



# KIRKLAND PARK BOARD REGULAR MEETING

Date: December 12, 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

1. **CALL TO ORDER**
2. **ROLL CALL** 5 minutes
3. **APPROVAL OF MINUTES** 5 minutes
4. **ITEMS FROM THE AUDIENCE** 5 minutes
5. **UNFINISHED BUSINESS**
  - a. Department and Park Board Draft Work Plan 20 minutes  
*Action: Discussion*
  - b. CIP Update 10 minutes  
*Action: Update Only*
  - c. Juanita Beach Playground Design 10 minutes  
*Action: Discussion*
6. **NEW BUSINESS**
  - a. Vendors/Concessions in Parks 10 minutes  
*Action: Update Only*
  - b. Levels of Service/Maintenance Standards Update 10 minutes  
*Action: Update Only*
  - c. 2019 Playground Renovation/Replacement 10 minutes  
*Action: Discussion*

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- d. Election of Chair/Vice Chair 10 minutes  
*Action: Election Process*
- 7. **COMMUNICATIONS** 30 minutes
  - a. Correspondence
  - b. Staff Reports
  - c. Committee Reports
  - d. Comments from the Chair
- 8. **GOOD OF THE ORDER**
  - a. Off Leash Dog Area Outreach Update 5 minutes
- \*\*\* **BREAK** \*\*\* 5 minutes
- 9. **EXECUTIVE SESSION**

EXECUTIVE SESSIONS may be held by the Park Board to discuss matters where confidentiality is required for the public interest, including buying and selling property, certain personnel issues, and lawsuits. An executive session is the only type of meeting permitted by law to be closed to the public and news media.

  - a. Executive Session on possible property acquisition 15 minutes
- 10. **ADJOURNMENT** Estimated meeting completion: 9:30 p.m.

Next meetings:  
January 9, 2019  
February 13, 2019  
March 13, 2019

# **KIRKLAND PARK BOARD**

## **Minutes of Regular Meeting**

### **November 14, 2018**

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

The November 14, 2018 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, Vice Chair Kelli Curtis, Richard Chung, Kobey Chew, Uzma Butte, Susan Baird-Joshi and Jason Chinchilla

Members Absent: Kevin Quille

Staff Present: Lynn Zwaagstra, John Lloyd, Linda Murphy, Jason Filan and Jairid Hoehn

Recording Secretary: Heather Lantz-Brazil

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

The October 10 meeting minutes were presented. Ms. Curtis motioned to approve the minutes. Ms. Butte seconded. The motion carried (7-0).

#### **4. ITEMS FROM THE AUDIENCE**

#### **5. UNFINISHED BUSINESS**

##### **a. Cost Recovery Study**

Ms. Zwaagstra presented an update on the cost recovery study, including outcomes anticipated in November and December. Staff responded to questions from the Board.

#### **6. NEW BUSINESS**

##### **a. Off-Leash Dog Outreach Update**

Mr. Hoehn, Parks and Community Services Customer Service Supervisor and member of the City's outreach team, provided an update on the City's efforts to engage the public regarding Off-Leash Dog Areas in Kirkland Parks. Staff responded to questions from the Board.

##### **b. Department Financial History and 2019/20 Budget**

Ms. Zwaagstra presented the financial history of the Parks and Community Services department, including preliminary budget information for 2019-2020. Staff responded to questions from the Board.

c. Department and Park Board Draft Work Plan

The Board received drafts of both the Parks and Community Services and Park Board work plans for discussion at the December regular meeting.

d. CIP Update

No discussion.

**7. COMMUNICATIONS**

a. Correspondence

b. Staff Reports

Staff responded to questions from the Board.

c. Board Member Reports

Ms. Curtis – Al Locke Pavilion naming event

Ms. Butte – Moss Bay Neighborhood Meeting discussing Kirkland Bike Share, Off-Leash Dog Outreach, and Kirkland Urban

Ms. Baird-Joshi – Green Kirkland Day at OO Denny (future event)

Ms. Wessels – Juanita Neighborhood Meeting discussing Kirkland community engagement topics

d. Comments from the Chair

**8. GOOD OF THE ORDER**

Mr. Lloyd on behalf of the Green Kirkland Partnership staff thanked the Board for committing to participating on Green Kirkland Day.

**9. ADJOURNMENT**

Ms. Curtis moved to adjourn the meeting. Ms. Baird-Joshi seconded. The motion carried (7-0). The meeting was adjourned at 9:31 p.m.

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Lynn Zwaagstra, Director  
Parks and Community Services

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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](http://www.kirklandwa.gov)

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### MEMORANDUM

**To:** Park Board

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

**Date:** December 6, 2018

**Subject:** 2019-2020 Park Board Work Plan

### RECOMMENDATION

Staff recommends Park Board review and comment on the 2019-2020 Parks and Community Services and Park Board work plans. The Board will be asked to finalize and adopt its two-year work plan during its January 2019 meeting.

### BACKGROUND DISCUSSION

At the November Park Board meeting, Staff provided an initial draft of both the department and Park Board work plans. The current drafts of the Park Board work plan (**Attachment A**) will be reviewed and discussed with the board. Staff will incorporate any feedback received and will bring back a final version of the plan for approval and adoption during the January 9, 2019 Park Board meeting. The work plan is formatted to coincide with the major chapters of the Parks, Recreation, and Open Space (PROS) Plan – Thrive, Sport, Connect, Nurture, and Sustain.

For further context, a draft of the Parks and Community Services department work plan is included as **Attachment B**. The department work plan identifies those major known projects and tasks that the Department will be prioritizing during the next biennium. This plan is currently sorted by the Board/Commission to which is item is assigned.

## Kirkland Park Board 2019-2020 DRAFT Work Plan

<b><u>1. THRIVE – Active Places and Programs for All Ages</u></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>1.1:</b> Totem Lake Park Phase 1 Design <b>In progress</b>	Provide feedback to staff and design team on design of Phase 1 improvements, including development of Yuppie Pawn Site.	2018 Q4/2019 Q1
<b>1.2:</b> Off leash dog areas – plan, community process, implementation <b>In progress</b>	Provide recommendation to City Council based on outcomes of public engagement process to be completed in 2018 Q4.	2018 Q4/2019 Q1
<b>1.3:</b> David Brink shoreline repairs and improvements	Provide feedback to staff and design team on renovation plan	2019 Q4 / 2020 Q1
<b>1.4:</b> Waverly Beach shoreline project	Provide feedback to staff and design team on renovation plan	2019 Q1 / Q2
<b>1.5:</b> Playground replacement and enhancements	Provide feedback to staff	2019 Q1 / Q2
<b>1.6:</b> Purchase land for future neighborhood parks <b>In progress</b>	Provide feedback to staff on priorities for acquisition.	Ongoing
<b><u>2. SPORT – Athletic Fields and Facilities for a Wide Variety of Sports</u></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>2.1:</b> Implement City-School Playfield Partnership Project – Finn Hill Middle School <b>In design</b>	Monitor progress and communicate updates to community	2019 Q1 / Q3
<b>2.2:</b> Implement City-School Playfield Partnership Project – Peter Kirk Elementary School <b>In design</b>	Monitor progress and communicate updates to community	2019 Q1
<b>2.3:</b> 132 <sup>nd</sup> Square Park field design with Stormwater group	Provide feedback to staff and design team on renovation plan for park.	2018 Q4 / 2019 Q1
<b>2.4</b> 132 <sup>nd</sup> Square Park master plan	Provide feedback to staff and project team	2019 Q2/3
<b><u>3. CONNECT – Trails and Greenways Linking People and Places</u></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>3.1:</b> Juanita Heights Park trail construction	Provide feedback to staff and design team.	2019 Q4
<b><u>4. NURTURE – Environmental Stewardship for a Green Future</u></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>

