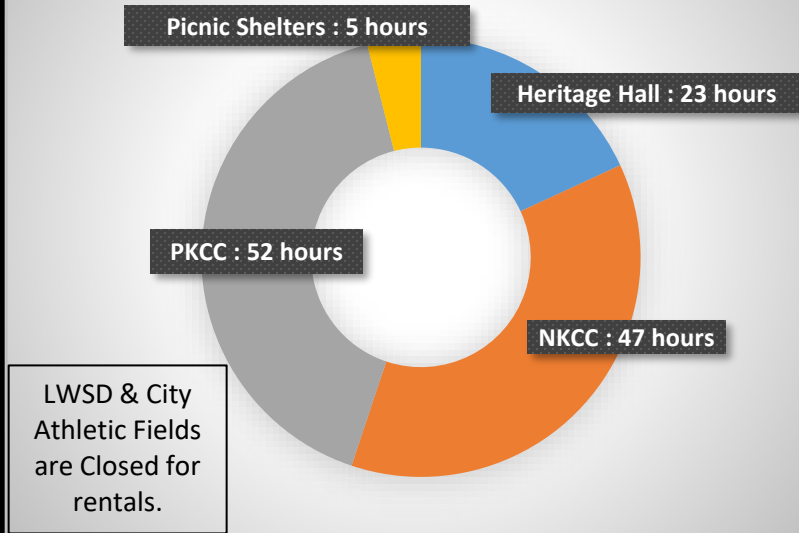
2. Totem Lake Park
 - Staff continues to work with consultants to complete 90% design drawings to submit for permitting. Bidding timeline is anticipated for March 2019.
3. 132nd Square Park
 - Staff continues to collaborate with the stormwater group on the possibility of integrating a synthetic turf field into the design of the stormwater retrofit project. A master plan process for the park's proposed synthetic turf fields has been included in the scope of work, which includes a community outreach process. The consultant (AHBL) is currently defining the project schedule and public outreach plan. They are anticipating a 6-month process for the master plan.
4. Waverly Park Phase 2
 - This project is on hold until scope of work is refined.
5. David Brink Park Shoreline Renovation
 - A contract has been signed with Anchor QEA to develop 30% drawings for repairs at Brink Park. Timeline to complete this phase is one year. This project is funded from the dock and shoreline fund.
6. City/School Partnership
 - Finn Hill Middle School is planned for renovation in July/August 2019. After which, the City will assume maintenance responsibilities. The fields will be open in spring 2020 after the turf has been established. Peter Kirk Elementary Field construction is currently underway and is planned to be open in September 2020.
7. Kirkland Urban
 - Peter Kirk Park Improvements—A Park Restoration Plan, valued at \$183,807, was approved on November 5, 2018 and permitted. The developer will plant new trees and provide improved landscaping and lighting in the park as well as new pathways linking the park to the Kirkland Urban shopping center. The developer will also be contributing to a fund to do additional enhancements to the park in return for the temporary road access. The developer has begun work and construction will align with other work related to the Kirkland Urban Development.
8. Juanita Heights Trail Project
 - This was initially a Public Works Project for a potential master plan for the Finn Hill Loop Trail. Public Works and PCS staff have been in discussion with the Finn Hill Neighborhood Alliance on defining the scope of the project; the preferred option may be a trail leading from Juanita Heights Park down to Juanita Beach Park.

December 2018 Recreation at a Glance...

