

## City of Kirkland Local Land Acknowledgement

We acknowledge that the Southern Salish Sea region lies on the unceded and ancestral land of the Coast Salish peoples, the Duwamish, Muckleshoot, Puyallup, Skykomish, Snoqualmie, Snohomish, Suquamish and Tulalip tribes and other tribes of the Puget Sound Salish people, and that present-day City of Kirkland is in the traditional heartland of the Lake People and the River People. We honor with gratitude the land itself, the First People – who have reserved treaty rights and continue to live here since time immemorial – and their ancestral heritage.

Visit [www.kirklandwa.gov/LandAcknowledgement](http://www.kirklandwa.gov/LandAcknowledgement) for more information.

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## Meet the Team

### Parks Funding Exploratory Committee Members

*Alphabetical by first name, affiliation*

**Aaron Jacobson**, Lakeview Neighborhood Association

**Adam White**, Kirkland Parks and Community Foundation

**Adelheid Kutscher**, at-large

**Alex Chen**, Moss Bay Neighborhood Association

**Amy Morrison**, Lake Washington Institute of Technology

**Bob Keller**, Highlands Neighborhood Association

**Bradley Brown**, at-large

**Brian Buck**, Lake Washington School District

**Celestina Hendrickson**, Kirkland Downtown Association

**Chad Winkle**, at-large

**Gian Hamid**, Youth Representative

**Heui young Joo**, at-large

**Jamie Blackard**, at-large

**Jessica Perez**, at-large

**John West**, at-large

**Jordan Passon**, at-large

**Jory Hamilton**, at-large

**Juliana Born**, at-large

**Kali Hopf Oswald**, at-large

**Karin Quirk**, Kirkland Chamber of Commerce

**Kelli Curtis**, Kirkland City Council

**Ken MacKenzie**, Individuals opposed to previous park ballot measures

**Liz Hunt**, Market Neighborhood Association

**Lori Kloes**, EvergreenHealth Hospital

**Marty Eagleson**, at-large

**Maru De La Pena**, Kirkland Promotores

**Mary-Alyce Burleigh**, North Rose Hill Neighborhood Association

**Melanie Anne Walling**, at-large

**Mike Holland**, Park Board

**Nasim Ghazanfari**, at-large

**Phillip Allen**, at-large

**Reece Gleadle**, at-large

**Ryan Porter**, Northwest University

**Samuel Rapoport**, at-large

**Scott Morris**, Finn Hill Neighborhood Association

**Shivani Jain**, at-large

**Stacey Good**, Green Kirkland Partnership

**Sue Contreras**, at-large

**Susan Huether**, Senior Council

**Susan Pappalardo**, Splash Forward

**Todd Pemble**, at-large

**Tom Reese**, at-large

**Vincent Campos**, at-large

**Yasi Raouf**, at-large



## PFEC Chair

### Councilmember Kelli Curtis



Councilmember Kelli Curtis was appointed to the Council in February 2019 and was subsequently elected to a four-year term. Councilmember Curtis serves on several regional committees including the King Conservation District Advisory Board and Urban Forestry Committee, the Water Inventory Resource Area Advisory Board, and the Growth Management Planning Council. She chairs Kirkland's Legislative Work Group and Parks Funding Exploratory Committee. Prior to becoming a Councilmember, Curtis served on the City of Kirkland Park Board, the Houghton Community Council, and the Kirkland Housing Strategy Advisory Group.

Councilmember Curtis received a Certificate of Municipal Leadership from the Association of Washington Cities (AWC) in May 2021.

A Kirkland resident of 30 years, Councilmember Curtis has had the opportunity to appreciate and enjoy our impressive parks. She's a mom of two young adults who grew up participating in many Kirkland recreational activities including competitive swimming and serving as lifeguards and swim instructors and is an outdoor enthusiast who enjoys paddle boarding along our waterfront, kayaking, walking our many trails, and riding her bike around town.

Councilmember Curtis is a proud alumna of the University of Washington where she received her BA in Communication and Media Studies. She worked for most of her career in the technology industry as a product manager. Later, she shifted gears, and served as King County Master Gardner for 14 years and became a Washington State Nursery and Landscaping Association (WSNLA) Certified Professional Horticulturist (CPH) after attending the LWIT Environmental Horticultural Program. She founded her landscape design firm sixteen years ago and became known for her talent to design gardens in unusual spaces such as houseboats and condominium rooftops. She now works as a part-time landscape designer and in her spare time she donates produce to Hopelink from her vegetable garden and fosters puppies.



## Facilitator

### Pat Hughes, Trillium Leadership Consulting



Pat Hughes is an enthusiastic facilitator, coach, leadership educator and change management consultant who works with individuals, organizations, and communities to increase their leadership capacity. Pat owns [Trillium Leadership Consulting](#) in Seattle, WA, and works primarily with organizations which contribute to the common good, including non-profit, education, healthcare, and government agencies. She also provides facilitation on issues of diversity, equity, and inclusion.

A co-founder of [Gracious Space](#) – a body of work which helps groups work better together and the subject of her 2017 [TED talk](#) – Pat provides training and a train-the-trainer series, and is the author of both *Gracious Space* and *Courageous Collaboration with Gracious Space*. Pat is currently writing a new piece on *Gracious Space and Equity*.

A certified Professional Coach and Strategic Planning Consultant, Pat enjoys digging in with individuals to grow leadership, and with teams to move toward purpose. She holds numerous certifications and has received awards in Diversity, Community Leadership and Curriculum Design. When she's not working for you or your team, Pat can be found hiking, biking, paddling, or gardening.

Pat completed the Diversity & Inclusion for HR program at eCornell University in February 2021. She earned an M.A. in Organization Systems Renewal from Antioch University with an emphasis on leadership development and change management, and a B.A. in Economics and International Relations from the University of New Hampshire with an emphasis on women's economy in developing nations.



## City of Kirkland Staff and Presenters

### **Kurt Triplett**, City Manager



Kurt Triplett was hired in June of 2010 as Kirkland's fourth City Manager. He has a master's degree in Public Administration from Harvard University's Kennedy School of Government and a bachelor's degree in Political Science from Stanford University. As City Manager, Mr. Triplett administers and manages the City according to the mission, policies and budget adopted by the City Council. Mr. Triplett oversees the operation of 12 departments, over 600 employees, and a \$751 million biennial budget. He is executive board chair of A Regional Coalition for Housing (ARCH). He is also currently chair of the Eastside Public Safety Communications Agency (EPSCA) as well as a joint board member for the Puget Sound Emergency Radio Network (PSERN). Prior

to Kirkland, Mr. Triplett worked for King County for 17 years, including serving as the Interim County Executive in 2009, Chief of Staff to Executive Ron Sims, Deputy Director of Natural Resources and Parks, and Deputy Chief of Staff for Executive Sims and former Executive Gary Locke.

