



# KIRKLAND PARK BOARD REGULAR MEETING

Date: March 14, 2018

Time: 7:00 p.m.

Place: Council Chambers, City Hall

*The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland.*

## AGENDA

	<i><u>Estimated Time:</u></i>
<b>1. <u>CALL TO ORDER</u></b>	
<b>2. <u>ROLL CALL</u></b>	5 minutes
<b>3. <u>APPROVAL OF MINUTES</u></b>	5 minutes
<b>4. <u>ITEMS FROM THE AUDIENCE</u></b>	5 minutes
<b>5. <u>REVIEW OF ACTION ITEMS</u></b>	
<b>6. <u>PRESENTATIONS</u></b>	
a. Kirkland Parks Foundation – KITE STEM Challenge	10 Minutes
b. Sharon Rodman – Green Kirkland Partnership 2017 Report	10 Minutes
<b>7. <u>COMMUNICATIONS</u></b>	15 minutes
a. Correspondence	
b. Staff Reports	
c. Committee Reports	
d. Comments from the Chair	

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**8. UNFINISHED BUSINESS**

- a. 2019-2024 CIP Project Rankings and Preliminary Staff Recommendations 45 minutes  
*Action: Discussion only*

**9. NEW BUSINESS**

[None]

**10. GOOD OF THE ORDER**

- a. Discussion items or questions for Board liaison role 5 minutes  
*Action: Bring input to next Park Board meeting*
- b. Farewell to Sue Contreras 5 minutes

**12. ADJOURNMENT**

Estimated meeting completion: 8:45 p.m.

Next meetings:

April 11, 2018  
May 9, 2018  
June 13, 2018

# **KIRKLAND PARK BOARD**

## **Minutes of Regular Meeting**

### **February 14, 2018**

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

The February 14, 2018 Park Board Regular meeting was called to order at 7:00 p.m. by Chair Rosalie Wessels. Ms. Wessels informed the Board that the agenda would be changed, and the Totem Lake Park Design review would follow the Peter Kirk Master Plan presentation.

#### **2. ROLL CALL:**

Members Present: Vice-chair Kelli Curtis, Richard Chung, Susan Baird-Joshi, Jason Chinchilla, Sue Contreras, Kobey Chew, Kevin Quille and Chair Rosalie Wessels

Staff Present: Jason Filan, John Lloyd, Linda Murphy, Lynn Zwaagstra and Michael Cogle

Recording Secretary: Caryn Saban

#### **3. APPROVAL OF MINUTES**

The minutes from January were presented. Several corrections were noted. Mr. Quille moved to approve the minutes as amended, Mr. Chung seconded. The motion carried (8-0).

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

Mr. Santos Contreras spoke on behalf of naming the Pavilion at Marina Park after Al Locke, and asked the Board to move forward with a recommendation to the City Council.

#### **6. PRESENTATIONS**

##### **a. Peter Kirk Master Plan**

Bob Becker presented design concepts for adding parking beneath Peter Kirk Park, along with other design concepts for park improvements.

Mr. Becker and staff responded to questions and comments.

##### **b. Totem Lake Park 30% Design Review**

Two representatives, Andy Mitton and Matt Martenson, from the Berger Partnership presented design concepts for the Totem Lake Park.

Mr. Mitton, Mr. Martenson, and staff responded to questions and comments.

## 7. COMMUNICATIONS

### a. Correspondence

Staff responded to questions regarding correspondence.

### b. Staff Reports

Staff responded to questions and comments concerning the Monthly Report. It was noted that the Parks Maintenance report was missing. This was printed and handed out at the end of the meeting.

### c. Committee Reports

Mr. Chung attended the Highlands Neighborhood meeting. The Neighborhood Services Coordinator and the Neighborhood Police Officer were also in attendance. Residents commented on the lack of cleanliness near the intersection of the CKC and I-405 overpass. Staff responded to the concerns.

Ms. Contreras attended the Everest Neighborhood meeting. Residents asked for additional recycling containers at Everest Park, added gravel to the walking paths and the CKC trail, and asked about getting porta-potties added along the CKC. She also attended the Kalakala Reveal and wondered about getting a similar sculpture at Juanita Beach Park. She attended the Bridge presentation at the Justice Center. Mr. Filan and Mr. Cogle met with her, Karen Lightfelt, and another lady regarding the new playground equipment at Juanita Beach Park.

Mr. Chew mentioned that there would be a Parks section at the upcoming Kirkland Teen Youth Summit on March 24.

Mr. Chinchilla attend the Central Houghton Neighborhood meeting and residents also asked about porta-potties along the CKC. Ms. Wessels noted that the CKC is maintained by Public Works, not the Parks Department.

Ms. Baird-Joshi went on a walking tour at Windsor Vista Park. She spoke with residents and they are considering surveying the neighbors that live along the Juanita Creek and the trails that lead to Edith Moulton. She also relayed some concerns from residents regarding off-leash dog parks.

Ms. Wessels attended the Bridge presentation, popped into the Kalakala Review meeting, and is on the agenda for the Juanita Neighborhood meeting. She suggested reaching out to the Neighborhood chairs to get on the agenda early. The Lakeview Neighborhood has not had a meeting yet, as they are in a reforming stage.

## **8. COMMENTS FROM THE CHAIR**

Ms. Wessels had no additional comments.

## **9. UNFINISHED BUSINESS**

### a. Park Naming Requests

Mr. Lloyd presented a summary of the park naming requests that have been brought forward in the past few months and provided additional information to the Board regarding the process and expense.

Mr. Cogle reviewed the history of requests regarding changing the name of Juanita Bay Park, and explained the options the Park Board has regarding these renaming requests.

The Board discussed the options of naming and renaming Parks in general and the request for Juanita Bay Park and Marina Park specifically.

Ms. Contreras moved that the Board recommend naming the Pavilion at Marina Park after Al Locke. Ms. Wessels seconded. The Board discussed the naming options. Ms. Wessels called for a vote on the motion. The motion failed with 3 votes in favor and 5 votes against.

Ms. Baird-Joshi moved that the Board recommend adding educational signage near the Pavilion that explains the history of the park and Al Locke's contribution. Ms. Curtis seconded. The motion passed with 7 votes in favor and 1 vote against.

Mr. Quille moved that the Board not support the request to rename Juanita Bay Park. Ms. Curtis seconded. Staff responded to questions. The motion passed with 6 votes in favor and 2 votes against.