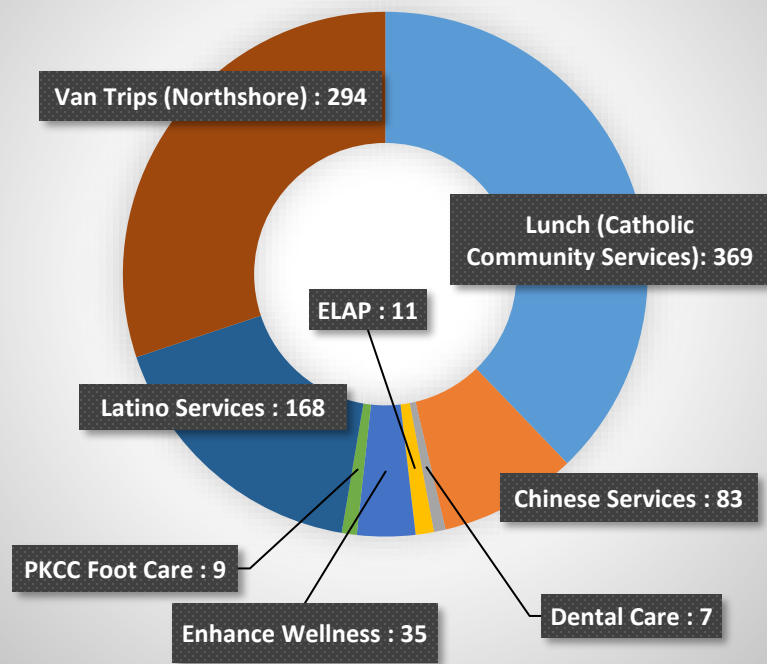
Number of Participants in Classes Starting in December 2018



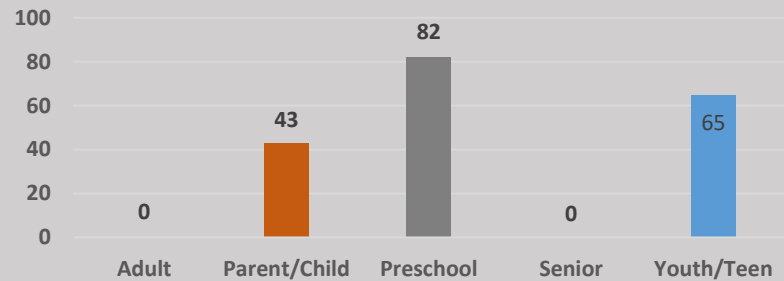
Facility Hours Used by Community



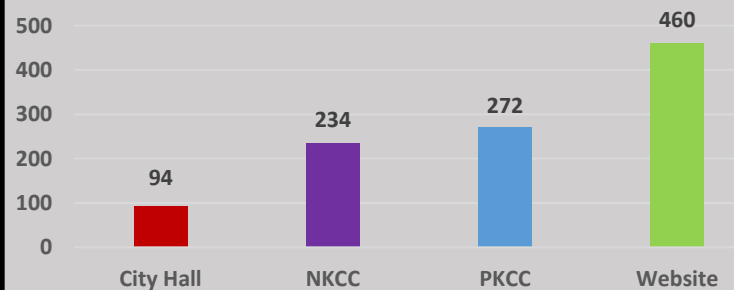
Number of Participants in Senior Services