## Kirkland Park Board 2019-2020 DRAFT Work Plan

<b>4.1</b> Green Kirkland Partnership park expansion	Receive briefing and communicate updates to community	2019 Q2
<b><i>5. SUSTAIN – Institutional Capacity to Realize the Vision</i></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>5.1:</b> Department Financial Policies	Provide feedback to staff on proposed financial policies	2019 Q1/Q2/Q3
<b>5.2:</b> PROS Plan Update for 2021 adoption	Provide feedback to staff	2020 Q1/Q2/Q3/Q4
<b>5.3:</b> Develop 2021-2026 CIP strategy and program	Provide feedback to staff on proposed projects and funding for Parks the 2021-2026 CIP	2020 Q1/Q2
<b>5.4:</b> Develop Parks Service Levels	Provide feedback to staff on proposed service levels	2018 Q4 / 2019 Q1
<b>5.5:</b> Department sponsorship/partnership policy	Provide feedback to staff on proposed policies	2019 Q4
<b>5.6:</b> Department donation agreement	Provide feedback to staff on proposed agreement	2019 Q1
<b>5.7:</b> City Code Update pertaining to park development and master plans	Provide feedback to staff	2019 Q1
<b>5.8:</b> Define process for 1% Art projects	Provide feedback to staff	2020 Q2
<b>5.9:</b> Park Development Policies – Inclusive, Universal design	Provide feedback to staff	2020 Q3
<b>5.10:</b> Park Volunteer Program	Provide feedback to staff	2020 Q1
<b>5.11:</b> Park Naming Requests	Develop process/structure for Park Board to review park naming requests	2019 Q1

## Parks and Community Services Draft 2019/2020 Work Plan

Priority Level 1 - risk mgt/safety/directive from City/Board/Commission  
 Priority Level 2 - urgent operational need, City priority, impacts functionality  
 Priority Level 3 - important need for effective operation long term  
 Red = risk management issue

DRAFT

Priority	Top Priority Projects	City Goal Area	Division/Area	Primary Project Lead	2018	2019				2020				Board / Commission
					Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
3	Update city code for parks, recreation and community services	Administrative Infrastructure	Admin	Lynn					x	x				Park Board, Council
3	City code update pertaining to park development and master plans	Administrative Infrastructure	Park Planning	Mary		x								Park Board, Council
2	Update special event guide (includes fee structure and policies)	Administrative Infrastructure	Special Events	Sudie	x				x					Park Board, Council
1	Department scholarship policy	Financial Stability	Admin	Lynn		x	x	x						Park Board, Council
1	Department (or city) sponsorship/partnership policy	Financial Stability	Admin	John					x					Park Board, Council
1	PROS Plan Update 2020 for 2021 Adoption (not funded)	Parks & Recreation	Park Planning	Mary						x	x	x	x	Park Board, Council
1	Off leash dog area -community process, recommendations	Parks & Recreation	Park Planning	Mary/Jason	x	x								Park Board, Council
2	132nd Square Park master plan	Parks & Recreation	Park Planning	Mary	x	x								Park Board, Council
2	132nd Square Park field design with stormwater group	Parks & Recreation	Park Planning	Mary		x	x							Park Board, Council
2	Property acquisition guidelines and long-term strategy	Parks & Recreation	Park Planning	Mary				x	x					Park Board, Council
3	Neighborhood park acquisition	Parks & Recreation	Park Planning	Mary		x				x				Park Board, Council
2	Parks service levels	Administrative Infrastructure	PMO	John	x	x								Park Board
2	Juanita Heights trail construction	Balanced Transportation	Park Planning	Mary					x					Park Board
2	Waverly Beach shoreline project	Environment	Park Planning	Mary		x	x			x	x			Park Board
3	Park volunteer program	Financial Stability	PMO	Park Coordinator						x				Park Board
1	City / School partnership project - FHMS field	Parks & Recreation	Park Planning	Mary		x		x						Park Board
1	City / School partnership project - Peter Kirk Elementary field	Parks & Recreation	Park Planning	Mary		x								Park Board
1	Totem Lake Park Phase I - design	Parks & Recreation	Park Planning	Mary	x	x								Park Board
1	Develop 2021-2026 CIP strategy and program	Parks & Recreation	Park Planning	Mary						x	x			Park Board
2	Bid 2017/18/19 playground replacements	Parks & Recreation	Park Planning	Park Coordinator	x	x								Park Board
3	Define process for 1% art projects to integrate into Parks CIP projects	Parks & Recreation	Park Planning	Mary							x			Park Board
3	Park development policies - inclusive, universal design, automations	Parks & Recreation	Park Planning	Mary								x		Park Board
2	RFQ for park vendors and concessionaires	Parks & Recreation	Recreation	Nicci	x	x	x							Park Board
1	David Brink shoreline repairs and improvements	Public Safety	Park Planning	Mary					x	x				Park Board
1	Safety ballot initiative plan for HS funding portion	Human Services	Human Services	Leslie		x	x	x						HSC, Council
2	2021/2022 Human Services grant review and award process	Human Services	Human Services	Leslie							x	x	x	HSC, Council
3	Department diversity and gender equity policy	Human Services	Admin	Leslie						x				HSC
2	Micro needs assessment as bridge to 2021/22 regional assessment	Human Services	Human Services	Leslie		x								HSC
3	Develop an HS service provider monitoring schedule	Human Services	Human Services	Leslie			x	x						HSC
2	Special event software proposal, coordination with IT, mid-bi service package if needed, implementation plan	Dependable Infrastructure	Special Events	Sudie		x								Economic Development Committee
3	Collaborate with Planning on city code updates (shoreline, etc.)	Administrative Infrastructure	Park Planning	Mary						x				Council
1	King County park levy initiative	Financial Stability	Admin	Lynn	x	x								Council
3	KTUB - model assessment, action plan	Human Services	Human Services	Regi		x	x							Council
3	Update city code for youth services and/or senior services	Human Services	Human Services	Regi					x					Council
1	Department / employee training and development plan	Administrative Infrastructure	Admin	Lynn		x								
1	IT Smart City plan	Administrative Infrastructure	Admin	No available resource										
1	IT Office 365 / Sharepoint migration	Administrative Infrastructure	Admin	No available resource										
1	Munis personnel conversion and payroll double entry	Administrative Infrastructure	Admin	No available resource		x	x							
2	Records management strategy and G/H drive migration	Administrative Infrastructure	Admin	Heather	x	x								
2	Organizational realignment to adjust to new service levels	Administrative Infrastructure	Admin	Lynn/John		x	x							
3	Development and integration of GKP and PMO into a team collaboration	Administrative Infrastructure	Admin	John		x	x	x	x					
3	IT Verizon new plan migration (possible AT&T)	Administrative Infrastructure	Admin	No available resource										
1	Parks scheduling business needs and guidelines	Administrative Infrastructure	PMO	Jeff/Ryan	x	x								
1	Parks job description update	Administrative Infrastructure	PMO	Jeff/Ryan/Jason	x	x								

