



KIRKLAND PARK BOARD REGULAR MEETING

Date: April 10, 2019

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

1. **CALL TO ORDER**
 - a. Welcome New Park Board members 5 Minutes
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
4. **ITEMS FROM THE AUDIENCE**
5. **BUSINESS ITEMS**
 - a. Election of Vice-Chair 10 minutes
Action: Election
 - b. Shoreline Master Plan Updates 15 minutes
Action: Update Only
 - c. Kirkland Parks Foundation 30 minutes
Action: Discussion
 - d. City Council Study Session Prep 15 minutes
Action: Discussion
 - e. Neighborhood Liaison Assignment Updates 10 minutes
Action: Discussion and Assignment of Neighborhoods
 - f. Pickleball Court Conversion 10 minutes
Action: Recommendation

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

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- g. Park Board Member Mentors
Action: Discussion

5 minutes

6. **COMMUNICATIONS**

30 minutes

- a. Correspondence
- b. Department Monthly Report
- c. Staff Updates and Information
- d. Park Board member reports
- e. Comments from the Chair

7. **GOOD OF THE ORDER**

8. **ADJOURNMENT**

Estimated meeting completion: 9:10 p.m.

Next Park Board Meetings:

Tuesday May 7, 2019 – City Council Study Session, 6:00pm

May 8, 2019

June 12, 2019

Upcoming Neighborhood Meetings: www.kirklandwa.gov/neighborhoods

Neighborhood	Frequency	April Meetings	May Meetings
Central Houghton <i>unassigned</i>	Second Tuesday of odd months (No summer or Dec meetings)	No April Meeting Scheduled	May 14, 7pm Houghton Fire Station
Everest <i>unassigned</i>	Fourth Tuesday odd months (No summer meetings)	No April Meeting	May 28, 7pm Houghton Fire Station
Evergreen Hill <i>unassigned</i>	Third Wednesday of every month (No meetings in Nov, Dec, July, Aug)	April 17, 7pm Friends of Youth	May 15, 7pm Friends of Youth
Finn Hill <i>unassigned</i>	Meets as needed	No April Meeting Scheduled	No May Meeting Scheduled
Highlands Richard Chung	Third Wednesday odd months (Nov–May)	No April Meeting	May 15, 7pm PW Maintenance Center
Juanita Rosalie Wessels	Second Monday of odd months (No summer meetings)	No April Meeting	May 13, 7pm Kirkland Justice Center
Lakeview Rosalie Wessels	Inactive - No meetings at this time	No April Meeting Scheduled	No May Meeting Scheduled
Market Uzma Butte	Third Wednesday odd months (No summer meetings)	No April Meeting	May 15, 7pm Heritage Hall
Moss Bay Richard Chung	Second Monday odd months (No summer meetings)	No April Meeting	May 13, 7pm Heritage Hall
Norkirk <i>unassigned</i>	First Wednesday even months (No summer meetings)	April 3 7pm, Heritage Hall	No May Meeting Scheduled
North Rose Hill Uzma Butte	Third Monday of every month (No July or Dec meetings)	April 15, 7pm, Rose Hill Fire Station	May 20, 7pm Rose Hill Fire Station
South Rose Hill/Bridle Trails Susan Baird-Joshi	Second Tuesday odd months (No summer meetings)	No April Meeting	May 14, 7pm Lake WA Methodist Church
Totem Lake - <i>unassigned</i>	Inactive - No meetings at this time	No April Meeting	No May Meeting

KIRKLAND PARK BOARD

Minutes of Regular Meeting

March 13, 2019

1. CALL TO ORDER

The March 13, 2019, Park Board Regular meeting was called to order at 7:01 p.m. by Chair Rosalie Wessels.

2. ROLL CALL

Members Present: Chair Rosalie Wessels, Kevin Quille, Uzma Butte, Richard Chung and Susan Baird-Joshi

Members Absent: Jason Chinchilla, Kobey Chew

Staff Present: Jason Filan, Linda Murphy, Mary Gardocki, John Lloyd, Jim Lopez, Lynn Zwaagstra and Jairid Hoehn

Recording Secretary: Heather Lantz-Brazil

3. APPROVAL OF MINUTES

The February 13, 2019 meeting minutes were presented. Ms. Baird-Joshi moved to approve the minutes. Seconded by Mr. Quille. The motion carried (5-0).

4. ITEMS FROM THE AUDIENCE

5. BUSINESS ITEMS

a. Election of Vice-Chair

Mr. Quille moved to nominate Ms. Butte for the Vice Chair position. No member seconded. Mr. Chung moved to nominate Ms. Baird-Joshi. No member seconded. Ms. Baird-Joshi moved to table the Election of Vice-Chair until a later date. Mr. Chung seconded. The motion carried (5-0). The Board scheduled the Election of Vice-Chair for the April Park Board Regular Meeting.

b. Off-Leash Dog Outreach Report

Ms. Gardocki presented the history of initiatives in response to years of community interest in creating opportunities for off-leash dog activity. Mr. Lopez presented the culmination of off-leash dog outreach and the findings. Staff responded to questions from the Board.

Mr. Chung moved that the Board recommends that staff proceed with developing options for off-leash dog opportunities that include various configurations for fenced and non-fenced options for further consideration by the Park Board and Council. Ms. Baird-Joshi moved to amend the motion to include "with a focus on areas underserved". Ms. Butte seconded the amendment. The motion carried (5-0). Mr. Quille moved to add "pilot" after "developing" and

strike "fenced" to the amended motion. Ms. Wessels seconded. The motion did not carry (1-4). Mr. Chung moved to strike "fenced and non-fenced" from the amended motion. Ms. Baird-Joshi seconded. The motion carried (5-0). Ms. Wessels moved for a vote on the original motion as amended. The motion carried (5-0).

c. ADA Outreach Plan

Mr. Lopez presented the City's Americans with Disabilities Act (ADA) Transition Plan civic engagement process and key stakeholders. Staff responded to questions from the Board.

d. Sinking Fund Project Updates

Mr. Filan presented an update on the initial start and completed 2018 Sinking Fund Projects and a preview of planned sites for 2019. Staff responded to questions from the Board.

6. COMMUNICATIONS

a. Correspondence

The Board discussed a draft letter to the City Planner in support of the Juanita Beach Bathhouse Renovation Project. The Board agreed upon minor changes to enhance the letter. Mr. Quille moved for the Chair to sign the letter on behalf of the Board. Seconded by Ms. Baird-Joshi. The motion carried (5-0).

b. Department Monthly Report

The Board was provided an updated department monthly report and provided feedback to Staff. Staff responded to questions from the Board.

c. Staff Updates and Information

a) RFQ results for Park Vendors & Concessionaires

Ms. Murphy presented the 2019 contracts for Food and Recreation Waterfront Activities.

b) Updated PCS Org Chart

The Board was provided an updated 2019 Parks and Community Services organizational chart with highlighted newly funded positions.

c) Park Board/PCS staff Meet and Greet/BBQ

Staff will develop plan for a meet and greet with Park Board to be presented at the next regular meeting in April.

d) Neighborhood Liaison Update

Staff provided the board a memo of the current Neighborhood Liaison assignments. Unassigned neighborhoods will be assigned once all Board positions are appointed.

d. Park Board member reports

Mr. Quille – Suggested the Board visit the Meydenbauer Beach Park in Bellevue, WA.

Ms. Butte – Nothing to report.

Ms. Baird-Joshi – Nothing to report.

Mr. Chung – Attended the Moss Bay Neighborhood meeting and talked about the role of the Park Board in general, the role of neighborhood liaisons, David Brink Park, Off-Leash Dog Parks, Juanita Beach, and Totem Lake Park.

Ms. Wessels – Attended the Finn Hill Neighborhood meeting.

e. Comments from the Chair

Announced the Volunteer Appreciation Dinner on April 9th at the Kirkland Performance Center.

7. GOOD OF THE ORDER

8. ADJOURNMENT

Mr. Quille moved to adjourn the meeting. Seconded by Ms. Baird-Joshi. The motion carried (5-0). The meeting was adjourned at 9:30 p.m.

Lynn Zwaagstra, Director
Parks and Community Services

Rosalie Wessels, Chair
Park Board

**CITY OF KIRKLAND****Department of Parks and Community Services**

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000

www.kirklandwa.gov**MEMORANDUM**

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services

Date: March 25, 2019

Subject: Election of Vice Chair

RECOMMENDATION

That the Park Board conduct elections to fill the vacant Vice Chair position for the remainder of 2019.