Number of Participants on Waitlist for Classes Starting in December 2018



Number of Transactions By Location



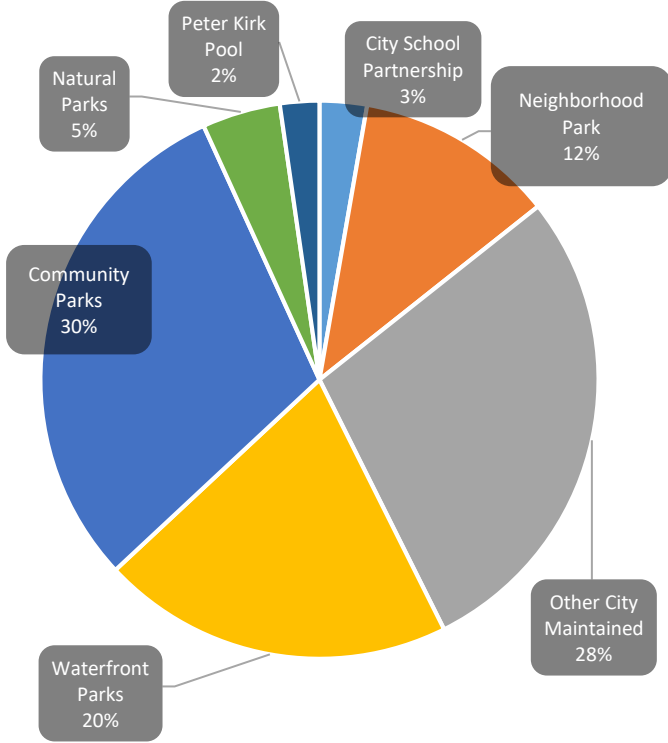
R
E
V
E
N
U
E

	JAN	FEB	MAR	APR	MAY	JUNE
2017	\$ 75,711.53	\$ 37,389.02	\$503,416.56	\$106,938.99	\$101,993.15	\$ 149,002.10
2018	\$ 40,972.26	\$ 78,984.67	\$711,107.93	\$114,442.27	\$ 83,121.55	\$ 125,967.10
VARIANCE	\$ (34,739.27)	\$ 41,595.65	\$207,691.37	\$ 7,503.28	\$ (18,871.60)	\$ (23,035.00)

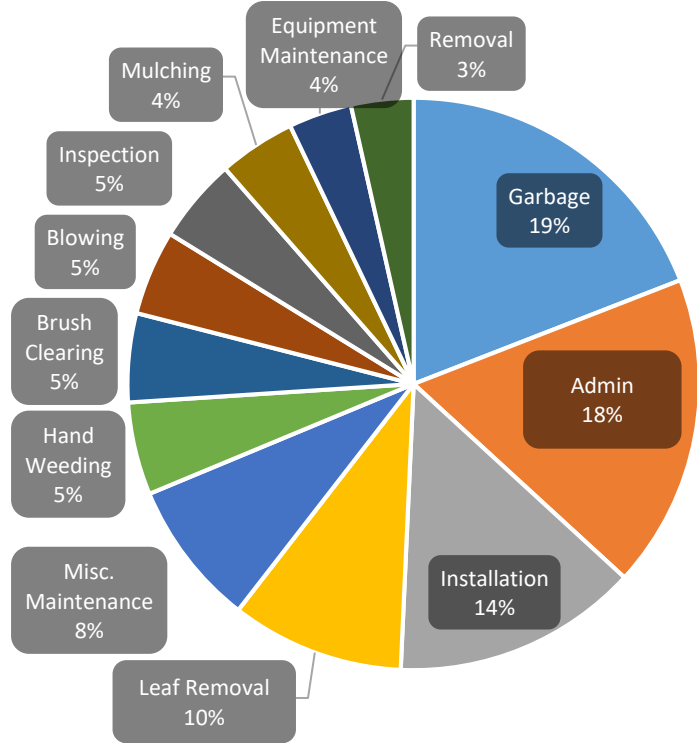
	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	\$105,490.64	\$227,822.47	\$ 81,082.53	\$ 61,619.27	\$ 32,553.62	\$ 60,230.47	\$ 1,543,250.35
2018	\$108,141.09	\$200,192.69	\$ 73,512.43	\$ 55,330.22	\$ 33,188.16	\$ 50,955.24	\$ 1,675,915.61
VARIANCE	\$ 2,650.45	\$ (27,629.78)	\$ (7,570.10)	\$ (6,289.05)	\$ 634.54	\$ (9,275.23)	\$ 132,665.26

