



# KIRKLAND PARK BOARD REGULAR MEETING

Date: October 12, 2022; 7:00pm  
Meeting to be held virtually, via Zoom

<https://kirklandwa-gov.zoom.us/j/99839295557?pwd=SlINdTE1eXVTYWlpMmtta2N0TXcxdz09>

*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. **LOCAL LAND ACKNOWLEDGEMENT**
4. **ITEMS FROM THE AUDIENCE**
5. **APPROVAL OF MINUTES**
  - a. September 14, 2022
6. **BUSINESS ITEMS**
  - a. Ballot Measure Update
  - b. Recreation Summer Review
  - c. KTUB Update
7. **COMMUNICATIONS**
  - a. Correspondence
  - b. [Department Monthly Report](#)
  - c. Staff updates and information
  - d. Park Board member reports
  - e. Comments from the Chair
8. **ADJOURNMENT**

*Next Park Board Meeting: November 9, 2022*

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## **KIRKLAND PARK BOARD Minutes of Regular Meeting September 14, 2022**

### **1. CALL TO ORDER**

The September 14, 2022 Park Board regular meeting was called to order at 7:00 p.m. by Chair Amanda Judd.

### **2. ROLL CALL**

Members Present: Chair Amanda Judd, Vice Chair Mike Holland, Board member Tammy Cohen, Board member Tessa Hansen, Board member Crystal Thimsen, Board member Roshan Parikh

Members Absent: Board member Amy Ambrosini

Staff Present: Parks and Community Services Director Lynn Zwaagstra, Deputy Director John Lloyd, Park Planning and Development Manager Mary Gardocki, Parks Operations Manager Jason Filan, Recreation Manager Sara Shellenbarger

Recording Secretary: Heather Lantz-Brazil

### **3. LAND ACKNOWLEDGEMENT**

Board member Crystal Thimsen read aloud the 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."*

Board member Tessa Hansen volunteered to read the Local Land Acknowledgement at the next Park Board meeting.

### **4. COMMENTS FROM THE CHAIR**

Chair Amanda Judd gave an update on her role as the Park Board Chair, which will end December 2022, as she has taken a position with the City as a Program Coordinator in the Human Services Division.

### **5. ITEMS FROM THE AUDIENCE**

Meredith H.

### **6. APPROVAL OF MINUTES**

The June 8, 2022 Park Board meeting minutes were presented to the Board and approved by unanimous consent.

The July 13, 2022 Park Board meeting minutes were presented to the Board and approved by unanimous consent.

## **7. BUSINESS ITEMS**

### **a. PROS Plan Update**

Mary Gardocki, Park Planning and Development Manager gave an update on the Parks, Recreation and Open Space (PROS) Plan. The PROS Plan will be presented for adoption on Consent at the September 20, 2022 City Council meeting. Staff answered questions from the Board.

b. 2023 Parks Ballot Measure Initiative & Recreation and Aquatic Center Feasibility Study  
Lynn Zwaagstra, Director of Parks and Community Services gave a presentation on the 2023 Parks Ballot Measure Exploratory Process to include PROS Plan Community Engagement, Direction from Council during January Retreat, Adoption of New Work Plan Item, Vision for a Potential Ballot Measure, and Ballot Measure Exploratory Process and Timeline. Staff answered questions from the Board.

## **8. COMMUNICATIONS**

a. Correspondence  
no comment

### **b. Department Monthly Report**

Vice Chair Mike Holland shared comments on the SEEK outdoor teen programming and asked staff about the recreation programming data, specifically in the teen and youth categories.

### **c. Staff updates and information**

John Lloyd, Deputy Director of Parks and Community Services discussed Park Board member liaison role expectations and recommended discussion topics to be conveyed to the community. Sara Shellenbarger, Recreation Manager shared volunteer opportunities to the Board for the Harvest Festival on October 1st and Halloween themed party, Monster Bash for preschool aged children on October 28th.

### **d. Park Board member reports**

Board member Roshan Parikh reported that community members inquired about the Kirkland Teen Union Building (KTUB) and the Peter Kirk Community Center. Staff gave updates on the KTUB Request for Proposal and shared the Peter Kirk Community Center and Park are being assessed as part of the Recreation and Aquatic Center Feasibility Study.

Vice Chair Mike Holland inquired about the Recreation and Aquatic Center Feasibility Study's scope with regards to the KTUB and Peter Kirk Community Center.

Chair Amanda Judd reported attending the Juanita Neighborhood Association and shared they are having a neighborhood picnic on September 17th from 10am-12pm at Edith Moulton Park. Ms. Judd attended the Finn Hill Neighborhood Alliance's DennyFest in celebration of OO Denny Park turning 100 years old. Ms. Judd reminded board members about the recreation guide and scholarship opportunities, as well as upcoming community events.

**9. ADJOURNMENT**

Chair Amanda Judd adjourned the meeting at 7:50 PM.