## **10. NEW BUSINESS**

### a. 2019-2024 CIP Funding Plan

Mr. Cogle presented the process and details of the Capital Improvements Program (CIP). Mr. Cogle provided a criteria sheet and staff rankings to the Board and explained that these are tools that could help the Board determine formal recommendations.

Staff responded to comments and questions.

### b. Parks Service Levels

Mr. Lloyd presented information on the Park Service levels, and explained that this defines what staff does as each park, not how they do it. He summarized how Parks are classified and how this defines the service level at each park.

Staff responded to questions and Park Board members will email comments to Mr. Lloyd.

## **11. GOOD OF THE ORDER**

a. Discussion items or questions for liaison role

Staff provided information on Park upgrades that will be occurring in the upcoming year, as possible items to share at Neighborhood meetings.

Staff responded to questions.

## **12. ADJOURNMENT**

Mr. Quille moved to adjourn the meeting, Ms. Baird-Joshi seconded. The motion carried (8-0). The meeting was adjourned at 9:50 p.m.

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Lynn Zwaagstra, Director  
Parks and Community Services

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Rosalie Wessels, Chair  
Park Board

### Next meetings:

February 14, 2018  
March 14, 2018  
April 11, 2018

Hello,

I am writing in response to an item posted on the February 11 Kirkland Views website about a proposal to upgrade the swimming pool and facilities at Peter Kirk Park. I hope that the parks department and city council will find my suggestion worth considering.

An updated swimming facility at Peter Kirk Park would be a most welcome addition to the city's parks and recreation spaces. Ever since the city's disastrous aquatic center proposal a few years back, I have often wondered why the pool at Peter Kirk park couldn't be covered or upgraded in some fashion to extend its use beyond a few months in summer? In my daydreams I have also pictured Costco stepping up to sponsor the pool upgrades (and securing naming rights) due to the success of their renown Kirkland products.

Unfortunately it seems that this proposal for an upgraded swimming facility at Peter Kirk Park may be as doomed as the aquatic center. Instead of focusing on the pool and making it a feature as useful and popular as the pool in Lynnwood, for example, the proposal tries to become a multi-feature project with something for everyone. There are already places at the park for baseball, tennis, basketball, skateboarding, climbing toys, and picnics. In the community center and teen building there are kitchens, dark rooms, exercise spaces, and meeting rooms. Soon there will be hundreds places for the public to park as the Voda Apartment building and Kirkland Urban are completed.

Instead of a project that tries to be something for everyone and winds up being nothing for us all, please focus on the swimming pool upgrade. It would be a gem among Kirkland's other wonderful parks and recreational offerings.

Sincerely,  
C. Miller

Hello Park Board,

As chair of the Juanita Neighborhoods Association, I submit the attached letter which was passed unanimously by our board at the February 2018 meeting.

On a personal note, I would like to compliment whoever is keeping up the trails in various parks in Kirkland. My wife and I like to walk urban trails a few times a week, and have noticed lately that the following park trails look exceptionally well maintained: Big Finn Hill, Watershed, Kingsgate, North Rose Hill Woodlands, South Norway Hill, Juanita Highlands and especially Juanita Heights. It is not the case that all city parks everywhere look good, because we did not find Blyth park in Bothell nor Terrace Creek park in Mountlake Terrace to be as well maintained.

**--Doug Rough 425-821-5529**  
**cell 425-443-8423**

Kirkland City Council



## Need for park space in North Juanita

Juanita is the most populous of the several neighborhoods in Kirkland, with an estimated 25,000 population. There is an identified need for more park space in North Juanita. The area of Juanita north of NE 132<sup>nd</sup> street, which was annexed in 2011, has just two parks on the east side (Edith Moulton and Windsor Vista), and no parks on the west side. We are told the park board is aware of the need for more park space in this area.

One of Kirkland's goals is for any resident to have "accessible" park space, that is, to be able to walk just a few blocks to a park near where they live.

For example, someone at the intersection of Simonds Road and 100<sup>th</sup> Avenue NE would have to walk 17 blocks to get to Windsor Vista Park. Windsor Vista, with minimal development, is not very well known (and tough to find) yet it is the closest park option for this Simons Road pedestrian. We think more than about eight blocks is too far for any resident to have to walk to get to their nearest park. Someone standing on the corner of Juanita-Woodinville Way and 105<sup>th</sup> Avenue NE would have about a 10-block walk to the nearest park, Edith Moulton, and about an 11-block walk to Windsor Vista.

We believe that an easy way to add park space is for the city to take over "tract" lots. Tract lots were popular in developments in the 1960s and 1970s where a section of land was set aside with multiple nearby owners. The intent was for a neighborhood homeowners association to maintain the property for the benefit of the neighborhood, but in many if not most cases this did not happen. These tract lands are often overgrown, usually with non-native plants.

We have identified three such tract lands in Juanita north of NE 132<sup>nd</sup> street:

1. Parcel 321160 TRA near the corner of NE 141<sup>st</sup> Place and 105<sup>th</sup> Avenue NE
2. Parcel 920620 TRA near the corner of NE 134<sup>th</sup> Street and 109<sup>th</sup> Avenue NE, and
3. Parcel 202555 TRCT adjacent to (north and east of) Windsor Vista Park.

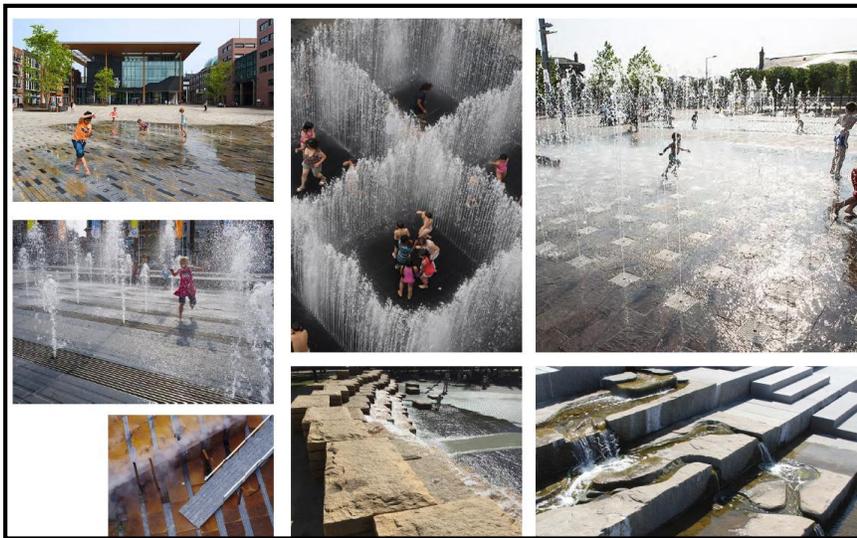
The first parcel has the advantage of being placed such that it would be only one block away from our Juanita-Woodinville pedestrian, thus cutting off 9 blocks to their nearest park. (However, it would be 15 blocks from our Simons Road pedestrian so there is still work to be done). This first parcel should have no wetland issues. The other two parcels include wetlands.