BACKGROUND DISCUSSION

Kirkland Municipal Code 3.36.040 states that the Park Board Chair and Vice Chair will be elected annually to a one-year term and elections will be held at the Board's final meeting of the year. The Park Board held elections at the December 12, 2018 meeting, electing Rosalie Wessels to her second term as Chair, and Kelli Curtis to the Vice Chair position. Ms. Curtis was appointed to City Council in February 2019, leaving the Vice Chair position vacant.

The Vice Chair will be responsible for performing the duties of the Chair in the event the Chair is not present. Should the Chair be unable to complete his or her term, the Vice Chair will assume the position of Chair and an election will be held to fill the position of Vice Chair.

The Chair is responsible for presiding over Park Board meetings and may be called on to attend other meetings with members of City Council, the community or staff. Additionally, the Chair may be asked to speak at special park-related events such as dedication ceremonies.

At the March 13, 2019 Park Board meeting, after a brief discussion, the election of a new Vice Chair was tabled until the April meeting. Park Board does not have a rule governing how elections are conducted. As such, the board may conduct this election any way they like, as long as it is not a secret or anonymous ballot and is done in an open meeting. No matter the process used, typically, the Chair will call for nominations or interest for open positions. A Board member may nominate themselves if desired or may decline a nomination. The Chair may ask nominees to speak toward their interest in a position. Nominations do not need to be made as a formal motion.

While the board is free to determine the election process desired, staff recommend conducting the election via a voice vote outlined below:

- Following nominations and any discussion desired, the Chair calls for a vote on the nominations for a specific position.
 - Each Board member individually verbally casts their vote for one of the nominees.
 - The nominee with the most votes would be named the winner of the election and appointed the position being elected.



CITY OF KIRKLAND
Planning and Building Department
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MEMORANDUM

To: Park Board

From: Joan Lieberman-Brill, AICP, Senior Planner
 Christian Geitz, Planner
 Jeremy McMahan, Deputy Planning Director

Date: April 3, 2019

Subject: Briefing on the Shoreline Master Program periodic review and draft amendments, File Number CAM19-00026

Staff Recommendation

That the Park Board receive a briefing from staff on park related amendments to the Kirkland Shoreline Master Program policies and regulations and convey to staff if there are concerns or additional issues that should be addressed. At the meeting, staff will summarize the key issues and the project schedule.

Background

The Shoreline Master Program (SMP), is a set of land-use policies and regulations that guide how shoreline properties are used and developed. Shoreline jurisdiction includes all lands 200' upland of Lake Washington and wetlands associated with the lake, such as the wetlands in Forbes Valley, Juanita Bay and Yarrow Bay.

Every eight years, as mandated by the Shoreline Management Act and reflected in [WAC 173-26-090](http://www.wa.gov/wac/173-26-090), the City must conduct a **periodic review** of the Shoreline Master Program (SMP) and prepare necessary amendments to ensure consistency with any changes to state law, changes in local plans and regulations, changes in local circumstances, and new or improved data and information. Staff is now undertaking the periodic update of the SMP. Attachment 1 is a flyer that provides an overview of the project.

History. The existing SMP was adopted in 2010. It took five years to prepare the SMP, have extensive public outreach and submit to Ecology for their review and approval. In 2011 the City made amendments to the City's shoreline regulations to incorporate the annexation area.

The City's SMP implements the policies and principles established in the Shoreline Management Act ([RCW 90.58](http://www.wa.gov/rcw/90.58)) and reflected the new State Guidelines in [WAC 173-26](http://www.wa.gov/wac/173-26). It contains three mandatory components:

- Shoreline regulations in Chapters 83 and 141 of the Zoning Code
- Shoreline goals and policies in the Shoreline Area chapter of the Comprehensive Plan
- City's Restoration Plan

State Master Program Guidelines. The State Guidelines [WAC 173-26](http://www.wa.gov/wac/173-26) are more rules than guidelines that must be reflected in the City's SMP. Here is a summary of some of the key guidance rules to help

understand the regulations found in Chapter 83 KZC and the policies in the Shoreline Area Chapter of the Comprehensive Plan:

- **No net loss of ecological function** of the lake which means to not make the overall lake conditions any worse than the benchmark of 2006 when the City did its required Shoreline Analysis Report. As new piers and upland structures are built along the shoreline, mitigation must be provided to maintain no net loss of the lake's ecological function.
- **Overwater coverage must be minimized** (piers, docks and marinas) by limiting the size and length of overwater structures and requiring open grated decking. Piers need to be narrow and boats must not moor within the first 30 feet of the lake because this is the salmon spawning area.
- **Structure setbacks** from the lake must be established based on existing conditions as of the City's 2006 Shoreline Analysis Report.
- **Existing bulkheads cannot be replaced** or have major repair unless erosion from lake action would damage a primary structure within three years.
- **Native shoreline vegetation** must be installed to mitigate impacts of new shoreline construction.
- **Public access** via trails and/or view corridors must be provided by all uses but single family uses (exception are single family subdivisions of more than five lots do require public access)

Project

During this update process the City will consider:

- SMP amendments necessary to address changes to state laws since 2010 based upon a periodic review checklist provided by the State Department of Ecology.
- A list of SMP code amendments that have been maintained since adoption of the City's shoreline regulations in 2010. The list includes clarifications, incorporation of two code interpretations, and minor code amendments to address issues that have come up with shoreline projects.
- Bringing the existing critical area wetland and stream regulations contained in Chapter 83 KZC shoreline regulations into consistency with the critical area regulations in Chapter 90 KZC for lands outside shoreline jurisdiction that were updated in December 2016 and ensuring that during this process they will be updated as necessary to be consistent with evolving best available science. Too, staff has maintained a list of future code amendments for Chapter 90 KZC wetlands and streams since 2016 that will be considered during this update. The list includes clarifications and minor code amendments to address issues that have come up with critical areas projects.

Utilizing a \$25,000 Ecology grant, the City has hired The Watershed Company (TWC) to assist staff with the current periodic update of the SMP and Chapter 90 Wetland Stream regulation amendments. Previously, TWC was the City's consultant during both the 2010 SMP update and the 2016 Chapter 90 update.

Recommended Amendments. All proposed draft amendments are available for viewing as of April 1, 2019 on the [SMP](#) project webpage. They include the following Zoning Code (KZC) and Comprehensive Plan chapters that are contained in the SMP or support its' administration (as in the case of KZC Chapter 5).

- Chapters 83-Shoreline Management,
- Chapter 141-Shoreline Administration,

- Chapter 5-Definitions,
- Chapter 90-Critical areas: Wetlands, Streams, Minor Lakes, Fish and Wildlife Habitat Conservation Areas, and Frequently Flooded Areas

TWC prepared a gap analysis listing all changes necessary to bring the SMP into compliance with changes to state legislation as well as summarizing other major changes proposed with this project. TWC has also prepared two separate matrices' listing changes that either staff or TWC recommends to the Shoreline Master Program or to the Wetland and Stream regulations. The gap analysis and Tables listing proposed amendments are also available for viewing on the [SMP](#) project webpage. The following is a summary of the key amendments being proposed relevant to Park properties:

Shoreline Master Program Proposed Changes:

- **Bring the wetland and stream regulations in the shoreline jurisdiction into consistency with the wetland and stream regulations in the rest of the City.** The bulk of the changes are to stand-alone critical area wetland and stream Sections in the Chapter 83 Shoreline regulations in the Zoning Code. These are replaced by incorporating by reference Chapter 90 critical area regulations. While the intent is to have the same wetland and stream regulations for both shoreline jurisdiction and upland areas, several critical area regulations in Chapter 90 are not incorporated by reference into the SMP. These are not adopted by reference because the critical areas ordinance was adopted pursuant to the Growth Management Act standards while the City's SMP must be consistent with the Shoreline Management Act. The Act has different authority, purposes and intent in general, so not all standards can be incorporated.
- **Apply removal of non-conforming in-water structures,** such as extra piers or docks, boat houses and boat rails for single family uses when major redevelopment occurs along entire shoreline area and not just in the 2011 annexation area. The non-conforming provisions were added to Chapter 83 KZC when amendments were made for the 2011 annexation. The provisions should apply to the entire shoreline and not just the annexation area.