January Parks Maintenance Report

JAN 2019 HOURS BY PARK TYPE



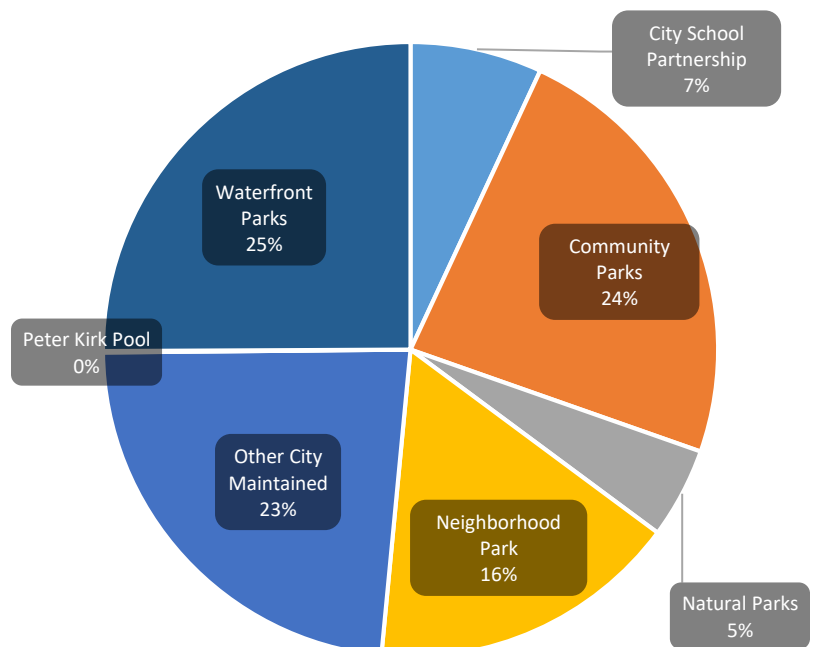
JAN 2019 TOP TASKS



COMPLETED WORK ORDERS BY PARK TYPE

City School Partnership	183
Community Parks	619
Natural Parks	126
Neighborhood Park	432
Other City Maintained	616
Peter Kirk Pool	2
Waterfront Parks	662
Grand Total	2640

WORK ORDERS BY PARK TYPE



Detailed January Park Data

Task	Labor Hours
Administration	528
Aeration	33.75
Beach Maintenance	2.5
Blowing	143
Brush Clearing	144
Comp Time Used	6.5
Construction	19.75
Dock Maintenance	1
Donation, Install, Clean	37.5
Edging	17.5
Electrical Work	31.5
Equipment Maintenance	106.5
Event Support	9.25
Fencing	9.25
Flood Mitigation	0.25
Flower Planting/Maint	6.5
Full Burial	27.5
Garbage	568.5
Hand Weeding	147.5
Holiday	96
Infield Maintenance	2
Infield Prep	10
Inspection	137
Installation	414
Leaf Removal	291.25
Lock/Key Maintenance	1.5
Markers Placement, Removal	5
Misc. Maintenance	224
Mulching	129.25
Niche Wall Placement	3
Nursery Management	27.5
Planting	28.25
Plumbing	17
Pressure Washing	18
Pruning	6
Removal	105
Repair	93
Restoration	21
Restroom Cleaning	55.5
Shrub Planting/Maint	68.5
Sick Leave	37.5
Signage	6.5
Stump Removal	7
Trail Work	33.5
Training	2.5
Tree Inspection	5.25
Turf Repair	6.5
Urn Burial	11.25
Vacation	34.5
Winterization	0.5
Grand Total	3,738.00

Park/Location	Labor Hours
132nd Square Park	114.25
2nd Avenue South Dock	4.75
Ben Franklin Elementary School Field	11
Brookhaven Park	4.25
Bud Homan Park	3
Carillon Woods	25.75
Cedar View Park	10.75
City Hall	0.5
Crestwoods Park	487.25
David E. Brink Park	15.25
Doris Cooper Houghton Beach Park	47
Edith Moulton Park	23
Emerson High School Field	10
Everest Park	63
FH1	1
Forbes Creek Park	16.5
Hazen Hills Park	4.5
Heritage Park	71
Heronfield Wetlands	4
Highlands Park	12.25
HL1	2
Josten Park	2.75
JU1	1.5
Juanita Bay Park	97
Juanita Beach Park	274.5
Juanita Elementary School Field	14
Juanita Heights Park	1
KG2	1
Kingsgate Park	2
Kirkland Cemetery	221.5
Kirkland Middle School Field	34.25
Kiwanis Park	4.5
Lake Ave W Street End Park	3
Lakeview Elementary School Field	8.5
Marina Park	56
Mark Twain Elementary School Field	12
Mark Twain Park	30
Marsh Park	76.25
McAuliffe Park	124.25
North Kirkland Com Ctr & Park	55.5
North Rose Hill Woodlands Park	72.75
O O Denny Park	230
Ohde Avenue Pea Patch	27
Parks Maintenance Center	809.25
Peter Kirk Park	265.5
Peter Kirk Pool	85.25
Phyllis A. Needy - Houghton Neighborhood	7.25
Reservoir Park	13
Rose Hill Elementary School Field	12.75
Rose Hill Meadows	27
Settler's Landing	3.5
South Norway Hill Park	7
South Rose Hill Park	44.75
Spinney Homestead Park	20.75
Terrace Park	21.5
Tot Lot Park	22.25
Totem Lake Park	8.25
Van Aalst Park	16
Watershed Park	42.5
Waverly Beach Park	48.75
Windsor Vista Park	1.25
Yarrow Bay Wetlands	1.25
Grand Total	3,738.00