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Heather Lantz-Brazil, Recording Secretary  
Parks and Community Services

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Amanda Judd, Chair  
Park Board

DRAFT



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
123 Fifth Ave, Kirkland, WA 98033 · 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Park Board

**From:** Hillary De La Cruz, Management Analyst

**Date:** October 12, 2022

**Subject:** 2023 Parks Ballot Measure Initiative and Parks Funding Exploratory Committee Process Roadmap

### **RECOMMENDATION:**

It is recommended that the Park Board receive an update about progress of the 2023 Parks Ballot Measure Initiative since the September Park Board meeting, including the Parks Funding Exploratory Committee (PFEC) Process Roadmap.

### **BACKGROUND DISCUSSION:**

At the [September 14, 2022 Park Board Meeting](#), Director Lynn Zwaagstra provided an update about the status of the 2023 Parks Ballot Measure Initiative, specifically highlighting the three bodies of work happening during the coming months: Costing Analysis, Facilities Feasibility Study, and the Community input process with PFEC. Since that meeting, PFEC members have met twice and will gather for their third meeting on Thursday, October 13, 2022.

PFEC is comprised of forty-five members who have been either appointed by groups or selected as at-large members to give voice to many aspects of the Kirkland community. Park Board is represented by Vice-Chair, Mike Holland. PFEC members have been deeply engaged in the material and are asking important questions about parks and recreation in Kirkland. See **Attachment A** for the current PFEC member roster.

To facilitate multiple learning styles and ensure that PFEC members who may miss a meeting due to illness or another reason have the information they need, staff are providing scripts of talking points for each meeting. Additionally, most presentations will be recorded after each meeting. Recording presentations after the meeting, rather than during the meeting, allows this advisory group to speak more openly and feel more comfortable asking questions during meetings, which some people may not be as comfortable doing if recorded. Videos of recorded presentations will be available approximately one to two weeks after each PFEC meeting at [www.kirklandwa.gov/parks2023ballot](http://www.kirklandwa.gov/parks2023ballot). Finally, staff strive to write down every question PFEC members ask during each meeting as well as through a post-meeting survey. The answers to these questions are compiled between meetings and shared with all PFEC members in an anonymized list. The first meeting generated 38 questions. The second meeting generated over 100 questions.

## **PFEC Meeting 1 - September 15: Welcome, Teambuilding, Overview, Juanita Beach Park Tour**

The first PFEC meeting was held at Juanita Beach Park in the picnic shelters. Forty PFEC members enjoyed a picnic style dinner during introductions and an overview of the PFEC process, timeline, and charge by Councilmember Kelli Curtis, Parks and Community Services (PCS) Director Lynn Zwaagstra, and City Manager Kurt Triplett. Facilitator Pat Hughes of Trillium Leadership Consulting led PFEC members in a brief conversation about the draft PFEC Charter focusing on working agreements for PFEC's time together. The Charter was drafted using the PFEC Member Position Description, Council materials, and feedback from PFEC members. This document helps set working agreements for how the Committee will operate.

During the second part of the meeting, the committee broke into small groups and participated in a team building activity. The small groups toured Juanita Beach Park and learned about the picnic shelters, the north side of the park and pop-up dog park, the newly renovated playground and bathhouse, and the restoration of Juanita Creek. The meeting ended on time as the sun was setting.

## **PFEC Meeting 2 - September 29: Peter Kirk Park and Community Center Tour, PFEC Roadmap, Benefits of Parks & Rec, PCS Overview, and Aquatics in Kirkland**

Thirty-four PFEC members started their second meeting with connection time over dinner at the Peter Kirk Community Center. A presentation about the PFEC Process Roadmap was provided to clarify PFEC's role and the steps ahead. Notes about the PFEC Roadmap are included below and will be presented to Park Board at the October 12, 2022 meeting. PFEC members then adopted the PFEC Charter discussed at the first meeting (see **Attachment B**).

Small groups of PFEC members toured Peter Kirk Park and Community Center with four stops where PCS staff shared information about the space, programming, and related history. These stops included the Peter Kirk Community Center (PKCC), Peter Kirk Pool, Lee Johnson Field, and the grassy hill outside of PKCC overlooking the park's playground, skatepark, and tennis court. Following the tours, Director Zwaagstra presented the benefits of Parks and Recreation and provided a high-level PCS Department overview including information about the department's five divisions and the budget.

The meeting concluded with a brief presentation about future possibilities of aquatics in Kirkland, sharing photos of potential elements that could be included in an aquatics and recreation center. A recording of a presentation about existing aquatics access in Kirkland will be shared with PFEC members before their next meeting. The intention was to have this presentation during the meeting, however, everyone was so engaged during the tour that the tour lasted longer than planned.

### **PFEC Process Roadmap**

PFEC's ultimate goal is to use community feedback, information from the Parks, Recreation, and Open Space (PROS) Plan, and feasibility study results to make recommendations for a potential ballot measure(s) package for Parks capital and operating funding. PFEC will do this by using a collaborative decision-making process to provide recommendations to Kirkland City Council by March 2023, including recommended capital and operating ballot measure(s) elements and recommended funding mechanism(s) to cover costs.

Between September 15, 2022, and February 23, 2023, PFEC is scheduled to meet 11 times. The schedule of PFEC meetings and topics was designed to provide PFEC members with important information and tools to use while they make these recommendations. Staff recognized the diverse backgrounds and experiences of PFEC members while designing meeting curriculum that aims to provide information in a manner that all PFEC members will be able to understand what they need to while making decisions, regardless of their previous knowledge about City funding, ballot measure mechanisms, and PCS operations. See **Attachment C** for the PFEC Roadmap and Schedule.

