



KIRKLAND PARK BOARD REGULAR MEETING

Date: January 8, 2020

Time: 7:00 p.m.

Place: City Hall – Council Chambers

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. **SPECIAL PRESENTATION**
Ballfield User Outreach - Disc Northwest 10 minutes
4. **ITEMS FROM THE AUDIENCE** 5 minutes
5. **APPROVAL OF MINUTES** 10 minutes
6. **BUSINESS ITEMS**
 - a. Brink Park - 30% Design Review 20 minutes
 - b. Parks, Recreation and Open Space (PROS) Plan Overview 30 minutes
 - c. Capital Improvement Project (CIP) Program Overview 45 minutes
7. **COMMUNICATIONS** 30 minutes
 - a. Correspondence
 - b. Department Monthly Report
 - c. Staff Updates and Information
 - d. Park Board member reports
 - e. Comments from the Chair

ADJOURNMENT

Estimated Adjournment: 9:30pm

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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Next Park Board Meetings:

February 12, 2020

March 11, 2020

April 8, 2020

Upcoming Neighborhood Meetings*: www.kirklandwa.gov/neighborhoods

Neighborhood	Typical Schedule/Frequency	January Meetings	February Meetings
Central Houghton <i>Heather McKnight</i>	Second Tuesday of odd months (No summer or December meetings)	January 14 7PM, Houghton Fire Station	No February Meeting Scheduled
Everest <i>Mike Holland</i>	Fourth Tuesday odd months (No summer meetings)	January 28 7PM, Houghton Fire Station	No February Meeting Scheduled
Evergreen Hill <i>Rosalie Wessels</i>	Third Wednesday of every month (No meetings in November, December, July, and August)	January 15 7pm, Friends of Youth	February 19 7pm, Friends of Youth
Finn Hill <i>Amanda Judd</i>	meets as needed	No January Meeting Scheduled	No February Meeting Scheduled
Highlands <i>Richard Chung</i>	Third Wednesday odd months (November–May)	January 15 7PM, Public Works Maintenance Center	No February Meeting Scheduled
Juanita <i>Rosalie Wessels</i>	Second Monday of odd months (No summer meetings)	January 13 7PM, Kirkland Justice Center	No February Meeting Scheduled
Lakeview <i>Unassigned</i>	Inactive - No meetings at this time.	No January Meeting Scheduled	No February Meeting Scheduled
Market <i>Uzma Butte</i>	Third Wednesday odd months (No summer meetings)	January 15 7PM, Heritage Hall	No February Meeting Scheduled
Moss Bay <i>Richard Chung/ Amanda Judd</i>	Second Monday odd months (No summer meetings)	January 13 7PM, Heritage Hall	No February Meeting Scheduled
Norkirk <i>Daniel Triplett</i>	First Wednesday even months (No summer meetings)	No January Meeting Scheduled	February 5 7PM, Heritage Hall
North Rose Hill <i>Uzma Butte</i>	Third Monday of every month (No July or December meetings)	January 20 7PM, Fire Station 26	February 17 7PM, Fire Station 26
South Rose Hill/Bridle Trails <i>Susan Baird-Joshi</i>	Second Tuesday odd months (No summer meetings)	January 14 7PM, Lake Washington Methodist Church	No February Meeting Scheduled
Totem Lake <i>unassigned</i>	Inactive - No meetings at this time.	No January Meeting Scheduled	No February Meeting Scheduled

*Meeting schedule is subject to change

KIRKLAND PARK BOARD

Minutes of Regular Meeting

December 11, 2019

1. CALL TO ORDER

December 11, 2019, Park Board Regular meeting was called to order at 6:36 p.m. by Chair Rosalie Wessels.

2. ROLL CALL

Members Present: Chair Rosalie Wessels, Amanda Judd, Heather McKnight, Mike Holland, Richard Chung, Uzma Butte, Daniel Triplett

Members Absent: Vice-Chair Susan Baird-Joshi

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

Recording Secretary: Heather Lantz-Brazil

3. ITEMS FROM THE AUDIENCE

4. BUSINESS ITEMS

a. Tour of Maintenance Center

The Board received a tour of the new Parks Maintenance Center, located at 12006 120th PL NE, Kirkland, WA 98034.

b. Teambuilding Activity

Staff and the Board participated in a teambuilding activity.

c. Training Presentations

Ms. Zwaagstra, Director of Parks and Community Services gave a presentation on the role of Park Board. Ms. Lantz-Brazil, Administrative Assistant gave a presentation on parliamentary procedures and Robert's Rules of Order. Staff answered questions from the Board.

Ms. Judd moved to postpone business item 4.c.iii. Parks, Recreation and Open Space Plan Overview presentation until the next regular Park Board meeting in January 2020. Ms. Butte seconded. The motion passed.

d. Election of Chair and Vice-Chair

Mr. Holland nominated Mr. Chung for the Chair position. Ms. Butte nominated Ms. Baird-Joshi for the Chair position. Mr. Triplett nominated Ms. Judd for the Chair position. All nominees accepted their nominations.