Wetland and Stream Regulations Proposed Changes:

- **Bring the wetland regulations into consistency with current best available science** based on updated July 2018 Ecology guidance before incorporating them into the SMP. The 2016 Wetland Stream amendments were based on 2014 Ecology Guidance. Since then best available science has evolved. At that time four wetland buffer categories based on habitat scores were recommended rather than the three now recommended. Current Ecology guidance also reduces buffers widths for wetlands with moderate and low habitat scores. The proposed amendments to the Wetland and Stream regulations would implement these recommended changes. Additionally, in the shoreline jurisdiction,
- **Add a new stream category.** Based on staff experience administering the stream regulations over the last several years, the proposed change creates an "urban altered" stream category. This change acknowledges that those piped streams that do not currently support fish use due to the presence of a downstream barrier, and for which fish habitat in the subject area could not reasonably be recovered by restoration or management based on specific criteria, should not be required to provide the same buffer widths as open stream segments that are fish bearing. Buffer width for this new fourth stream type would be 50 feet rather than 100 feet, the same buffer width required for non-fish bearing streams. An analysis by a qualified professional is required, subject to peer review by the City's consultant at the applicant's expense to determine if the criteria are met.

- **Clarify the intent to limit wetland and wetland buffer modifications.** Other than modifications currently allowed under other sections of the wetland regulations (i.e. a reasonable use exception, permitted activities, improvements and uses section, public agency and public utility exception section, or programmatic permits for public agency/public utility) only limited wetland modification proposals may be considered. As currently written, it can be interpreted that any proposal for wetland fill for any reason may be proposed, which would not be supported by best available science. Clarified text states that wetland fill is not allowed except in specific small and lower functioning wetlands based on specific criteria, and that buffer modifications are only allowed in limited circumstances, as they are currently - when they are part of a wetland modification of the same lower functioning wetland, as part of wetland averaging, or as part of an interrupted buffer waiver.
- **Refer to the Washington State Department of Fish and Wildlife State Priority Species list and maps** rather than listing the species, which can and do change over time. The bald eagle is no longer a federal or state designated protected species and therefore no longer meets the criteria for wildlife species of local importance. The City does have the option of designating the bald eagle locally and adding it back onto the list of species of local importance, but that would require the City to develop management strategies without the support of agencies with expertise. Without staff resources to manage the species, staff recommends against local designation of the bald eagle.

Public Outreach

The SMA and WAC require a robust public participation process for a periodic update. Attachment 5 is the public participation program for this project. The following extensive outreach has occurred so far:

- **Postcards:** (Attachment 6) 1,396 postcards were sent to all property owners within the shoreline jurisdiction and emailed to stakeholders, notifying them of the proposed amendments to the City's Shoreline Master Program and Wetland and Stream regulations, providing a link to the project website where they may sign up to receive email updates about the project, and providing courtesy notice of the Houghton Community Council (HCC) and Planning Commission (PC) February 25 and 28 study sessions, respectively.
- **Public notice signs:** were installed at the following four shoreline parks; Houghton Beach, Marina, Juanita Beach and Denny regarding the update.
- **Informational flyer:** (Attachment 1) attached to the public notice sign boards prior to the study sessions.
- **Webpage:** A dedicated [Shoreline Master Program Periodic Update](#) web page, providing background information, the project schedule, upcoming public participation opportunities and links to staff memos and draft amendments.
- **Listserv:** has been set up for this update - _ subscribers as of 3/20/2019
- **Stakeholder List:** (Attachment 7) tracks type of correspondence and follow-up actions.
- **Press releases:** (Attachment 8) to Kirkland Patch, Kirkland View and Kirkland Reporter, Featured article in This Week in Kirkland, and City website.
- **Notice:** has been mailed to all property owners within the shorelines jurisdiction, emailed to stakeholders and listserv subscribers, posted to shoreline park signs, and published in the Kirkland Reporter, to provide notice of the joint City/Ecology 30-day comment period, and HCC/PC open house and public hearing that will be held jointly with Ecology on April 25, 2019.

As noted previously, the most extensive amendments to the SMP are the amendments to the critical area regulations within Chapter 83 KZC. These amendments will mirror Chapter 90 KZC Wetland and Streams

to provide consistent critical area regulations within and outside the shoreline jurisdiction. Also, as previously noted, minor updates to the wetland stream regulations will be considered with this project. Extensive public outreach was provided for the Chapter 90 KZC amendments adopted in 2016 including mailed notice provided to all property owners within 300 feet of any known wetland or stream both within and outside shoreline jurisdiction. Study sessions, open houses and a public hearing were held on the Chapter 90 code amendments during that process. With this round of amendments, the [wetland and stream website](#) contains information about changes to Chapter 90 KZC associated with the SMP update, and a link to the [SMP website](#) where interested parties can find out more about what is being proposed and sign up to subscribe to the listserv.

Questions for Parks Board

- *Do you have any questions about the proposed periodic review of the Shoreline Master Program and Critical Area Ordinance amendments relative to Park properties or park policies?*
- *Do you agree with the draft Shoreline Master Program and Critical Area Ordinance amendments?*
- *Do you have suggested edits or changes to the proposed amendments?*

Attachments:

1. Periodic Update overview flyer

cc:

Lynn Zwaagstra, Parks & Community Services
John Lloyd, Parks & Community Services
Mary Gardocki, Parks & Community Services
File Number CAM19-00026

Kirkland Shoreline Master Program Update

What are shorelines and why are they important:

Shorelines are larger water bodies and shorelands that are valuable and fragile, and have their own regulations that govern preferred uses, public access and ecological protection. The City of Kirkland and the Washington State Department of Ecology (Ecology) must jointly adopt and periodically review the Kirkland Shoreline Master Program (SMP). Our SMP applies to Lake Washington and the Juanita Bay and Yarrow Bay wetlands.



What is the update all about?

Kirkland last updated its SMP in 2010. Kirkland is required to conduct a periodic review pursuant to the Washington State Shoreline Managements Act. The focus of this periodic review is to make necessary updates to ensure consistency with any changes to state law since the SMP's adoption, to address consistency with the City's Comprehensive Plan and development regulations, and to otherwise improve the SMP. Minor amendments to the City's wetland and stream regulations will also be considered for consistency with the SMP, current best available science and clarity. Some topics Kirkland is considering are:

- Add definitions for nonconforming structures, uses and lots.
- Require removal of non-conforming in-water structures (e.g., extra piers or docks, boat houses and boat rails for single family uses) when major redevelopment occurs along the entire shoreline, not just in the 2011 Finn Hill and Juanita annexation shorelines.
- Require that new residential piers be no longer in length than other abutting residential piers.
- Add a setback reduction option for removal of 50% of a bulkhead.
- Delete administrative approval option for piers.

What is the schedule for the SMP update? How can I participate?

Formal meetings will begin in late February with an aim to adopt the updated SMP in the summer of 2019. We invite you to provide input and engage with City Staff and other stakeholders throughout the review process. To stay informed please take a moment to visit the project webpage available at – www.kirklandwa.gov/shorelinemasterprogram - and sign up to receive project updates. Meeting announcements, project documents and other resources will also be posted on the website.



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 · 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services

Date: April 10, 2019

Subject: Kirkland Parks Foundation

RECOMMENDATION

That the Park Board meet with representatives from the Kirkland Parks Foundation to open a conversation about creating a complementary partnership between the two groups.

BACKGROUND DISCUSSION

The goal of the Kirkland Parks Foundation (KPF) is to be the voice for the community, enabling fundraising for projects that have clear support and contribute to the overall well-being of the community. The Kirkland Parks Foundation is essentially a start-up and a 501(c)(3) that was formed in the spring of 2015. The Foundation is a 100% volunteer effort and all donations it receives – whether designated for a specific project or unrestricted – are fully tax-deductible.

The mission of KPF is as follows:

The Kirkland Parks Foundation works with the community to conceptualize, plan, fund and implement park improvements and activities that enhance the quality of life for the citizens of Kirkland.

KPF works in conjunction, but separately from the Kirkland Parks and Community Services Department (PCS). KPF enables citizens and groups in the community to enhance our parks and therefore the quality of life in Kirkland. The Foundation has led several successful fundraising efforts for projects ranging in cost from \$500 all the way up to \$25,000. In order to be successful, projects need to have a champion to help build community support. KPF would like to enhance the partnership with the Park Board to help identify desired projects, and support fundraising efforts. The Park Board already engages the community in a variety of ways, most notably by attending neighborhood association meetings. By building on these established relationships, the Park Board and the Parks Foundation can work together to more effectively meet the needs and desires of the community.

PCS staff and KPF representatives have identified some potential projects to support, including adding new active amenities throughout the parks system, and funding costs associated with making select park restrooms available year-round. Staff are seeking Park Board support to expand the existing neighborhood liaison role to include providing information and seeking

community support for the Kirkland Parks Foundation's fundraising efforts along with PCS updates when attending neighborhood meetings. Additionally, staff suggest adding a regular Park Board agenda item which would allow KPF to more actively engage with the Board on a regular basis.