### **Lynn Zwaagstra**, Director, Parks and Community Services Department (PCS)



Lynn was hired in 2016 as Director of Parks and Community Services. She has a master's degree in Park and Recreation Administration from the University of Utah and bachelor's degrees in Psychology and Recreational Administration from Illinois State University. Lynn has over 30 years of experience in parks, recreation, health, and wellness. Previously, she was the Director of Campus Recreation at the University of Arizona and prior to that she was the Recreation Director for the towns of Breckenridge and Frisco in Colorado. Her experiences range from serving as a park attendant, lifeguard, special events coordinator, and outdoor educator to serving in various management positions in municipal, university and military settings. As a side interest, she

worked as an EMT and wilderness medicine educator. Lynn graduated from the Summit County Colorado Citizen's Police Academy and serves as an Independent Investigation Team Community Representative in King County. Other current community service includes assisting on the King County Parks, Capital and Open Space, and Aquatic Facilities Levy Grants Advisory Committee.



**John Lloyd**, Deputy Director, PCS



John Lloyd is the Deputy Director for the Parks and Community Services Department. He joined the City of Kirkland in August 2017. In his role he oversees the Recreation Division, the Parks Management Division, and Special Event Services. Prior to joining the City, John worked for the Campus Recreation department at the University of Arizona for 5 years and Boise State University for 7 years. Originally from Berkeley, CA, John received his bachelor's degree in Recreation Administration from Cal Poly in San Luis Obispo, CA, and his master's degree in Sport Management from Ball State University in Muncie, IN.

**Jason Filan**, Parks Operation Manager, PCS



Jason Filan has had the privilege of working for the Parks & Community Services Department of Kirkland since 1990. In the years of serving he has done everything from cleaning restrooms, picking up trash, mowing grass, preparing sportsfields, maintaining landscapes, planting trees & shrubs, maintaining irrigation systems, and even working at the City's cemetery. In his current role as Parks Manager, Jason oversees four division teams that make up Parks Management. Those four teams comprise: Horticulture, Support, Ballfields & Events, and the Green Kirkland Partnership & Natural Parks. The team stewards over 600 acres of public lands with a variety of amenities for the community including sportsfields, open public park spaces, trails, swimming beaches, waterfront parks, neighborhood parks, playgrounds, tennis, basketball, and pickleball courts, seasonal pool, and the cemetery. The team prides itself on working hard, working together, showing initiative, and caring for the wonderful public places that we are responsible for.

**Sara Shellenbarger**, Recreation Manager, PCS



Sara Shellenbarger has worked for the City of Kirkland for three years, currently serving as the Recreation Manager with Parks and Community Services. Her favorite parts of her job are working with our passionate and dedicated staff and creating recreational opportunities for community members to bond, grow, and succeed. Prior to Kirkland, Sara lived in California and managed park programs for Santa Clara County Parks and Recreation.





**Mary Gardocki, Park Planning and Development Manager, PCS**



Mary Gardocki joined the City of Kirkland in May 2018 as the Parks Planning and Development Manager and oversees park master planning, facility design, land acquisition, capital projects, construction management, grant preparation, and long-range strategic policy planning for the department. Mary has a master's degree in Landscape Architecture and 25 years of experience in positions such as park planner, senior planner, and project manager. In these roles, she has completed countless master plans, park acquisitions, design and development projects, and park improvements. She is versed in handling complex issues related to zoning, easements and use of GIS. Other accomplishments include creating and implementing ADA transition plans and comprehensive plans. Mary had a career as a technical writer and adjunct professor in Science, Technology, and Society before becoming a landscape architect and park planner. She also has noteworthy accomplishments in the art of cooking. She also has an affinity for fancy cats and owns a Tonkinese and Bombay named Daphne Jane and David Axel Rose.

**Adam Quaintance, Recreation Supervisor – North Kirkland Community Center, PCS (he/him)**



Adam Quaintance has 16 years' experience of combined recreation and management experience in service-oriented environments. He brings a passion for cultivating community relationships and building and providing quality recreation experiences. Adam's role as NKCC supervisor includes organizing, planning, and providing supervision of recreational activities, the facility, and special events. An average day keeps Adam and his team busy with an Adult Fitness Class in the morning, summer camps during the day, piano/dance classes and another Adult Fitness Class in the evenings. In his free time, Adam enjoys spending time with his partner and stepdaughter - they are anxiously awaiting the arrival of a baby girl in late October! He also enjoys playing and watching sports (Go Cougs & Go M's) and loves travelling to new college football and Major League Baseball stadiums.

**Jairid Hoehn, Recreation Supervisor – Peter Kirk Community Center, PCS**



Jairid was hired in September 2017 as the Customer Service Supervisor located at City Hall. In May of 2021, Jairid moved to the Peter Kirk Community Center as the Recreation Supervisor. Jairid holds a bachelor's degree in Law & Justice with a specialization in Law Enforcement. Jairid previously spent 9.5 years, full-time, with the Redmond Parks & Recreation as a Recreation Program Assistant and prior to that held miscellaneous part-time positions with the City of Redmond since he was 16. He has also worked as a Park Ranger for the City of Bellevue since 2003. Jairid is also a member of King County Search & Rescue and spends many hours each year training and responding to missions to assist lost or injured hikers.





**Jeff Rotter**, Parks Maintenance Supervisor, PCS



Jeff Rotter is one of three Supervisors in Parks Management. Jeff oversees the maintenance of the City's athletic fields and the maintenance and operation of the City of Kirkland Cemetery. He has lived in Kirkland for more than 55 years and feels privileged to help maintain the same fields he grew up playing on in his youth. Jeff played four years of collegiate baseball and graduated with a four-year degree from Northwest Nazarene University in Nampa, Idaho. He is a skilled Sports Turf Manager and feels honored to have worked in the City of Kirkland's Parks and Community Services Department for 25 years. It's rewarding to know his team's work has a positive impact to the quality of life for the people that live and recreate in Kirkland.

**Jodie Galvan**, Parks Operations Supervisor, PCS



Jodie Galvan grew up chasing long-toed salamander and Pacific chorus frog tadpoles in the drainage swale outside of the public library in Federal Way and exploring the farmlands and foothills of Enumclaw. She has a master's degree in Environmental Science and a bachelor's degree in Wildlife Resources both from the University of Idaho. She has more than 20 years of applied experience planning, implementing, monitoring, and maintaining ecological restoration projects in SE Idaho, Central California, and Western WA. Prior positions with The Nature Conservancy, Solano Resource Conservation District, Forterra, and Cascadia College provided opportunities for her to work across diverse landscapes including rangelands, farms, wetlands, urban streams, rivers, forests, and prairies. Jodie is Kirkland's Parks Operations Supervisor for natural parks and open spaces. As part of this role she oversees the Green Kirkland Partnership, the Parks' Natural Areas crew, and the City's WCC Crew (Washington Conservation Corps). Jodie is a Certified Ecological Restoration Practitioner and maintains LEED AP, and CPRP credentials. She has taught Landscape Architecture and Sustainable Practice courses and does her best to learn every day from the people that cared for these lands long before us and the people we share these lands with today.