The first four PFEC meetings are designed as educational building blocks to ensure that all PFEC members have the same base level of information about current PCS operations, understand the complexity of parks and recreation services, and to hear feedback from the PROS Plan about community needs and future possibilities.

The second group of PFEC meetings will focus on the facility feasibility study, and finance/funding related information. At the November 10, 2022 meeting, PFEC will hear an update from the Opsis Architecture consultants about the facility feasibility study and provide their thoughts about the information presented, especially related to potential sites and facility size and scope. This update is being provided not because the City is already choosing an aquatics and recreation center, or because PFEC members have to choose it, but because these are large items that take time to estimate potential costs. Other items identified as priorities in the PROS Plan are significantly less complex to cost out, and staff are already working on these.

The final four PFEC meetings in 2023 are the deliberation and decision-making meetings. PFEC members will be provided with costing information for potential ballot measure elements as identified. This includes both the facility feasibility study results and other costing information calculated by City staff. The PFEC facilitator, Pat Hughes, will support PFEC members in their process to make a final recommendation to Council by March. The final recommendation to Council will include perspectives of all PFEC members by conveying both a majority report as well as descriptions of views that were not part of the majority. PFEC's work with the City will conclude in March 2023 after providing recommendations to Council. If Council decides to place a ballot measure(s) on the November 2023 ballot, a resolution must be adopted by the end of July 2023 prior to the anticipated filing due date in early August 2023.

**Attachment A:** PFEC Member Roster

**Attachment B:** PFEC Charter

**Attachment C:** PFEC Roadmap and Schedule

## Parks Funding Exploratory Committee Members

Name	Organization
Councilmember Kelli Curtis, Chair	City Council
Mike Holland	Park Board
Susan Heuther	Senior Council
Stacey Good	Green Kirkland Partnership Park Steward
Gian Hamid	Youth Representative
Scott Morris	Finn Hill Neighborhood Association
Heidi Schor	Juanita Neighborhood Association
Bob Keller (Alternate: Launa Johnson)	Highlands Neighborhood Association
Aaron Jacobson	Lakeview Neighborhood Association
Liz Hunt	Market Neighborhood Association
Alex Chen	Moss Bay Neighborhood Association
Mary-Alyce Burleigh	North Rose Hill Neighborhood Association
Karin Quirk	Kirkland Chamber of Commerce
Celestina Hendrickson	Kirkland Downtown Association
Adam White	Kirkland Parks and Community Foundation
Ken MacKenzie	Individuals opposed to previous park ballot measures
Maru De La Pena	Kirkland Promotores
Susan Pappalardo	Splash Forward
Lori Kloes	Evergreen Health Hospital
Brian Buck	Lake Washington School District
Ryan Porter	Northwest University
Amy Morrison (Alternate: Bruce Riveland)	Lake Washington Technical Institute

<b>At-Large Members</b> (alphabetical by first name)		
Adelheid Kutscher	Jory Hamilton	Samuel Rapoport
Bradley Brown	Juliana Born	Shivani Jain
Chad Winkle	Kali Oswald	Sue Contreras
Heui young Joo	Marty Eagleson	Todd Pemble
Jamie Blackard	Melanie Anne Walling	Tom Reese
Jessica Perez	Nasim Ghazanfari	Vincent Campos
John West	Phil Allen	Yasi Raouf
Jordan Passon	Reece Gleadle	

\*Of the 13 neighborhood associations, only 7 submitted delegates

# Kirkland Parks Funding Exploratory Committee (PFEC)

## Charter

**Adopted September 29, 2022**

### **I. Purpose**

- a. Serve as community leaders, bringing diverse perspectives, experience, and insights, to provide recommendations to Kirkland City Council regarding the Council's goal: Explore potential comprehensive Park ballot measure(s) for placement on the November 2023 ballot for the purpose of providing and maintaining natural areas and recreational facilities and opportunities that enhance the health and wellbeing of the community to further the goals of abundant parks, open spaces, and recreational services. PFEC was established by Kirkland City Council through [R-5551](#) on August 3, 2022.

### **II. Goals**

- a. Use community feedback, Parks, Recreation, and Open Space (PROS) Plan information, and feasibility study results to inform a potential ballot measure(s) package for Parks capital and operating funding and funding mechanism(s).
- b. Use collaborative processes for decision making among PFEC members.
- c. Provide recommendations to Kirkland City Council by March 2023 including:
  - Recommended capital elements and associated costs
  - Recommended operating elements and associated costs
  - Recommended funding mechanism(s) to cover costs

### **III. Deliverables**

- a. Report to City Council outlining the PFEC feedback and recommendations. The report will include both majority and minority recommendations of:
  - Investments that should be included in a potential ballot measure(s)
  - Funding mechanism(s) to use to support those investments

