



# KIRKLAND PARK BOARD REGULAR MEETING

Date: January 9, 2019

Time: 7:00 p.m.

Location: 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**
3. **APPROVAL OF MINUTES**
4. **ITEMS FROM THE AUDIENCE**
5. **BUSINESS ITEMS**
  - a. Juanita Beach Park Playground 20 minutes  
*Action: Recommendation*
  - b. Adopt Park Board Work Plan 20 minutes  
*Action: Adopt Park Board Work Plan*
  - c. 1% Art Project Recommendations 20 minutes  
*Action: Recommendation*
6. **COMMUNICATIONS** 30 minutes
  - a. Department Monthly Report
  - b. Staff Updates and Information
    - i) Vendor Selection Process – Linda
  - c. Liaison Role Reports from Park Board
  - d. Comments from the Chair
  - e. Correspondence

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**7. GOOD OF THE ORDER**

**8. ADJOURNMENT**

Estimated meeting completion: 8:45 p.m.

Next Park Board Meetings:

February 13, 2019

March 13, 2019

April 10, 2019

January Neighborhood Meetings:

Central Houghton: January 8, 7pm (Jason Chinchilla)

Everest: January 29, 7pm (Uzma Butte)

Evergreen Hill: January 16, 8pm (Kobey Chew)

Finn Hill: No January Meeting (Kelli Curtis)

Highlands: January 16, 7pm (Richard Chung)

Juanita: January 14, 7pm (Rosalie Wessels)

Lakeview: No January Meeting (Rosalie Wessels)

Market: January 16, 7pm (Kelli Curtis)

Moss Bay: January 14, 7pm (Richard Chung)

Norkirk: No January Meeting (Kevin Quille)

North Rose Hill: January 21, 7pm (Uzma Butte)

South Rose Hill/Bridle Trails: January 8, 7pm (Susan Baird-Joshi)

Totem Lake: No January Meeting (Not Assigned – no meeting schedule)

# **KIRKLAND PARK BOARD**

## **Minutes of Regular Meeting**

### **December 12, 2018**

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

The December 12, 2018 Park Board Regular meeting was called to order at 7:00 p.m. by Chair Rosalie Wessels.

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

Members Present: Chair Rosalie Wessels, Vice Chair Kelli Curtis, Richard Chung, Kobey Chew, Kevin Quille and Jason Chinchilla

Members Absent: Uzma Butte, Susan Baird-Joshi

Staff Present: John Lloyd, Linda Murphy, Jason Filan and Mary Gardocki

Recording Secretary: Heather Lantz-Brazil

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

The November 14 meeting minutes were presented. Ms. Curtis motioned to approve the minutes. Mr. Chinchilla seconded. The motion carried (5-0) *Mr. Quille was absent during the motion.*

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

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

##### **a. Department and Park Board Draft Work Plan**

The Board reviewed and commented on the 2019-2020 Parks and Community Services Department and Park Board work plans. Staff answered questions from the Board.

The Board provided the following feedback:

- Add date and expand Board's role on document
- Add Juanita Beach project
- Previous work plan comparison and quarter-to-quarter comparison
- Rename Yuppie Pawn Site to Totem Lake Park
- Add Special Events
- Add property acquisition guidelines

##### **b. CIP Update**

Ms. Gardocki provided updates on the following projects: Juanita Beach Bathhouse Renovation, 132nd Square Park, Waverly Park Phase 2, David Brink Park Shoreline Renovation, and Totem Lake Park. Staff answered questions from the Board.

c. Juanita Beach Playground Design

Ms. Gardocki provided an update on the Juanita Beach Park playground. Staff answered questions from the Board. The Board recommended the synthetic grass playground surface and had mixed responses on the colors for equipment.

**6. NEW BUSINESS**

a. Vendors/Concessions in Parks

Ms. Murphy provided updates on three Request for Proposals for the following: Commercial Tourism use of 2nd Ave South Pier Dock, Commercial Tourism use of Marina Park Commercial Tour Pier, and Concessions Opportunities for Recreation Services and/or Food Services in Kirkland Parks. Staff answered questions from the Board.

b. Levels of Service/Maintenance Standards Update

Mr. Filan and Mr. Lloyd provided background information on Park Operations Level of Service and Maintenance Standards. Staff answered questions from the Board.

c. 2019 Playground Renovation/Replacement

Ms. Gardocki and Mr. Filan provided an update on the 2019 playground renovations and equipment replacements for Highlands Park, Tot Lot Park and Terrace Park. Staff answered questions from the Board.

d. Election of Chair/Vice Chair

Mr. Lloyd provided the Board a memorandum outlining the election process and expectations.