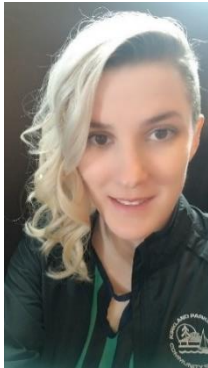
**Maryke Burgess**, Recreation Supervisor, PCS



Maryke Burgess was hired in June of 2021 as the PCS Recreation Supervisor in support of recreation operations at City Hall, special events, communications, rentals, and other projects, and leads a team of three full-time staff. She has a Bachelor of Arts in Recreation Management from Eastern Washington University. She is currently the King County Region Director of the Board with the Washington Parks and Recreation Association (WRPA). She previously worked as the Business Supervisor for Everett Parks and Community Center Manager for the City of Marysville. Now, as the Recreation Supervisor with Kirkland, her dedication to improving business practices and creating strong communities is her passion. During the last decade, she's developed programs for seniors, managed community centers, coordinated special events, and led numerous administrative projects.



**Heather Lantz-Brazil**, CPRP, CAP, CNP, Administrative Assistant, PCS



Heather has been the Parks and Community Services department's Administrative Assistant since March of 2018. Her favorite park in Kirkland is Totem Lake Park where she takes her two young kids to play. During the 2022 Kirkland Parks, Recreation and Open Space Master Plan process, she filled the Management Analyst role. Heather is a certified Administrative, Nonprofit, and Park and Recreation professional. She moved to the Pacific Northwest in 2016 with her family after serving as a Special Operations Force Support Officer in the United States Air Force. Her career is supported by a Bachelor of Science in Recreation and Sport Management and advanced military leadership and professional training.

**Hillary De La Cruz**, Management Analyst, PCS (she/her)



Hillary was hired in May 2022 to support everything related to the potential parks ballot measure(s). She will facilitate aspects of PFEC meetings, coordinate curriculum, and work with staff to answer questions from PFEC members. She has bachelor's degrees in Psychology and Hispanic Studies from Connecticut College, and completed her master's degree in Public Administration from the University of Washington in June 2022. While at UW, Hillary worked as the Shoreline City Manager's Office Fellow. She previously worked for the Seattle/King County Coalition on Homelessness and has ballot initiatives and local policy campaign leadership experience. Hillary serves as a member of King County's Citizens' Election Oversight

Committee and is passionate about ensuring that community members are well connected to and included in local government processes.

**Jules Diddle**, Recreation Coordinator – Peter Kirk Community Center, PCS



Jules started as the City's Aquatics Coordinator in 2019. She has over 10 years of experience in aquatics and recreation programming in a variety of roles and at both indoor and outdoor facilities. She is a certified Lifeguard Instructor and has trained over 300 lifeguards since 2013. In 2022 she took on additional responsibilities to provide teen programming in Kirkland. With help from Program Assistant Abbie Wenick, she created a tween and teen outdoor adventure program with funding from a SEEK Grant. Originally from the Pittsburgh, PA area, Jules has enjoyed exploring the Pacific Northwest and looks forward to expanding aquatic and teen programming to serve the needs of the growing Kirkland community.



**Loni Rotter**, Program Assistant – Peter Kirk Community Center, PCS



Loni Rotter is a Program Assistant at the City of Kirkland Parks and Community Services Department. Loni assists with all senior programs, Aquatics programs and youth programs. Loni was born in Kirkland at the old Kirkland Hospital and still lives in Kirkland. Loni graduated with a 4-year degree from Northwest Nazarene University in Nampa, Idaho. Loni started with the Parks Department as a part time employee working at NKCC for 5 years until she became a full-time employee with the City. Loni worked at City Hall and then moved back to the community Center setting where she enjoys talking to and working closely with the seniors of Kirkland. Loni has worked for the Parks Department for 22 years total and enjoys working in the community she grew up.

**Sarah Rock**, Communications Program Specialist, PCS



Sarah has worked in a variety of roles since joining the Parks and Community Services department in 2016. She started at the Peter Kirk Community Center where she enjoyed helping Kirkland seniors and community members find programs and services to meet their needs. She has a master's degree in Library Science and started her career as an "Internet Librarian" at the U.S. Environmental Protection Agency. She has been an active PTA volunteer in Lake Washington School District for the past seven years where discovered her passion for community outreach and communications. She is excited to work for the City of Kirkland's Parks and Community Services Department as a Communications

Program Specialist.

**George Dugdale**, Financial Planning Manager, Finance and Administration

George Dugdale manages Kirkland's Financial Planning team, which is responsible for the City's operating and capital budgets. George is originally from the UK and moved to the Seattle area in 2011 to attend the Evans School of Public Policy and Governance. After completing his master's degree in Public Administration, he started with the City of Kirkland as a Budget Analyst in 2013. Between 2013-2018 George worked alongside almost every City department in various budget related roles. After spending two years at the City of Seattle, George has been back as the Kirkland's Financial Planning Manager since December 2020. Outside of work George enjoys watching and playing soccer, although with two young children most of his spare time is spent trying to keep up with their energy.



## PFEC Meeting Schedule

PFEC Meeting Date	Location	Topic
Thursday, September 15, 5:30 – 7:30 p.m.	Juanita Beach Park	Welcome, Teambuilding, Overview, Juanita Beach Park Tour
Thursday, September 29, 5:30 – 8:00 p.m.	Peter Kirk Park and Community Center	Peter Kirk Park and Community Center Tour, Teambuilding, Benefits of Parks & Recreation
Thursday, October 13, 6:00 – 8:30 p.m.	Virtual via Zoom	Parks & Rec 101: Current Operations & Future Possibilities: Maintenance Focus
Thursday, October 27, 6:00 – 8:30 p.m.	Virtual via Zoom	Parks & Rec 101: Current Operations & Future Possibilities: Recreation and Administrative Focus
Thursday, November 10, 6:00 – 8:30 p.m.	Virtual via Zoom	Facility Feasibility Study Update
Thursday, December 1	In-person tour	Tour of Aquatics Center in another municipality
Thursday, December 8, 6:00 – 8:30 p.m.	Virtual via Zoom	Kirkland Budget, Funding Mechanisms & Ballot Measure History
Thursday, January 12, 2023, 6:00 – 8:30 p.m.	TBD, most likely in-person	Feasibility Study Results: Investment options to bring Kirkland Community Members Parks services and Recreation programs they want!
Thursday, January 26, 6:00 – 8:30 p.m.	TBD, most likely in-person	Project Selection Criteria & Begin Project Selection and Funding Mechanism Conversation
Thursday, February 9, 6:00 – 8:30 p.m.	TBD, most likely in-person	Project Selection and Funding Mechanism Conversation
Thursday, February 23, 6:00 – 8:30 p.m.	TBD, most likely in-person	Final Recommendations for Council & Celebration
Tuesday, March 7, 6:00 – 8:30 p.m.	TBD, most likely in-person	Tentative date for PFEC to present recommendations to Council

This schedule may be slightly adjusted as PFEC begins work.





## PFEC Member Position Description

The following is the position description shared in August 2022 while recruiting PFEC members.

### **Parks Funding Exploratory Committee Position Description**

*Community Members creating recommendations for potential 2023 Parks ballot measure(s)*

#### **Why a Parks Funding Exploratory Committee?**

Community feedback over the past few years, including from over 4,700 Kirkland community members who provided input as part of the 2022 [Parks, Recreation and Open Space \(PROS\) Plan](#) update, has shown a strong desire to add an aquatic center and additional indoor recreation space in Kirkland. Community members also want year-round access to restrooms, a strengthened trail network, better lighting and parking at facilities, increased maintenance of parks, pickleball courts, diverse and inclusive recreation programming, and more.

