



CITY OF KIRKLAND
Department of Parks & Community Services
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Lynn Zwaagstra, Director
John Lloyd, Deputy Director

Date: April 22, 2019

Subject: JOINT COUNCIL AND PARK BOARD MEETING

RECOMMENDATION:

That the City Council receive some background information pertaining to recommended agenda items for the joint City Council and Park Board meeting.

BACKGROUND DISCUSSION:

Each year, City Council and the Park Board typically have a joint meeting. Topics focus on top City Council and Park Board priorities. At the April 2019 Park Board meeting the Board recommended the following topics for discussion with City Council. At the April 23 Council meeting, the Council concurred with the City Manager recommendation to also review the Park Board Work Plan at the joint meeting. The Park Board welcomes discussion on any other topics City Council wishes to include during the study session.

Draft Agenda for joint City Council/Park Board meeting on May 7, 2019 at 6pm

1. Off Leash Dog Areas
2. Park Board Work Plan
3. Indoor Recreation and Aquatics Facility

Where pertinent, background information on these topics are presented below.

Off Leash Dog Areas

In February 2015 the Park Board received a proposal for expanding off-leash dog opportunities in Kirkland parks from a committee comprised of members of the Park Board, Kirkland Dog Off-leash Group (KDOG—now inactive) and staff. This committee worked extensively on this proposal over the course of a year to develop a robust program of designated off-leash dog areas (DOLA's) throughout the park system. The impetus for the proposal stems from years of community interest in creating opportunities for off-leash dog activity; a history of these initiatives is included in **Attachment A**. The Park Board was generally supportive of this proposal and recommended that it go forward to City Council.

Staff presented the proposal to the City Manager and the City Council's Public Works, Parks, and Human Services Committee in 2015. While the Committee and City Manager were

intrigued by the concept, they expressed concern about the level of effort and organizational resources necessary to conduct public outreach and institute the pilot program at that time. Staff received direction to prepare a public involvement plan that could be implemented in 2016. However, it was determined that some resources would be needed to proceed with an outreach plan; a service package for 250 hours of a Program Assistant to support the project was approved for the 2017-2018 budget cycle.

At the January 2018 City Council Park Board Joint Study Session, the Park Board shared their interest in conducting public outreach for this DOLA concept. The Study Session concluded with an agreement that the next step toward creating more off-leash dog opportunities is a public engagement process to more accurately determine need, interest and support. This community input is the foremost information to be assessed; additional steps would involve compiling and providing more specific information pertaining to enforcement, benchmarking, risk management, costs and logistics.

In response to new community and City Council guidance on creating thorough and transparent community engagement processes, the City Manager's Office formed a new Civic Engagement team in 2018. The team's role is to assist department's in the creation and implementation of public participation processes. The Civic Engagement Team consists of cross-departmental members who have public participation training and experience. Thus, Parks and Community Services staff consulted with this team as work began on the off-leash dog outreach process. The outreach initiative was conducted over four months in three phases: 1) Roadmap 2) Fieldwork and 3) Reports. [A report](#) has been prepared that reflects a culmination of outreach and the findings.

On March 13, 2019, Park Board received a presentation by James Lopez, Assistant City Manager, which summarized the findings of the report. Based on these findings, staff sought feedback from Park Board on possible next steps. Park Board deliberated, and the following recommendation was passed by majority vote and is being conveyed to City Council for consideration.

"The Park Board recommends that staff proceed with developing options for off leash dog opportunities that include various configurations for further consideration by the Park Board and Council with a focus on areas underserved by dog parks."

Staff have invited James Lopez, Assistant City Manager, to briefly present the findings to Council at the joint meeting to initiate further discussion with Park Board. Staff is seeking direction from City Council on the Park Board's recommendation. If the City Council concurs with the Park Board, staff will prioritize the effort in the existing 2019-2020 workplan, anticipating an estimated 6 – 12 month timeframe to develop these options. Staff will present the options to Park Board for feedback to bring to City Council for final approval. This would include several options for adding new fenced and unfenced dog areas, including anything needed to make each option successful, such as enforcement, construction, signage, accessibility and maintenance.

Park Board Work Plan and Priority Items

The Park Board recently adopted their 2019-2020 work plan (**Attachment B**). This work plan was developed from three major sources: City Council and City priorities, Park Board projects, and high priority Parks and Community Services Department needs. These Department needs centered around critical safety, risk management and infrastructure needs. While many other

interests for the work plan exist, staff and financial resources were not adequate to support additional work plan items. Several items were deferred, and new items were prioritized according to how it pertained to Council and City priorities.

The work plan is divided into three different sections outlined below.

- Work Plan Items – These are items that require discussion and action, either by Park Board or by staff. The column for “Park Board Role / Responsibility” gives a more detailed indication of what type of action is anticipated. The 2 primary forms of action are “input or feedback” and “recommendation”.
 - Input or Feedback – Staff utilizes input and discussion to shape their efforts on the specified subject. Most typically, feedback is used on operational items or in the early phase of a project.
 - Recommendation – Staff is looking to receive a formal recommendation. Most typically, this would be directed towards a policy subject, planning or park development. Oftentimes these recommendations are presented to City Council.
- Information Items – Items of which Park Board should be aware or are of special interest to the Board or the community.
- Educational Items – Items are educational in nature for general knowledge about Department functions.