Please consider having the city of Kirkland take over tract land to add park space to northern Juanita.

**Parks and Community Services  
Department Report – February 2018**

**Administration, Planning and CIP Projects**

- **Totem Lake Park Development** – The Park Board held an open house and reviewed the [latest park design](#) at their meeting of February 14. Staff will provide the City Council with an update on March 6.



*Design for Totem Lake Park may include water play features to complement the new playground.*

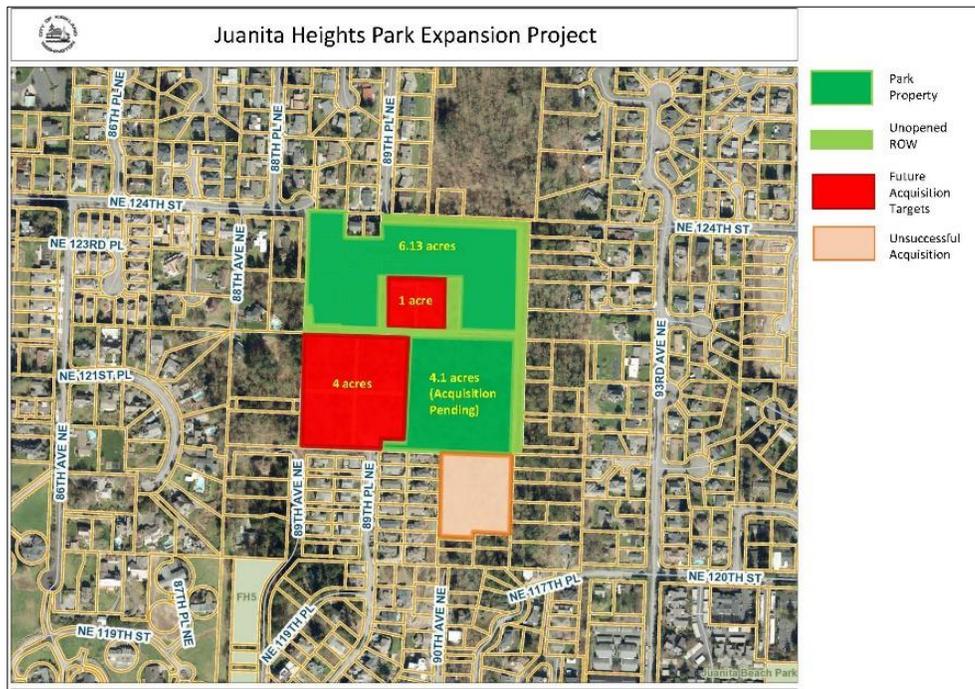
- **Edith Moulton Park Development** - Construction continues at the park with major elements underway including installation of dog trail fencing, wetland boardwalks, and bridges. Utility work in anticipation of restroom building construction is also well underway.

- **Marina Park Pier Structural Upgrades** – Work by the contractor will continue into the first two weeks of March. Much of the work is being conducted by divers.



*Contractor Neptune Marine is making good progress on completing repairs to the dock at Marina Park.*

**Juanita Heights Park Expansion and Grants** – The [City Council authorized purchase](#) of an additional 4.1 acres to expand Juanita Heights Park. In addition, King County’s Conservation Futures Tax Grant Program has extended \$225,000 in matching grant funding for the City to pursue acquisition of additional properties to further expand the park in the future.



*Properties shown in red are future acquisition targets for Juanita Heights Park*

## **Parks Maintenance and Operations**

- Winter Projects continue to be the focus for operations. This week staff were able to get the OO Denny irrigation intake pipe installed. It was a balmy 28 degrees when this picture was taken.



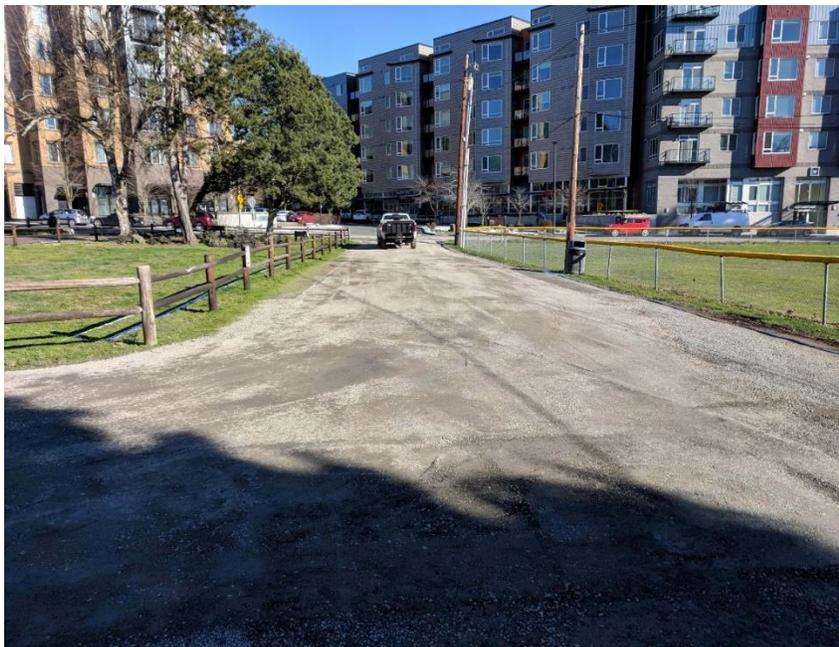
(Staff installing irrigation intake at OO Denny Park)

- This past month a group of highly qualified candidates were put through a series of interviews and presentations with the hopes of filling our open Parks Supervisor position. After thorough evaluating and vetting we are pleased to announce that Parks' staff member Ryan Fowler has accepted the position. Ryan has worked for Kirkland since 2005 and brings great enthusiasm, passion, and knowledge to the team. We are excited to have Ryan start his new position on March 1.
- High winds and cold temperatures have been creating a lot of opportunity to serve during the past few weeks. The staff has been doing a great job with clean-ups and keeping our areas of responsibility cared for when it comes to de-icing of parking lots and pathways at City facilities.
- This month all of our playgrounds are going to be receiving fresh wood chips.
- Seasonal positions for Parks staff have been posted and we will start interviewing for those positions this month. If you know anyone who loves outdoor work, encourage them to apply.
- Special thanks to Parks staffer Ian McFeron for his hard work and dedication along some of our waterfront parks. I have received several compliments from our community about his efforts at Houghton Beach, Marsh, and David Brink parks.