The City Council has heard that the community wants fast action to deliver improvements, enhancements and expansion of parks and recreation services identified during the PROS Plan update. On March 1, 2022, the City Council adopted resolution R-5514 directing staff to:

*Explore potential comprehensive Parks ballot measure options to be placed before Kirkland voters in 2023 for the purpose of maintaining and expanding natural areas, open spaces, aquatic and recreational facilities, and program opportunities that enhance the health and wellbeing of the community to further the goals of abundant parks, open spaces, and recreational services.*

The City Council is looking for input from Kirkland community members, groups, and businesses to help identify the right elements to include in potential November 2023 ballot measure(s) and the appropriate funding mechanism(s) that could be part of the ballot measure(s).

To carry out this important work, on August 3, 2022, the City Council approved the formation of a Parks Funding Exploratory Committee (PFEC) to determine the highest priorities for parks and recreation and provide recommendations to the City Council regarding what capital and operating elements and funding mechanisms the ballot measure(s) should include.

#### **PFEC Composition**

PFEC should be comprised of members who reflect the diversity of the Kirkland community, including with respect to race; ethnicity; gender; sexual orientation; gender identity; the presence of any sensory, mental, or physical disability; status as a homeowner or renter; neighborhood; family composition; languages spoken; policy perspective; and age.

Additionally, the City seeks members who represent these types of activity/interest or identity groups:

- Service Clubs of Kirkland
- Affordable Housing Provider
- Affordable Housing Resident
- Organized Aquatics
- Outdoor Field Sports
- Outdoor Court Sports
- Indoor Sports
- Fitness and Training
- Informal/Pickup Sports
- Lifelong Learning Activity
- Performing Arts
- Parent with school-age children at home
- Health and Wellness
- Large Business
- Small Business
- Youth
- Seniors
- Renter
- Disability and/or neurodiverse community members



PFEC will be made up of 30-50 Kirkland community members volunteering their time including:

- Chaired by Councilmember Kelli Curtis
- 20-30 members will represent specific organizations that City Council asked to participate in PFEC
- 10-20 at-large members will be chosen through an open application process with an emphasis on activity and interest groups

### **PFEC Process**

PFEC will meet twice a month from September 2022 through February 2023. The Committee will compile and make recommendations to City Council in the spring of 2023 regarding what the potential ballot measure(s) should include. Based on community input, City Council will make a final decision on the ballot measure(s) in late spring or early summer of 2023.

Meetings in September will begin with PFEC members getting to know one another and an educational process on parks and recreation (including tours), funding history, background on Kirkland's budget, and conversation about available ballot measure funding mechanisms. PFEC members will also discuss what the City learned from the PROS Plan community engagement and what community members' greatest needs are. City staff and consultants will provide PFEC members with detailed cost and feasibility information related to potential investments named in the PROS Plan and identified by PFEC, City Council, the Park Board, and community members. Based upon their review of comprehensive information, PFEC members will make recommendations to Council for what capital and operating elements and funding mechanisms the potential ballot measure(s) should include.

### **PFEC Member Role**

The City greatly appreciates the time of PFEC volunteer members, who are asked to:

- Attend at least 90% of PFEC meetings (2-3 hours each, typically on Thursday evening – see attached meeting schedule)
- Care about parks and recreation in Kirkland
- Live, work or play in Kirkland
- Enjoy great food! Dinner from Kirkland restaurants will be provided at all meetings.
- Have time (2+ hours/week) to review materials provided by staff that will help inform PFEC recommendations
- Come with an openness to engage in conversation with people with diverse perspectives
- Agree to PFEC agreements of how to interact with one another in the group, to be written collaboratively during the first meetings
- Ask any questions that arise – all questions are good questions!
- Be committed to the City's efforts related to [diversity, equity, inclusion, and belonging](#)

### **The City will provide:**

- Dinner from Kirkland restaurants
- Educational meetings and tours of existing and model facilities
- PROS Plan information and other existing community input
- Transportation and childcare support as needed





## Background Materials

### Helpful Links

#### **Parks 2023 Ballot Measure(s) Website**

This website is the primary space online for information related to the potential ballot measure(s) and community process. All PFEC meeting agendas and presentation materials will be added to this website for community members to see.

<https://www.kirklandwa.gov/parks2023ballot>

#### **Parks and Community Services Department Reports**

The PCS annual report and monthly reports share information about parks, recreation programs, special events, human services initiatives, as well as data about maintaining Kirkland's parks and facilities! These reports are posted on the website and shared with Park Board, City Council and the general public.

<https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/About-Parks-and-Community-Services/Reports-and-Studies>

#### **Parks, Recreation and Open Space (PROS) Plan 2022 update**

The Parks, Recreation and Open Space (PROS) Plan is a six-year guide and strategic plan for managing and enhancing park and recreation services. It provides a vision for Kirkland's park and recreation system and establishes a path forward for providing high quality, community-driven parks, trails, open spaces, and recreational opportunities. The PROS Plan creates a framework that will allow the City to respond to new opportunities as they arise, and to ensure that parks, facilities and recreation programs meet the needs of Kirkland's residents, employees and visitors now and into the future. Over 4,700 Kirkland community members provided input as part of the 2022 PROS Plan update. This information will be vital during PFEC's work. The full report is at the link below. Staff will share highlights and point PFEC members to specific areas of the PROS Plan to review prior to PFEC meetings related to those topics.

<https://www.kirklandwa.gov/playitforward>



## Property Tax in Washington State

The Washington State property tax is one of the most complicated in the nation. This page provides an overview of property taxes in Washington State, including property tax limits, levy calculations, and banked capacity for local governments.

For a more comprehensive discussion of the intricacies of the property tax in Washington State, refer to MRSC's [City Revenue Guide](#) and [County Revenue Guide](#), or the Department of Revenue's [Property Tax Levies Operations Manual](#).

## Budget-Based Property Tax

Washington State has a budget-based system of property taxation. There are three main components to the property tax:

- Levy Amount
- Assessed Value (AV)
- (AV) Levy Rate

As part of the budget process, the taxing jurisdiction establishes the amount of property tax revenue needed to fund the budget. That amount needed to fund the budget is called the levy amount, or just simply the levy. It is the total amount to be collected from the taxpayers by a taxing district.

By November 30 of each year, the amount of taxes to be levied by taxing districts are certified to the county assessor. The county assessor then calculates the levy rate necessary to raise that amount of revenue by dividing the total levy amount by the assessed value of taxable property in the district.

By law, this number is expressed in terms of a dollar rate per \$1,000 of valuation. For example, a rate of \$0.00025 is expressed as \$0.25 per \$1,000 of assessed value.