Priority	Top Priority Projects	City Goal Area	Division/Area	Primary Project Lead	2018	2019				2020				Board / Commission
					Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
2	Hire and implement new positions for service level catch-up positions	Administrative Infrastructure	PMO	Jason		x	x							
2	Parks maintenance standards	Administrative Infrastructure	PMO	John	x	x								
2	Parks internal communication & meeting plan	Administrative Infrastructure	PMO	John		x								
2	IT Lucity migration to cloud	Administrative Infrastructure	PMO	Park Coordinator				x						
2	IT/EAM Lucity integration into Munis	Administrative Infrastructure	PMO	Park Coordinator		x								
1	Revise and update instructor contracts per WCIA	Administrative Infrastructure	Recreation	Linda	x	x								
1	Parks maintenance center - design, construction, move-in	Dependable Infrastructure	PMO	Jason	x	x	x	x	x					
3	Parks sinking fund projects	Dependable Infrastructure	PMO	Park Coordinator					x					
3	CivicRec Phase II	Dependable Infrastructure	Recreation	Jairid	x	x	x	x	x					
2	Plan for GKP expansion into new parks	Environment	GKP	Jodie		x								
2	Plan for new crew labor funding	Environment	GKP	Jodie		x								
3	Work log integration with Lucity and data management streamlining	Environment	GKP	Jodie					x					
3	Phase IV standard operating procedures	Environment	GKP	Jodie				x						
3	GKP plan for exploring and implementing alternative revenue generation	Environment	GKP	Jodie			x							
3	GKP integration into CivicRec for easy registration	Environment	GKP/Rec	Jodie				x	x					
1	Sponsorship and partnership agreement templates	Financial Stability	Admin	Lynn		x	x	x						
1	Minimum wage plan / new contingent wage matrix	Financial Stability	Admin	Lynn	x									
2	Pursue RCO grant funding through Youth Athletic Facilities program	Financial Stability	Park Planning	Mary			x							
2	Pursue grant funding for land acquisition through Conservation Futures Tax Program	Financial Stability	Park Planning	Mary		x								
2	Recreation program planning spreadsheets for expense/revenue tracking	Financial Stability	Recreation	No available resource										
3	Adjust Senior Council / Youth Council service levels	Human Services	Human Services	Regi		x								
1	Totem Lake Park Phase I - bidding and construction	Parks & Recreation	Park Planning	Mary		x	x	x	x	x	x	x	x	x
1	Juanita Beach Bath House - new application, bidding and construction	Parks & Recreation	Park Planning	Mary	x	x	x	x	x					
1	Juanita Beach Park playground	Parks & Recreation	Park Planning	Mary	x	x	x							
3	Park development procedures - master plan, design, community engagement	Parks & Recreation	Park Planning	Mary								x		
2	Power to 6 slips at Marina, prepare for operation as concession, bid	Parks & Recreation	PMO	Park Coordinator			x							
2	1-2 events per year to activate parks utilizing vendors and / or concessionaires	Parks & Recreation	Recreation	Nicci										
3	2 new health / wellness events with a city wide focus per year	Parks & Recreation	Recreation	Rec Supervisors										
1	Department policy for interacting with youth	Public Safety	Admin	Linda		x	x							
1	PFD fitting training, inspection and signage at beaches, boat rental areas, pool	Public Safety	PMO	Park Coordinator			x							
2	Create park ranger program, hire, implement	Public Safety	PMO	Jason/Jeff		x	x							
3	Juanita Beach pier lighting	Public Safety	PMO	Park Coordinator						x				
1	Process for obtaining registration and assumption of risk for all participants	Public Safety	Recreation	Jairid		x	x							
1	Add transportation language to assumption of risk for participants being transported	Public Safety	Recreation	Linda		x								
1	Train and certify beach lifeguards in open water	Public Safety	Recreation	PKCC Supervisor			x							
1	Update aquatics manuals	Public Safety	Recreation	PKCC Supervisor			x							
3	Create and implement facility inspection forms for youth programming spaces	Public Safety	Recreation	John					x					
3	Update youth camp/program manuals	Public Safety	Recreation	PKCC Supervisor					x	x				
3	Update youth sports manuals	Public Safety	Recreation	Sean					x	x				
3	Misc. policy development (e.g., mini-bus, etc.)	Public Safety	Recreation	Linda					x	x				
3	Update community center manuals and safety procedures	Public Safety	Recreation	Rec Supervisors					x	x				
	Deferred													
3	Parks signage, branding and wayfinding plan		PMO	Deferred										
3	Parks trail standards and SOP's		PMO	Deferred										
3	Parks tree management SOP's		PMO	Deferred										
3	Natural park management SOP's		PMO	Deferred										
3	Parks yard SOP's		PMO	Deferred										
3	Freedom of speech policy for City		Admin	Deferred										
3	Plan / policy on all-season fields		Admin	Deferred										
3	Human Services inventory of available services in city		Human Services	Deferred										



## CITY OF KIRKLAND

### Department of Parks & Community Services

123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300

[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**To:** Park Board

**From:** Mary Gardocki, Park Planning and Development Manager

**Date:** December 4, 2018

**Subject:** CIP Project Updates

#### RECOMMENDATION:

Park Board receives an update on current CIP projects.

#### BACKGROUND DISCUSSION:

- **Juanita Beach Bathhouse Renovation**—Staff and consultants continue work on a re-design to reposition the path to avoid the stream buffer. (The proposed appeal to the Superior Court related to the first design has been dropped.) Additionally, a new playground with synthetic surface was approved by City Council at the late November CIP study session. The playground estimate is an additional \$366,000. The project is tracking slightly over budget and remains on a very tight schedule. Staff anticipates resubmittal of the design to the Hearing Examiner in December/January. Upon approval, bidding is anticipated in April and construction in fall 2019.
- **132<sup>nd</sup> Square Park**—Staff continues to work with the stormwater group to collaborate on the possibility of integrating a synthetic turf field into the design of the stormwater retrofit project. The consultant selected is AHBL and the final scope of work is being negotiated with the consultant. A master plan process for the park's proposed synthetic turf fields has been included in the consultant's scope of work. This includes a community outreach process.
- **Waverly Park Phase 2**—Staff is reviewing the proposal submitted by Anchor AEQ for shoreline, bulkhead and concrete work as identified in the 2019 CIP. Contract for work will be routed after completing negotiations
- **David Brink Park Shoreline Renovation**—An RFQ has been released and one response was received. Staff will review the proposers for consideration. The scope or work aligns with work as identified in the 2019 CIP.
- **Totem Lake Park**—Staff continues to work with consultants to complete 90% design drawings by Friday, December 7. Bidding timeline is anticipated for March 2019.



## **CITY OF KIRKLAND**

### **Department of Parks & Community Services**

123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300

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**To:** Park Board

**From:** Mary Gardocki, Park Planning and Development Manager  
Anneke Davis, P.E., Public Works Senior Capital Projects Coordinator

**Date:** December 3, 2018

**Subject:** JUANITA BEACH PARK PLAYGROUND - UPDATE

#### RECOMMENDATION:

Park Board receives an update on the Juanita Beach Park playground and provide input on staff's recommendation for playground surface and color.

#### BACKGROUND

The Department of Parks and Community Services (PCS) is replacing the bathhouse at Juanita Beach Park, consistent with the park's approved master plan. A budget of \$1.2 million was established for the project in 2012 and the project was identified for funding by the voter-approved Kirkland Parks Levy.

The existing 3,500 square feet facility was built in 1965 and has far exceeded its useful lifespan. The building provides restroom, maintenance, storage, and concession spaces. The park's master plan calls for the existing facility to be removed and a new bathhouse constructed nearby. In addition to the new bathhouse building, the project scope includes relocation of the park's existing playground equipment and construction of two proposed picnic pavilions.

During initial site investigation and analysis for the project a new wetland was discovered near the proposed bathhouse location. The wetland is small and of the lowest quality and located in active space within the park. Once this wetland was identified, staff worked with regulatory agencies and the project design team to develop a mitigation plan that included off-site mitigation work at nearby Juanita Bay Park. This plan and a request for supplemental project funding was reviewed and approved by the City Council in February 2017 in order to preserve the lawn for active use. Supplemental funding was authorized from REET 1 Reserves in the amount of \$715,000 to fund design, permitting, and mitigation project costs related to the discovered wetland.

Following this wetland discovery and funding adjustment, the project moved forward in design. The construction cost estimate at the 30% design milestone exceeded the construction funding of the project. After analysis of the estimate increase, including a value engineering workshop, option analysis, and further work with permitting agencies on mitigation and surface water requirements, the construction cost estimate was reduced, but still necessitated additional funding. Supplemental funding was authorized in the amount of \$1,000,000 to fund the anticipated funding shortfall.

These adjustments brought the total project budget to \$2.915 million.

In December 2017, the City of Kirkland Public Works Department, on behalf of PCS, applied for three separate shoreline variances as part of the Shoreline Substantial Development Permit (SDP), for this project.

The proposal included extensive wetland restoration and wetland enhancements on and offsite. The variances were presented to the Hearing Examiner on May 30, 2018; the hearing was continued and resumed presentation on June 21, 2018. The City's proposal was denied by the Hearing Examiner following the June 21, 2018 hearing. The City appealed the Hearing Examiner's decision to the Shoreline Hearing Board. The Shoreline Hearings Board dismissed the appeal on September 20, 2018. As a result of this decision, staff received direction from Council to make significant changes to the design and apply again for the SDP.

#### *Current Project Status*

The project has completed 100% design and has completed all building permit requirements, with the exception of the SDP. The 100% architect's estimate is in progress. Staff are working with the project's design team on an amendment in support of the second SDP application and the design revisions required.

#### *Playground*

Over the past year, a group of community members expressed interest in raising the funds needed to replace the playground equipment, rather than reuse the existing equipment. The group, "The Friends of Juanita Beach Park," worked with PlayCreation, a regional playground vendor, to develop the design for the proposed playground. Fundraising proved challenging, especially with the project's delays and timing uncertainties. Their efforts, however, did result in a preliminary design and is in **Attachment A**.

However, the group has indicated it would not likely be able to raise sufficient funds and would look to the City to potentially fill the gap. One important consideration if the City were to fund the project is that it was not developed through a traditional City public process as the expectation was that it would be paid for by donated funds. If the City pays for it instead, some community members may ask for a more formal public check-in.

During the time required to submit a new application, there is available time to examine the inclusion of playground equipment with rubber safety surface within the project's plans and specifications. The current budget for the project does not include the funding needed to replace the playground. Rather, the plan was to re-use the existing equipment.

One concern about a new playground with impervious surface was whether that would trigger any new permit requirements. The good news is that the project's surface water Technical Information Report (TIR) considered the proposed playground surface (wood chips with an underdrain) to be an impervious surface. Therefore, the proposed change of surface from wood chips to a rubber surface will not "re-open" the TIR; a brief memo informing the permit reviewers of the changed surface will suffice. (Proposed changes to the design for the second SDP application will also not affect the TIR.)