VOTE RESULTS:

Ms. McKnight – Ms. Baird-Joshi
Mr. Holland – Mr. Chung
Mr. Chung – Ms. Judd
Ms. Butte – Ms. Barid-Joshi
Mr. Triplett – Ms. Judd
Ms. Wessels – Ms. Baird-Joshi

Ms. Baird-Joshi was elected for the Chair position.

Mr. Chung nominated Ms. Judd for the Vice-Chair position. Ms. Butte nominated Mr. Chung for the Vice-Chair position. Both nominees accepted their nominations.

VOTE RESULTS:

Ms. Judd – Ms. Judd
Ms. McKnight – Ms. Judd
Mr. Holland – Ms. Judd
Mr. Chung – Ms. Judd
Ms. Butte – Ms. Judd
Mr. Triplett – Ms. Judd
Ms. Wessels – Mr. Chung

Ms. Judd was elected for the Vice-Chair position.

5. APPROVAL OF MINUTES

Mr. Chung moved to approve the November 13, 2019 meeting minutes. Motion seconded by Mr. Triplett. Motion passed.

6. COMMUNICATIONS

a. Correspondence

b. Department Monthly Report

Staff and the Board discussed the department's monthly report.

c. Staff Updates and Information

d. Park Board member reports

Board members reported on attending neighborhood meetings and community events.

e. Comments from the Chair

The Chair requested staff to send the PowerPoint presentations that were presented to the Board.

7. ADJOURNMENT

With all business items complete, the meeting was adjourned at 9:23 p.m.

Lynn Zwaagstra, Director
Parks and Community Services

Rosalie Wessels, Chair
Park Board

DRAFT



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: Mary Gardocki, Park Planning and Development Manager

Date: January 8, 2020

Subject: David Brink Park – 30% Design Review

RECOMMENDATION

That the Park Board receive a presentation on 30% design of David Brink Park - Shoreline Renovation project.

BACKGROUND DISCUSSION:

In January 2014, the Parks division solicited services from AES, an environmental engineering firm, to develop a report to document an accurate assessment of current conditions at City-owned and/or operated Lake Washington waterfront facilities. In addition, the report provided a prioritized list of recommendations for construction or rehabilitation work required at each facility. The major components evaluated in this report include concrete bulkheads, riprap shorelines, and docks and piers at Marina Park, Houghton Beach Park, Settler's Landing Park, Marsh Park, Brink Park, Juanita Bay Park and 2nd Avenue South Dock. The projects recommended would then be prioritized and completed using the annual CIP fund dedicated to docks and shorelines.

Brink Park was evaluated through this report and recently experienced a minor bulkhead failure at its north shore. Based on the priority in the report as well as this failure, staff determined to solicit professional services for shoreline softening and repair work at Brink Park for 2019. Anchor QEA was selected through the RFP process. The scope of work includes site inventory and assessment, cost estimates, design development, permitting, construction and bid documents, and construction support.

The presentation will focus on the 30% design drawings completed to date as well as a tentative schedule for completion.



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

MEMORANDUM

To: Park Board

From: Mary Gardocki, Park Planning and Development Manager
John Lloyd, Deputy Director, Parks and Community Services

Date: January 8, 2020

Subject: Park Board Training

RECOMMENDATION

That Park Board receive training on the Parks, Recreation, and Open Space (PROS) Plan.

BACKGROUND DISCUSSION

Staff prepared several presentations that will be used as a part of the orientation process of new Board members in the future. With several new Park Board members appointed this year, staff recognized the brief orientation provided did not adequately prepare new members for the breadth of information discussed by the Board. In the future, detailed training and orientation will be provided when new Board members are appointed. Conducting the training for all Board members at this time will ensure all members are on the same page and have the knowledge needed to serve on the Board.

Staff provided training on the role of the Park Board, Robert's Rules of Order and meeting facilitation at the December meeting. It was requested that the PROS Plan training be deferred to the January Park Board meeting.



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MEMORANDUM

To: Park Board

From: Lynn Zwaagstra, Director, Parks and Community Services

Date: January 8, 2019

Subject: Park Board Training

RECOMMENDATION

That Park Board receive training on the Capital Improvement Program (CIP) process.

BACKGROUND DISCUSSION

With several new Park Board members appointed this year, staff recognized the brief orientation provided did not adequately prepare new members for the breadth of information discussed by the Board. Therefore, staff prepared several presentations that are being used as special trainings designed to provide background information and convey processes and procedures. These sessions should allow all Park Board members to have the knowledge needed to feel confident in their role. Additional sessions are being prepared and staff welcome any feedback on additional needed training.

Staff will provide information on the Capital Improvement Program (CIP). This includes CIP rules, funding sources, CIP creation, factors that influence its creation, capital project scoring and ranking, and the process of putting together the "final" Capital Improvement Program submission. The session will end with an overview of the timeline and process for creating the 2021-2026 CIP over the next 6 months.

The presentation will discuss project scoring. Historically, two different scoring sheets have been used to score and rank projects; capital project scoring and property acquisition scoring. These 2 documents are attached as **Addendum A** and **B** respectively for reference.

The 2019-2025 CIP is attached for reference in **Addendum C**, which also contains a spreadsheet showing the background details of funding sources. This document was edited during the mid-biennial budget process in December 2019; however, a final version has not yet been produced. Thus, the preliminary 2019-2025 CIP is attached and may differ from versions released in 2020.