Following the Cost Recovery study completed in 2018, the Park Board has prioritized and supports the development of several financial policies recommended in the final report. Park Board will discuss a proposed department Scholarship Policy at their meeting on May 8, 2019. Following this discussion, staff will present Park Board feedback to City Council in June. Additional policies of interest to the Board include sponsorship and partnership policies.

Indoor Recreation and Aquatics Facility

Park Board recognizes the continued growing demand for recreation programs, with many programs filling to capacity and several with waiting lists. The Board remains interested in the development of a multi-purpose indoor recreation and aquatic facility to better serve the community. While there is likely not time to discuss this during this meeting, the Board wanted to convey their support for this project in the future.

Designated Off-Leash Dog Area (DOLA) History		
DATE	ACTION	Additional Information
April 1, 1998	Public solicits the City requesting permission to make Waverly Park an official off-leash dog area (OLA).	
June 1, 1998	The Parks Department prepares a report and conducts research on best practices for managing OLA's, and presents findings to the Park Board. A committee of staff and community members was formed to do additional research.	
August 1, 2002	Sections of Waverly Park are closed off for turf restoration. This results in a citizen action group (K-DOG) sending letters to the City to request an official OLA.	
May 1, 2003	Dogs and Parks Committee is formed at City Council direction.	Members include: Park Board, K-Dog, LWSD, Audubon, Juanita Bay Ranger Program, Kirkland Am. Little League, citizens at-large
February 1, 2004	Committee presents findings to City Council	
October 1, 2004	Park Board presents finding and recommendations to City Council/	
November 1, 2004	City Council Adopts Resolution 4478 regarding off-leash dog areas.	R-4478
June 30, 2008	KDOG files a request to the State to become an official citizen action group and received a 501(c)3 status in March 2009.	
March 1, 2009	Park Board recommends that City Council direct the Park Board to conduct further study and form another committee. Council meeting minutes reflect that Council agreed that Park Board continue to explore and identify opportunities or alternatives for off-leash areas and return with recommendation at a future meeting.	
March 1, 2010	At the joint meeting of Park Board and City Council the Park Board presents recommendations for an official OLA. Park Board recommends the Schott property located near Heronfield Wetlands, as an area for a fenced OLA. The Park Board also asks for Council approval to explore unfenced OLA's and a revision to Kirkland's existing park regulations to allow off-leash activity within certain areas of a limited number of existing developed parks.	
April 6, 2010	City Council authorizes the Park Board and Park's staff to work with KDOG to investigate the feasibility of utilizing park property south of Heron Wetlands as a designated, fenced off-leash area (OLA)	
August 24, 2010	KDOG raises funding and the wetlands study is completed on the Heronfield property. Staff recommend to the Park Board to proceed with neighborhood outreach and conduct a public hearing.	
October 13, 2010	First Public hearing is conducted.	
October 20, 2010	Parks Staff recommend to City Council to move forward with creating an off-leash Dog Park.	
January 1, 2012	Jasper's Off-Leash Dog Park Opens and the Parks Department enters into an agreement (CON12/11) with KDOG as a community partnership to help maintain the park.	Contract with KDOG
August 1, 2014	KDOG proposes to allow * unfenced designated off-leash dog activities in select parks during specific times of day.	Unfenced Designated Off-Leash Area Pilot Proposal
October 1, 2014	Park Board forms committee to investigate the KDOG proposal and come back with suggestions.	Committee includes Park Board Rep, KDOG Reps, and Staff
February 16 2015	Staff present proposal for moving forward with the KDOG proposal*, with specific parks, and times suggested. Staff work with Council Committee - Public Works, Parks, and Human Services	
May 7, 2015	Park Board receives update from Staff, City Council Committee recommends postponing public outreach until 2016.	There is no record of any discussion of off-leash dog parks in 2016.
April 4, 2017	KDOG disbands and offers remaining funds to the City to support Parks Maintenance of Jasper's Dog Park. Park staff recommend accepting the money, and propose a trial period for operating Jasper's while working with past KDOG members, and the Parks Foundation to explore fundraising.	
March 8, 2017	Park Board recommends that Parks staff move forward with operating Jasper's for the 2017-2018 trial period and pursue funding and fundraising..	
August 2, 2017	City Council passes Ordinance 4593 – Parks Code Amendment Allowing Dogs Off-leash in designated off-leash parks, portions of parks, and for specific hours. Proposal will be reviewed by the Park Board in 2018. Language reflects current practice.	
January 1, 2018	Discussion with City Council regarding public outreach for DOLA. Council submits follow-up requests for a statistically-valid survey.	
July 21, 2018	Edith Moulton Park Opens with a fenced off-leash dog trail area.	

Parks Board 2019/2020 Work Plan

Attachment B

Updated 1/10/19

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

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

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

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