#### *Budget Update*



The results of the hearing examiner decision has put the project's budget in jeopardy. While the project does not need additional funds now, there is a high probability that it will during construction. The project lacks sufficient construction contingency (based on the construction cost estimate at 60%). Since the last Council update, there have been several updates to the project's spending plan, which are summarized below.

Amendment 5 (totaling \$36,000) consists of:

- Council-directed changes to the pavilion design, and
- Environmental consultant costs related to the original SDP application – including coordination with Department of Ecology and comments from Watershed Company, and
- TIR submittal (not a part of the original contract).

Costs (totaling \$125,000) directly attributable to the hearing examiner decision:

- Environmental consultant support during appeal process, and
- Consultant costs for Re-Design and Second SDP Submittal, and
- Additional in-house project management time (at 25 – 30 hours per month through project completion.)

Unknown at this time is the Architect's Estimate based on the 100% design.

These spending updates have decreased the available construction contingency to \$62,000 which is less than 3% of the anticipated construction cost estimate. This leaves very little room for any variance in the bid price or for unexpected change orders. A 10% construction contingency from the bid price is the minimum recommended amount, \$220,000 on this project. Therefore, the project is currently projected to be underfunded by approximately \$160,000.

#### *Playground Cost Estimate*

Below is a cost estimate for all design, labor, material, and contingency to include the playground with rubber surfacing into the project's plans and specifications.

Plans and Specifications	\$10,000
Playground Equipment	\$110,000
Playground Equipment Installation	\$40,000
Rubber/Synthetic Safety Surface	\$113,000
GC Markup @ 7%	\$18,410
<i>Subtotal</i>	<i>\$291,410</i>
Sales Tax (Mat. & Install)	\$28,141
Contingency @ 10%	\$29,141
Project Management @ 8 hrs/mo	\$18,000
<b>TOTAL ADDITIONAL FUNDING</b>	<b>\$366,692</b>

Including the proposed playground equipment and rubber surface within the Juanita Beach Bathhouse Project could increase the project's anticipated underfunded portion from \$160,000 to **\$526,692**.

COUNCIL DIRECTION

Staff received council direction to proceed with including the playground in the bid documents.

**Attachment A:** Playground Option by Friends of Juanita Beach



# JUANITA BEACH PARK PLAYGROUND

PLAY CREATION

landscape  
structures





# JUANITA BEACH PARK PLAYGROUND

PLAY CREATION

landscape  
structures







## **CITY OF KIRKLAND**

**Department of Parks and Community Services**

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000

[www.kirklandwa.gov](http://www.kirklandwa.gov)

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### **MEMORANDUM**

**To:** Park Board

**From:** Linda Murphy, Recreation Manager, Parks and Community Services

**Date:** December 4, 2018

**Subject:** Vendors and Concessionaires in Parks

### **RECOMMENDATION**

Staff recommends Park Board receive an update on three Request for Proposals (RFP) for vendors and concessionaires in parks. Detailed information about the three opportunities are listed below, as advertised on the [City's web site](#).

1. Commercial Tourism use of 2<sup>nd</sup> Ave South Pier Dock  
**Project Notice:** [Commercial Tourism use of 2nd Ave South Pier \(PDF - 162K\)](#)  
**Job Number:** 46-18-PK  
**Issue Date:** November 2, 2018  
**Proposals Due:** November 26, 2018 by 5:00 pm PDT  
**RFP Documents:** [RFP for Commercial Tourism use of 2nd Ave South Pier \(PDF - 809K\)](#)
2. Commercial Tourism use of Marina Park Commercial Tour Pier  
**Project Notice:** [Commercial Tourism use of Marina Park Commercial Tour Pier \(PDF - 162K\)](#)  
**Job Number:** 45-18-PK  
**Issue Date:** November 1, 2018  
**Proposals Due:** November 26, 2018 by 5:00 pm PDT  
**RFP Documents:** [RFP for Commercial Tourism use of Marina Park Commercial Tour Pier \(PDF - 789K\)](#)
3. Concessions Opportunities for Recreation Services and/or Food Services in Kirkland Parks.  
**Project Notice:** [Concession Services for recreation and/or food and beverage services in Kirkland Parks \(PDF - 162K\)](#)  
**Job Number:** 44-18-PK  
**Issue Date:** November 30, 2018  
**Proposals Due:** January 7, 2019 by 5:00 pm PDT  
**RFP Documents:** [RFP for Concession Services for recreation and/or food and beverage services in Kirkland Parks \(PDF - 477K\)](#)



## CITY OF KIRKLAND

### Department of Parks and Community Services

123 Fifth Avenue, Kirkland, WA 98033 425.587.3000

[www.kirklandwa.gov](http://www.kirklandwa.gov)

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## MEMORANDUM

**To:** Park Board

**From:** John Lloyd, Deputy Director  
Jason Filan, Parks Operations Manager

**Date:** December 4, 2018

**Subject:** Park Levels of Service / Maintenance Standards Update

### **RECOMMENDATION:**

That the Park Board receive background information on Park Operations Levels of Service and Maintenance Standards.

### **BACKGROUND DISCUSSION:**

In February 2018, Park Board was presented with an overview of how service levels and maintenance standards are defined and developed. This included a draft of a service level document, meant to articulate current practices and standards. Over the past year Park Operations has been making continued process improvements with regards to levels of service and maintenance standards. Developing clearer structure and implementing defined business needs within each of the (4) Divisional teams has been part of this process. The teams have areas of expertise that cover all aspects of Park Maintenance & Operations (PMO). A brief overview of the different business they perform.

<u>Horticulture</u>	Performs open/close, cares for landscapes, hardscapes, turf areas, trees, and general care of active park sites.
<u>Natural Parks</u>	Performs open/close, cares for landscapes, turf, trees, soft trails, cemetery, and passive parks sites.
<u>Support Team</u>	Maintains infrastructure, amenities, and structures. Performs playground, dock, and light inspections. Performs various plumbing, carpentry, and electrical projects.
<u>Ballfields &amp; Events</u>	Maintains all sports fields including City / School partnership sites. Covers summer night shift and has responsibility for event support, all sport courts, and various projects.

Maintenance standards and levels of service are the basis of the PMO work plan. Staff have developed and evolved standards based on industry best practices over the years. The standards cover the basics of the operation and include task such as:

- Open & Close - Parks start the day cleaned, checked for safety, gates / restrooms open.
- Turf & Mowing - BMP's are practiced, turf healthy, safe and usable.

- Landscapes - Aesthetic, Healthy, and commensurate with park site.
- Sports areas - Surfaces safe, level, playable and ready for use.
- Hardscapes - Weed and debris free providing users a safe experience
- Trails - Maintained to provide a safe walking experience
- Equipment - Cared for and kept in excellent condition
- Inspections - Performed on scheduled basis using existing BMP's

These standards combined with hard work, daily collaboration, initiative, and team work are critical components to a vibrant, usable, and accessible parks system. There is continual focus on the part of PMO staff to keep these standards at the forefront of what we produce.

In compliment with "how" parks are maintained we use past practice levels of service modules to help us guide the "where" and "what" that happens daily, weekly, monthly, and yearly. The new Lucy maintenance management system (MMS) has been most helpful in the endeavor. In the past we used excel spreadsheets, access databases, and institutional knowledge to help us manage the system. The new MMS is excellent in helping us track, document, schedule, and share all that staff do. Reporting has been refined and improved, thanks in part to feedback from Park Board. Staff will continue to refine reports to best showcase the work performed.

The "where" of the equation includes (83) sites that are maintained by PMO. Of which there are (54) Parks, (21) Greenspaces, and (8) School sites. The "what" are those (80) different tasks that make up the daily details of what staff perform. They include things like: mowing, blowing, cleaning, garbage, inspections, weeding, painting, fertilization, projects, trees, funerals, turf, etc.

All of these various tasks and the time in which staff invested to perform are included in Attachment A. This report is the culmination of the new Lucy MMS and the type of information that it can deliver.

Beginning in 2019, staff will work with GreenPLAY LLC, a national Parks and Recreation consultant, to further evaluate current practices and standards. This will include a review of the documented service levels and maintenance standards. This review will ensure the document is able to clearly articulate both the "what" and "how" as described above.