Addendum A: Capital Project Scoring Sheet

Addendum B: Acquisition Scoring Sheet

Addendum C: 2019-2024 Preliminary Capital Improvement Program

Addendum A

CRITERIA FOR RANKING PARKS CIP PROJECTS

	Criteria	None 0 Points	Low 1 Point	Moderate 2 Points	High 3 Points
1	Responds to an Urgent Need or Opportunity, Conforms to Legal, Contractual or Government Mandate	<ul style="list-style-type: none"> No need or urgency 	<ul style="list-style-type: none"> Suspected need with no substantiation 	<ul style="list-style-type: none"> Suspected need based upon visual inspection, public comment Suspected threat of development 	<ul style="list-style-type: none"> Report or other documentation has been prepared Confirmed threat of development Fills important gap in park system Significant public comment: survey, petition, public hearing Legal, contractual, gov't mandate
2	Health and Safety Issues	<ul style="list-style-type: none"> No known issues 	<ul style="list-style-type: none"> Suspected health or safety issue with no substantiation 	<ul style="list-style-type: none"> Suspected need based upon visual inspection, or public comment visible deterioration 	<ul style="list-style-type: none"> Documented evidence of unsanitary condition, health and safety code violations, injury
3	Fiscal Values	<ul style="list-style-type: none"> Leveraging of funds through partnerships, grants, bonds or volunteers is unlikely 	<ul style="list-style-type: none"> Leveraging of funds somewhat likely through partnerships, grants, bonds and volunteers 	<ul style="list-style-type: none"> Leveraging of at <u>least</u> 1/2 project funding available from other sources; 	<ul style="list-style-type: none"> Leveraging of <u>more</u> than 50 percent of project costs from other sources
4	Conforms to PROS Plan or Other Adopted Plan	<ul style="list-style-type: none"> Not in any plan document 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Identified in Comprehensive or Functional plan 	<ul style="list-style-type: none"> Helps meet level of service objectives
5	Feasibility, including Public Support and Project Readiness	<ul style="list-style-type: none"> Project simply an idea No public input No other supporting information 	<ul style="list-style-type: none"> Some public involvement such as letters, workshops Professional report 	<ul style="list-style-type: none"> Schematic or conceptual level approval Property identified High public support Completed appraisal 	<ul style="list-style-type: none"> Construction documents complete Option or right of first refusal, willing seller
6	Implications of Deferring Project	<ul style="list-style-type: none"> No impact No imminent threat of development; 	<ul style="list-style-type: none"> Temporary repair measures available without significant liability or added future cost Indications of possible development Program quality limited or reduced 	<ul style="list-style-type: none"> Evidence of possible structural failure Confirmed private development sale possible Program participation limited or reduced 	<ul style="list-style-type: none"> Imminent possible structural failure, facility closure, or other similar factor Program cancellation Unable to meet level of service Imminent sale for private development
7	Non-Recreation Benefit such as Economic, Environmental, Health and Well-Being, or Community Character and Identity	<ul style="list-style-type: none"> No identified non-recreation benefit 	<ul style="list-style-type: none"> Minimal non-recreation benefit 	<ul style="list-style-type: none"> Moderate non-recreation benefit 	<ul style="list-style-type: none"> Significant non-recreation benefit
8	Number of City Residents Served	<ul style="list-style-type: none"> No residents served 	<ul style="list-style-type: none"> Only one neighborhood served 	<ul style="list-style-type: none"> More than one City neighborhood served 	<ul style="list-style-type: none"> Project will serve a City-wide population
9	Maintenance and Operations Impact	<ul style="list-style-type: none"> Requires substantial new M & O, no current budgetary commitment 	<ul style="list-style-type: none"> Resources/capacity available without additional budget commitment Requires new resources which are available or likely available in budget 	<ul style="list-style-type: none"> Has minimal or no impact on existing M & O resources Resources already allocated or planned for project in budget M & O requirements absorbed with existing resources 	<ul style="list-style-type: none"> Substantial reduction in M & O.
10	Geographic Distribution	<ul style="list-style-type: none"> Duplicates service, significant number of resources available in area, level of service overlap 	<ul style="list-style-type: none"> Adequate number of Parks are nearby, minimal level of service overlap 	<ul style="list-style-type: none"> Parks nearby, no level of service overlap, and gaps in service identified 	<ul style="list-style-type: none"> Underserved area. No facilities within service area.