PARK BOARD DIRECTION

Following discussion with the Parks Foundation, Park Board is requested to discuss and make a decision regarding the potential to more actively support KPF through the expansion of the neighborhood liaison role. Possible motions for considerations include (but are not limited to) the following. Park Board may also modify any of the proposed motions to best suit the desires of the Board.

- a. "I make a motion that the Park Board support the Kirkland Parks Foundation by adding a regular business item to our agenda to meet with the Foundation and to expand the neighborhood liaison role to include providing updates and seeking feedback and support from community members related to Parks Foundation project and fundraising campaigns."
- b. "I make a motion that the Park Board support the Kirkland Parks Foundation by adding a regular business item to our agenda to meet with the Foundation."
- c. "I make a motion that the Park Board not support the Kirkland Parks Foundation at this time."



CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 · 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services

Date: April 10, 2019

Subject: Joint Meeting with Council – May 7, 2019

RECOMMENDATION

That the Board receive discuss the agenda for the joint Park Board and City Council meeting scheduled for 6pm on May 7, 2019.

BACKGROUND DISCUSSION

Each year, the Park Board typically has a joint meeting with City Council. Park Board is scheduled to meet with City Council at the study session on May 7, 2019. Topics often focus on top City Council priorities and priorities for Park Board. Historically, topics have included park acquisition, growth and development strategies and other specific areas of interest to the Board, such as off leash dog opportunities.

At the March 13, 2019 Park Board meeting, Park Board passed a motion directing staff to develop options for off-leash dog opportunities that include various configurations, with a focus on areas underserved, for further consideration by the Park Board and Council. This will be a primary discussion item during the Joint Meeting. Staff seek input from the Board on other discussion items of interest.

Staff will develop a memo for Council that outline identified discussion items and will provide some background information as appropriate.



CITY OF KIRKLAND
Department of Parks & Community Services
123 Fifth Avenue, Kirkland, WA 98033 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Park Board
From: John Lloyd, Deputy Director, Parks and Community Services
Date: April 10, 2019
Subject: Park Board Liaison Role

RECOMMENDATION

That the Park Board discuss neighborhood liaison assignments and make representative appointments. Additionally, it is recommended that the Park Board update the community about various ongoing programs and projects associated with the Parks and Community Services Department.

At the Park Board meeting, staff will meet with representatives from the Kirkland Parks Foundation. It is the hope of the Parks Foundation to develop a cohesive partnership with the Board. The Parks Foundation works to facilitate the needs and desires of the community. Such a partnership will require open lines of communication between the Board, the Foundation, and community members. It will be crucial for the Board to engage the community to identify opportunities for the Foundation to support in the future. This would be an excellent discussion item at upcoming neighborhood meetings. As always, staff continue to work on park development projects. A few updates are listed below.

- Juanita Beach Bathhouse project application has been resubmitted for approval and permitting. The project will be before the Hearing Examiner on April 18 for consideration of three necessary variances. Pending approval, bidding is anticipated in late spring with construction beginning in fall 2019.
- Totem Lake Park design is nearing completion and should go out to bid in April.

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.

LIAISON ASSIGNMENTS

Current Neighborhood Liaison Assignments are listed below. The Board may assign representation in any manner desired. This may include opening all assignments and selecting new representation, or only assigning unassigned neighborhoods.

Neighborhood	Park Board Member	Frequency
Central Houghton	<i>unassigned</i>	Second Tuesday of odd months (No summer or Dec meetings)
Everest	<i>unassigned</i>	Fourth Tuesday odd months (No summer meetings)
Evergreen Hill	<i>unassigned</i>	Third Wednesday of every month (No meetings in Nov, Dec, July, Aug)
Finn Hill	<i>unassigned</i>	Meets as needed
Highlands	<i>Richard Chung</i>	Third Wednesday odd months (Nov–May)
Juanita	<i>Rosalie Wessels</i>	Second Monday of odd months (No summer meetings)
Lakeview	<i>Rosalie Wessels</i>	Inactive - No meetings at this time
Market	<i>Uzma Butte</i>	Third Wednesday odd months (No summer meetings)
Moss Bay	<i>Richard Chung</i>	Second Monday odd months (No summer meetings)
Norkirk	<i>unassigned</i>	First Wednesday even months (No summer meetings)
North Rose Hill	<i>Uzma Butte</i>	Third Monday of every month (No July or Dec meetings)
South Rose Hill/Bridle Trails	<i>Susan Baird-Joshi</i>	Second Tuesday odd months (No summer meetings)
Totem Lake	<i>unassigned</i>	Inactive - No meetings at this time



CITY OF KIRKLAND
 Department of Parks & Community Services
 123 5th Avenue, Kirkland, WA 98033 · 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: Jason Filan, Park Operations Manager
 John Lloyd, Deputy Director

Date: April 10, 2019

Subject: EVEREST PARK PICKLEBALL CONVERSION

RECOMMENDATION:

That Park Board receive background information and provide a recommendation about renovating an existing tennis court to create three dedicated pickleball courts at Everest Park.

BACKGROUND DISCUSSION:

Pickleball is a sport that combines elements of tennis, badminton, and ping pong. It is played with a wooden paddle and a plastic ball, similar to a whiffle ball. It can be played indoors or outdoors on a court the size of a badminton court. Pickleball is considered one of the fastest growing sports in the country. Each year, the Parks & Community Services Department receives inquiries and hears consistent frustration from the community over our lack of dedicated public pickleball courts. Currently, Kirkland residents have to drive to Bellevue, Kent, Seattle, and other cities within the region to play on public courts.

Parks & Community Services staff have added pickleball striping on tennis courts and have even tried pickleball in a multi-use situation at Van Aalst park. Feedback from players is that multi-use is difficult for various reasons such as user conflicts, overlapping layouts, access, and availability.

The idea of three dedicated courts would be very appealing to Kirkland residents for a "meet-up" place to play located within their Community. Available amenities within Everest Park, including parking and restrooms, add to the appropriateness of this site for pickleball.

In addition to the amenities listed above, Everest Park was selected for consideration because the tennis court is a single court. It is worth noting that other public tennis courts within Kirkland have multiple courts within each site. Juanita Beach, Peter Kirk, Forbes Creek, and Heritage Park all have two courts per site. Middle Schools and High Schools within the Community have four to six courts per site. As previously mentioned, multiuse facilities are not ideal due to the conflicting striping layout of the court types. As a single tennis court, Everest Park's tennis court is the ideal candidate to convert to pickleball and would provide the first dedicated pickleball courts in Kirkland.

The potential renovation project would include:

- Re-surfacing, striping, and layout to accommodate three pickleball courts

- Three sets of pickleball posts and netting
- Benches on North & South end
- Signage

Project costs and timeline associated with this project are as follows:

- \$16,500 funded out of current resources in the Play Area Enhancements CIP Account which has a current balance of approximately \$200,000.
- Proposed renovation in summer 2019.

A proposed layout is shown in Appendix A.

PARK BOARD DIRECTION

Staff are requesting a recommendation from Park Board regarding this proposal. Two options are listed below. Alternatively, Park Board may recommend a combination of options or another option not listed.

- A) The Park Board recommends that staff proceed with the conversion of the tennis court at Everest Park into three dedicated pickleball courts.
- B) The Park Board recommends that staff do not proceed with the conversion of the tennis court at Everest Park into three dedicated pickleball courts.

Appendix A

Everest Tennis Court / Pickleball Layout Possibility

BEFORE



AFTER





CITY OF KIRKLAND
Department of Parks & Community Services
123 5th Avenue, Kirkland, WA 98033 · 425.587.3300
www.kirklandwa.gov

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services

Date: April 10, 2019

Subject: Park Board Mentor Program

RECOMMENDATION

That the Park Board discuss the creating a mentor program to support new Board members.

BACKGROUND DISCUSSION

Each year, the Park Board typically has two new members appointed by City Council, depending on vacancies and possible re-appointment of existing members. Due to unforeseen circumstances, four new members are joining the Park Board at this time. With half the Board being brand new, staff recommend the Park Board create a process in which existing Board members volunteer to serve as a mentor to new board members. The goal of such a mentor program is to help the new members create a connection with an existing Board member. Additionally, by fostering this connection, new members will get up to speed faster. This mentor program could be as simple as meeting for coffee a couple times for the first few months following a new member appointment, or it could be something more robust if desired.

Staff suggest the Board discuss this idea and if supported, assign mentor/mentee pairs for the new members and set expectations for the program.

From: Mark Davison <Mark@Chillz.biz>
Sent: Monday, April 01, 2019 1:25 PM
To: Park Board
Subject: FW: RESEND: 2019 Vendor Contracts
Attachments: PCS Fiscal Policy Resolution Final.docx

RESEND to parkboard2@kirlandwa.gov – UNDELIVERABLE TO parkboard@kirklandwa.gov
Please see email message, below.