**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**To:** Park Board

**From:** Mary Gardocki, Park Planning and Development Manager  
Jason Filan, Parks Operations Manager

**Date:** December 3, 2018

**Subject:** 2019 Playground Renovations: Update

**RECOMMENDATION:**

Park Board receive an update on the 2019 Playground Renovations.

**BACKGROUND DISCUSSION:**

Staff has received designs to update the equipment at Highlands Park, Tot Lot Park and Terrace Park (**Attachment A**). A state contract was used for selection and the manufacturer will also be installing the equipment.

Staff selected the equipment upgrades and the components are intended to add diversity to the park system's play options and increase inclusivity. Additionally, Terrace Park will be replacing the wood chip surface with a rubber tile surface.

Installation is anticipated in spring 2019.





# Highlands Park - Playground Equipment Replacement

Attachment A



## Legend

### Address

- Other Address
- Current Address
- Current ADU
- Pending Address

- City Limits
- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Place Names
- Buildings
- Schools
- Olympic Pipeline Corridor
- Water Body Area

### City Area

- BA
- BE
- BO
- CH
- DU
- HP
- KM
- LF

1: 474



## Notes

0.0 0 0.01 0.0Miles

NAD\_1983\_StatePlane\_Washington\_North\_FIPS\_4601\_Feet

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# Terrace Park - Playground Equipment Replacement



## Legend

- Address
  - Other Address
  - Current Address
  - Current ADU
  - Pending Address
- City Limits
- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Place Names
- Buildings
- Lakes
- Schools
- Olympic Pipeline Corridor
- Water Body Area
- City Area
  - BA
  - BE
  - BO
  - CH
  - DU
  - HP
  - KM

1: 1,143



## Notes

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merchantability, accompany this product.





# Tot Lot - Playground Equipment Replacement



## Legend

### Address

- Other Address
- Current Address
- Current ADU
- Pending Address

- City Limits
- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Place Names
- Buildings
- Schools
- Olympic Pipeline Corridor
- Water Body Area

### City Area

- BA
- BE
- BO
- CH
- DU
- HP
- KM
- LF

1: 349



## Notes

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merchantability, accompany this product.

**Parks and Community Services**  
**Department Report – November, 2018**

**Administration, Planning and CIP Projects**

- **Off-Leash Dogs and Bike Share** – Two opportunities for public engagement are now available. Surveys for the off-leash dog and bike share program are now available on the City website and other City social media sites. Kirkland community members are also invited to join a conversation regarding how the City should respond to off-leash dogs, and bike share bikes in our community, on Thursday, December 6, from 6 to 8 p.m. at City Hall.
- **Totem Lake Park** – We are expected to reach the 90% design drawings by Friday, December 7. Bidding is anticipated for March 2019.
- **Juanita Beach Bathhouse Renovation** – Consultants are working on a new design to reposition the path and avoid the stream buffer. (The proposed appeal to the Superior Court, related to the first design has been dropped.) Additionally, a new playground with synthetic surface was approved by City Council at the late November CIP study session. The playground estimate is an additional \$366,000. The project is tracking slightly over budget and remains on a very tight schedule. Staff anticipate resubmitting the design to the Hearing Examiner in late December or early January. Upon approval, bidding is anticipated to begin in April and construction in fall 2019.
- **132<sup>nd</sup> Square Park** – Work continues with the stormwater group to collaborate on the possibility of integrating a synthetic turf field into the design of the stormwater retrofit project. The consultant selected is AHBL and the final scope of work is being negotiated with the consultant. A master plan process for the park's proposed synthetic turf fields has been included in the consultant's scope of work. This includes a community outreach process.
- **Waverly Park Phase 2** – We are reviewing the proposal submitted by Anchor AEQ for shoreline, bulkhead and concrete work as identified in the 2019 CIP. Contract for work will be routed after completing negotiations.
- **Playground Renovations** – We have received the designs to update the equipment at Highlands, Tot Lot and Terrace Parks. A state contract was used for selection and the manufacturer will also be installing the equipment. Work is anticipated for spring 2019.
- **David Brink Park Shoreline Renovation** – An RFQ has been released and responses are due December 3, 2018–4:00 p.m. (PDT). Staff will then review and rank the proposers for consideration. The scope of work aligns with work as identified in the 2019 CIP.

**Parks Maintenance and Operations**

- Lots of trainings, certification credits, and education classes during the off-peak months for Parks staff. From Certified Pool Operations to Public Operator training and everything in between.
- The ADA access and curbing On the NW corner of Market and Central in front of Heritage Hall will be receiving upgrades this month compliments of Public Works continued improvements throughout the community with regards to accessibility.

- Kirkland's Municipal Code governing Special Events gets a small modification this month adding the word "duration" that allows Kirkland's Parks & Community Services Director, through the permit process, the ability to condition the length of special event requests.
- The Cemetery will be hosting Wreaths Across America again this year. The Kirkland Cemetery is one of 1,400 locations across the U.S. that will be remembering and honoring our Veterans on December 15. Additional information is available at <https://www.wreathsacrossamerica.org>
- Several parks including OO Denny, Edith Moulton, Houghton Beach, and Juanita Beach will be the recipients of several tree plantings. Species include: Vine Maples, Spruce, Ironwood, Stewartia, Aspen, Dogwood, and Beech.
- Forbes Creek Park received new basketball hoops this month. Not the best time of year to be playing outside but a great time of year for park projects.
- Christmas tree at Marina's Pavilion, Christmas trees for sale at Juanita Beach Park, Christmas ships with bonfires at several beach front parks, it must be that time of year to write letters to Santa!



(Corner of Kirkland Ave & Lake Street)

## **Recreation**

- The Peter Kirk Community Center kicked off the holiday season with "Turkey, Tunes and Holiday wishes on Friday, November 16. Over 70 people attended this Thanksgiving celebration that was sponsored by The Creekside in Woodinville. The food was delicious and the entertainment, the Haggis Brothers, was met with enthusiastic appreciation.
- The Peter Kirk Community Center's Holiday D' Lights celebration is scheduled for Friday, December 14. We are so fortunate to have wonderful community partners, Madison House will sponsor the meal this year. This annual celebration will feature a festive musical performance from the Night & Day Duo.



- Evergreen Health's Board of Commissioners approved an allocation of \$3,000 for the 2019 Kirkland Steppers program. This money will help offset the cost of the 16-week walking program designed for adults aged 50+, which runs June through September.
- The Youth Basketball League begins the week of December 3. Registration is still open but at this point we have 442 boys and girls from grades 3 through 6 registered for the program. Practice and games are held at 16 local schools within the Lake Washington School District. Teams practice twice a week and are coached by volunteer head and assistant coaches. Games begin in January and take place on Saturdays at Kirkland and Kamiakin Middle Schools.
- NKCC is promoting "Give the Gift of Recreation" on our Facebook page, and our park banner, which is currently up at Peter Kirk Park.
- We have 37 children enrolled in holiday music classes at NKCC, 44 in holiday cooking classes at McAuliffe Park. 'Tis the season.
- Winter classes starting in January are filling up with 989 enrolled participants. There are 387 children on waiting lists for Preschool and Youth programs.
- The Request for Proposal (RFP) process continues for the Marina Park & 2nd Avenue South long-term lease program. RFP Submittals were due November 26. We are currently evaluating the proposals with contracts to be awarded in December.
- Pier Use Agreement renewals have been sent to existing customers for renewal opportunities for 2019.
- Argosy Cruises hosts a very popular Puget Sound tradition of the Christmas Ship Festival every year. Kirkland Parks & Community Services partner with Argosy to enhance the festival with participation at shoreline parks through community bonfires. Bonfires take place at five of Kirkland's beaches between Saturday, November 24 and Sunday, December 23. More information is provided below:

**COMMUNITY BONFIRES!**

The City of Kirkland Parks and Community Services warmly welcomes the community to bonfires accompanying Argosy Cruises' Christmas Ship Festival. Come one, come all!

- Marina Park – Saturday, November 24, 2018 | 6:40-7:00pm
- Marina Park – Sunday, December 16, 2018 | 2:10-2:30pm
- Juanita Beach Park – Monday, December 17, 2018 | 8:50-9:10pm
- Waverly Beach Park – Friday, December 21, 2018 | 9:00-9:20pm
- O.O. Denny Park – Saturday, December 22, 2018 | 7:30-7:50pm
- Houghton Beach Park – Sunday, December 23, 2018 | 4:15-4:35pm

Bonfires can be cancelled due to inclement weather or burnbans.  
Call 425.587.3345 for "day of" weather updates.