*(Fresh Play-chips at Doris Cooper Houghton Beach Park)*

- Juanita Beach's historic Forbes House received some additional maintenance this past month as staff levelled and filled holes on the gravel driveway and parking lot. The project was greatly appreciate by building tenant Youth Eastside Services (YES) and their clients.



*(Freshly Levelled and Rolled Gravel at Juanita Beach's Horseshoe & Gravel Lots)*

- Juanita Bay Park receiving some new bathroom partitions thanks to Sinking Fund Resources. Waverly Beach's 30 year old partitions are next on the list.



*(Newly Installed Partitions at Juanita Bay Park)*

## **Recreation**

- The 2018 Youth Basketball League (grades 3-6) is wrapping up another season, with only two more weeks remaining in the program. The 80 volunteer coaches volunteered over 2,880 hours, planning and leading practice and games for 50 teams with a total of 483 league participants. This program would not be possible without the amazing dedication of the volunteer coaches.



*Youth Basketball Game at Kirkland Middle School*

- Job recruitment for summer aquatics positions has begun. We currently have twenty-two applicants. Information about available positions is advertised on Facebook, Craigslist, the Kirkland Reporter, and WRPA, and is posted at local colleges and high schools. Selected candidates will staff Houghton, Juanita, and Waverly beaches and Peter Kirk Pool.

**JOIN OUR TEAM!!**  
**CITY OF KIRKLAND**

**NOW HIRING**

**Head Swim Team Coaches**  
**Assistant Swim Team Coaches**

**Senior Lifeguards**  
**Lifeguards**  
**Swim Instructors**

Apply Now at:  
<http://www.kirklandwa.gov/depart/HumanResources/jobs.htm>

To become American Red Cross Lifeguard or Water Safety Instructor ... Take a Class!  
To register for a course, visit [www.kirklandwa.gov](http://www.kirklandwa.gov)

Questions Contact:  
Kelsey Hayes  
khayes@kirklandwa.gov

**experience it!**  
Kirkland Parks

*We're Hiring!*

- Thank you to the Rotary Club of Kirkland Downtown for donating \$1,400.00 for the 2018 Sprinkler Park at Lee Johnson Field. The Sprinkler Park, free for the community to enjoy, will take place on Thursdays, July 12 to August 23 from 12-3pm.

**COOL WAY TO COOL OFF!**

**SPRINKLER PARK**

**AT LEE JOHNSON FIELD** Downtown Kirkland

Join us this summer at Lee Johnson Field for Sprinkler Park Thursdays. A variety of sprinklers, suitable for all ages, will be set up for everyone to enjoy and cool off from the summer heat!

**THURSDAYS JULY 12-AUG 23, 12-3PM**

Parking is available in parking garage under library  
Children 10 and under must be supervised by an adult

**FREE TO ALL AGES**

**VARIETY OF SPRINKLERS FOR ALL TO PLAY IN**

**DON'T FORGET YOUR TOWEL AND SUNSCREEN!**

**THANK YOU TO OUR SPONSOR: ROTARY CLUB OF KIRKLAND DOWNTOWN!**

**PLEASE NOTE:** Temperatures must be above 70 degrees for Sprinkler Park to be open. Please call our inclement weather hotline at 425.587.3335 for program updates.

**RUN**

**JUMP**

**SPLASH**

*Sprinkler Park Marketing Materials*

- The Peter Kirk Afterschool Camp offered priority registration to returning families for the upcoming 2018-2019 school year from February 1 to the 9. At this time the transportation

portion of the program is sold out and there are only four spots remaining for the camp portion.

- Summer Day Camp staff recruitment is underway; we will be hiring for both the Peter Kirk Day Camp and the North Kirkland Junior Camp. Interviews will be held in the middle of March, we will be hiring two directors and eight counselors for the program.
- PKCC participants had a great time celebrating Mardi Gras on Fat Tuesday. Everyone enjoyed fantastic music while staff prepared a traditional southern lunch of Jambalaya and Pecan pie.
- Due to demand we have increased class sizes for preschool dance, cooking, and the Move and Grow Music and Movement classes, and we will be adding additional Science-Art classes for four-year-olds.
- The Hip Hop classes at NKCC are booming with 20+ children between the ages 5-11 registered and several children on waiting lists.
- NKCC staff are currently marketing adult softball leagues with flyers placed at local businesses.
- Adult volleyball leagues are filling up fast. All but one division is full with waitlists beginning to form. We anticipate the last division to fill up once the brochure is sent out.
- Jessi and Sean are working hard on the Move It! Pass. A fitness instructor meeting was scheduled on Friday, February 23 to do a SWOT-like program review and to brainstorm new program ideas. The idea to pursue an official sponsor for the program is also in the works.
- Pee Wee Soccer is filling up at a steady rate, with over half of the 420 spaces taken. Additional volunteer coaches are needed.
- Various vendors will be returning to parks throughout the City as part of the contracted concessions program. The confirmed vendors for 2018 are Kirkland Baseball Commission (Peter Kirk Park/Lee Johnson Field starting March 12), Kirkland American Little League (Everest Park starting March 17), Chillz Mobile (various parks starting April 1), NW Paddle Surfers (Juanita Beach Park selling frozen items; NW Paddle Surfers will also rent and sell paddle boards at Juanita Beach & Marina Parks starting April 1), and Perfect Wave Surf Shop (Paddle Board rentals at Houghton Beach Park starting April 7).
- Athletic fields will open for scheduled practices beginning on Monday, February 26. Games will start sometime in March. The 2018 early-season field allocation process was completed using a new permitting and payment structure. So far the changes have been successful and have resulted in more efficient use of staff resources.
- Juanita High School kicks off the high school baseball season at Lee Johnson Field on March 12.
- Kirkland American Little League's opening day festivities will be held on Saturday, March 17 at Everest Park.

- Pea Patch reservations are almost complete. Ohde Avenue and Tot Lot Park garden plots are completely reserved. Staff are completing the last few phone calls to offer the remaining six plots at McAuliffe Park. The final plots should be completely reserved by the end of February. The pea patches open officially on March 1 for the 2018 season.
- The 2018 Spring/Summer recreation brochure is in its final stage of production (printing and mailing). The brochure was sent to the printer on Friday, February 23. The brochure should be posted to Kirklandwa.gov by March 8. Registration for Spring/Summer programs will begin at 6:00am on Thursday, March 15.