Mark Davison
Owner/Operator
Chillz, LLC
www.Chillz.biz

Mark@Chillz.biz
425.269.7021

Be Safe, Have Fun, Eat Ice Cream!

From: Mark Davison [mailto:Mark@Chillz.biz]
Sent: Saturday, March 30, 2019 1:22 AM
To: 'Linda Murphy' <LMurphy@kirklandwa.gov>
Cc: parkboard@kirklandwa.gov
Subject: RESEND: 2019 Vendor Contracts

Dear Ms Murphy,

I definitely do wish to move forward with the Mobile Concessions Contract, but at an equitable price.

I wish I was better at communicating, because it is obvious that I am not doing a very good job in explaining my bid amount for the Kirkland Parks Mobile Concessions contract.

I understand that you wish to raise all previous contracts by 5%. But that a guideline only, and was not part of the RFP. My proposal is based on the current RFP, it is not a continuation of an existing contract. It is based on what the Mobile Concessions route's value is to Chillz at this time. You have given me no reason as to why I should agree to an arbitrary 5% increase, especially when the contract price you are using as a base was overvalued by at least \$200, and it does not take into account the changes in the Economy and the Climate.

In the *PSC Fiscal Policy Resolution Final* document that you thoughtfully included in your last email, specifically states (paragraph vii.):

“The Department shall also consider available resources, alternate service providers, public need, the community economic climate and the market rates when establishing fees and charges.”

Let’s look at some of these phrases

- Available Resources, Alternate Service Providers and Public Need
The parks Chillz visits do not have Concessions stand; Some of them do not even have water fountains. Our Ice Cream trucks fill a **public need**, (and on very hot days – almost a necessity) by supplying Water and Frozen Confections to your Park visitors. The City of Kirkland does not have the **Available Resources** to offer this service, which is why you use an **Alternate Service Provider** – Chillz.
- Market Rates
The **Market Rate** is what someone is willing to pay. With the RFP, you used a competitive bid process. No other company found any value in doing a Mobile park circuit. In essence, Chillz is the Market. To me, the current park circuit – without Juanita Beach - is worth \$1,600 for 2019, \$1,650 for 2020 and \$1,700 for 2021. To everyone else, it is worth \$0.

If you wish, I will be happy to go through the numbers to show why the Contract in 2014 was overpriced, and how – if we adjust the prices from a corrected base price – my current offer is a 6% increase over what I should have paid in 2018.

I am also willing to take the time to reiterate the environmental and economic changes that increase the risk and lower the expected sales for the Mobile Park circuit.

In summary:

- This is the 10th year for serving the residents of the City of Kirkland, and we have been part of the Kirkland Parks experience for 8 of those years.
- We add value to the Parks, both monetarily as a (albeit small) revenue stream for the Parks Department, and for the Park Visitors.
- We contribute to Kirkland’s economy, by offering employment and using local businesses to keep my trucks running, and through the Sales taxes we generate.
- The difference between my bid, and your counter bid is only \$255. Which is not much for your budget, but for Chillz, it is a new set of tires on my Ice Cream truck. It also corrects the previously over-inflated contract fee so we have a fair base for future contracts.

I look forward to hearing from you that you understand my points are willing to negotiate to come to a mutually satisfactory agreement. If we need to include the Park Board, I will be happy to attend the next meeting. Please let me know how you would like to proceed.

Sincerely,

Mark Davison
Owner/Operator
Chillz, LLC
www.Chillz.biz

Mark@Chillz.biz
425.269.7021

Be Safe, Have Fun, Eat Ice Cream!

From: Linda Murphy [<mailto:LMurphy@kirklandwa.gov>]
Sent: Thursday, March 21, 2019 9:56 AM
To: Mark@Chillz.biz
Cc: Lynn Zwaagstra <LZwaagstra@kirklandwa.gov>
Subject: 2019 Vendor Contracts

Mr. Davison,
I apologize for the delay in getting back to you. I was out with the flu earlier in the week.
I have had the opportunity to look into your situation and have reviewed the details with the Customer/Business Service Team.
The City has increased all Park Vendor agreements by at least 5% either by percentage or by flat rate.
Our purposed offer to Chillz Mobile is a 5% increase of \$85, totaling to a flat rate of \$1,785 for the 2019 Season.
I appreciated you were concerned that other vendors may have not received an increase.

Materials provide below:

- 2019's purposed offer for Chillz Mobile Unit
- History of Chillz Mobile and City contracts 2011 to present
- Summary of the all City 2019 Vendor contracts
- Also attached is the Department's Fiscal Policy

Please let us know by March 30th if you wish to move forward with the Mobile Unit contract.

2019 purposed contract reflects 5% increase

Locations	Concessionaire	Manager / Subcontractor	Operations
*Parks listed below	Mobile Unit Chillz, LLC	Mark Davison	Food Sales

*132nd Square Park, Brookhaven Park, Carillon Woods Park, Crestwoods Park, David Brink Park, Edith Moulton Park, Everest Park, Heritage Park Upper Lot, Highlands Park, Houghton Beach/Doris Cooper Park, Juanita Bay Park, Mark Twain Park, Marsh Park, McAuliffe Park, North Kirkland Community Center Park, North Rose Hill Woodlands Park, OO Denny Park, Peter Kirk Park Pool, Rose Hill Meadows Park, South Rose Hill Park, Spinney Homestead Park, Terrace Park, Tot Lot Park, Waverly Beach Park

Past Chillz Mobile Contracts

Chillz Contract & Payment History			
2011	15%	\$	1,316.00
2012	15%	\$	1,759.00
2013	15%	\$	1,687.00
2014	Flat	\$	1,700.00
2015	Flat	\$	1,700.00
2016	Flat - Reduced \$100 - Waverly Beach Construction Closure	\$	1,600.00
2017	Flat	\$	1,700.00
2018	Flat	\$	1,700.00

Current Vendor Contracts

Location	Concessionaire	Manager / Subcontractor	Operations	Previous C Amor
Everest Park	Kirkland American Little League	John Rudolph / Chillz, Mark Davison	Food Sales	\$
				\$
Lee Johnson Field	Kirkland Baseball Commission	Keith Vanderveem / Rene Paribello	Food Sales	\$
Houghton Beach	Perfect Wave	Bobby Arzadon	Kayak & Paddle Board Rentals	15%
				20%
Juanita Beach	NW Paddle Surfers	Jeff Underwood	Food Sales	\$
Juanita Beach & Marina Park	NW Paddle Surfers	Jeff Underwood	Kayak & Paddle Board Rentals	
Mobile Unit	Chillz, LLC	Mark Davison	Food Sales	\$

Linda Murphy

Recreation Manager
City of Kirkland
425.587.3351
Kirkland City Hall
123 5th Avenue



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From: John Lloyd
Sent: Tuesday, April 02, 2019 1:08 PM
To: Park Board
Subject: FW: Everest Park
Attachments: Schedule for Updating Everest Playground equipment

Hello Park Board,

I wanted you to see the response to the email sent last week regarding Everest Park playground. Please let me know if you have any questions.

John Lloyd
Deputy Director
Parks and Community Services
City of Kirkland
jlloyd@kirklandwa.gov
425.587.3309

From: Kevin Ball
Sent: Tuesday, April 2, 2019 12:36 PM
To: owen_paulus@hotmail.com
Cc: John Lloyd <JLloyd@kirklandwa.gov>; Mary Gardocki <MGardocki@kirklandwa.gov>
Subject: Everest Park

Mr. Paulus,
The Everest Park playground will be getting a refresh in 2021. If the vendor agrees to a “community build” we can provide opportunities for the community to participate in the process. However, this information will not be available until a vendor has been acquired and a schedule set.

The community is always welcome to contribute financially to Kirkland Park’s projects. The contact person for donations is Nicci Osborn. She can be reached at 425.587.3342 or by email at nosborn@kirklandwa.gov.

If you have any further questions please feel free to contact me.

Thank you, so much, for your support of Kirkland Parks!



Kevin Ball – Program Coordinator
Parks Maintenance & Operations
City of Kirkland
1129 8th St, Kirkland, WA 98033
425.587.3398

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From: Lynn Zwaagstra
Sent: Tuesday, March 19, 2019 11:20 AM
To: Park Board
Subject: FW: Inquiry on Fourth of July Parade

Hello,
For your reference.