Ms. Wessels requested nominations for the position of Park Board Chair. Ms. Curtis nominated Ms. Wessels for the position of Chair. Ms. Wessels accepted the nomination. Mr. Quille motioned to appoint Ms. Wessels for the position of Chair. Mr. Chew seconded. Ms. Wessels was elected (6-0).

Ms. Wessels requested nominations for the position of Park Board Vice Chair. Mr. Chinchilla nominated Ms. Curtis for the position of Vice Chair. Ms. Curtis accepted the nomination. Mr. Quille motioned to appoint Ms. Curtis for the position of Vice Chair. Ms. Wessels seconded. Ms. Curtis was elected (6-0).

**7. COMMUNICATIONS**

a. Correspondence

b. Staff Reports

Staff responded to questions from the Board regarding encroachment concerns in parks, recreation revenue variances, and participant waitlists for recreation classes.

c. Committee Reports

Mr. Chew – Google Lights tree lighting ceremony at Kirkland campus

Mr. Chung – Totem Lake Art design (future meeting)

Ms. Curtis – Green Kirkland Day at Josten Park and Everest Park, Off-leash Dog Survey at Turkey Trot, Everest Neighborhood Meeting, Edith Moulton 1% Art replacement

Mr. Quille – Kirkland Winterfest tree lighting ceremony

Ms. Wessels – Green Kirkland Day at Everest Park, Community Conversations on bike share and off-leash dog areas in Kirkland Council Chambers

d. Comments from the Chair

**8. GOOD OF THE ORDER**

a. Off-Leash Dog Area Outreach Update

Ms. Gardocki provided an update on the outreach process related to off-leash dogs in the community. The Board requested to receive the final outreach report before making a recommendation to City Council.

**BREAK**

**9. EXECUTIVE SESSION**

a. Executive Session on possible property acquisition

**10. ADJOURNMENT**

Mr. Chew moved to adjourn the meeting. Mr. Quille seconded. The motion carried (6-0). The meeting was adjourned at 9:50 p.m.

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Lynn Zwaagstra, Director  
Parks and Community Services

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Rosalie Wessels, Chair  
Park Board



**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

**Date:** January 2, 2019

**Subject:** JUANITA BEACH PARK PLAYGROUND – COLOR AND SURFACE SELECTION

RECOMMENDATION:

Park Board provide formal selection of 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. Initially, the playground equipment at the site was going to be salvaged and re-installed. However, over the past year, a group of community members, "The Friends of Juanita Beach Park," worked with PlayCreation, a regional playground vendor, to develop the design for a new playground. This playground received funding authorization at the November 2018 City Council study session based on the estimate below.

*Playground Cost Estimate*

This cost estimate is for all design, labor, material, and contingency to include the playground with rubber/synthetic 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>

PARK BOARD DIRECTION

Staff is providing two palette colors and two playground surfaces for selection by the Park Board based on the playground equipment and layout by the friends of Juanita Beach. Both options are fully accessible and have features of inclusive design.

A possible motion for Park Board consideration is stated below.

"I motion that the Park Board recommend \_\_\_\_ surfacing with the \_\_\_\_\_ color palette for the new playground to be installed at Juanita Beach Park."