## Property Tax Formula

Under the budget-based system, a taxing district establishes its desired levy amount first (subject to several restrictions), and then the assessed valuation is used to calculate the subsequent levy rate that property owners must pay. This formula is expressed as:

$$\text{Levy Amount} \div \text{Assessed Value (000s)} = \text{Levy Rate (per \$1,000 AV)}$$

## Property Tax Limits

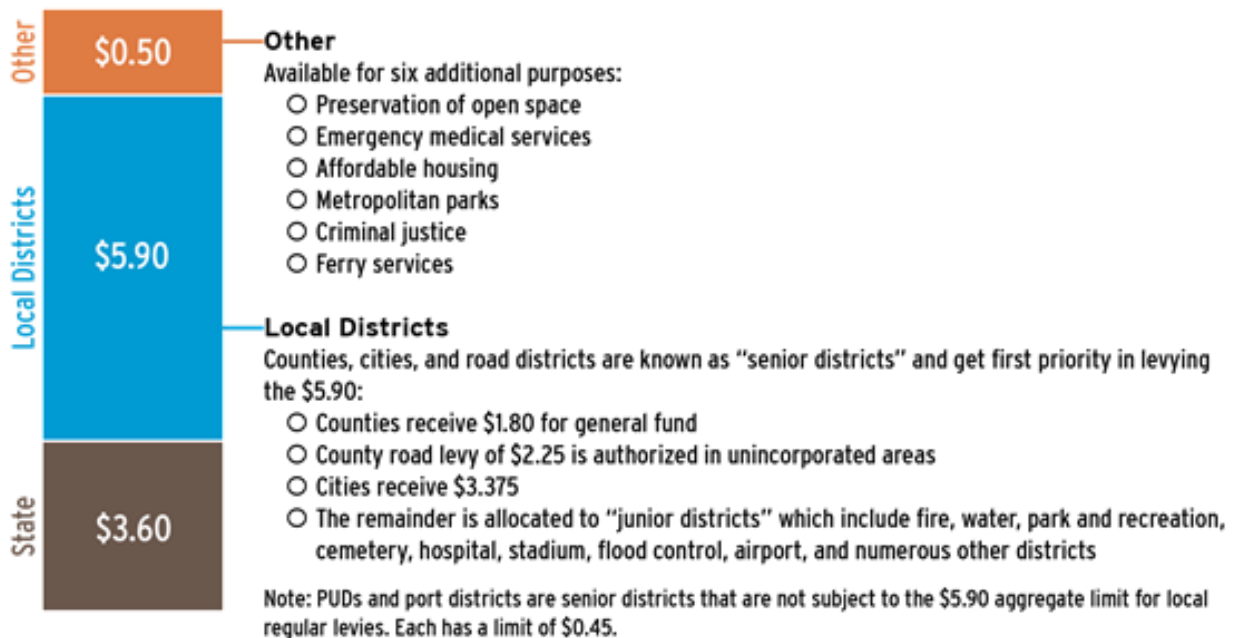
The property tax levy is constrained by the overall limits on the regular levy rate and the limit on annual levy increases.



## Regular Levy Rate Limits

The Washington State Constitution limits the annual rate of property taxes that may be imposed on an individual parcel of property to 1% of its true and fair value. Since tax rates are stated in terms of dollars per \$1,000 of value, the 1% limit is the same as \$10 per \$1,000 and is often referred to as the \$10 limit. Taxes imposed under this limit are termed "regular" levies, while those outside the limit are "excess" or "special" levies.

The following chart shows how the \$10 limit is allocated. The aggregate limit for cities, counties and most special districts is \$5.90 per \$1,000 assessed value.



## Special Considerations Relating to Levy Rate Limitations

**What if the sum of the levy rates imposed by the various taxing authorities goes over the limit?**

It's complicated. First, there are two limits:

- One is the 1% constitutional limit.
- The other is the \$5.90 limit on cities, counties and junior taxing districts.

If either of those limits are exceeded, then the junior taxing district levies involved must be reduced through prorationing. See [RCW 84.52.010](#).

Which levies are lowered in prorationing, by how much and in what order, depends upon whether the \$5.90 limit or the 1% limit has been exceeded. The Department of Revenue [Property Tax Levies Operations Manual](#) and [WAC 458-19-075](#) include step by step instructions for calculating prorationing. The Department of Revenue has developed Prorationing



Worksheets for both the \$5.90 Aggregate Limit ([REV 64 0097](#)) and the 1% Aggregate Limit ([REV 64 0096](#)) to help in making these calculations.

**Can a county raise its regular general fund (current expense) levy rate above \$1.80?**

A county can raise its general fund levy rate up to \$2.475 per \$1,000 AV, provided the total of the levy rates for the general fund and road fund do not exceed \$4.05 per \$1,000 AV and the increase in the general fund levy does not result in a reduction in the levy of any other taxing district through prorationing. See [RCW 84.52.043](#).

**What if my city has a firefighters' pension fund?**

If your city has a pre-LEOFF firefighters' pension fund, it can levy an additional \$0.225 per \$1,000 assessed valuation, resulting in a maximum levy rate of \$3.60 per \$1,000 AV (if it is not annexed to a fire or library district) or, if it is annexed, a maximum rate of \$3.825 minus the fire/library district levy rates (see below). See RCW [41.16.060](#).

**What if my city belongs to a fire and/or library district?**

For cities that belong to a fire district and/or a library district, the rules are a little more complicated. Nominally they have a maximum rate of \$3.60 per \$1,000 assessed value (or \$3.825 if they also have a pre-LEOFF firefighters' pension fund as described above). But, they can never collect that much because the levy of the special districts must be subtracted from that amount ([RCW 27.12.390](#) and [52.04.081](#)).

If no one in your city hall knows what rate the special districts are currently levying, your county assessor can help you.

The library district levy has a maximum rate of \$0.50 per \$1,000 assessed value ([RCW 27.12.050](#)) and the fire district levy can be as high as \$1.50 ([RCW 52.16.130](#), [52.16.140](#), and [52.16.160](#) each provide for a levy of \$0.50 per \$1,000 assessed value). Therefore, if a city belongs to both a fire district and a library district, and if these districts are currently levying their maximum amount, then the city's levy rate can be no higher than \$1.60 ( $\$3.60 - 1.50 - 0.50 = \$1.60$ ).

If, for some reason, one (or both) of the special districts is not currently levying the maximum amount, the city's current levy could be higher. For instance, if the fire district is only levying \$1.00 per \$1,000 assessed value, the maximum city levy rate would be  $\$3.60 - 1.00 - 0.50 = \$2.10$ . But, if the fire district raises its levy rate in the future, then the city must reduce its levy rate by the same amount so that the total is never above \$3.60. Such a forced reduction can cause fiscal problems if it is not anticipated.

**Levy Increase Limit**

In addition to the limit on the overall levy rate, there is a 1% limit on the amount an individual taxing district can increase the property tax levy (the total amount of taxes that will be collected) each year.

In Washington, property tax increases are not based on the increasing value of properties, but rather the amount of the property taxes that were assessed in the prior year. Each year's levy may be increased by no more than 1%, unless the public votes for a greater increase (commonly called a "levy lid lift") or the jurisdiction uses banked capacity (see levy. Taxes on new construction, changes in value of state-assessed utility property, and newly annexed



property (hereafter referred to as "add-ons") are exempt from the limit factor for taxing districts of any size and may be added to the tax levy that is requested under the limit factor. See [RCW 84.55.010](#) and [WAC 458-19-035](#).

## Calculating the Property Tax Levy

The complexity of the property tax means that year-to-year changes in collected taxes may not be intuitive. Glenn Olson, former Deputy County Administrator of Clark County, developed the below examples of how property tax bills may change based on various factors.