Addendum B
Parks and Community
Services
Property Acquisition Rating

Property under evaluation: _____ Rating Total: _____

Date of evaluation: _____

Rating completed by: _____

	Criteria	None	Low	Moderate	High
		0 Points	1 Point	2 Points	3 Points
1	Consistency with PROS Plan: Meets PROS Plan goals/policies. Located in an underserved area as identified in the PROS Plan and would help achieve target levels of service.	None.	Helps achieve service level but not in underserved area.	Close proximity to underserved area, helps achieve service level.	Identified in PROS plan, helps achieve levels of service.
2	Need: Area facing population growth, identified in a neighborhood plan, demand by local residents and/or adjacent to a current park/trail amenity such that it achieves defined levels of service.	None.	Growing area, future need.	Growing area, demand, helps achieve level of service.	Growing area, demand, in neighborhood plan, helps achieve level of service.
3	Number of residents served: Ability to serve a broad section of the Kirkland community or serves a broad base of a specific identified sub-section / neighborhood.	Duplicates services already available.	Serves a small section of intended population.	Serves large section of intended population.	Serves broad section of Kirkland or intended subsection /neighborhood.
4	Location: Located near a street frontage, located on an arterial street or collector, located adjacent to or near a school or public amenity such that it expands the current amenity or service level provided. Enhances or preserves a connected natural resource area or system.	Suboptimal location.	Future development could create more suitable conditions.	Location close to frontage, arterial, collector or other amenity.	Ideal location.
5	Partnerships: Possible partnership with the community and suitable for other public or private partnership.	None.	Minimal interest in partnering.	Partnership interest, nothing definitive.	Strong partnership potential with stated commitments.
6	Site conditions such as size, configuration, topography: Large enough to meet the intended use, configuration suitable to the intended use, topography suitable to the intended use. Varied topography enhances the aesthetic appeal or use.	Not a suitable match.	Significant compromises and/or cost necessary to match intended use with site conditions.	Site and intended use a match with small adjustments.	Site conditions match intended use.
7	Accessibility and visibility: Visible, easy to find and access. Ease of access by pedestrians/bikers, individuals with disabilities or motorists (as dictated by use).	Not accessible or visible.	Difficult to find and minimally accessible. Expensive to rectify.	Either easy to find or accessible. Appropriate site plan would address any issues.	Easy to find, fully accessible.
8	Preserves and Protects Land: Preserves endangered land, high ecological value resource, important habitat or wildlife corridor.	None	Sensitive area.	Endangered or high value area.	Endangered area, high value and wildlife habitat.
9	Cost: Willing seller, cost consistent with appraised value.	Too expensive, unwilling seller.	Challenges with seller or cost.	Market rate.	Willing seller, good price, strong value for cost.
10	Funding: Availability of capital and operational funding, suitable for grant consideration or private contributions available.	No funding available.	Funding may take a few years, extended agreement.	Capital funding, but no operational funding available.	Capital and operational funding available.

Addendum C: City of Kirkland
2019-2024 Preliminary Capital Improvement Program

PARK PROJECTS

Funded Projects:

Project Number	Project Title	Prior Year Funding	2019	2020	2021	2022	2023	2024	2019-2024 Total	Funding Source						
										Current Revenue					External Sources	Reserves
										Real Estate Excise Tax	Kirkland Parks Levy	Parks Fac. Sinking Fund	Impact Fees	King County Parks Levy		
PKC 04900	<i>Open Space, Park Land & Trail Acq Grant Match Program</i>		100,000						100,000							100,000
PKC 06600	<i>Parks, Play Areas & Accessibility Enhancements</i>		250,000	250,000	150,000	150,000	150,000	150,000	1,100,000		1,100,000					
PKC 08711	<i>Waverly Beach Park Renovation Phase II</i>		515,000						515,000		515,000					
PKC 12100	<i>Green Kirkland Forest Restoration Program</i>		100,000	100,000	100,000	100,000	100,000	100,000	600,000		600,000					
PKC 13310	<i>Dock & Shoreline Renovations</i>				300,000	300,000	300,000	300,000	1,200,000					1,200,000		
PKC 13330	<i>Neighborhood Park Land Acquisition</i>		918,000	300,000	1,050,000	1,150,000	1,000,000	1,000,000	5,418,000	803,000			4,315,000	300,000		
PKC 13400 +	<i>132nd Square Park Playfields Renovation</i>		635,000	1,549,000					2,184,000	185,000	473,000		1,026,000			500,000
PKC 13420	132nd Square Park Master Plan		135,000						135,000		135,000					
PKC 13902	<i>Totem Lake Park Development - Expanded Phase I</i>	3,050,000	4,435,200	724,000					5,159,200				3,500,000		325,000	1,334,200
PKC 14200 +	<i>Doris Cooper Houghton Beach Park Restroom Replacement</i>			85,000					85,000	85,000						
PKC 14700	<i>Parks Maintenance Center</i>	8,150,000	1,500,000						1,500,000							1,500,000
PKC 15100	<i>Park Facilities Life Cycle Projects</i>		162,000	151,000	162,000	169,000	146,000	160,000	950,000			950,000				
PKC 15400	Indoor Recreation & Aquatic Facility Study				160,000				160,000	160,000						
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan								160,000	160,000						
PKC 15600	Park Restrooms Renovation/Replacement Program							1,583,000	1,583,000	833,000			750,000			
PKC 15700	Neighborhood Park Development Program							1,583,000	1,583,000	833,000			750,000			
Total Funded Park Projects		11,200,000	8,750,200	3,159,000	1,922,000	2,029,000	3,279,000	3,293,000	22,432,200	3,059,000	2,823,000	950,000	10,341,000	1,500,000	325,000	3,434,200

Notes
Italics = Modification in timing and/or cost (see Project Modification/Deletion Schedule for more detail)
Bold = New projects
 + = Moved from unfunded status to funded status