## Youth Services

- Two cases were heard at February's Teen Traffic Court.
- "We've Got Issues" Youth Council Video – The first shooting took place on Saturday, February 10 at Marina Park. Several more shoots are scheduled for early March.
- Youth Council Service Projects:
  - Food Drive – Members collected donations outside the Totem Lake QFC January 27 and 28. Below is an overview of what the group has collected each year.

	2018	2017	2016	2015	2014
Cash	\$416	\$255	\$438	\$316	\$218
Pounds	2,568	875	1,661	1,478	1,639



*KYC members at the food drive*

- Members are busy planning the 2018 Youth Summit set for March 29. Registration is open and will run through March 21.
- The current KTUB Director, Yasmine Ferrington-Hernandez, will be leaving her position next month. Facility operator YMCA is hoping to have her replacement in place prior to or just after her departure.

- Valentine's Day Goodie Bags – KYC members put together 60 Valentine's Day goodie bags for families in need. Thirty bags were delivered to the Safe Car Camping at the Methodist Church and 30 to the New Bethlehem Day Center.



*KYC members assembling Valentine Day goodie bags*

### **Senior Council**

- KSC will be hosting an educational forum on Property Taxes on March 13, from 10:30am-noon, in Council Chambers. King County Assessor John Wilson will be presenting.
- Four members will be attending the Senior Lobby Day on February 22 in Olympia.
- KSC will have a booth at the Overlake Health Fair on March 3.

### **Human Services**

#### Human Services Commission

- At the Commission's February meeting, Debbie Lacy with the Eastside Refugee and Immigrant Coalition discussed the changing dynamics on the Eastside and effective ways of integrating immigrants and refugees into the community. Leslie provided an overview of the City's Welcoming, Safe and Inclusive Community initiative.

#### Permanent Shelter for Women and Families with Children

- The City Council approved the purchase of a parcel of land that the City will lease to a local nonprofit to build and run the permanent shelter.

#### Eastside Advocacy and Collaboration

- Leslie continues to participate in the regional One Table initiative, United Way Community Building Committee, the King County Consortium and the Lake Washington School District Equity Team.

#### Important Upcoming Dates

- The application for 2019-2020 Human Services grants will open on March 5 and close on April 10.

## **Green Kirkland Partnership**

- February marks the transition from the native planting season (October – February) into preparing for spring site maintenance, restoration goal setting with Green Kirkland Stewards, and planning for the GKP program's large events.
- In February, Green Kirkland staff and volunteer Stewards collaborated to finalize annual restoration and volunteer engagement goals. Currently, 30 active Green Kirkland Stewards conduct restoration in 13 parks; five other parks in restoration are without Stewards, restoration activities are led by City staff or contractors.
- As numbers are finalized, the data for 2017 are looking impressive, such as 14.8 new acres enrolled in restoration, 6,340 native plants installed, and GKP recorded 11,113 volunteer hours, which makes-up almost 1/3 of the total 34,413 volunteer hours recorded for all 2017 City programs combined!
- February 28 through March 20, GKP is posting a Seasonal Laborer job position that will start in early May and conclude in November. Tasks will include watering several thousands of young native plants that are not yet established enough to survive summer dryness.
- In late January and early February, GKP and Parks Maintenance staff collaborated on the removal of illegally dumped piles and storm debris on the east side of Juanita Bay Park, thereby improving onsite safety.
- In February, GKP received a storage container at City Hall for restoration tools and equipment. This container frees up critical interior space in City Hall for the Facilities Department.
- Lucity Phase 2 asset management software implementation continues, with GKP staff focusing on streamlining report generation for accurate reporting out of restoration activities.
- The Washington Conservation Corps (WCC) crews continued to work in Kirkland parks for the first week in February, focusing mostly on planting native plants in Watershed and Crestwoods parks.
- On Wednesday, February 14, Green Kirkland Stewards hosted two 'Love your Forest' events with community members assisting with restoration site maintenance at Crestwoods and Juanita Bay parks.
- On Thursday, February 22, GKP received over 800 bare-root native trees, shrubs, and groundcovers from the King Conservation District. Volunteers will tend these native plants over the summer before they are installed across parks during planting events this fall.
- On Saturday, February 24, Green Kirkland Stewards hosted a planting focused stewardship event at Juanita Bay Park, with 12 volunteers including families and students.
- On Saturday, February 24, Green Kirkland staff and students from the University of Washington Restoration Ecology Network hosted a community stewardship event at North Rose Hill Woodlands Park. Over 30 volunteers moved 15 yards of mulch to prepare the restoration site for final planting.

- On Saturday, February 24 and Sunday, February 25, Green Kirkland Native Plant Nursery Steward hosted two potting parties to prepare bare-root plants into soil and pots. Volunteers will tend these native plants over the summer before they are installed during many planting events this fall.



*Green Kirkland Photos: Volunteers braving the cold to help at the weekly Juanita Bay Park event (left, Photo credit: Jim Hunt). Over 800 native bare root plants awaiting a temporary home at the McAuliffe Park Nursery; Nursery volunteers will pot and care for the plants all summer (right, Photo credit: Jeremy Jones)*

#### Upcoming Important Dates:

- **Monday, March 5 and Thursday, March 8,** Green Kirkland Stewards host students from the Environmental Adventure School at Crestwoods and Juanita Bay parks.
- **Saturday, March 10, 10 a.m. - 1 p.m.** – GKP and partners at EarthCorps host an environmental stewardship event at O.O. Denny Park. This event is made possible with support from the King Conservation District.
- **Tuesday, March 20,** Earth Month Proclamation at City Council to promote April as a month-long inter-departmental series of activities focused on sustainability and solid waste recycling.
- The **City's pinnacle Earth Month event** will be **GKP's forest restoration Earth Day Event on Saturday, April 21, at North Rose Hill Woodlands Park, 10 a.m. to 2 p.m.** Dignitaries will be making speeches between 12:00 and 12:30 p.m.
- **Saturday, March 24, 10 a.m. - 1 p.m.** Green Kirkland staff host New Steward Orientation at McAuliffe Park.
- **Saturday, March 24,** Green Kirkland Stewards host three stewardship events: at Josten, O.O. Denny, and Juanita Bay parks.

#### **Special Events & Special Events Service Team**

- Sudie completed Success Signals Communication Styles training conducted by Marilynne Beard.
- There were no events held February.