### **IV. PFEC Composition: Membership and Staffing**

- a. **PFEC Members:** PFEC is comprised of 44 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. PFEC members have an interest in Kirkland's parks and recreation services in an organizational or personal capacity.
- b. **City Staff** from Parks and Community Services (PCS), City Manager's Office, Finance and Administration, Public Works, and Planning and Building will support the process. The PCS Management Analyst and the Communications Program

Specialist are the main staff points of contact for PFEC members and can coordinate between members and other staff as needed. Staff will provide presentations and information throughout the PFEC process. They will answer PFEC questions and facilitate the overall PFEC process.

c. **Facilitation:**

- The first meetings, focused primarily on information sharing, will be facilitated by the PCS Management Analyst, Hillary De La Cruz.
- Meetings focused on decisions about potential investments will be facilitated by a hired facilitator, Pat Hughes of Trillium Leadership Consulting, who has deep experience in facilitation and who is trained in diversity, equity, and inclusion. Pat Hughes will join the first PFEC meeting to facilitate the creation of this Charter. She will attend select other fall meetings to observe PFEC progress. Starting in January, Pat will be the primary facilitator for PFEC meetings and support PFEC members through decision-making processes.

d. A **consultant team**, Opsis Architecture, is conducting a facilities feasibility study simultaneously to PFEC work. This consultant and their work will be available to the PFEC and the consultant will present at select PFEC meetings as indicated in the PFEC schedule.

## V. Roles

a. **PFEC Member Role**

- Attend at least 90% of PFEC meetings.
- Care about parks and recreation in Kirkland.
- Live, work or play in Kirkland.
- Enjoy great food! Dinner from Kirkland restaurants and businesses will be provided at all in-person 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 Working Agreements (below) of how to interact with one another in the group.
- Connect to community members beyond PFEC to talk about potential investments.
- Ask any questions that arise – all questions are good questions!
- Be committed to the City's efforts related to [diversity, equity, inclusion, and belonging](#).

b. **PFEC Chair Role**

- Participate as a PFEC member.
- Share updates with council and provide council feedback to PFEC.

c. **City of Kirkland Staff Role**

- Provide dinner from Kirkland restaurants for in-person meetings.
- Manage educational meetings and tours of existing and model facilities.
- Provide PROS plan information, background materials, and other existing community input.

- Provide transportation, childcare, and translation/interpretation support as needed.
- Communicate reliably with PFEC members between meetings and answer all questions brought forth by PFEC members.
- Create and share accurate meeting recaps that highlight the types of topics discussed at PFEC meetings.
- Write PFEC final report in collaboration with PFEC members.

d. **Facilitator Role**

- Work with PFEC members and staff to ensure that all voices are heard and respected.
- Support PFEC members during decision making processes at 2023 meetings.
- Serve as a neutral resource for PFEC members to use while navigating the decision-making process.

**VI. Procedures and Meeting Logistics**

a. **PFEC Working Agreements**

- Assume good intent of everyone present.
- Respect all PFEC members, staff, and participants. Be kind.
- Come prepared for full participation in meetings having reviewed all pre-meeting materials. Be fully present and engaged at meetings.
- Bring a learning mindset with an open mind to what is new and different, including presentations from staff and experience and perspectives from PFEC members. Understand that each participant brings different types of experiences, and all are valuable to the group.
- Use active listening by listening to understand what others are sharing, not just listening to respond. Be sensitive to differences in communication styles and respect differing views.
- Give equal consideration and space for others to speak and share.
- Be understanding of people's life circumstances and understand that sometimes certain days are better than others.
- Communicate directly if issues come up with the schedule or group. Staff and the facilitator can help PFEC navigate the process.
- Think about what people and identities are not in the meeting and how PFEC members can work to understand and include those missing interests in the process.
- Start and end meetings on time.

b. **Conversation**

- PFEC members, Staff, and the facilitator will work to ensure that all PFEC member voices are heard. When answering questions or receiving comments during PFEC meetings, preference will first be given to voices that have not spoken yet in a meeting, then to those who have already shared.

c. **Decision Making**

- PFEC members will discuss and agree upon a decision-making process for PFEC in December 2022 or January 2023.

d. **Preparation and Follow-up**

• **Agendas**

- A draft list of all meeting topics and dates will be shared with PFEC members prior to the first meeting.
- Agendas will be sent to PFEC members approximately one week prior to each meeting for review. If any members have any questions or comments, they should let facilitator and staff know as soon as possible.
- Finalized agendas will be shared with PFEC at least 48 hours before each meeting.
- PFEC members will strive to send questions to staff ahead of meetings so that staff can prepare answers for conversation at each meeting.

• **Post-meeting feedback and question answering**

- PFEC members will be provided with a post-meeting survey after each meeting. The intention is to create an open feedback loop between PFEC members, Staff, and the facilitator.
- Staff will send a list of answers to questions from the previous meeting and from the post-meeting survey to all PFEC members at least 48 hours prior to each meeting.

**VII. Charter Adoption & Modification**

- a. This Charter is a living document and will guide the PFEC process. Adoption of the Charter must gain agreement by all active members and can be modified based on member feedback.