PARK PROJECTS

Unfunded Projects:

Project Number	Project Title	Total
<i>PKC 05610</i>	<i>Forbes Lake Park Trail Improvements Phase II</i>	6,000,000
<i>PKC 09510</i>	<i>Heritage Park Development - Phase III & IV</i>	4,000,000
<i>PKC 09700</i>	<i>Reservoir Park Renovation Plan</i>	50,000
PKC 10800	McAuliffe Park Development	7,000,000
<i>PKC 11300</i>	<i>Spinney Homestead Park Renovation Plan</i>	60,000
<i>PKC 11400</i>	<i>Mark Twain Park Renovation Plan</i>	75,000
<i>PKC 11500</i>	<i>Terrace Park Renovation Plan</i>	60,000
<i>PKC 11600</i>	<i>Lee Johnson Field Artificial Turf Installation</i>	5,000,000
<i>PKC11902</i>	<i>Juanita Beach Park Development Phase II</i>	10,000,000
<i>PKC12210</i>	<i>Community Recreation Facility Construction</i>	75,000,000
<i>PKC 12400</i>	<i>Snyder's Corner Park Site Master Plan</i>	100,000
<i>PKC 12600</i>	<i>Watershed Park Master Plan</i>	100,000
<i>PKC 12700</i>	<i>Kiwanis Park Master Plan</i>	75,000
<i>PKC 12800</i>	<i>Yarrow Bay Wetlands Master Plan</i>	200,000
<i>PKC 12900</i>	<i>Heronfield Wetlands Master Planning & Development</i>	125,000
<i>PKC 13100</i>	<i>Park & Open Space Acquisition Program</i>	10,000,000
<i>PKC 13310</i>	<i>Dock & Shoreline Renovations</i>	3,000,000
<i>PKC 13510</i>	<i>Juanita Heights Park Master Plan</i>	150,000
<i>PKC 13600</i>	<i>Kingsgate Park Master Planning and Park Development</i>	150,000
<i>PKC 13800 "</i>	<i>Everest Park Restroom/Storage Building Replacement</i>	1,800,000
<i>PKC 13903</i>	<i>Totem Lake Park Development Phase II</i>	4,000,000
<i>PKC 13904</i>	<i>Totem Lake Park Development Phase III</i>	3,000,000
<i>PKC 14100</i>	<i>South Norway Hill Park Site Master Plan</i>	150,000
<i>PKC 14300</i>	<i>Marsh Park Restroom Replacement</i>	85,000
<i>PKC 14400</i>	<i>Cedar View Park Improvement Plan</i>	50,000
<i>PKC 14500</i>	<i>Environmental Education Center</i>	200,000
<i>PKC 14800</i>	<i>Forbes House Renovation & Historic Preservation Plan</i>	50,000
PKC 14900	Taylor Playfields-Former Houghton Landfill Site Master Plan	300,000
<i>PKC 15000</i>	<i>North Kirkland Community Center Renovation & Expansion Plan</i>	75,000
PKC 15300	Synthetic Turf Playfields Master Plan	135,000
Total Unfunded Parks Projects		130,990,000