CITY OF KIRKLAND
Department of Parks and Community Services
123 Fifth Avenue, Kirkland, WA 98033 425.587.3000
www.kirklandwa.gov

MEMORANDUM

To: Park Board

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

Date: February 13, 2019

Subject: 2019-2020 Park Board Work Plan

RECOMMENDATION

That Park Board receive the final version of the 2019-2020 Park Board work plan.

BACKGROUND DISCUSSION

At the January 9, 2019 Park Board meeting, the Board unanimously passed a motion to adopt its 2019-2020 work plan with the following edits:

- Extend the 132nd Square Park master plan item into 2019 Q3.
- Change language of the Park Board Role/Responsibility for the "Off Leash Dog Area – Develop Operation Plan" item to the following: Develop a plan based on city council response to outreach efforts.
- Add active amenities to the playground replacement updates informational item.
- Indicate the Inclusive Park Design educational item will occur in 2019.
- Indicate the Park Planning and Design process educational item may occur in any quarter of 2019.

The work plan has been updated to reflect these changes. The final version of the work plan is attached for reference.

Attachment A: 2019-2020 Park Board Work Plan

Parks Board 2019/2020 Work Plan

Attachment A

Updated 1/10/19

Work Plan Item <i>(Feedback, Discussion, or Recommendation Items)</i>	Park Board Role/Responsibility	Category	2019				2020				
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Off leash dog area -community feedback report	Provide recommendation to City Council based on outcomes of public engagement process to be completed in 2019 Q1.	Park Board Project	x								
Parks service levels	Provide input on service levels	Parks Operations	x								
City code update pertaining to park development and master plans	Provide input on proposed code updates	Policy	x								
RFQ for park vendors and concessionaires	Participate in selection process, provide input	Recreation Services	x	x							
132nd Square Park master plan	Provide input, participate in community outreach and education efforts and provide recommendation to City Council on master plan adoption	Park Planning	x	x	X						
Park Board Park/Facility Naming Procedures	Develop standard procedure for Park Board to review/consider naming requests	Park Board Project		x							
Department scholarship policy	Provide input on proposed policies, communicate updates to community and provide recommendation to City Council	Policy		x	x						
Department sponsorship/partnership policy	Provide input on proposed policies, communicate updates to community and provide recommendation to City Council	Policy		x	x						
Property acquisition guidelines and long-term strategy	Provide input on proposed guidelines	Park Planning			x	x					
Update special event guide (includes fee structure and policies)	Provide recommendation to City Council on proposed changes	Policy				x					
Off leash dog area - development of operational plan	Develop plan based on City Council response to outreach efforts	Park Board Project				x	x				
Park volunteer program	Provide input on proposed updates, communicate updates to community	Parks Operations				x	x				
Juanita Heights trail construction and development	Provide input and participate in community outreach and education efforts on proposed trails	Park Planning				x	x				
Update city code for parks, recreation and community services	Provide input on proposed code updates	Policy				x	x				
Develop 2021-2026 CIP strategy and program	Provide input on proposed projects and provide recommendation to City Council on the developed CIP plan	Park Planning					x	x			
PROS Plan Update 2020 for 2021 Adoption	Provide input , participate in community outreach and education efforts and provide recommendation to City Council on draft plan	Policy					x	x	x	x	
Define process for 1% art projects to integrate into Parks CIP projects	Provide input on proposed process	Park Planning						x			
Park development guidelines - inclusive, universal design, automations	Provide input on proposed guidelines	Policy							x		
Neighborhood park acquisition	Provide recommendation to City Council on proposed acquisitions	Acquisition	x	x	x	x	x	x	x	x	