### Example #1

Imagine a county that has only one parcel and one house that is brand new. This property is worth \$100,000. As its only property, its value is also the entire assessed value of the county. Suppose further that the levy rate in that county is \$2.00. That means this property owner must pay \$2.00 for each \$1,000 that his or her property is worth.

In the first year after its construction, the taxes on that home would be calculated as follows:

**Assessed value of the county in thousands (\$100) x Levy rate (2.00) = Tax bill and Year 1 levy (\$200.00)**

The only time taxes are calculated this way is for new construction – i.e. the first year after the home is built. In every following year it works differently.

In Year 2 the county may only increase its levy by 1%. So, following our example:

**Last year's levy (\$200) + Additional 1% (\$2.00) = Tax bill and Year 2 levy (\$202.00)**

Let's assume the value of this county's one home doubled from \$100,000 in Year 1 to \$200,000 in Year 2. Its tax bill would still be \$202.00. No matter how much the assessed value in the county increases, its levy may increase only 1%. So, the county adjusts the levy rate to make it fit the new assessed value:

**New levy amount (\$202.00) ÷ New assessed value in thousands (\$200) = New levy rate (1.01)**

Any new homes that might be built in Year 2 would be taxed at this new levy rate.

### Example #2

Now suppose our imaginary county had started with two new homes, but that each one was worth only \$50,000. The assessed value would still total \$100,000 in year 1.

With the same \$2.00 levy rate, the levy in the first year would still be \$200. But instead of one home paying the entire levy, the two equal-value homes would split the levy equally and pay \$100 each. In year 2 the levy would still increase by only 1% to \$202. And if the value of both homes together increased to \$200,000, the levy rate would still drop to 1.01.



But suppose to get to that \$200,000 value, one home tripled in value to \$150,000 and the other stayed the same at \$50,000. Then their respective tax bills would look like this:

Year 1			
	Home 1	Home 2	Countywide Total
AV (in thousands)	\$50	\$50	\$100
Times the levy rate	x \$2.00	x \$2.00	x \$2.00
For a tax bill of:	\$100	\$100	\$200
Year 2			
	Home 1	Home 2	Countywide Total
AV (in thousands)	\$150	\$50	\$200
Times the levy rate	x \$1.01	x \$1.01	x \$1.01
For a tax bill of:	\$151.50 (52% increase)	\$50.50 (50% decrease)	\$202 (1% increase)

The total levy is still \$202, but more of it is borne by the home that increased in value and less of it by the home that did not increase. The total countywide levy increased the maximum 1%, but the tax bill for Home 1 increased by 52% while the tax bill for Home 2 decreased by 50%.

Assessed value only determines a home's share of the levy. If all home values were to change by the same percentage, then each home's share of the levy would stay the same and everyone's taxes would increase by exactly 1%.

## Complications

The above examples are extremely simple. In reality, one home is usually in several taxing districts that overlap. Voted levies, levy shifts, excess levies, or levy lid lifts may be in effect, or a jurisdiction may be tapping its "banked" capacity (see below). And finally, fees for numerous things from improvement districts to utilities may show up on a tax bill. These all affect what looks like our property tax bill.

But at the core of our property tax system, taxes may only increase by 1% per year unless local governments (1) tap banked capacity, or (2) seek voter approval through a levy lid lift or excess levy.

## What is Banking Levy Capacity?

Some taxing districts have levied less than the maximum amount allowed over the years. [RCW](#)





[84.55.092](#) allows these districts to retain the right to use that "banked" capacity at some future date. Thus, when comparing a district's current year levy to their prior levy it may reflect a change of more than 1% if they are using their banked capacity or less than 1% if they don't feel they need the levy increase. Many districts have never used that capacity even though they could have done so at any time.

Here are two examples:

- Assume that for this year a city had the assessor set a tax rate that resulted in the same levy as last year plus add-ons. (It did not take the allowable 1% increase.) When doing the budget for next year, however, the city realizes that it needs more revenue from the property tax because sales tax receipts have fallen off. [RCW 84.55.092](#) allows the city to ask the assessor to set a tax rate for next year that raises the levy by 1% and then 1% again  $1.01 \times 1.01 = 1.0201$  for a compounded increase of over 2% (assuming that it does not put the city over the statutory levy rate limit.)
- Now, let's examine a more complicated case where a city actually lowers its tax rate. Assume that during the current year (2018), a city has experienced a revenue windfall and has more money than it needs to fund the 2019 budget. It could put the excess funds in a contingency fund or a "rainy day" fund, but the city council decides to give the taxpayers a break by lowering the property tax for 2019. During 2019 it receives no revenue windfall and it needs more property tax revenue for the 2020 budget. [RCW 84.55.092](#) allows it to levy the maximum amount that it could have levied in 2019, plus an additional 1% unless that puts the city over the maximum statutory rate. In 2019 it didn't use its maximum taxing capacity, but it didn't lose it because it can "bank" the extra capacity.

### How do we bank capacity?

The statutory authority for banking capacity is provided in [Chapter 84.55 RCW](#). The chapter provides procedures for two different classifications that are defined in [RCW 84.55.005](#) as taxing districts with populations less than 10,000 and all others (meaning 10,000 or more in population).

Assuming that you have held your public hearing on revenue sources for the general fund as required by [RCW 84.55.120](#) and the legislative body has determined that they do not need the entire 1% increase as allowed by law, you must adopt an ordinance or resolution specifically stating what the increase, if any, may be. This must be stated in terms of both dollars and percentage. Even if you are not increasing your property tax levy, you should adopt an ordinance/resolution saying that you are increasing your levy by \$0.00 which is a 0% increase. This will bank the unused capacity of your levy.

Below are the most important procedures that jurisdictions must follow. The Department of Revenue provides [detailed guidance](#) on procedures related to increasing property tax revenue.

### Taxing Districts with Populations Under 10,000

The taxing district must adopt an ordinance or resolution for increasing property tax revenue, and levying a percentage increase less than 1% will automatically "bank" capacity. Without the



resolution, the district cannot bank excess levying capacity.

### **Taxing Districts with Populations of 10,000 or More**

Taxing districts with a population of 10,000 or more may only increase their levy by 1% or the implicit price deflator, whichever is less. If the implicit price deflator, released each year in late September, is greater than 1%, then the procedures are the same as those for populations less than 10,000.

However, if the implicit price deflator is less than 1%, the jurisdiction may not increase its levy (or bank the capacity) beyond the IPD rate. For instance, if the IPD is 0.5% and the jurisdiction chooses not to increase its levy, it may only bank a 0.5% increase for that year under the normal procedures.

But there is an exception – if the IPD falls below 1%, the jurisdiction may increase its levy beyond the IPD rate and up to the full 1% by adopting an ordinance or resolution making a finding of "substantial need." If the jurisdiction chooses not to increase its levy, it may bank the excess capacity beyond the IPD rate and up to the full 1% by adopting an ordinance or resolution making a finding of "future substantial need" (see example 2).

For more information on this process, see our page [Implicit Price Deflator](#).

### **Using Banked Capacity**

While jurisdictions may bank capacity for later use, they are still limitations on its use based on the maximum allowable levy, which can be obtained from the assessor. Below is an example of the procedures for using banked capacity.