- A table was graciously donated to Waverly Beach Park by the Teegan family in honor of their daughter, Lydia.
- Applications for the first season athletic field season are currently be accepted. Applications are due by midnight on December 3. Applications received after the deadline will be reviewed after the allocation process is complete, on a first come, first served basis.
- A Request for Proposal (RFP) has been posted to the City's website seeking interested concessionaires to provide recreational and food/beverage services in Kirkland's parks this summer. The application process will close in early January, and contracts will be awarded for concessionaires to open in April 2019.

## **Human Service**

Eastside Homelessness Advisory Committee:

Eastside Human Services Forum:

- Youth Services & Youth Council Updates:
  - Youth Council members hosted a Halloween party for the afterschool camp at the Peter Kirk Community Center.



- Youth Council members met with City Manager Kurt Triplet on November 1st.
- Six cases were heard during the November session of Teen Traffic Court.
  - Community Truancy Board C reviewed one returning case and began two new cases in November.

Upcoming Important Dates:

- Senior Council Updates:
  - KSC held its last meeting of 2019. The group will reconvene in January with their annual planning retreat.
  - Edits and additions to the Resource Guide are just about complete. The document will then be given to the City's Graphic Designer to design the final product. Printing of the guide will be completed in early 2019.

Upcoming Important Dates:

- Annual planning retreat on January 8, 2019

### **Green Kirkland Partnership**

- Green Kirkland Day, Saturday, November 17, was a tremendous success. More than 180 volunteers working across six parks planted over 600 native trees and shrubs. Thanks to Lynn, Uzma, Rosalie, Kelli, and Susan for serving as dignitaries and to PMO for providing technical support. This event is made possible by funding from King Conservation District, in-kind donations from several corporate partners, and promotional support from Forterra.



- GKP officially received \$29,993.75 in Member Jurisdiction funding from King Conservation District to support EarthCorps led volunteer events in 2019.
- GKP also received 190 native conifer trees from the Evergreen Carbon Capture program offered by Forterra. These trees will be planted at Crestwoods Park in February or March of 2019 with volunteers from the companies that purchased the trees to voluntarily offset their GHG emissions.
- John, Jason, and Jodie are coordinating follow up for encroachment concerns at Kiwanis, Edith Moulton, and Juanita Bay parks.
- Ina is developing options for regular updating of trail maps in our GIS system.
- GKP is working with PMO to draft standard operating procedures for trails (opening, closing, and maintenance) in parks, especially the forests and natural areas.

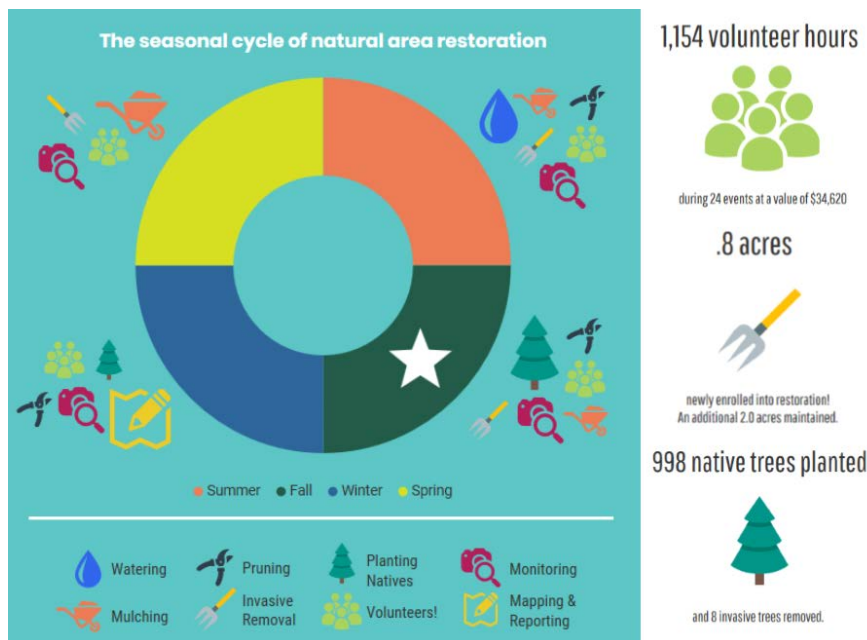
### **Upcoming Important Dates:**

- PMO and GKP will host a volunteer tree planting event at Juanita Beach Park on Friday, January 18 in honor of MLK Day. This work will benefit the mitigation sites at the park as well as the restoration management units.
- NOAA Coastal and Marine Habitat Restoration Grant pre-proposals are due January 15. Jenny Gaus will advise if there are any fish passage and habitat projects in or near parks or natural areas that would benefit from additional funding.



- National Fish and Wildlife Foundation Five Star and Urban Waters Restoration Grant Program Proposals are due January 31. Ina and Jodie are meeting with Rachael Conrady to discuss potential projects in partnership with King Conservation District.

October Data:



### Special Events & Special Events Service Team

Staff supported the following events through permitting; coordination with other City departments for street closures, fire and police support, safety and sanitary regulations and banners; City facility use such as parks, parking lots and streets; evening and weekend on-call logistical support as needed; and communication with the public:

- **Lake Washington Half Marathon, November 3**  
The 3rd annual Lake Washington Half Marathon was held at Juanita Beach Park. Nearly 700 runners enjoyed beautiful views of Lake Washington as they traversed 9 Kirkland neighborhoods and helped raise funds for Cascade Leadership Challenge. The non-profit provides outdoor adventures and leadership opportunities to teenagers. Event day support included overnight access to Juanita Beach Park, maintenance support and site prep, safety compliance inspections, four Explorers and 28 off-duty officers for traffic control.



### 2018 Lake Washington Half Marathon

- **Turkey Trot, November 18**

Hopelink's 18th annual Turkey Trot 5k and Kids Dash were held at Marina Park on a beautiful winter morning. Shauna Smith and new course director, Tom Kreinbring, brought renewed life and energy to the event through extensive community engagement this year. Hopelink fundraised over \$80,000 to help support local families and individuals during the challenging winter months. Approximately 60 kids ran in the new kid's race and 1,375 others participated in the 5k. The day's activities required more than 165 volunteers and event personnel. The City's event day support included venue preparations, safety compliance inspections, four Explorers and eight off-duty officers for traffic control.



2018 Hopelink Turkey Trot 5K

### Special Events Service Team (Sudie Elkayssi):

- The service team finalized a newly created Event Organizer Report which will provide organizers with an opportunity to highlight successes and identify areas of focus for the following year. The team is requesting the form be completed by the person who was responsible for event management and then returned at the event debrief or within one week of the event if a meeting will not be held.
- Ashley Lee, a representative of Orca Running, presented plans for the annual Kirkland Shamrock 5k Run to be held in March at Marina Park. The Special Event team reviewed and approved the organizer's request to add a 10k course on condition that registration be limited to 200 runners so impacts to the Central Business District and Cross Kirkland Corridor can be assessed.

### Upcoming Important Dates:

- **December 1, 3 p.m.** – Kirkland Winterfest, Marina Park
- **December 7, 5 p.m.** – Google Holiday Lights, Feriton Spur
- **December 16, a.m.** – 12K's of Christmas, Heritage Park

### Interdepartmental/Interagency Committees

Green Team (Jodie)

No updates – next meeting scheduled for January 9

Emergency Management Action team – Linda

No meeting in November

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

### Marina use

	Number	Revenue
Boat slip rentals		\$6,069.30
Boat launch cards sold	N/A	N/A
Commercial dockings	1	\$160.00

### Administrative

	Number processed	(Unit)
Total entered into IFAS		
Employee Timecard Online	12,026.41	hours
Purchase Cards (10)	144	transactions
Personnel Action Forms	54	paper forms
Verizon Wireless	0	lines/equipment

### Youth Services

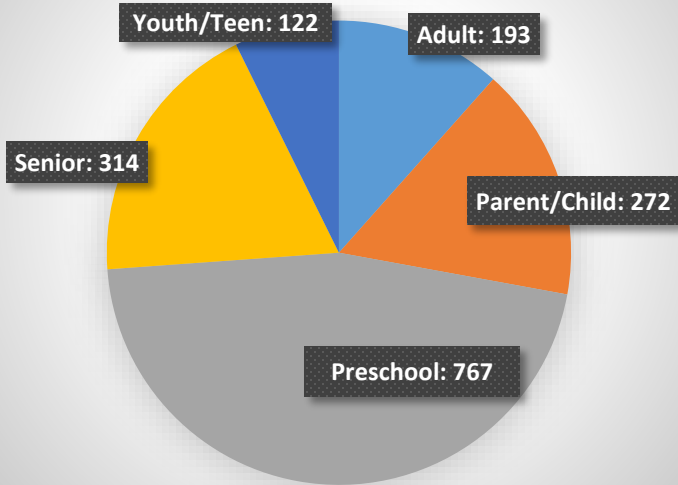
Number of events	
Volunteer hours	
Traffic court cases heard	