***Public Records Notice***

While PFEC meetings will not be recorded, anything said during these meetings is public due to the nature of PFEC being part of the City of Kirkland's public work. Any materials, notes, emails, and information shared during or between meetings are public records subject to disclosure pursuant the Washington Public Records Act, chapter 42.56 RCW, and may be shared with others when requested or needed for reports.

# PFEC Roadmap & Schedule



PFEC Stage	Date	Topic
Building Blocks: Current operations & complexity; PROS Plan Results	9/15	Welcome, Teambuilding, Overview, Juanita Beach Park Tour
	9/29	Peter Kirk Park & Community Center Tour, PFEC Roadmap, Benefits of Parks & Recreation, Aquatics in Kirkland
	10/13 Zoom	Parks & Rec 101: Current Operations & Future Possibilities: Maintenance Focus
	10/27 Zoom	Parks & Rec 101: Current Operations & Future Possibilities: Recreation and Administration Focus
Building Blocks: PFEC input on feasibility study direction; all about finance	11/10 Zoom	Facility Feasibility Study Update with Opsis Architecture
	12/1	Tour City of Sammamish Community & Aquatic Center
	12/8	Kirkland Budget, Funding Mechanisms & Ballot Measure History
Deliberation & Decision Making	1/12/2023	Investment options to bring Kirkland Community Members Parks Services & Recreation Programs they want! Feasibility Study Results & Costing Information; Project Selection Criteria
	1/26	Project Selection and Funding Mechanism Conversation
	2/9	Project Selection and Funding Mechanism Conversation
	2/23	Final Recommendations for Council & Celebration
<i>Council Presentation</i>	<i>3/7</i>	<i>Tentative date for PFEC to present recommendations to Council</i>



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
123 Fifth Ave, Kirkland, WA 98033 · 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Park Board  
**From:** Sara Shellenbarger, Recreation Manager  
**Date:** October 12, 2022  
**Subject:** Recreation Summer Review

### **RECOMMENDATION:**

It is recommended that the Park Board receive a review of the recreation division's summer 2022.

### **BACKGROUND DISCUSSION:**

Summer is the recreation team's busiest season with a greater focus on youth programming through summer camps. This year resembled the closest return yet to pre-pandemic summer programming and service levels. Programs that had not been offered since 2019 returned this summer, and staff saw the return of more drop-in users particularly at Peter Kirk Community Center (PKCC).

While the return to 2019-level programming allowed the recreation team to serve more people, it was not without new complications. Staff will share an overview of this past summer's successes and challenges, including a review of programs that were piloted this year.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
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## **MEMORANDUM**

**To:** Park Board

**From:** Sara Shellenbarger, Recreation Manager  
Jen Boone, Human Services Manager

**Date:** October 12, 2022

**Subject:** RFP and Vision for Kirkland Teen Union Building

### **RECOMMENDATION:**

It is recommended that the Park Board receive an update on the future of the Kirkland Teen Union Building (KTUB), including a presentation on the City's vision for its use.

### **BACKGROUND DISCUSSION:**

#### **History**

KTUB has been a focal point for teens in Kirkland since it opened in 2001 after a youth-driven process shaped its concept, design and programming. Using a competitive Request for Proposals (RFP) process, Friends of Youth was selected to operate KTUB in a ten-year partnership with the City. At the end of the initial agreement, Friends of Youth elected not to renew its contract. Following a second RFP process, the YMCA of Greater Seattle was selected to operate KTUB for the next ten years, until 2020, when the City exercised its option to allow the agreement to expire.

In 2019, the City started to explore how the needs of Kirkland youth and teens were being met, and particularly whether or not the City should seek more extensive services for youth and teens. An RFP seeking new proposals was planned for 2020 when the COVID-19 pandemic disrupted those plans. All City recreation programs halted, and recreation facilities closed. The financial impact of the pandemic on the City was unknown and City staff were asked to look for cost saving options.

Around the same time, the local business community was seeking support from the City to weather the disruption from lockdowns. Studio East, a non-profit youth theater organization, approached the City requesting to lease the then-vacant KTUB. Their lease began in November 2020 and expires in May 2023.

#### **2022 RFP Process**

In 2022, the City was ready to issue a new RFP for the operation of KTUB as a comprehensive teen center. In 2021, a survey by Kirkland Youth Council corroborated the need for expanded youth and teen services, particularly around mental health support, which had become amplified during the pandemic.

In August 2022, the RFP to operate KTUB opened. Interested organizations were invited to tour KTUB and submit their proposals at the end of September. The evaluation process for the proposals received is underway, with an evaluation team expected to recommend the top 1-3 proposals at the end of this month. At that point, an interview process with the finalists may also be used to identify the top proposal. The City plans to prepare its own proposal in addition to the proposals received through the RFP process. City Council will be presented with both options and is expected to make the final decision in late 2022 or early 2023.

At the November Park Board meeting, Park Board members will be asked for their input on the top proposal(s).

To prepare for the November Park Board meeting, the presentation at the Oct. 12 Park Board meeting will include the City's vision for the operation of KTUB as a comprehensive teen center, as outlined in the RFP's scope of services.