Assume that the maximum allowed levy amount is \$110,000 for the levy you made in 2017 for 2018 and the city only levied \$100,000 for 2018. When making a levy for 2019, the assessor will raise the maximum allowable levy by 1% to \$111,100 ( $\$110,000 \times 1.01$ ) exclusive of add-ons. If the city increases its current levy by 1%, it would be \$101,000 ( $\$100,000 \times 1.01$ ) plus add-ons, so it has \$10,100 of banked capacity.

In this example, the city wants to increase the levy by \$7,000. When you write your resolution/ordinance to satisfy the requirement for [RCW 84.55.120](#), you put \$7,000 in the blank that gives the dollar amount of the increase over the actual levy from the previous year – 2018 (excluding "add-ons") – representing a percentage increase of 7% ( $\$7,000/\$100,000$ ). \$1,000 of the increase comes from your 1% annual limit. For the other \$6,000, you have used banked capacity.

When you complete the levy certification form, you put in \$107,000 plus the dollar amount of "add-ons" as the amount of the regular property tax levy in the [levy certification form](#).



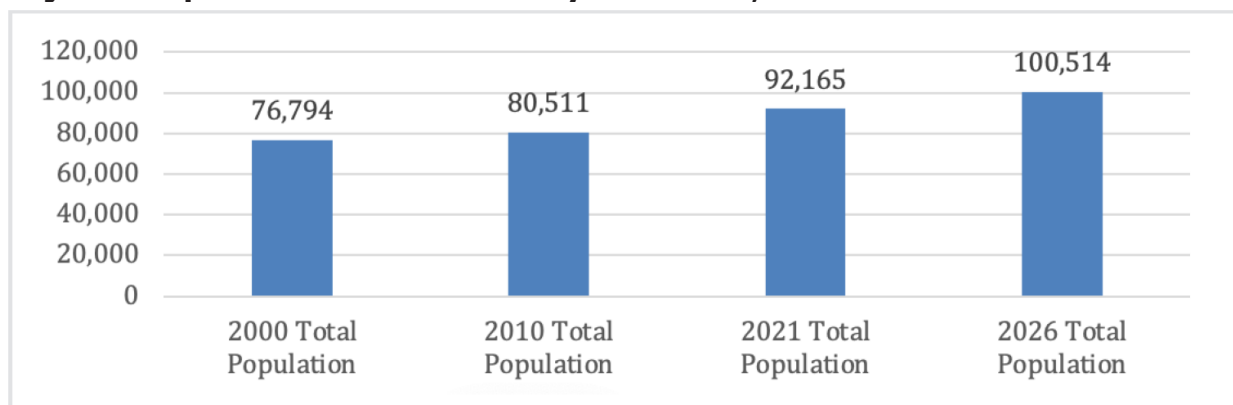
## Kirkland at a Glance

Founded.....1888  
Incorporated.....1905  
Population.....92,165  
Elevation.....18 to 534 feet  
Land Area.....18 square miles  
Miles of City Streets.....257  
Miles of City Sewers.....136  
Miles of Water Lines.....179  
Residential Dwellings.....39,995  
City Employees.....638  
(Full-Time Equivalents)

## Demographics

### *Population*

#### **Projected Population Growth in the City of Kirkland, 2000 – 2026:**



During the last decade, the City experienced an annual growth rate of 1.20%, which is expected to increase to 1.77% between 2021 and 2026. If this growth rate continues, the population could reach 100,514 in 2026. The average household size in the City of Kirkland was estimated at 2.31 in 2010 and increased only slightly to 2.33 in 2021.

### *Household Income*

In 2020, 6.4% of City households were below the poverty level. In 2021, the median household income was \$124,861. The household income in the City was higher than the State of Washington (\$78,111) and the United States (\$64,730). In addition, the City of Kirkland has over 27% of households who earned \$200,000 or more, significantly higher than the national and state comparisons. A family of four with an income of \$72,000 is considered low income in King County.



### *Race and Ethnicity*

The City is increasingly becoming more diverse over time:

	2010	2021	% Change
<b>Hispanic</b>	6.72%	8.08%	1.36%
<b>Two or More Races</b>	4.46%	5.48%	1.02%
<b>Other Race</b>	2.70%	3.20%	0.50%
<b>Pacific Islander</b>	0.25%	0.30%	0.05%
<b>Asian</b>	11.33%	17.25%	5.92%
<b>American Indian/Alaska Native</b>	0.42%	0.40%	-0.02%
<b>Black/African American</b>	1.72%	2.12%	0.40%
<b>White</b>	79.12%	71.24%	-7.88%

On February 21, 2017 the City Council adopted Resolution R-5240 declaring Kirkland a safe, inclusive, and welcoming community for all people. Since that time, the City has embarked on several initiatives related to diversity, equity, inclusion, and belonging across all City departments. Information about this work, including the City's Diversity, Equity, Inclusion, and Belonging 5-Year Roadmap, is here: <https://www.kirklandwa.gov/Government/City-Managers-Office/Diversity-Equity-Inclusion-and-Belonging>