Lynn Zwaagstra
Parks and Community Services Director
123 5th Ave
Kirkland, WA 98033
425-587-3300

-----Original Message-----

From: Lynn Zwaagstra
Sent: Tuesday, March 19, 2019 11:19 AM
To: 'Andrew Matson' <aamatson@icloud.com>
Subject: RE: Inquiry on Fourth of July Parade

Hello Andrew,
Thank you for your email. I appreciate hearing your concerns about the timing of the July 4 parade.

The parade is organized by private citizens and the Kirkland Downtown Association. It is an all-volunteer effort, carried out by many of the same volunteers for 20 years. The City is a co-sponsor of the event, but primarily provides logistical and safety support. Having said that, we are in contact with the organizers and will certainly pass along this feedback for consideration. Parade organization is a long process, permitting is already underway. Thus, this type of change would have to be discussed for the future.

Thanks again. Its always good to hear feedback.

Lynn Zwaagstra
Parks and Community Services Director
123 5th Ave
Kirkland, WA 98033
425-587-3300

-----Original Message-----

From: Andrew Matson <aamatson@icloud.com>
Sent: Tuesday, March 19, 2019 10:57 AM
To: Park Board <parkboard2@kirklandwa.gov>
Subject: Inquiry on Forth of July Parade

Hello

I am not sure if I am emailing the correct department. If not please forward this to the department it pertains to.

I am inquiring about the start time of the annual Kirkland Fourth of July parade held every year. I enjoy the parade with my family but my one major complaint is that the parade starts so late - not until 11:30am. by the time the parade is over it is 1pm. This pushes most people's lunch back very late if they still have to go home and BBQ, and don't probably don't eat until 2pm. I know I could leave the parade at any time but me and my family really enjoy it.

My question is - why does the parade start so late? I really don't think kids need 1.5 hours to decorate their floats. Could you consider starting the entire parade process an hour earlier? I don't think asking parents to show up at 9am to decorate is asking too much.

Can you put it to a vote? Can I join the Parks and Rec board to get this done? Or what other mechanism is there to fix this? It may seem a minor issue but it is really a pain having guests over for lunch that day but we aren't eating until 2pm. I hope you can see my love for the Kirkland Fourth of July parade but at the same time not wanting to lose unnecessary hours on that special day. I look forward to hearing from your board.

Sincerely
Andrew Matson

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Experience It!

Biggest Registration Week of the Year!

The highly anticipated Spring & Summer registration period begins mid-March of each year. The first day of registration for the 2019 Spring & Summer classes was Thursday, March 14th.

Activities such as the day camps at Peter Kirk and North Kirkland Community Centers, the Sailing programs at Waverly Beach Park, the Aquatics programs at the Peter Kirk Pool, and the sports camps at a variety of parks throughout the Kirkland Parks system became available for customers to register at 6:00 am on the City's online registration system, CivicRec at kirklandparks.net.

The high volume of customer contacts with the department (online or with staff over the phone and at the front

counters) makes the Spring & Summer registration period the busiest of the year.

For the second year in a row, the department has realized substantial growth in registrations processed online through the CivicRec Registration system.

In 2019, online registrations increased by 938 transactions in the first week of registration. This increase represents an 18% growth over 2018. Total transactions, including phone and walk up registrations, increased by 10% over 2018.

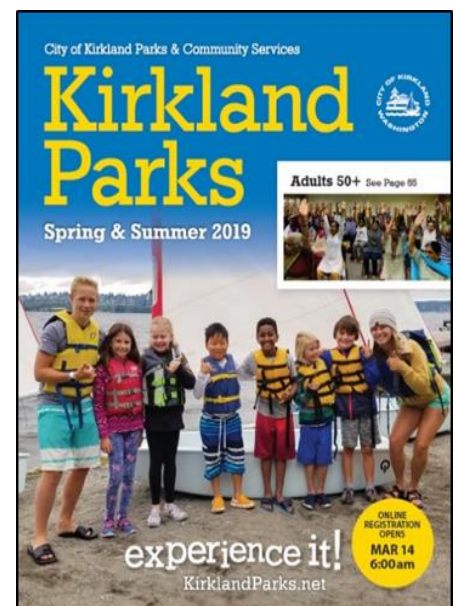
The Parks & Community Services Recreation Division had record high numbers for total revenue and revenues processed the first day of registration. Within the first 15 minutes of registration opening, we processed 439 transactions totaling \$131,000.

Kirkland Parks & Community Services



March 2019

At the end of March, there were 5,717 transactions processed through the system for Spring/Summer activities resulting in \$833,788.09. Staff continues to provide continued customer registrations for the 1,253 classes offered for Spring/Summer. There are 334 classes at capacity with an additional 2,034 people on waitlists.



Spring/Summer Brochure

Recreation Services



MERMAID BALL

The 2nd annual Mermaid Ball held on Friday, March 22nd sold out with a total of 214 guests. Children made starfish wands, decorated beach cupcakes, and danced the night away with their escorts. Before leaving each couple had a professional commemorative photo taken. Big thank you to the many honor society volunteers from Inglemoor and Lake Washington High Schools that helped staff transform the room into an underwater fairyland, staff the event, and lent a hand in the clean-up process.

STAFFING

We completed the recruitment process for the .5 Recreation Coordinator specializing in Aquatics Programs. After interviewing five qualified candidates, the panel unanimously selected Julianne Diddle who will start in mid-April. With a deep background in aquatics, pool operation and staff management, we are extremely excited and look forward to the 2019 Pool Season. Recruitment for lifeguards, swim instructors and pool staff is in full swing. Please contact Max Prophet by email at mprophe@kirklandwa.gov for more information on open positions.

VENDORS AND CONCESSIONAIRES

The Vendors in the Park RFP is wrapping up. Staff is working on the final contract negotiations with vendors for operations in 2019.

PETER KIRK COMMUNITY CENTER

The Peter Kirk Community Center hosted a St. Patrick's Day Luncheon for 61 participants on March 15th. Peter Kirk staff decorated the luncheon room, served an Irish lunch and arranged entertainment provided by A Fiddle in the Forest. The next luncheon event is Red, White and Burgers, hosted by the Peter Kirk Advisory board. We will kick off Summer with burgers and storytelling with Debbie Dimitre.

The PKCC Van Trips program is off to a great start, visits to Whidbey Island, a Jazz Tour in Downtown Seattle and the Keyport Undersea Museum kicked off the season. Upcoming trips on include a Mystery Trip on April 11th and Teatro ZinZanni on April 25th. For more information visit kirklandparks.net!

NORTH KIRKLAND COMMUNITY CENTER

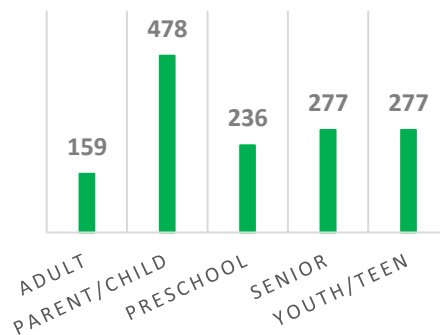
Adult Volleyball Spring Season is underway. We have 46 teams playing at Kamiakin Middle School and Emerson High School.

Pee Wee Multi-Sport has 83 three to six-year-olds playing a variety of sports from basketball, t-ball, soccer, and track and field on Saturdays at Finn Hill Middle School. That number is up from 68 participants last year.

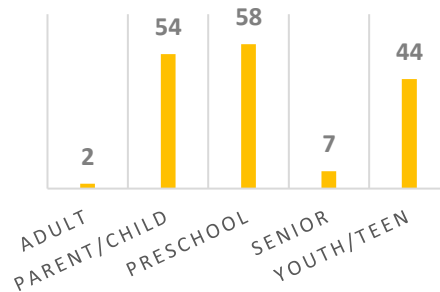
Pee Wee Soccer registration is almost full with 398 of the 400 spots filled; season begins at Emerson High School and 132nd Square Park on April 13th.