Notes

Italics = Modification in timing and/or cost

" = Moved from funded status to unfunded status

~ = Partially funded project

Parks Projects Funding Matrix

2019		Project	REET 1	Kirkland Park Levy	Park Fac Sinking Fund	Impact Fees	King Co. Park Levy	Carryover PY Funds	REET 1 Reserves	Other Reserve	Surface Wtr Rsvs	Land Sale	Debt	External	Total Resources	Project to Funding
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	100,000						100,000							100,000	-
PKC 06600	Parks, Play Areas & Accessibility Enhancements	250,000		250,000											250,000	-
PKC 08711	Waverly Beach Park Renovation Phase II	515,000		515,000											515,000	-
PKC 12100	Green Kirkland Forest Restoration Program	100,000		100,000											100,000	-
PKC 13310	Dock & Shoreline Renovations	-													-	-
PKC 13330	Neighborhood Park Land Acquisition	918,000	803,000			115,000									918,000	-
PKC 13400 +	132nd Square Park Playfields Renovation	635,000	135,000					500,000							635,000	-
PKC 13420	132nd Square Park Master Plan	135,000		135,000											135,000	-
PKC 13902	Totem Lake Park Development - Expanded Phase I	4,435,200				2,776,000		825,000	509,200					325,000	4,435,200	-
PKC 14200 +	Doris Cooper Houghton Beach Park Restroom Replacement	-													-	-
PKC 14700	Parks Maintenance Center	1,500,000								1,500,000					1,500,000	-
PKC 15100	Park Facilities Life Cycle Projects	162,000			162,000										162,000	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	-													-	-
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	-													-	-
PKC 15600	Park Restrooms Renovation/Replacement Program	-													-	-
PKC 15700	Neighborhood Park Development Program	-													-	-
		-													-	-
		-													-	-
		-													-	-
		-													-	-
TOTAL	2019	8,750,200	938,000	1,000,000	162,000	2,891,000	-	1,425,000	509,200	1,500,000	-	-	-	325,000	8,750,200	-
AVAILABLE	2019		938,000	1,000,000	162,000	2,891,000	-	-	509,200	1,500,000	-	-	-	-	7,000,200	
REMAINING	2019		-	-	-	-	-	-	-	-	-	-	-	(325,000)	(1,750,000)	-
2020		Project	REET 1	Kirkland Park Levy	Park Fac Sinking Fund	Impact Fees	King Co. Park Levy	Carryover PY Funds	REET 1 Reserves	Other Reserve	Surface Wtr Rsvs	Land Sale	Debt	External	Total Resources	Project to Funding
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	-													-	-
PKC 06600	Parks, Play Areas & Accessibility Enhancements	250,000		250,000											250,000	-
PKC 08711	Waverly Beach Park Renovation Phase II	-													-	-
PKC 12100	Green Kirkland Forest Restoration Program	100,000		100,000											100,000	-
PKC 13310	Dock & Shoreline Renovations	-													-	-
PKC 13330	Neighborhood Park Land Acquisition	300,000					300,000								300,000	-
PKC 13400 +	132nd Square Park Playfields Renovation	1,865,000	50,000	473,000		1,026,000									1,549,000	(316,000)
PKC 13420	132nd Square Park Master Plan	-													-	-
PKC 13902	Totem Lake Park Development - Expanded Phase I	724,000				724,000									724,000	-
PKC 14200 +	Doris Cooper Houghton Beach Park Restroom Replacement	85,000	85,000												85,000	-
PKC 14700	Parks Maintenance Center	-													-	-
PKC 15100	Park Facilities Life Cycle Projects	151,000			151,000										151,000	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	-													-	-
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	-													-	-
PKC 15600	Park Restrooms Renovation/Replacement Program	-													-	-
PKC 15700	Neighborhood Park Development Program	-													-	-
0		-													-	-
0		-													-	-
		-													-	-
TOTAL	2020	3,475,000	135,000	823,000	151,000	1,750,000	300,000	-	-	-	-	-	-	-	3,159,000	(316,000)
AVAILABLE	2020		135,000	823,000	151,000	1,750,000	300,000	-	-	-	-	-	-	-	3,159,000	
<i>Prior Period Bal</i>	2019		-	-	-	-	-	-	-	-	-	-	-	(325,000)	(325,000)	
REMAINING	2020		-	-	-	-	-	-	-	-	-	-	-	(325,000)	-	

2021		Project	REET 1	Kirkland Park Levy	Park Fac Sinking Fund	Impact Fees	King Co. Park Levy	Carryover PY Funds	REET 1 Reserves	Other Reserve			Debt	External	Total Resources	Project to Funding
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	-													-	-
PKC 06600	Parks, Play Areas & Accessibility Enhancements	150,000		150,000											150,000	-
PKC 08711	Waverly Beach Park Renovation Phase II	-													-	-
PKC 12100	Green Kirkland Forest Restoration Program	100,000		100,000											100,000	-
PKC 13310	Dock & Shoreline Renovations	300,000					300,000								300,000	-
PKC 13330	Neighborhood Park Land Acquisition	1,050,000				1,050,000									1,050,000	-
PKC 13400 +	132nd Square Park Playfields Renovation	-													-	-
PKC 13420	132nd Square Park Master Plan	-													-	-
PKC 13902	Totem Lake Park Development - Expanded Phase I	-													-	-
PKC 14200 +	Doris Cooper Houghton Beach Park Restroom Replacement	-													-	-
PKC 14700	Parks Maintenance Center	-													-	-
PKC 15100	Park Facilities Life Cycle Projects	162,000			162,000										162,000	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	160,000	160,000												160,000	-
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	-													-	-
PKC 15600	Park Restrooms Renovation/Replacement Program	-													-	-
PKC 15700	Neighborhood Park Development Program	-													-	-
0		-													-	-
0		-													-	-
		-													-	-
TOTAL	2021	1,922,000	160,000	250,000	162,000	1,050,000	300,000	-	-	-	-	-	-	-	1,922,000	-
AVAILABLE	2021		160,000	250,000	162,000	1,050,000	300,000	-	-	-	-	-	-	-	1,922,000	
<i>Prior Period Bal</i>	2020		-	-	-	-	-	-	-	-	-	-	-	(325,000)	(325,000)	
REMAINING	2021		-	-	-	-	-	-	-	-	-	-	-	(325,000)	-	
2022		Project	REET 1	Kirkland Park Levy	Park Fac Sinking Fund	Impact Fees	King Co. Park Levy	Carryover PY Funds	REET 1 Reserves	Other Reserve			Debt	External	Total Resources	Project to Funding
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	-													-	-
PKC 06600	Parks, Play Areas & Accessibility Enhancements	150,000		150,000											150,000	-
PKC 08711	Waverly Beach Park Renovation Phase II	-													-	-
PKC 12100	Green Kirkland Forest Restoration Program	100,000		100,000											100,000	-
PKC 13310	Dock & Shoreline Renovations	300,000					300,000								300,000	-
PKC 13330	Neighborhood Park Land Acquisition	1,150,000				1,150,000									1,150,000	-
PKC 13400 +	132nd Square Park Playfields Renovation	-													-	-
PKC 13420	132nd Square Park Master Plan	-													-	-
PKC 13902	Totem Lake Park Development - Expanded Phase I	-													-	-
PKC 14200 +	Doris Cooper Houghton Beach Park Restroom Replacement	-													-	-
PKC 14700	Parks Maintenance Center	-													-	-
PKC 15100	Park Facilities Life Cycle Projects	169,000			169,000										169,000	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	-													-	-
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	160,000	160,000												160,000	-
PKC 15600	Park Restrooms Renovation/Replacement Program	-													-	-
PKC 15700	Neighborhood Park Development Program	-													-	-
0		-													-	-
0		-													-	-
		-													-	-
TOTAL	2022	2,029,000	160,000	250,000	169,000	1,150,000	300,000	-	-	-	-	-	-	-	2,029,000	-
AVAILABLE	2022		160,000	250,000	169,000	1,150,000	300,000	-	-	-	-	-	-	-	2,029,000	
<i>Prior Period Bal</i>	2021		-	-	-	-	-	-	-	-	-	-	-	(325,000)	(325,000)	
REMAINING	2022		-	-	-	-	-	-	-	-	-	-	-	(325,000)	-	