**Attachment A:** RFP 47-22-PCS Kirkland Teen Union Building Operational Lease



# **City of Kirkland**

## **Request for Proposals**

### **Kirkland Teen Union Building Operational Lease**

**Job # 47-22-PCS**

**Issue Date: August 4, 2022**

**Due Date: September 30, 2022 – 5:00 p.m. (Pacific Time)**

## REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington, for:

### **Kirkland Teen Union Building Operational Lease Job #47-22-PCS**

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033, e-mail: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov).

**Submit proposals no later than 5:00 p.m. on Friday, September 30, 2022.**

A copy of this Request for Proposals (RFP) may be obtained from City's web site at <http://www.kirklandwa.gov>. Click on the Business tab at the top of the page and then click on the Request for Proposals link found under "Doing Business with the City."

The City of Kirkland reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposals from consideration.

The City requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

**Dated this 4<sup>th</sup> day of August, 2022**

Jay Gewin  
Purchasing Agent  
City of Kirkland

**Published in the Daily Journal of Commerce on August 4<sup>th</sup> and 11<sup>th</sup>, 2022**

## **Background Information**

Kirkland is a vibrant waterfront destination with an unparalleled blend of outdoor recreation, art, dining and boutique shopping. Located on the shores of Lake Washington just east of Seattle, Kirkland has the only eastside downtown frontage along Lake Washington's shores and no other city in the Puget Sound region has as many waterfront parks and beaches.

Kirkland is home to award-winning hotels, a 400-seat performing arts center, wineries and restaurants and hosts a dynamic repertoire of events spanning art openings and performances to athletic events, wine festivals and outdoor concerts.

Since its incorporation, Kirkland has grown in geographic size to eighteen square miles - approximately twenty times its original size. This growth occurred primarily through the consolidation of the cities of Houghton and Kirkland in 1968, the annexations of Rose Hill and Juanita in 1988 and the annexation of North Juanita, Finn Hill, and Kingsgate areas in 2011. The city employs over 600 regular employees. Today, it has a population of over 91,000 and is the twelfth largest city in the State of Washington and the sixth largest city in King County, Washington.

Kirkland operates under a Council-Manager form of government. The City Council is the policymaking branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

## **Scope of Services**

The City of Kirkland desires to offer a lease and operating agreement of the Kirkland Teen Union Building (KTUB) to an organization willing and able to offer comprehensive youth programming for youth in 6<sup>th</sup> to 12<sup>th</sup> grade. The building is to be operated as a teen center with programs and services for teens. Important goals of the teen center are to provide a safe place for teens and to facilitate positive social interactions. Types of programs desired include, but are not limited to recreation and physical activity, art, music, life skills, and job and academic support. Types of services of interest include, but are not limited to behavioral health services, drug and violence prevention, and connection to other support services available in the community.

These services are informed by the City's Comprehensive Plan Chapter XII.B. Human Services HS-3.2-3.7, summarized below. The City is seeking an organization that can play a role in meeting these goals through lease and operations of KTUB.

- Provide a safe place for teens to spend their time and to learn, socialize and do recreational activities.
- Disseminate information on social service programs, enrichment classes, teen employment and issues around safe driving, swimming and biking.
- Promote healthy lifestyles through leisure time activities that enrich lives, prevent social isolation and increase a sense of belonging to the community as well as offer positive choices for how youth spend their time.

- Help youth maintain positive relationships with the community, referring youth to services and preventing risky behavior, such as drug, alcohol and tobacco use. Efforts are focused on working with the youth after school, on weekends and during the summer when youth have more free time and thus may get involved with risk behavior.

The City recognizes that organizations interested in lease and operations of KTUB may have a particular program specialty versus the ability to offer comprehensive services. The City is interested in learning what the organization's primary youth programming would be, as well as any additional youth services that might be accomplished through partnerships or subcontractors. For example, an organization with a primary focus such as behavioral health or art could partner or subcontract with another organization to provide youth career counseling and academic support.

### **Operating Lease Agreement and Lease Term**

If a qualified organization is selected, the selected organization and the City will execute an operational lease agreement. A sample draft lease agreement is shown in Attachment A.

Depending on the successful proposal, the lease may be a lot to no cost lease for an organization who demonstrates ability to operate KTUB in a manner that will further the goals of the city. The City may fund operating expenses.

As part of the lease agreement, the City will provide for maintenance and repair of the structural components of the facility (roof, exterior walls, foundation, HVAC), and for structural integrity of the facility (load-bearing members, main line of mechanical, electrical and plumbing). The operator would be responsible for repair, improvements and upkeep of the interior, along with applicable utilities and taxes.

If a successful organization is found, the lease term is anticipated to be an initial 5-year agreement, with an option to renew for two additional 5-year terms. However, the term is subject to negotiation. Lease start date is anticipated to be June 1, 2023.

### **Contracting Requirements and Fees**

For the successful organization to enter into an operational lease agreement with the City, the organization will need to comply with the following requirements prior to issuance of a contract, in addition to any other terms stated in this RFP and the lease agreement:

1. Provide a W-9.
2. Provide proof of a City of Kirkland Business License
  - The successful organization must have or obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Chapter 7.02 of the Kirkland Municipal Code (Business Licenses and Regulation).
  - The Contractor shall comply with all applicable state, federal, and City laws, ordinances, regulations, and codes.