#### Special Events Team:

- Sudie reported on events held in December.
- The team reviewed special event permit applications for the Mother's Day Half Marathon hosted by Pro-Motion Events, 7 Hills of Kirkland hosted by Attain Housing, Park to Park Swim hosted by Seattle Children's Guild Association and the Ecumenical Good Friday Walk & Service led by St. John's Episcopal Church.
- A representative of the American Cancer Society attended the permit application review and presented plans for moving the Relay for Life of Kirkland from Marina Park to Juanita Beach Park. The Special Event Team supports the move, agreeing that Juanita Beach provides a better venue for proposed activities.

#### Upcoming Important Dates:

- **Saturday, March 17, 9 a.m.** - Kirkland Shamrock Run, Marina Park
- **Sunday, March 18, Noon** - Nowruz Celebration, Marina Park
- **Friday, March 30, Noon** - Ecumenical Good Friday Walk & Service, Marina Park

### **Interdepartmental/Interagency Committees**

#### Grant Team (Sharon Rodman)

- No February meeting. The next meeting March 8.

#### Green Team (Sharon Rodman)

- No February meeting. The next meeting March 14.
- Team members are planning for April Earth Month proclamation, events, and activities.

#### Volunteer Service Team (Jeremy Jones)

- No February Meeting.

#### Customer Service Team (Jairid Hoehn, Lourdes Mansanarez)

- Staff learned about the Constituent Response Management (CRM) system that will eventually be implemented to assist with tracking citizen requests.
- City Communications staff requested feedback on topics that can be highlighted in different media's to better assist citizens looking for information.
- Staff discussed phone tree updates that were made in the last month.
- Ideas for Customer Service related training were discussed.
- The next meeting will take place on Wednesday, March 28.

## Parks and Community Services Monthly Tracking – January, 2018

### Marina use

	Number	Revenue
Boat launch cards sold	0	0
Commercial dockings	3	\$527.50

### Monthly facility rentals and use

	Hours used by City programs	Hours used by community
Heritage Hall	9	23
PKCC Rooms (aggregate)	438	66
NKCC Rooms (aggregate)	373	35
School gymnasiums	752	
Picnic shelters (# of bookings)	2 bookings 6 hours	1 booking 5 hours
Ballfields - Kirkland	3	0
Ballfields - LWSD	0	74

### Green Kirkland Partnership

Number of volunteer hours	1105
Number of volunteer events	19
Value of Volunteer Hours	\$33,219
Acres of new restoration	1.4
Acres in restoration maintained	12.0
Total plants planted	298
Invasive trees removed	196
Contracted crew field hours	801

### Youth Services

Number of events	2
Volunteer hours	139
Traffic court cases heard	2



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**To:** Park Board

**From:** Michael Cogle, Deputy Director

**Date:** March 8, 2018

**Subject:** 2019-2024 Capital Improvement Program (CIP) Funding Plan

**RECOMMENDATION:**

1. That the Park Board review project scoring for potential CIP projects
2. That the Park Board receive a presentation from staff on a preliminary funding plan for the Parks CIP.

**BACKGROUND DISCUSSION:**

At the Board's February meeting staff provided a briefing regarding the process and timeline for developing the funding plan for the Department's Capital Improvement Program for the six-year period 2019 – 2024.

**Timeline**

March	Review project scoring and project rankings; Consider preliminary CIP
April	Finalize CIP Recommendation and provide to City Manager
July	City Council CIP Review
December	City Council CIP Budget Adoption

**Funding.** The Parks CIP is anticipated to be funded from three primary sources: Real Estate Excise Tax (REET), the Parks Levy, and Park Impact Fees. While the City's CIP is a six-year funding plan, only the first two years are actually funded as part of the City's budget adoption process. The current adopted CIP is provided as **Attachment A**.

**Scoring Criteria.** The attached sheet **Attachment B** lists the 10 evaluation criteria and scoring system that has been used in the past to help rank projects. Staff recommends that the criteria and scoring system be adopted without change for use in evaluating possible projects for the 2019 - 2024 CIP.

**Project Scoring.** Staff have evaluated possible projects and a summary spreadsheet is provided as **Attachment C**.

Keep in mind that ranking parks CIP projects using the adopted criteria is simply one tool to use in our decision-making process. The rankings themselves need not solely determine which projects are included in the six-year plan.

**Preliminary 2019 – 2024 CIP Recommendation.** Staff are currently preparing a preliminary CIP recommendation and will provide the Board with a presentation and seek guidance at the March meeting.

**Attachments:**

- A – Current CIP for Parks: 2017-2022
- B – Parks CIP Scoring Criteria
- C – 2018 Project Scoring Summary Spreadsheet

City of Kirkland  
2017-2022 Updated Capital Improvement Program

ATTACHMENT A

**PARK PROJECTS**

Funded Projects:

Project Number	Project Title	Prior Year(s)	2017	2018	2019	2020	2021	2022	2017-2022 Total	Funding Source				
										Current Revenue (REET)	Park Levy	Impact Fees	Reserves	External Source
PK 0049	Open Space, Park Land & Trail Acq Grant Match Program		100,000						100,000				100,000	
<i>PK 0056</i>	<i>Forbes Lake Park Development</i>	<i>1,058,200</i>	<i>450,000</i>						<i>450,000</i>				<i>450,000</i>	
PK 0066	Park Play Area Enhancements		50,000	50,000	75,000	75,000	75,000	75,000	400,000	320,000		80,000		
PK 0087 101	Waverly Beach Park Renovation Phase 2				250,000	1,000,000			1,250,000		873,000	377,000		
<i>PK 0119 100</i>	<i>Juanita Beach Park Bathhouse Replacement</i>	<i>1,200,000</i>	<i>1,715,000</i>						<i>1,715,000</i>				<i>1,715,000</i>	
PK 0121	Green Kirkland Forest Restoration Program		75,000	75,000	75,000	75,000	100,000	100,000	500,000	500,000				
<i>PK 0123 100</i>	<i>Peter Kirk Pool Liner</i>	<i>125,000</i>	<i>135,000</i>						<i>135,000</i>				<i>135,000</i>	
<i>PK 0133 100</i>	<i>Dock &amp; Shoreline Renovations</i>		<i>444,400</i>		250,000	100,000	250,000	250,000	1,294,400		850,000			444,400
<i>PK 0133 200</i>	<i>City-School Playfield Partnership</i>		<i>488,600</i>	<i>500,000</i>					<i>988,600</i>		<i>988,600</i>			
<i>PK 0133 300</i>	<i>Neighborhood Park Land Acquisition</i>		<i>1,886,000</i>	<i>24,000</i>	<i>600,000</i>	<i>734,000</i>	<i>1,035,000</i>	<i>1,135,000</i>	<i>5,414,000</i>		<i>1,710,000</i>	<i>2,904,000</i>	<i>800,000</i>	
<i>PK 0133 401</i>	<i>Edith Moulton Park Redevelopment</i>	<i>1,115,000</i>	<i>376,300</i>						<i>376,300</i>				<i>376,300</i>	
PK 0138	Everest Park Restroom/Storage Building Replacement	75,000			803,000				803,000	803,000				
PK 0139 101	Totem Lake Park Acquisition		550,000						550,000		200,000		200,000	150,000
PK 0139 102	Totem Lake/CKC Land Acquisition		190,000						190,000		190,000			
PK 0139 200	Totem Lake Park Master Plan & Development (Phase I)	660,000	200,000	2,190,000	3,285,225	724,000			6,399,225	678,000		4,514,000	1,207,225	
PK 0147	Parks Maintenance Center			250,000	500,000	750,000			1,500,000	1,425,000		75,000		
PK 0151	Park Facilities Life Cycle Projects		168,000	146,000	162,000	151,000	162,000	169,000	958,000		458,000		500,000	
<b>PK 0152</b>	<b>O.O. Denny Park Improvements</b>		<b>175,000</b>						<b>175,000</b>				<b>175,000</b>	
<b>Total Funded Park Projects</b>		<b>4,233,200</b>	<b>7,003,300</b>	<b>3,235,000</b>	<b>6,000,225</b>	<b>3,609,000</b>	<b>1,622,000</b>	<b>1,729,000</b>	<b>23,198,525</b>	<b>3,726,000</b>	<b>5,269,600</b>	<b>7,950,000</b>	<b>5,658,525</b>	<b>594,400</b>

Notes

*Italics = Modification in timing and/or cost (see Project Modification/Deletion Schedule for more detail)*

**Bold = New projects**

**PARK PROJECTS**

ATTACHMENT A

**Unfunded Projects:**

<b>Project Number</b>	<b>Project Title</b>	<b>Total</b>
PK 0056 100	Forbes Lake Park Trail Improvements Phase 2	4,000,000
PK 0095 100	Heritage Park Development - Phase III & IV	2,500,000
PK 0097	Reservoir Park Renovation	500,000
PK 0108	McAuliffe Park Development	7,000,000
PK 0113"	Spinney Homestead Park Renovation	493,000
PK 0114	Mark Twain Park Renovation	750,000
PK 0114 101	Mark Twain Park Renovation (Design)	75,000
PK 0115"	Terrace Park Renovation	515,000
PK 0116	Lee Johnson Field Artificial Turf Installation	1,750,000
PK 0119 002	Juanita Beach Park Development (Phase 2)	1,308,000
PK 0119 200	Juanita Beach Park Development (Phase 3)	10,000,000
PK 0122 100	Community Recreation Facility Construction	67,000,000
PK 0124	Snyder's Corner	1,000,000
PK 0126	Watershed Park Master Planning & Park Development	1,100,000
PK 0127	Kiwanis Park Master Planning & Park Development	1,100,000
PK 0128	Yarrow Bay Wetlands Master Planning & Park Development	1,600,000
PK 0129	Heronfield Wetlands Master Planning & Development	1,600,000
PK 0131	Park and Open Space Acquisition Program	3,000,000
PK 0133 100	Dock & Shoreline Renovations	1,500,000
PK 0134 100	132nd Pk Playfields	712,000
PK 0135 100	Juanita Heights Park Expansion	1,000,000
PK 0136	Kingsgate Park Master Planning and Park Development	1,150,000
PL 0139 300	Totem Lake Park Development - Phase 2	2,440,000
PK 0139 400	Totem Lake Park Development - Phase 3	13,000,000
PK 0141 000	South Norway Hill Park Improvements	750,000
PK 0142 000	Doris Cooper Houghton Beach Park Restroom Replacement	850,000
PK 0143 000	Marsh Park Restroom Replacement	700,000
PK 0144 000	Cedar View Park Improvements	150,000
PK 0145 000	Environmental Education Center	2,000,000
PK 0148	Forbes House Renovation	414,000
PK 0149	Taylor Playfields- Former Houghton Landfill Site Master Plan	300,000
PK 0150	North Kirkland Community Center Renovation	786,000
<b>Total Unfunded Parks Projects</b>		<b>131,043,000</b>