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2023		Project	REET 1	Kirkland Park Levy	Park Fac Sinking Fund	Impact Fees	King Co. Park Levy	Carryover PY Funds	REET 1 Reserves	Other Reserve			Debt	External	Total Resources	Project to Funding
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	-													-	-
PKC 06600	Parks, Play Areas & Accessibility Enhancements	150,000		150,000											150,000	-
PKC 08711	Waverly Beach Park Renovation Phase II	-													-	-
PKC 12100	Green Kirkland Forest Restoration Program	100,000		100,000											100,000	-
PKC 13310	Dock & Shoreline Renovations	300,000					300,000								300,000	-
PKC 13330	Neighborhood Park Land Acquisition	1,000,000				1,000,000									1,000,000	-
PKC 13400 +	132nd Square Park Playfields Renovation	-													-	-
PKC 13420	132nd Square Park Master Plan	-													-	-
PKC 13902	Totem Lake Park Development - Expanded Phase I	-													-	-
PKC 14200 +	Doris Cooper Houghton Beach Park Restroom Replacement	-													-	-
PKC 14700	Parks Maintenance Center	-													-	-
PKC 15100	Park Facilities Life Cycle Projects	146,000			146,000										146,000	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	-													-	-
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	-													-	-
PKC 15600	Park Restrooms Renovation/Replacement Program	1,583,000	833,000			750,000									1,583,000	-
PKC 15700	Neighborhood Park Development Program	-													-	-
0		-													-	-
0		-													-	-
		-													-	-
TOTAL	2023	3,279,000	833,000	250,000	146,000	1,750,000	300,000	-	-	-	-	-	-	-	3,279,000	-
AVAILABLE	2023		833,000	250,000	146,000	1,750,000	300,000	-	-	-	-	-	-	-	3,279,000	
<i>Prior Period Bal</i>	2022		-	-	-	-	-	-	-	-	-	-	-	(325,000)	(325,000)	
REMAINING	2023		-	-	-	-	-	-	-	-	-	-	-	(325,000)	-	
2024		Project	REET 1	Kirkland Park Levy	Park Fac Sinking Fund	Impact Fees	King Co. Park Levy	Carryover PY Funds	REET 1 Reserves	Other Reserve			Debt	External	Total Resources	Project to Funding
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	-													-	-
PKC 06600	Parks, Play Areas & Accessibility Enhancements	150,000		150,000											150,000	-
PKC 08711	Waverly Beach Park Renovation Phase II	-													-	-
PKC 12100	Green Kirkland Forest Restoration Program	100,000		100,000											100,000	-
PKC 13310	Dock & Shoreline Renovations	300,000					300,000								300,000	-
PKC 13330	Neighborhood Park Land Acquisition	1,000,000				1,000,000									1,000,000	-
PKC 13400 +	132nd Square Park Playfields Renovation	-													-	-
PKC 13420	132nd Square Park Master Plan	-													-	-
PKC 13902	Totem Lake Park Development - Expanded Phase I	-													-	-
PKC 14200 +	Doris Cooper Houghton Beach Park Restroom Replacement	-													-	-
PKC 14700	Parks Maintenance Center	-													-	-
PKC 15100	Park Facilities Life Cycle Projects	160,000			160,000										160,000	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	-													-	-
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	-													-	-
PKC 15600	Park Restrooms Renovation/Replacement Program	-													-	-
PKC 15700	Neighborhood Park Development Program	1,583,000	833,000			750,000									1,583,000	-
0		-													-	-
0		-													-	-
		-													-	-
TOTAL	2024	3,293,000	833,000	250,000	160,000	1,750,000	300,000	-	-	-	-	-	-	-	3,293,000	-
AVAILABLE	2024		833,000	250,000	160,000	1,750,000	300,000	-	-	-	-	-	-	-	3,293,000	
<i>Prior Period Bal</i>	2023		-	-	-	-	-	-	-	-	-	-	-	(325,000)	(325,000)	
REMAINING	2024		-	-	-	-	-	-	-	-	-	-	-	(325,000)	-	