### Special Events

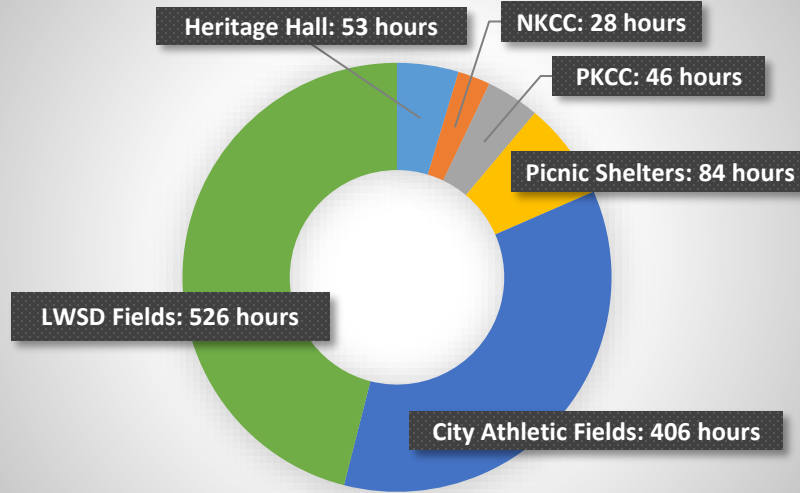
Number of events	0
Calendar days	0
Estimated event participants	0

# October 2018 Recreation at a Glance...

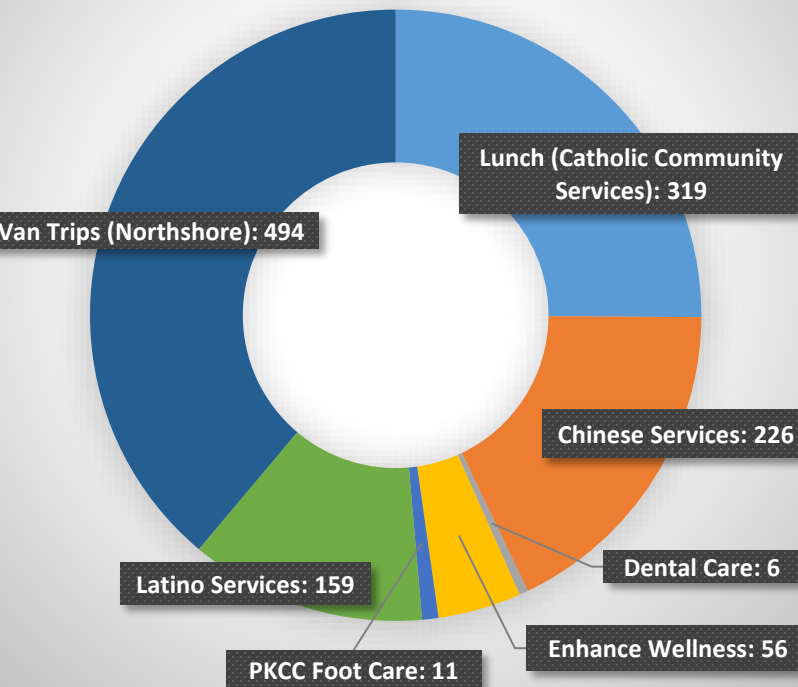
Number of Participants in Classes Starting in October 2018



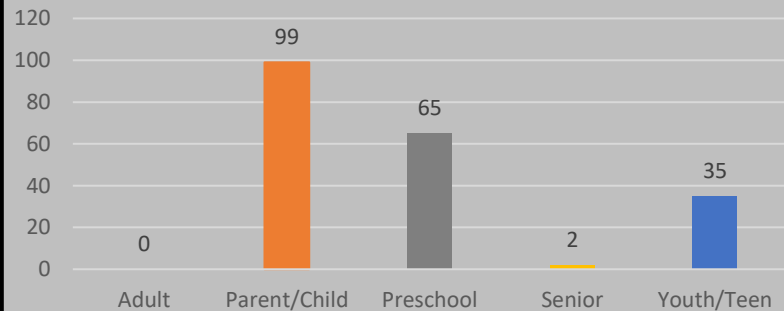
Facility Hours Used By Community



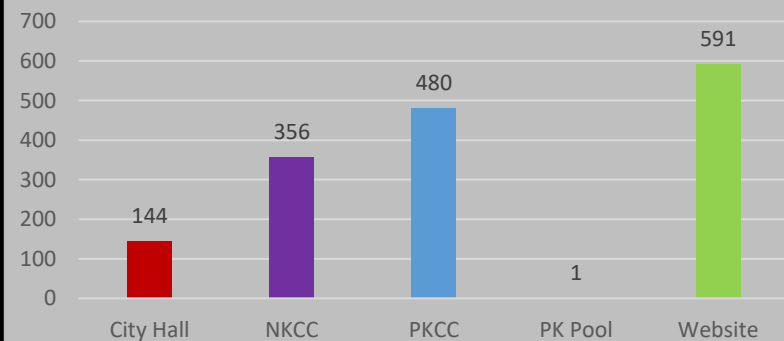
Number of Participants in Seniors Services for October 2018



Number of Participants on Waitlist for Classes Starting in October 2018



Number of Transactions By Location



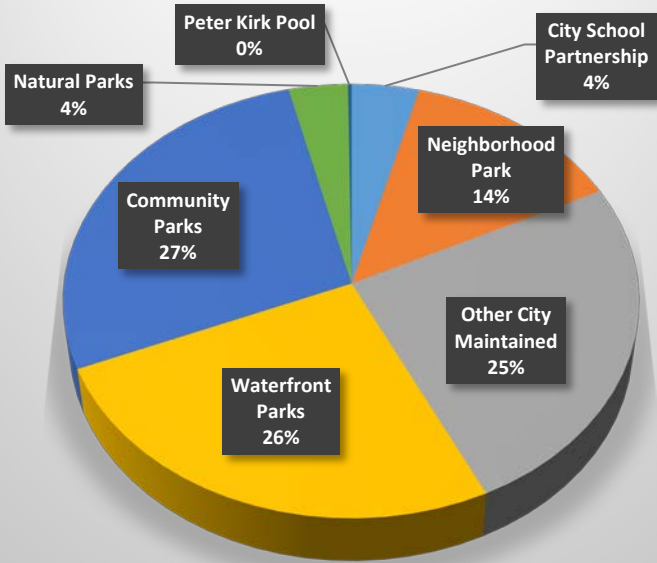
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	JAN	FEB	MAR	APR	MAY	JUNE
2017	\$ 75,711.53	\$ 37,389.02	\$ 503,331.56	\$ 113,538.99	\$ 101,693.15	\$ 119,708.90
2018	\$ 40,972.26	\$ 62,884.77	\$ 711,107.93	\$ 114,442.27	\$ 83,122.35	\$ 125,967.10
VARIANCE	\$ (34,739.27)	\$ 25,495.75	\$ 207,776.37	\$ 903.28	\$ (18,570.80)	\$ 6,258.20

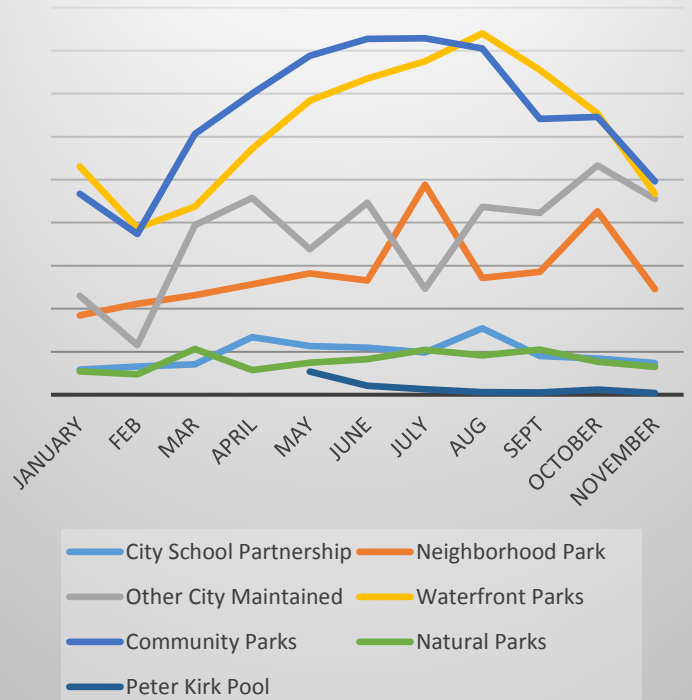
	JULY	AUG	SEPT	OCT	TOTAL
2017	\$ 73,278.95	\$ 203,340.36	\$ 75,022.56	\$ 61,679.27	\$ 1,364,694.29
2018	\$108,141.09	\$ 200,192.69	\$ 73,512.43	\$ 55,330.22	\$ 1,575,673.11
VARIANCE	\$ 34,862.14	\$ (3,147.67)	\$ (1,510.13)	\$ (6,349.05)	\$ 210,978.82