Notes

" = Moved from funded status to unfunded status

## CRITERIA FOR RANKING PARKS CIP PROJECTS

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

**2018 Parks CIP  
Project Scoring**

Rank	Total	Project	Urgency/ Mandate	Health/ Safety	Fiscal Values	Plan Conformity	Feasibility / Support	Deferring Project	Other Benefits	# of Residents Served	M & O Impact	Geographic Distribution	Total Score	Project
1	24	ARC Center	3	2	1	3	2	3	3	3	2	2	24	ARC Center
2	23	Dock Renovation - Various Parks	3	2	1	2	1	3	2	3	3	3	23	Dock Renovation - Various Parks
3	21	City / School Playfield Partnership	2	2	2	3	2	3	1	3	0	3	21	City / School Playfield Partnership
3	21	Green Kirkland Forest Restoration	3	2	1	2	2	2	2	3	1	3	21	Green Kirkland Forest Restoration
3	21	Park and Play Area Enhancements	3	2	1	2	2	3	1	3	2	2	21	Play Area Enhancements
3	21	Marina Dock Replacement	3	2	1	2	1	1	3	3	2	3	21	Marina Dock Replacement
3	21	132nd Square Park Playfields	3	1	2	2	1	2	3	3	1	3	21	132nd Square Park
8	20	McAuliffe Park Development	1	1	2	2	2	1	3	3	2	3	20	McAuliffe Park Development
9	19	Waverly Beach Renovation Phase 2	3	2	0	2	2	2	1	3	2	2	19	Waverly Beach Renovation
9	19	ADA Compliance Upgrades	3	2	1	2	1	2	1	3	2	2	19	ADA Compliance Upgrades
9	19	Finn Hill (Northeast) Park Acquisition [A]	3	0	1	3	2	2	2	1	2	3	19	Finn Hill (Northeast) Park Acquisition
9	19	Kingsgate (Northeast) Park Acquisition [D]	3	0	1	3	2	2	2	1	2	3	19	Kingsgate (Northeast) Park Acquisition
9	19	N.Juanita (Southwest) Park Acquisition [B]	3	0	1	3	2	2	2	1	2	3	19	N.Juanita (Southwest) Park Acquisition
9	19	N.Juanita (Northeast) Park Acquisition [C]	3	0	1	3	2	2	2	1	2	3	19	N.Juanita (Northeast) Park Acquisition
9	19	N.Rose Hill (North) Park Acquisition [F]	3	0	1	3	2	2	2	1	2	3	19	N.Rose Hill (North) Park Acquisition
9	19	S. Rose Hill (West) Park Acquisition [G]	3	0	1	3	2	2	2	1	2	3	19	S. Rose Hill (West) Park Acquisition
17	18	Juanita Beach Park Development - Phase 2	2	2	1	2	2	2	3	3	0	1	18	Juanita Beach Park Development
17	18	Lee Johnson Field Synthetic Turf	0	2	1	2	1	2	2	3	2	3	18	Lee Johnson Field Synthetic Turf
17	18	Bridle Trails (South) Park Acquisition [H]	2	0	1	3	2	2	2	1	2	3	18	Bridle Trails (South) Park Acquisition
17	18	Everest Park Restroom & Storage Building	3	2	1	2	1	2	1	3	2	1	18	Everest Park Restroom & Storage Building
17	17	Totem Lake Park Phase 2: West Boardwalk	3	0	0	2	2	1	2	3	1	3	17	Totem Lake Park West Boardwalk
22	17	Off Leash Areas	3	0	1	2	1	1	2	3	1	3	17	Off Leash Areas
22	15	Forbes Lake Park Development	2	2	1	2	2	1	2	2	0	1	15	Forbes Lake Park Development
24	15	Mark Twain Park Renovation	2	2	0	2	1	1	1	2	2	2	15	Mark Twain Park Renovation
24	14	Waterfront Park Restrooms Reno. / Replace	2	2	0	2	0	1	1	3	2	1	14	Waterfront Park Restrooms Reno. / Replace
24	14	Reservoir Park Renovation	2	1	1	2	1	1	1	1	2	2	14	Reservoir Park Renovation
24	14	Kiwanis Park Erosion Control	2	2	2	2	0	1	1	1	2	1	14	Kiwanis Park Erosion Control
24	14	Finn Hill Neighborhood Green Loop Master Plan	3	0	0	2	2	2	2	2	0	1	14	Finn Hill Neighborhood Green Loop Master Plan
29	13	Yarrow Bay Wetlands Trails	1	0	1	2	0	0	2	3	1	3	13	Yarrow Bay Wetlands Trails
29	13	Juanita Heights Park Development	3	0	1	2	1	0	1	2	0	3	13	Juanita Heights Park Development
29	12	Environmental Education Center	0	0	1	2	0	0	3	3	0	3	12	Environmental Education Center
32	12	N.Rose Hill Woodlands Park Development	2	2	0	2	0	2	1	2	0	1	12	N.Rose Hill Woodlands Park Development
32	12	Snyder's Corner Park Site Development	2	0	1	2	1	1	2	1	0	2	12	Snyder's Corner Park Site Development
34	11	Van Aalst Park Improvements	1	1	0	2	1	1	1	1	2	1	11	Van Aalst Park Improvements
34	11	Watershed Park Development	1	1	1	2	1	1	1	2	0	1	11	Watershed Park Development
36	10	Cedar View Park Regrade Project	2	1	0	2	0	0	1	1	2	1	10	Cedar View Park Regrade Project
36	10	Kingsgate Park Master Plan & Development	0	0	1	2	0	1	1	2	0	3	10	Kingsgate Park Master Plan & Development
36	10	Terrace Park Renovation	2	0	0	2	0	1	1	1	2	1	10	Terrace Park Renovation
36	10	Spinney Homestead Park Renovation	2	0	0	2	0	1	1	1	2	1	10	Spinney Homestead Park Renovation
40	9	South Norway Hill Park Development	1	0	0	2	1	0	1	1	0	3	9	South Norway Hill Park Development
41	9	Heronfield Wetlands Development	0	0	1	2	0	0	2	2	0	2	9	Heronfield Wetlands Development
41	9	Hazen Hills Park Development	0	2	1	0	0	0	2	1	0	3	9	Hazen Hills Park Development
41	8	Juanita Bay Shoreline Connection	0	0	1	2	0	0	1	3	0	1	8	Juanita Bay Shoreline Connection
44	8	O.O. Denny Park Picnic Shelter	0	0	1	0	1	0	0	3	2	1	8	O.O. Denny Park Picnic Shelter
44	8	Waverly Beach Restroom Replacement	0	0	0	0	1	0	0	3	2	2	8	Waverly Beach Restroom Replacement
46	6	Waterfront Street Ends Improvements	1	0	0	2	0	0	1	2	0	0	6	Waterfront Street Ends Improvements



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

## **MEMORANDUM**

**To:** Park Board  
**From:** Lynn Zwaagstra, Director, Parks and Community Services  
**Date:** March 14, 2018  
**Subject:** Park Board Liaison Role

### **RECOMMENDATION**

It is recommended that the Park Board update the community about and seek feedback on the 2019-2024 CIP program.

In this Park Board packet is a memo provided by Michael Cogle on 2019-2024 CIP Project Rankings and Preliminary Staff Recommendations. Mr. Cogle will present this information to Park Board to facilitate discussion on community priorities for park projects. The Park Board is requested to seek community feedback that will allow you bring forward this community input about the top priority projects. Staff will present a draft of the 2019-2024 Park CIP Program to Park Board at the April meeting. A draft of the 2019-2024 Park CIP Program will then be presented to the City Manager's Office for consideration.

### **BACKGROUND DISCUSSION**

The Park Board mission statement is as follows:

"The mission of the Park Board shall be to provide policy advice and assistance to the Department of Parks and Community Services (PCS) and City Council in order to ensure the effective provision of Parks and Community Services programs and facilities to the residents of the City of Kirkland."

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

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

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

## Current Neighborhood Liaison Assignments

- Finn Hill Neighborhood – Kelli Curtis
- Market Neighborhood – Kelli Curtis
- Highlands – Richard Chung
- Norkirk – Kevin Quille
- Everest – Sue Contreras
- Evergreen Hill Neighborhood (Kingsgate)  
– Kobey Chew
- Juanita – Rosalie Wessels
- Lakeview – Rosalie Wessels
- Moss Bay – Richard Chung
- Central Houghton – Jason Chinchilla
- North Rose Hill – Susan Baird-Joshi
- South Rose Hill/Bridle Trails – Sue Contreras