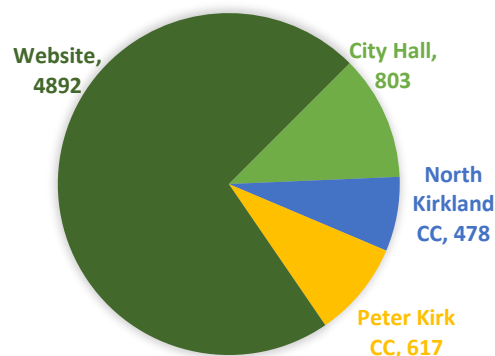
PARTICIPATION FOR PROGRAMS BEGINNING MARCH 2019



WAITLIST FOR PROGRAMS BEGINNING MARCH 2019



TRANSACTIONS PROCESSED BY LOCATION



NORTH KIRKLAND COMMUNITY CENTER CONTINUED

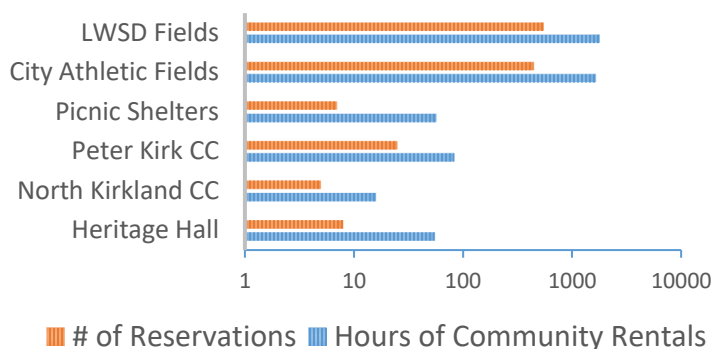
There is a new program underway at the North Kirkland Community Center called Pee Wee Sport Sampler that meets once a week. It's an introductory class that teaches the same principles as our pee wee sports leagues. All 60 spots for the spring and summer filled up on registration day.

The format for the Adult Fitness program at the North Kirkland Community Center has been adjusted to better manage classes and to track individual class performance. The new format requires pre-registration for specific classes. Making any type of change and communicating that change can be difficult, nevertheless, the staff at the center have done an outstanding job of explaining the changes and reasoning to our participants. We are confident that this will lead to a sustainable adult fitness program.

RESERVATIONS

Athletic Fields are open and leagues have started their practices and games. Kirkland American Little League's opening day was held the weekend of March 16th. Chillz, LLC. Is working as the concessionaire for Kirkland American Little League at Everest Park. Stop by for some baseball and a bite to eat!

All 102 Pea Patch plots at McAuliffe Park, Ohde Pea Patch, and Tot Lot Pea Patch have been reserved for the season. There are currently 13 interested gardeners on the waiting list. The gardens are now open for the season through the first of November.

MARCH FACILITY RENTALS

Human Services

SENIOR COUNCIL HONORS MEMBER SYD MACK

In addition to her years of service on the Kirkland Senior Council, Syd volunteered with Hopelink and other community organizations following decades of service as a beloved elementary school teacher in Kirkland. On March 16th, family, friends, and colleagues gathered to celebrate her life at Peter Kirk Park. A picnic table in her honor is located to the east of the baseball field.

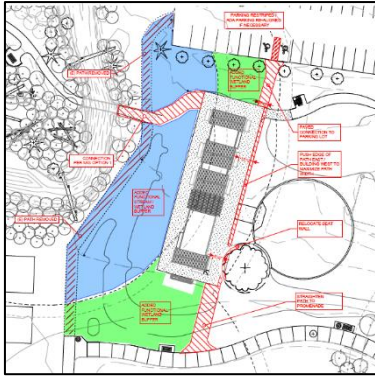
YOUTH COUNCIL

Youth Council members collected pet supplies for Homeward Pet Shelter March 16th and 17th at Denny's Pet World. Over the course of two days, the group collected \$375 in cash donations and a car full of pet supplies.

**EASTSIDE WOMEN'S AND FAMILY SHELTER GROUNDBREAKING**

Groundbreaking for the new Women's and Family Shelter is scheduled for Wednesday, April 10, 2019 from 4:00pm-6:00pm at the Salt House – 11920 NE 80th St. To read more about this project, visit www.nbpsshelter.org or contact Rebecca Nightingale, New Bethlehem Project, by calling 734-709-7490 or via email rebeccani@ccsww.org

Park Planning and Development



JUANITA BEACH BATHHOUSE RENOVATION

Phase: Construction Documents Under Review

Background of Project: This is phase II of the Juanita Beach Park development project. This phase includes replacing the bathhouse, adding two new picnic shelters and installing an all-inclusive new playground. Numerous environmental improvements will occur throughout the site.

Updates: Project will be before the Hearing Examiner on April 18th for consideration of three variances.

TOTEM LAKE PARK

Phase: Construction Documents Under Review

Background of Project: With the acquisition of a parcel adjoining Totem Lake Park, the City will create a new neighborhood park. The park will include pathways, an inclusive playground, restrooms, scenic view locations, environmental restoration and a boardwalk connecting the park through the eastern side of the lake property to the Cross Kirkland Corridor.

Updates: Bidding is anticipated in April 2019.



DAVID BRINK PARK SHORELINE RENOVATION

Phase: In Design

Background of Project: This is part of a shoreline infrastructure project that will be conducting major maintenance of docks, piers and shorelines.

Updates: Preliminary design has begun.



132ND SQUARE PARK MASTER PLAN

Phase: Community Engagement and Master Plan Process

Background of Project: The City is proposing replacing a non-regulation grass sports field with a synthetic turf field after the installation of a surface water detention structure underneath the field. A park master plan process will begin with community engagement on park development.

Updates: A community meeting was held on March 26 where residents were able to provide their thoughts and feedback.

PARK PLANNING AND DEVELOPMENT CONTINUED



CITY / SCHOOL PLAYFIELD PARTNERSHIP

Phase: Construction – beginning July 2019

Background of Project: This long-standing partnership will continue with the improvement of Finn Hill Middle School and Peter Kirk Elementary School fields.

Updates: Construction at Finn Hill Middle School to begin July 2019



JUANITA HEIGHTS TRAIL PROJECT

Phase: Feasibility Studies

Background of Project: The expanding Juanita Heights Park is envisioned to allow trail connections to the surrounding neighborhoods all the way down to Juanita Bay Park.

Updates: Under review



PLAY AREAS AND ACCESSIBILITY ENHANCEMENTS

Phase: Ongoing updates

Background of Project: This ongoing capital project strives to replace aging playgrounds, improve sports courts in the parks and make incremental progress towards providing accessible enhancements throughout the park system.

Updates: Terrace, Highlands and Tot Lot Playgrounds have been replaced.



WAVERLY PARK PHASE 2

Phase: Pending

Background of Project: The Waverly Park development will continue with additional phases. Phase II will include various improvements to the pier, walkways and accessibility of the site.

Updates: No updates

Parks Maintenance and Operations

SPRING HAS SPRUNG!

The transition from snow to growing grass and budding trees didn't take long with temperatures in the 70-degree range this month. Mowing, fertilization, and the preparation of irrigation systems are a few of the tasks staff focused on this month. Staff are investing a significant amount of time mulching landscape beds and preparing for summer. In the budget process, we received funding to help reduce herbicide use in the Parks. This provides the resources to help staff with materials and supplies.



TASKS

Several parks received new trees and plantings the past few months. Juanita Beach, Edith Moulton, David Brink, Houghton Beach, and OO Denny were the primary recipients. Juanita Beach's "hobbit house" has been getting some great feedback. It is located on the north side of the Park near the tennis courts and it's worth a visit.



Hobbit House at Juanita Beach Park

Baseball games and practices are in full swing! Staff are dragging, leveling, and prepping fields for customers every day.

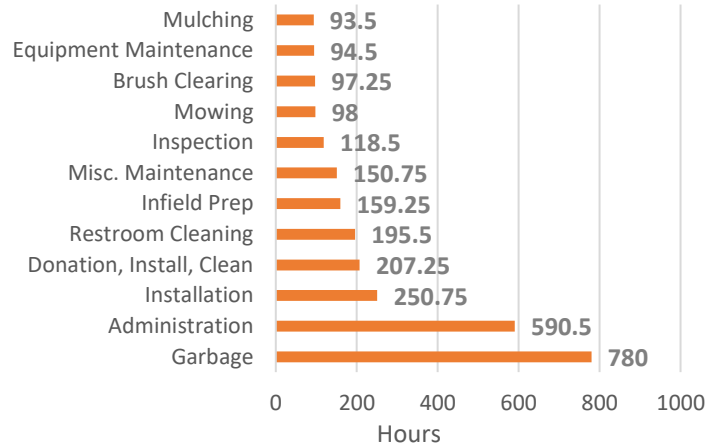
Staff is still addressing tree issues from the heavy snowfall in February. Requests from neighbors next to parks continue to come in and are addressed as needed.