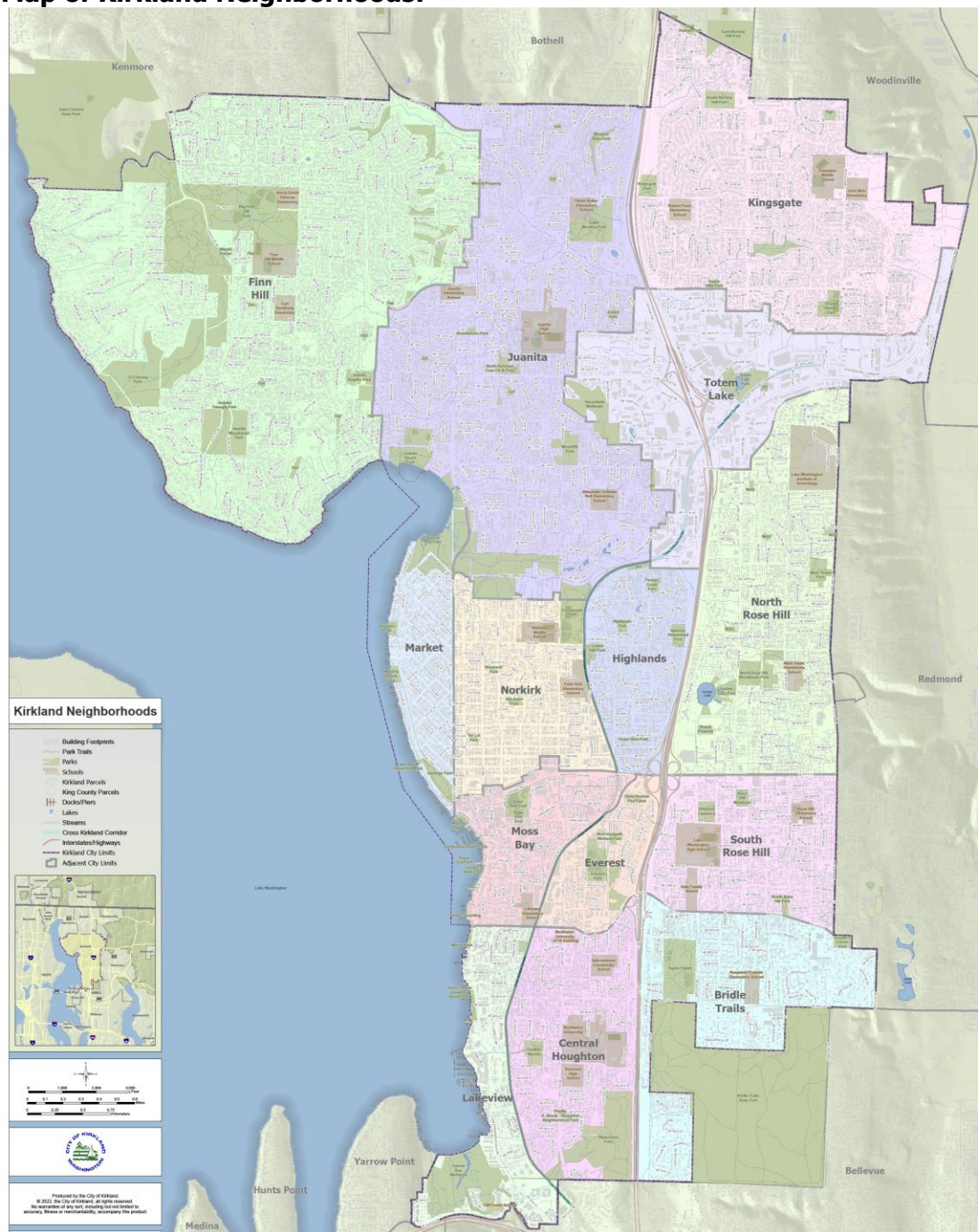
### *Kirkland Neighborhoods*

Neighborhood	2021 Total Population
Central Houghton	4,275
Everest	1,396
Evergreen Hill	13,847
Finn Hill	16,580
Highlands	2,727
Juanita	19,211
Lakeview	3,198
Moss Bay	5,771
Market	1,900
Norkirk	4,237
North Rose Hill	8,856
South Rose Hill/Bridle Trails	6,405
Totem Lake	3,762

There are 13 neighborhoods in Kirkland. The City's Neighborhood Services Program supports civic engagement for the City of Kirkland, including supporting Kirkland's Neighborhood Associations that each lie within the neighborhood boundaries. Visit <https://kirklandwa.gov/neighborhoods> for a more detailed version of the neighborhoods map and to learn more about the Neighborhood Services Program and Neighborhood Associations.



## Map of Kirkland Neighborhoods:



## Maps of Kirkland Parks

PCS produces the Kirkland Parks, Facilities, & Trails Guide online and in print version. This is included in your binder and available online:

<https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Find-a-Park/Parks-Facilities-and-Trail-Guide>





## Waiver for tour riding in a city vehicle

### **PERMISSION TO RIDE IN CITY VEHICLE, ASSUMPTION OF RISKS AND WAIVER**

I, \_\_\_\_\_ ("participant"), request permission to ride as a passenger on \_\_\_\_\_ (date) in a vehicle owned by City of Kirkland. No payment has been requested, given, or will be given to City of Kirkland or its agents should permission be granted. I acknowledge that any permission granted to me creates no employment or agency relationship, and may be revoked at any time for any reason without prior notice. I understand that this activity may involve uncertainty, unpredictability, and the risk of serious injury and/or death. I further understand that my participation in this activity is only made possible by my willingness to assume the risks which may be involved. Should permission be granted, I will be riding totally at my own risk and I am willing to assume all risks involved, including the risk of serious injury and/or death.

I have been advised via this document that the City of Kirkland does not provide Uninsured, Underinsured, Med Pay or Personal Injury Protection insurance coverage.

### **PARTICIPANT WAIVER OF LEGAL LIABILITY**

BASED UPON THE INFORMATION ABOVE, and in consideration for granting my voluntary request to ride as a passenger in a vehicle owned by City of Kirkland, and being fully aware of the risks involved, I hereby release and hold harmless the City of Kirkland and its officials, employees, volunteers and agents and agree to waive any right of recovery that I may have to bring a claim or lawsuit against City of Kirkland for any property damage, bodily injury, death or other harmful consequences occurring to me in any way arising out of my voluntary participation in the activity.

I authorize any necessary emergency medical treatment that might be required for me in the event of my physical injury and/or accident to me while participating in this activity.

YES ☐ NO ☐ (Initial) \_\_\_\_\_

Participant Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_





# Meeting #1: September 15, 2022: Welcome, Teambuilding, Overview, Park Tour

## Pre-Meeting Reading & Tasks

Thank you for saying “yes!” to joining PFEC and bringing your experience to this important community leadership role. Prior to the first meeting, PFEC members are asked to:

- ☐ Complete brief PFEC member survey (emailed by Sarah Rock)
- ☐ Skim background materials
- ☐ Read draft PFEC Charter and be prepared to provide feedback about PFEC Meeting Norms during the brief PFEC Charter conversation at the meeting. You can send any thoughts about the charter to Sarah Rock and Hillary De La Cruz.
- ☐ Send dinner order to Sarah Rock by 5pm two days prior (September 13, 2022).

## Meeting Details

**Thursday, September 15:** 5:30 – 7:30 p.m.

**Location: Juanita Beach Park.** Meet under picnic shelters. Part of meeting will include tour around the park.

**Details:** Dress for the weather; Pick up your sack dinner meal from Jersey Mike’s Subs at the picnic shelter.

### Agenda overview:

Time	Topic	Leading
5:30 p.m.	<b>Welcome</b> (while eating dinner)	Councilmember Kelli Curtis
5:35 p.m.	<b>Agenda overview, Introductions</b>	Hillary De La Cruz, All
5:55 p.m.	<b>What brought us here today? PROS Plan, PFEC establishment &amp; charge</b>	Kurt Triplett, City Manager Lynn Zwaagstra, Director
6:10 p.m.	<b>Committee Chartering</b>	Pat Hughes, Facilitator
6:30 p.m.	<b>Break (10 minutes)</b>	
6:40 p.m.	<b>Teambuilding Activity</b>	Jairid Hoehn, Adam Quaintance
6:50 p.m.	<b>Park Tour in affinity groups</b>	Tour leads: Jason Filan, Jodie Galvan, John Lloyd, Lynn Zwaagstra
7:20 p.m.	<b>Closing</b>	

*Introduction prompt: Please share your name, pronouns, organization, or group you are representing here (if you are representing one). Please also share in what part of Kirkland you live or work.*



**Presenters and Staff at today's meeting:**

- Kurt Triplett, City Manager
- Lynn Zwaagstra, Director, Parks & Community Services
- Adam Quaintance, Recreation Supervisor
- Heather Lantz-Brazil, Administrative Assistant
- Hillary De La Cruz, Management Analyst
- Jairid Hoehn, Peter Kirk Community Center Supervisor
- Jason Filan, Parks Operation Manager
- Jodie Galvan, Parks Maintenance Supervisor
- John Lloyd, Deputy Director
- Sara Shellenbarger, Recreation Manager
- Sarah Rock, Communications Program Specialist
- Pat Hughes, Trillium Leadership Consulting