Informational Updates	Park Board Role/Responsibility	2019				2020				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
CIP Updates	Receive monthly update on Parks CIP Projects and communicate updates to community	Monthly				Monthly				
Active Ammenities and Playground replacement updates	Communicate with community about planned updates to park active ammenities and playgrounds	x			x	x				x
City / School partnership project - FHMS field	Monitor progress and communicate updates to community	x		x						
City / School partnership project - Peter Kirk Elementary field	Monitor progress and communicate updates to community			x						
Sinking Fund Project Updates	Receive annual update on projects funded by Parks Sinking Fund, and look ahead to future projects	x				x				
Year In Review Reports	Receive annual report on accomplishments and highlights from the various areas within the department	x				x				

Educational Item <i>(Enrichment and Knowledge based sessions)</i>	Description	2019				2020			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Inclusive Park Design	Provide further education to Park Board about inclusive design, including ADA Compliance, Universal design, and PCS Goals and considerations when developing parks, playgrounds, and other facilities	TBD 2019 Meeting							
Park Planning and Design Process	Start to finish: Overview of park planning process, including master plan process, design process, public input opportunities, Park Board role, and other considerations	*	*	*	*				

**This topic will be covered throughout the year as we progress through the various planning and design phases of actual park projects. Specific dates will be determined to best align with said projects.*



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: John Lloyd, Deputy Director, Parks and Community Services
Date: February 13, 2019
Subject: Park Board Liaison Role

RECOMMENDATION

It is recommended that the Park Board update the community about various ongoing programs and projects associated with the Parks and Community Services Department. At the February Park Board meeting, staff will provide a status update of current parks capital improvement projects. In addition, the Park Board will be receiving an update on the City's ADA Outreach Initiative in February. These are both subjects in which the community has great interest and would be excellent items to discuss at upcoming neighborhood meetings. A few key points are listed below.

- Juanita Beach Bathhouse project application will be resubmitted for approval and permitting hopefully in February. This process could take a few months.
- Totem Lake Park design is nearing completion and should go out to bid in the next 2-3 months.
- A master plan project for 132nd Square Park is anticipated for this year with a focus on a synthetic turf field. A community outreach plan is currently being developed.

BACKGROUND DISCUSSION

The Park Board mission statement is as follows:

"The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services (PCS) 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."

The job description of the Park Board discusses involving the community and meeting with volunteer groups and neighborhoods to determine needs and interests. Some years ago, the Park Board made a decision to assign each board member to be the liaison with one or more neighborhood organizations. These assignments are typically made just after new Park Board members are appointed by City Council.

Park Board members have requested assistance in meeting liaison role expectations. After discussion, it was determined that the following two strategies would be used to prepare Park Board members for neighborhood meetings.

- Park Board members should use the monthly report provided by staff and pick out key items to convey to the neighborhoods. This could be followed by questions and feedback.
- Staff will highlight a topic or a discussion question for use with neighborhoods that would solicit community input for consideration. Discussion questions could be related to upcoming Park Board agenda items or be generic in nature.

Current Neighborhood Liaison Assignments

Neighborhood
Central Houghton <i>(Jason Chinchilla)</i>
Everest <i>(Kelli Curtis)</i>
Evergreen Hill <i>(Kobey Chew)</i>
Finn Hill <i>(Kelli Curtis)</i>
Highlands <i>(Richard Chung)</i>
Juanita <i>(Rosalie Wessels)</i>
Lakeview <i>(Rosalie Wessels)</i>
Market <i>(Uzma Butte)</i>
Moss Bay <i>(Richard Chung)</i>
Norkirk <i>(Kevin Quille)</i>
North Rose Hill <i>(Uzma Butte)</i>
South Rose Hill/Bridle Trails <i>(Susan Baird-Joshi)</i>
Totem Lake <i>(unassigned)</i>