**3. Provide proof of Insurance**

The organization must provide proof of relevant insurance that is consistent with the insurance requirements found in the sample lease agreement shown as Attachment A.

**Proposal Submission Requirements**

Address the following topics in a 25-page (or less) proposal. Please submit additional information or sample materials where relevant, including brochures, program plans, schedules, or budgets from other similar offerings of your organization (not included in the page limit).

Note: Organizations may engage partner organizations to fulfill the project scope. Partners must be identified in the organization’s response to the RFP.

- Organizational overview
- Understanding of the City of Kirkland’s vision for the KTUB
- Program and service plan for a typical week during the academic year
- Program and service plan for a typical week during the summer
- List of anticipated annual programs and services broken down by descriptive categories and participation
- Hours of operation
- Staffing plan including necessary skills, credentials, and experience of each staff member
- Discuss your vision of working with any partner organizations. Include what programs or services they would offer, whether they would share space in the facility, as well as their contact information
- Articulated strategy to establish and maintain positive and cooperative relationships with the Parks and Community Services Department, Kirkland Police Department, and pertinent non-profit services providers
- Practices around offering programs and services that are welcoming, inclusive and accessible, and will serve diverse youth from a variety of backgrounds
- Any proposed facility alterations that would be undertaken by the organization
- Anticipated annual operating budget outlining revenue and expenses for the KTUB lease and operations, including any City support or private donations expected to operate in a financially sustainable manner
- Support or resources requested from the City to operate successfully
- 3 professional letters of reference with contact information

**Proposal Submittal Instructions**

Please note: The following general requirements are mandatory for all proposals and non-compliant proposals may not be accepted or considered in the City’s sole discretion.

- 1. Proposals must be submitted by e-mail and be received no later than 5:00 pm PST on September 30, 2022.**

2. E-mailed proposals should include "Kirkland Teen Union Building Operational Lease – Job #47-22-PCS" in the subject line and be addressed to [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov) .
3. Proposals shall not exceed 25 pages. Front and back is considered 2 pages.
4. All proposals sent electronically must be in the form of a PDF or MS Word document and cannot exceed 20MB.
5. All proposals must include the legal name of the organization, firm, individual or partnership submitting the RFP. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number (if one exists) and primary contact person.
6. To be evaluated, a proposal must address all requirements and instructions contained within.
7. Provide all references and materials required by the RFP instructions within.

### **Selection Process**

An evaluation team shall review the proposals, discuss, assess and rank the proposals according to the evaluation criteria. These rankings will be used to determine which, if any, organizations should be contacted for interview by the team. The interview team is likely to include Parks and Community Services staff and other pertinent City staff members.

Organizations invited for an interview with the evaluation team will be asked to discuss their proposal and to answer specific questions. The purpose of the interviews will be to evaluate the experience and fit of the organization and to clarify the proposed operations, programs, and services. The interviews will be conducted remotely via video call such as Teams or Zoom. The organization will be responsible for testing and running their presentation virtually. Each interview shall not exceed one hour and will generally follow this format:

- Submitter's presentation, format optional (approximately 20 minutes)
- Predetermined interview questions from the evaluation team (approximately 20 minutes)
- Open question and answer session (approximately 20 minutes)

The interviewed will be evaluated based on the evaluation criteria below.

From the organizations who are interviewed, the evaluation team will recommend the highest ranked proposal as a finalist to be considered by City Council. The highest ranked proposal may also be invited to make a presentation to City Council and potentially the Youth Council. City Council will evaluate the finalist's proposal alongside the City's proposal to operate KTUB.

The City is under no obligation to award a facility lease and will be unlikely to award a lease if organizations' proposals do not enhance the City's ability to further the goals established in the Comprehensive Plan beyond its own capabilities.

### **Evaluation Criteria**

The evaluation team shall evaluate the written proposals on the following criteria.

<b>Written Evaluation Criteria</b>	<b>Points</b>
Organizational Overview, including <ul style="list-style-type: none"> <li>• Articulated mission</li> <li>• Organizational history and past performance</li> <li>• Expertise of the organization and staff (including subcontractors or partners, if applicable)</li> </ul>	0-20
Operational Plan, including <ul style="list-style-type: none"> <li>• Alignment with the City’s vision for KTUB and the City’s goals</li> <li>• Programs and services offered</li> <li>• Depth, breadth, and scope of operations</li> <li>• Quality of the proposed operating budget</li> </ul>	0-30
Community Relationships <ul style="list-style-type: none"> <li>• Demonstrated ability to establish and maintain positive and cooperative relationships with the community and stakeholders</li> </ul>	0-15
Diversity, Equity, Inclusion and Belonging <ul style="list-style-type: none"> <li>• Strategies to serve diverse youth in ways that are welcoming, inclusive, and equitable</li> <li>• Ability to provide services that are culturally relevant, appropriate, and representative of community needs</li> </ul>	0-20
The City’s ability to provide the support and/or resources the organization needs to be successful, including any financial subsidy requested from the City	0-10
References	0-5
<b>Maximum</b>	<b>100</b>

The evaluation team shall evaluate the interviews on the following criteria.