STAFFING

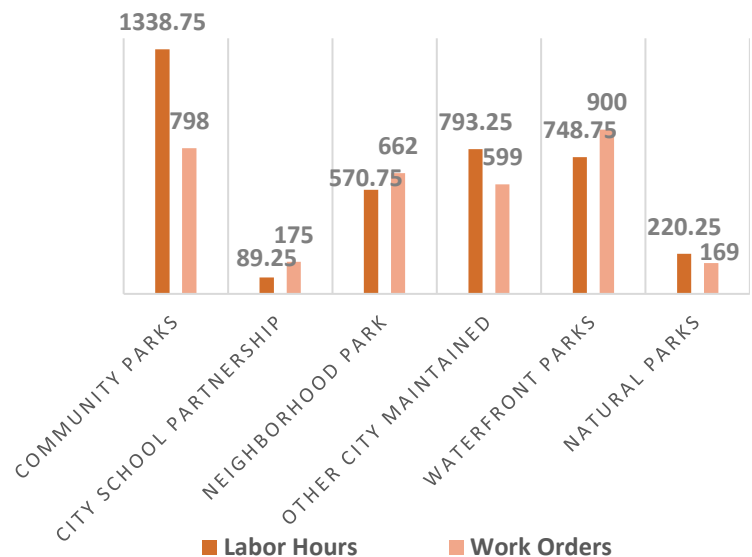
Please welcome a few new staff to the Parks Maintenance team. Sara Shellenbarger is our new Accounts Associate for Parks Maintenance and Operations. Zoe Worley & Christian Vasquez accepted our new ¾ time groundskeeper positions. We are excited to have them on board.

Special thanks to Roger Flaten for 15 years of service to the Kirkland community. Roger served on our Ballfield & Events team and will retire in April. Roger is a dedicated team player always willing to do whatever is needed for the team. Parks Operations will miss him tremendously.

MARCH TOP 12 TASKS



WORK BY PARK TYPE



PUBLIC WORKS PROJECTS NEAR PARKS

- Along Lake Washington Blvd, at cross-walks in front of Doris Cooper Houghton Beach, Marsh, and David Brink Park, upgraded lighting will make the walking experience safer
- Forbes Lake on 124th Ave NE and Heritage Park at Waverly Way sidewalk improvements
- Windsor Vista Park at 111th Ave culvert replacement

CLOSURE FOR CONSTRUCTION

Construction on stormwater improvements will close the Cross Kirkland Corridor near the NE corner of Crestwoods Park during June 17 – August 17. A detour will be provided.

Green Kirkland Partnership

VOLUNTEER EVENTS

Saturday March 16th was a great day for our natural areas. Stewards and staff teamed up to host five separate events across the city for nearly 150 youth and families from the Seventh-Day Adventist Church as part of Global Youth Day. Students from the University of Washington Restoration Ecology Network (pictures, top right) planned and hosted the event at North Rose Hill Woodlands as part of their senior capstone project.

The volunteers enjoyed sunny weather, snacks from PCC, and friendly native wildlife including a long-toed salamander encountered at North Rose Hill Woodlands Park.



A volunteer at North Rose Hill Woodlands found a long-toed salamander!

Washington Conservation Corps crews have also been busy at several of our parks including Juanita Heights, Crestwoods, and O.O. Denny. These crews are essential to our ability to work in difficult locations not suitable for volunteers such as steep slopes, wetlands, and streams.

GREEN CITIES NETWORK SUMMIT

GKP participated in the annual Green Cities Network Summit where we received recognition for having the highest per capita volunteer rate of any Green City in 2018. We owe it all to our dedicated community members that love our parks and natural areas and donate countless hours to their care.

We also discussed how we can make our natural areas safer via [Crime Prevention Through Environmental Design](#) (CPTED) and more resilient to climate change. We are seeing iconic native species including Sword Fern, Western Red Cedar, Douglas Fir, and Hemlock struggle in prolonged drought conditions. As a result, we continue to diversify our native planting and seek more resilient stock.

MARK YOUR CALENDARS

Earth Day habitat restoration event at Edith Moulton Park is April 20th from 10 AM to 2 PM. Please register [online through this link](#).



Progress toward goal of 12 new acres enrolled in 2019*



.45 acres enrolled based on data received from Stewards & crews by 3.29.19

Progress toward goal of 5,000 native plants installed in 2019*



*1,541 native plants installed based on data received from Stewards & crews by 3.29.19

Progress toward goal of 10,973 volunteer hours*



*1,620 volunteer hours based on data received from Stewards & crews by 2.28.19

Special Events

SPECIAL EVENTS SERVICE TEAM

The Special Event Team welcomed back Public Works representative Christian Knight. Special thanks to the outgoing representative, Kari Page, for her support and service! The Special Event Team authorized permits for four returning events and the new 1,000 Lights Water Lantern Festival to be held at Juanita Beach Park on August 10th.

KIRKLAND SHAMROCK RUN

Close to 1,500 people celebrated St. Patrick's Day at the 8th annual Kirkland Shamrock Run on March 16th. Was it the new 10k course that attracted nearly 100 registered K9s? It's hard to say, but everyone had a great time - including the twenty off-duty officers and more than forty course monitors that were needed to secure the course through downtown Kirkland.



NOWRUZ CELEBRATION

The Iranian Society of Washington State celebrated Persian New Year at the annual Nowruz Celebration on March 17th. The springtime holiday was celebrated with hot traditional foods, festive music and dancing. Event organizer, Zohreh Fard, is pictured in front of the Haft-Seen which is a traditional display of seven symbolic items that all start with the letter Seen in the Persian alphabet. We wish our friends Happy Nowruz!



JUANITA FRIDAY MARKET

We're excited to welcome Tina back (summer is officially here!) and to report planning for the 2019 Juanita Friday Market is underway. Applications for new vendors, community booths, special events, and entertainers will be available April 1 at www.kirklandwa.gov/juanitafridaymarket. We invite you to join us!

Juanita Friday Market



Administration

COMMUNICATIONS

Ongoing work to improve communications is progressing. Monthly reports are now available on the City of Kirkland [parks website](http://www.kirklandwa.gov/parks).

COST RECOVERY PROJECT

The 2018 cost recovery study produced recommendations on financial policies and procedures. Ongoing work is progressing, and the next steps are being planned as we look to finalize and set cost recovery targets for our programs and services.

SOFTWARE IMPLEMENTATION

The City's efforts towards implementing new human resources software continued. Final stages of preparation for "go live" were completed and staff began using the new ExecuTime module for timekeeping. Additional functionalities will be coming online over the next few months which will increase efficiency for all staff.

WANT TO JOIN OUR TEAM? Check out kirklandwa.gov/parksjobs for information.



CITY OF KIRKLAND
City Manager's Office
123 Fifth Avenue, Kirkland, WA 98033 425.587.3001
www.kirklandwa.gov

MEMORANDUM

To: City Staff
City Board and Commission Members
Neighborhood Association Board Members

From: Marilynne Beard, Deputy City Manager

Date: March 19, 2019

Subject: LEADERSHIP EASTSIDE TRAINING OPPORTUNITY

The City Council has made a commitment to support the development of leadership capacity in Kirkland. As part of the 2019-2020 Budget process, the City Council approved funding for three people to participate in the Leadership Eastside Leadership Enrichment Program (LE). The Leadership Enrichment Program is a two-year commitment that focuses on building leadership skills through training and practical application.

An overview of the program can be found by following this link:
<http://www.leadershipeastside.com/enrichment.html>

There are also "LE 101: An Introduction to Leadership Eastside" sessions where you can learn more about the program – go to <http://www.leadershipeastside.com/index.html> for a schedule.

The program is available to City employees, City Board and Commission members and Neighborhood Association Board Members. We hope to have at least one representative from each group participate in the LE program. In order to attend, you must be nominated and complete a competitive application process. LE is looking for candidates that have the following qualities:

- **Experience as a leader** – this can be anything from serving as a community organizer, professional manager or team leader;
- **Openness to learn** and practice new leadership styles; and
- **A passion for the community** in which you work or live.

The two-year program requires a first-year commitment of one day per month from September through May with team project work completed over the summer based on the team's schedule. The second year requires one-half day per month in addition to project team work. The City has budgeted for three participants to begin in September 2019 and an additional three participants to begin in September 2020.

Early bird registration for the program is a shared responsibility of the City and the participant and totals \$4,500 for the two-year program. LE expects that participants will contribute at least

10% of the registration fee (\$450). In addition to the \$4,050 City contribution, you may request reimbursement for your \$450 contribution at the completion of your two-year program.

Nominations can be submitted any time after March 1. If you are interested in participating in Leadership Eastside, please contact one of the following City staff members by March 30.

City Staff	Your Supervisor and Department Director
Board of Commission Member	City Staff Liaison for your Advisory Group
Neighborhood Board Leadership	David Wolbrecht, Neighborhood Outreach Coordinator

For more information about this process or LE, contact Marilynne Beard, Deputy City Manager, mbeard@kirklandwa.gov, (425) 587-3008 or go www.leadershipeastside.com.