		Current Revenue					Reserves					Debt	External	Total	Project	
		Project	REET 1	Kirkland Park Levy	Park Fac Sinking Fund	Impact Fees	King Co. Park Levy	Carryover PY Funds	REET 1 Reserves	Other Reserve	Surface Wtr Rsvs	Land Sale	0 Debt	0 External	Resources	to Funding
2019-2024																
PKC 04900	Open Space, Park Land & Trail Acq Grant Match Program	100,000	-	-	-	-	-	100,000	-	-	-	-	-	-	100,000	-
PKC 06600	Parks, Play Areas & Accessibility Enhancements	1,100,000	-	1,100,000	-	-	-	-	-	-	-	-	-	-	1,100,000	-
PKC 08711	Waverly Beach Park Renovation Phase II	515,000	-	515,000	-	-	-	-	-	-	-	-	-	-	515,000	-
PKC 12100	Green Kirkland Forest Restoration Program	600,000	-	600,000	-	-	-	-	-	-	-	-	-	-	600,000	-
PKC 13310	Dock & Shoreline Renovations	1,200,000	-	-	-	-	1,200,000	-	-	-	-	-	-	-	1,200,000	-
PKC 13330	Neighborhood Park Land Acquisition	5,418,000	803,000	-	-	4,315,000	300,000	-	-	-	-	-	-	-	5,418,000	-
PKC 13400 +	132nd Square Park Playfields Renovation	2,500,000	185,000	473,000	-	1,026,000	-	500,000	-	-	-	-	-	-	2,184,000	(316,000)
PKC 13420	132nd Square Park Master Plan	135,000	-	135,000	-	-	-	-	-	-	-	-	-	-	135,000	-
PKC 13902	Totem Lake Park Development - Expanded Phase I	5,159,200	-	-	-	3,500,000	-	825,000	509,200	-	-	-	-	325,000	5,159,200	-
PKC 14200 +	Doris Cooper Houghton Beach Park Restroom Replacement	85,000	85,000	-	-	-	-	-	-	-	-	-	-	-	85,000	-
PKC 14700	Parks Maintenance Center	1,500,000	-	-	-	-	-	-	-	1,500,000	-	-	-	-	1,500,000	-
PKC 15100	Park Facilities Life Cycle Projects	950,000	-	-	950,000	-	-	-	-	-	-	-	-	-	950,000	-
PKC 15400	Indoor Recreation & Aquatic Facility Study	160,000	160,000	-	-	-	-	-	-	-	-	-	-	-	160,000	-
PKC 15500	Finn Hill Neighborhood Green Loop Trail Master Plan	160,000	160,000	-	-	-	-	-	-	-	-	-	-	-	160,000	-
PKC 15600	Park Restrooms Renovation/Replacement Program	1,583,000	833,000	-	-	750,000	-	-	-	-	-	-	-	-	1,583,000	-
PKC 15700	Neighborhood Park Development Program	1,583,000	833,000	-	-	750,000	-	-	-	-	-	-	-	-	1,583,000	-
0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total CIP		22,748,200	3,059,000	2,823,000	950,000	10,341,000	1,500,000	1,425,000	509,200	1,500,000	-	-	-	325,000	22,432,200	(316,000)
Grand Total Available			3,059,000	2,823,000	950,000	10,341,000	1,500,000	-	509,200	1,500,000	-	-	-	-	20,682,200	-
FINAL BALANCE														(325,000)	(325,000)	
Average Annual Projects			509,833	470,500	158,333	1,723,500	250,000		84,867	250,000				54,167	3,738,700	
Average Annual Available			509,833	470,500	158,333	1,723,500	250,000		84,867	250,000					3,447,033	
														Check Balance	-	



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: January 8, 2020
Subject: Park Board Liaison Role

BACKGROUND

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 decided to assign each board member to be the liaison with one or more neighborhood organizations. Neighborhood Liaison assignments and meeting schedules are included on the Park Board agenda each month. While each neighborhood is assigned a primary Board member, any Board member may attend any neighborhood meeting as long as no more than four Board members are present.

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.

RECOMMENDED DISCUSSION TOPICS

The following items are possible discussion items to be conveyed to the community. Additional discussion items may be found in the monthly report or may be raised by individual community members.

The Juanita Beach Bathhouse groundbreaking will take place at noon on Monday, January 13, 2020. The park will be under construction beginning in January 2020 through Summer 2020.

The Totem Lake Park project is expected to go to bid in the upcoming month or

two, with construction beginning in thereafter. Construction is expected to last one year. Once plans are finalized, a groundbreaking ceremony will be scheduled.

The 132nd Square Park Master Plan was adopted by City Council on October 15th. Staff presented the scope and funding options for the inclusion of some of the Phase 2 amenities at the November 6th City Council meetings. City Council requested the project include all aspects of the master plan in the initial construction. The design team will begin working on construction documents with these added amenities. Once the design has reached 30%, it will be presented to the Park Board and the public for review.

Finn Hill Middle School playfield renovation is complete. PCS staff are caring for the field through the winter, with it returning to scheduled use this spring.