<b>Interview Evaluation Criteria</b>	<b>Points</b>
Presentation	0-50
Predetermined interview questions	0-40
Open question and answer session	0-10
<b>Maximum</b>	<b>100</b>

**Submittal Deadlines and Key Dates:**

Thursday, August 4, 2022	RFP posted
Friday, August 12, 2022	*On-site tour of KTUB: 8:00-9:00 a.m.
Wednesday, August 24, 2022	*On-site tour of KTUB: 4:30-5:30 p.m.
Friday, August 26, 2022	Questions due by 5:00 p.m.
Wednesday, September 7, 2022	Responses to questions posted by 5:00 p.m.
Friday, September 30, 2022	Proposals due by 5:00 p.m.
Mon., Oct. 3 – Fri. Nov. 18, 2022	Evaluation period, including interviews and potential presentation to City Council
January 2023	Anticipated award of lease agreement
Thursday, June 1, 2023	Lease date anticipated to start

\*On-site tours of KTUB are optional but strongly recommended. Both tours will be the same. Submitters need only attend one. Questions related to the RFP that are asked during the tours will be answered on-site if possible, documented, and included in the responses to questions published on September 7, 2022.

## **Questions**

Questions regarding the City's RFP process should be addressed to:

Jay Gewin  
Purchasing Agent  
Email: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov)

Questions regarding the scope of work, evaluation process, or technical aspects of this request should be directed to both:

Jay Gewin  
Purchasing Agent  
Email: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov)

Sara Shellenbarger  
Recreation Manager  
Email: [sshellenbarger@kirklandwa.gov](mailto:sshellenbarger@kirklandwa.gov)

All questions must be submitted by 5:00 PM PDT on Friday, August 26, 2022.

## **Submittal Disposition**

All material submitted in response to this RFP shall become the property of the City upon delivery to the City's Purchasing Agent and will not be returned.

## **Terms and Conditions**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.

- E. Any proposal may be withdrawn up until the date and time set above for the proposal submission deadline.
- F. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the City's proposed draft Operating Lease Agreement is available for review (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFP.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFP to the selected vendor. The City reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

### **Public Disclosure**

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFP, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the proposal that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.

### **DBE (Disadvantaged Business Enterprise) Participation**

The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

### **Federal Debarment**

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database ([www.sam.gov](http://www.sam.gov)).



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## **MEMORANDUM**

**To:** Park Board  
**From:** John Lloyd, Deputy Director, Parks and Community Services  
**Date:** September 14, 2022  
**Subject:** Park Board Liaison Highlights

### **BACKGROUND**

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.
- Staff will highlight key updates for use with neighborhoods that would solicit community input for consideration. Other items 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.

- **Upcoming PCS Events** – Details and Registration Info at [www.kirklandparks.net](http://www.kirklandparks.net)
  - Outdoor Speaker Series – Oct. 6, Oct. 18, Nov. 8, Dec. 9
    - Speakers include authors, photographers and adventurers who will share their expertise in hiking urban trails, Mt. Rainier history, wilderness photography and kayaking.
    - \$5/person at Heritage Hall
  - Wheels & Reels Fall Drive In Movie Series – Oct. 22 and Nov. 4
    - Catch a movie on our LED screen in the park. Casper plays in October and Christopher Robin in November.
    - \$20/vehicle at Juanita Beach Park
  - Halloween Bingo – Oct. 28
    - Play boo bingo in your vehicle with our LED screen and wear your costume for the costume parade.
    - FREE at Juanita Beach Park
  - Día de los Muertos – Oct. 29
    - Join us to celebrate Día de los Muertos as we remember our loved ones, enjoy traditional activities, food, music and more.
    - FREE at Peter Kirk Community Center

- **132<sup>nd</sup> Square Park**
  - 132<sup>nd</sup> Square Park is on track to be completed by the end of the year. Currently, contractors are beginning the installation of the synthetic turf field. The artwork is scheduled to be installed on October 10<sup>th</sup>.
  - An evening site tour for City Council and Park Board is being scheduled between October 12-21<sup>st</sup>.
  - A ribbon cutting event will be scheduled once completed. Stay tuned!
- **Award Winning Juanita Beach Bathhouse**
  - On September 22, 2022, the Juanita Beach Park Bathhouse received the 2022 Civic Design Award from the American Institute of Architects (AIA) Washington Council. The Civic Design Award celebrates the best examples of what can be realized when architects and civic clients work together to achieve quality design. According to AIA, these projects represent the finest standards in innovation, sustainability, building performance, and overall integration with the client and surrounding community.
- **PROS Plan Adopted by City Council**
  - The Parks, Recreation and Open Space (PROS) Plan is a six-year guide and strategic plan for managing and enhancing park and recreation services. [City Council](#) adopted the PROS Plan by resolution at the [September 20, 2022 meeting](#) and can be found on our website. The document is being introduced to the PFEC Committee as relevant to various agenda items.
- **New Pathway to Pickleball Courts at Everest Park**
  - Staff recently installed a new pathway to the pickleball courts at Everest Park.
  - The pathway provides easy access to the courts from the north parking lot and other parts of the park and encourages people to access the courts from the park, rather than parking in the neighborhood.