# November Parks Maintenance Report

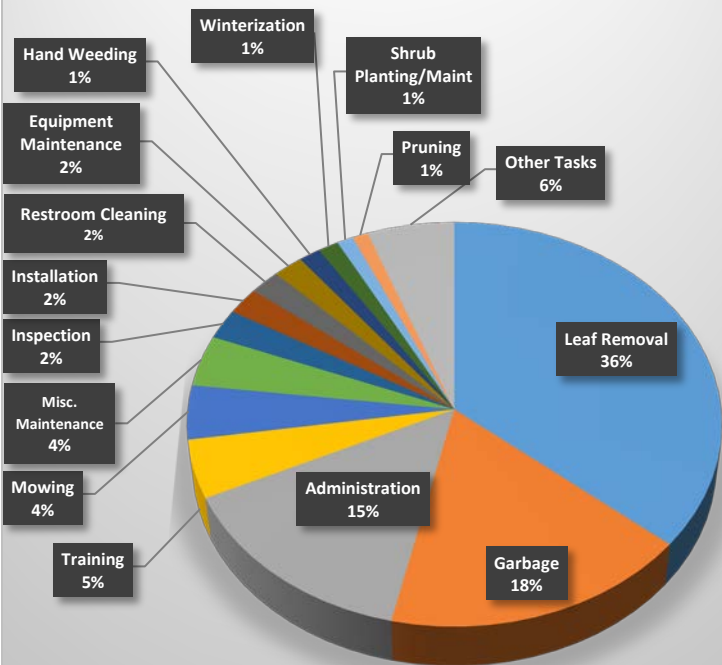
## November Hours by Park Type



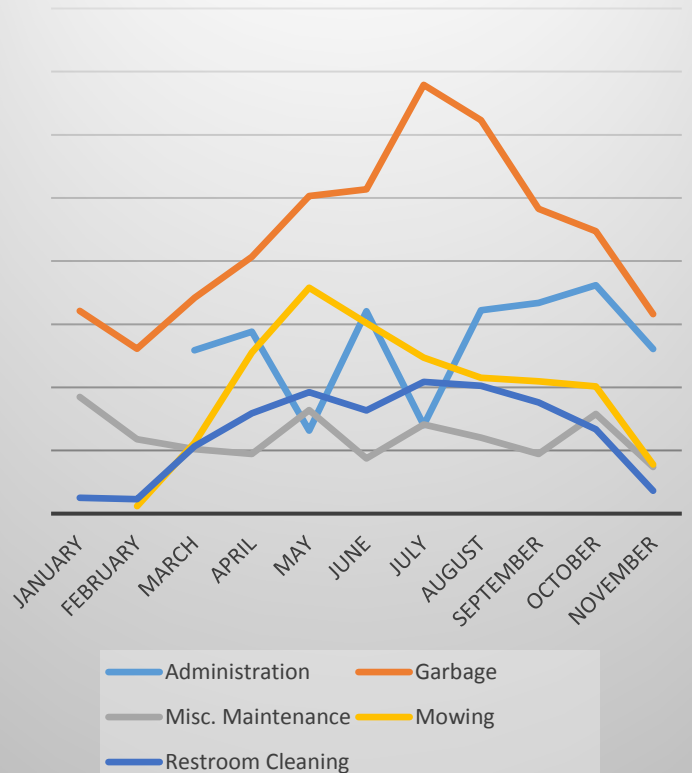
## 2018 Hours by Park Type



## November 2018 Tasks



## 2018 Top 5 Tasks



## Detailed November Task Data

Task	Labor Hours
Administration	521.75
Blowing	13.75
Brush Clearing	27.5
Dock Maintenance	17.5
Donation, Install, Clean	1.5
Edging	2
Electrical Work	17.25
Equipment Maintenance	70.75
Event Support	11
Garbage	631.5
Hand Weeding	50.5
Infield Maintenance	1
Inspection	86.25
Installation	78
Leaf Removal	1302.25
Line Trimming	2.5
Markers Placement, Removal	5.75
Misc. Maintenance	147.75
Mowing	156
Nursery Management	5.25
Overseeding	1.75
Plumbing	8
Pruning	36.75
Removal	30.25
Repair	15.75
Restoration	7.5
Restroom Cleaning	72
Shrub Planting/Maint	38
Signage	3
Trail Work	6
Training	168
Tree Inspection	7.5
Turf Repair	6.25
Urn Burial	14
Winterization	48.75
<b>Total</b>	<b>3613.25</b>

## Detailed November Park Data

Park/Location	Labor Hours
132nd Square Park	134
2nd Avenue South Dock	6
Ben Franklin Elementary School Field	15
Brookhaven Park	10.75
Bud Homan Park	4.25
Carillon Woods	23.25
Cedar View Park	5.25
City Hall	1.75
Crestwoods Park	140
David E. Brink Park	22.5
Doris Cooper Houghton Beach Park	85.75
Edith Moulton Park	66.75
Emerson High School Field	20.5
Everest Park	229.25
FH3	4
Finn Hill Middle School Field	1.5
Forbes Creek Park	51
Hazen Hills Park	5.75
Heritage Park	65.25
Heronfield Wetlands	6.25
Highlands Park	14.75
Josten Park	3
Juanita Bay Park	82.25
Juanita Beach Park	291.75
Juanita Elementary School Field	18
Kingsgate Park	2
Kirkland Cemetery	146.25
Kirkland Middle School Field	47.5
Kiwanis Park	3
Lake Ave W Street End Park	5.5
Lakeview Elementary School Field	10.75
Marina Park	109.25
Mark Twain Elementary School Field	18.5
Mark Twain Park	36.25
Marsh Park	83.75
McAuliffe Park	139.5
North Kirkland Com Ctr & Park	78.5
North Rose Hill Woodlands Park	42.75
O O Denny Park	259.25
Ohde Avenue Pea Patch	0.5
Parks Maintenance Center	763.75
Peter Kirk Park	280.75
Peter Kirk Pool	8
Phyllis A. Needy - Houghton Neighborhood	23.25
Reservoir Park	11.75
Rose Hill Elementary School Field	15.5
Rose Hill Meadows	20.25
Settler's Landing	7.75
South Norway Hill Park	10.5
South Rose Hill Park	35.25
Spinney Homestead Park	18.25
Street End Park	4.5
Terrace Park	11.75
Tot Lot Park	21.25
Totem Lake Park	3.5
Van Aalst Park	11.75
Watershed Park	13.25
Waverly Beach Park	59.5
Wiviott Property	1
<b>Grand Total</b>	<b>3613.25</b>





**CITY OF KIRKLAND**  
**Department of Parks & Community Services**  
123 5<sup>th</sup> Avenue, Kirkland, WA 98033 425.587.3300  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

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**To:** Park Board  
**From:** Mary Gardocki, Park Planning and Development Manager  
**Date:** December 3, 2018  
**Subject:** OFF LEASH DOG AREAS OUTREACH: UPDATE

RECOMMENDATION:

Park Board receive an update on the outreach process related to off-leash dogs in the community.

BACKGROUND DISCUSSION:

Staff has been working with the City's engagement team to conduct outreach related to how the City should respond to off-leash dogs in the community. To date, several focus groups were conducted at neighborhood meetings and survey booths were set up at a number of city events. Additionally, staff conducted a Community Meeting on December 6. The community has also been engaged through social media and an on-line survey. To date, approximately 400 electronic and 160 paper surveys have been submitted.

A report summarizing the community feedback will be presented in early 2019. The Park Board and City Council will use the community feedback to consider options on how to respond. More information can be found at [www.kirklandwa.gov/offleashdogs](http://www.kirklandwa.gov/offleashdogs).