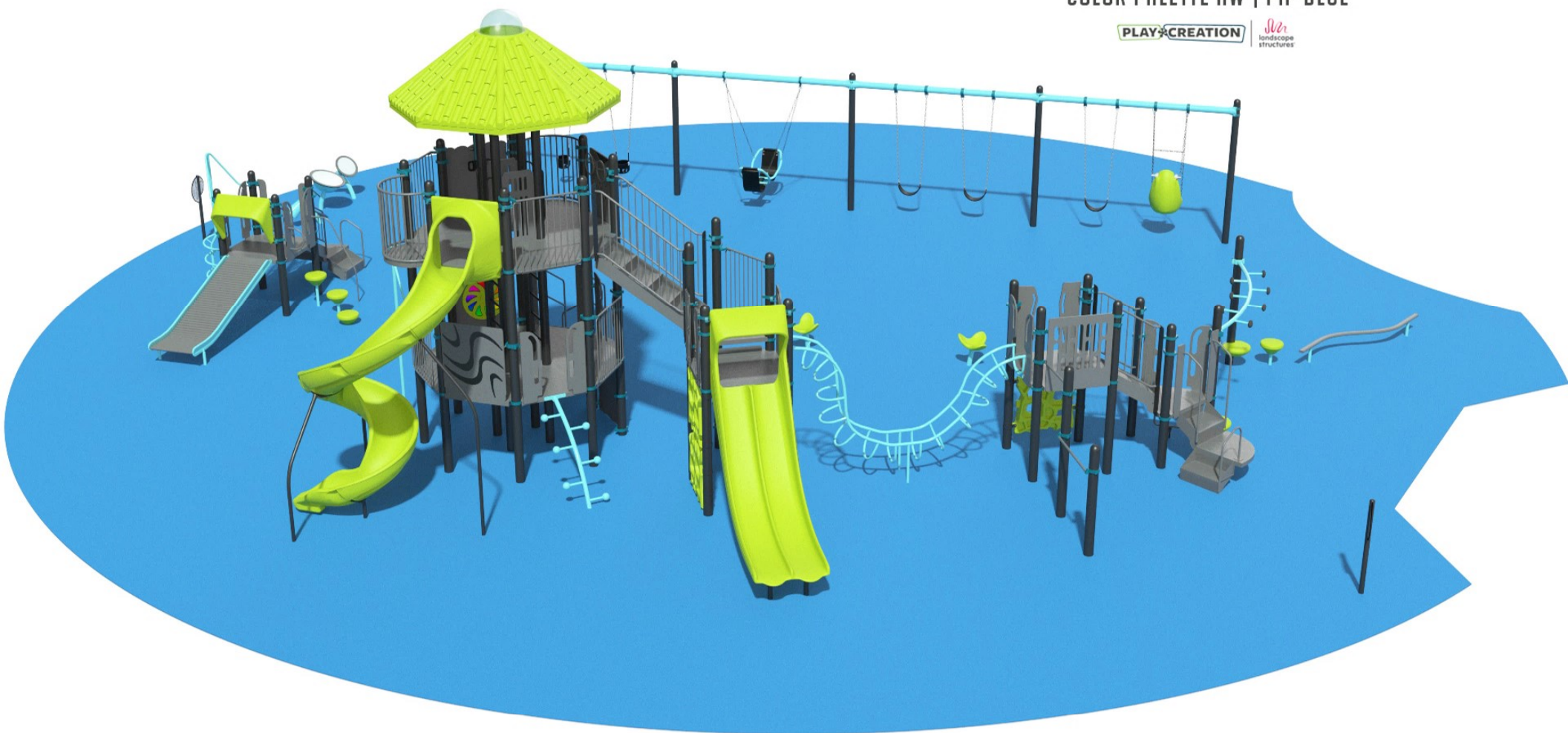
**Attachment A:** Playground Color and Surface Options

# JUANITA BEACH PARK PLAYGROUND

COLOR PALETTE AW | PIP BLUE

PLAY\*CREATION

slr  
landscape  
structures





# JUANITA BEACH PARK PLAYGROUND

COLOR PALETTE AW | PIP BLUE

PLAY CREATION

landscape  
structures



# JUANITA BEACH PARK PLAYGROUND

COLOR PALETTE AO | PIP TAN

PLAYCREATION

slr  
landscape  
structures





# JUANITA BEACH PARK PLAYGROUND

COLOR PALETTE AD | PIP TAN

PLAY CREATION

landscape  
structures





# JUANITA BEACH PARK PLAYGROUND

COLOR PALETTE AW | PLAYGROUND GRASS

PLAY\*CREATION

slr  
landscape  
structures





# JUANITA BEACH PARK PLAYGROUND

COLOR PALETTE A0 | PLAYGROUND GRASS

PLAY CREATION

slr  
landscape  
structures





# JUANITA BEACH PARK PLAYGROUND

COLOR PALETTE AD | PLAYGROUND GRASS

PLAY CREATION  





# JUANITA BEACH PARK PLAYGROUND

COLOR PALETTE AW | PLAYGROUND GRASS

PLAY\*CREATION

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

**Date:** January 3, 2019

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

## **RECOMMENDATION**

Staff recommends that Park Board review its 2019-2020 work plan for adoption.

## **BACKGROUND DISCUSSION**

Attached is the proposed Park Board Work Plan for 2019-2020. This work plan was developed from 3 major sources: City Council and City priorities, Park Board projects, and high priority Parks and Community Services Department needs. These Department needs centered around critical safety, risk management and infrastructure needs. While many other interests for the work plan exist, staff and financial resources were not adequate to support additional work plan items. Several items were deferred, and new items were prioritized according to how it pertained to Council and City priorities.

An initial draft of the work plan was distributed at the November Park Board meeting. At the December Park Board meeting the work plan was discussed in further detail. Additionally, the work plan was presented to the Parks/Public Works/Human Services Council Committee on December 21, 2018. The work plan was updated based on feedback received. As a result, the work plan was divided into 3 different sections outlined below.

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

Previous work plans were presented by chapter of the Parks, Recreation and Open Space Plan. These chapter titles were confusing and added no value in the organization of the information. Council committee requested that a more descriptive category be used. For example, “park planning”, “policy”, “acquisition”, etc.



### **PARK BOARD DIRECTION**

Park Board is requested to review and edit and/or adopt its 2019-2020 work plan. Possible motions for considering include the following.

- a. "I motion that the Park Board adopt the provided 2019-2020 work plan."
- b. "I motion that the Park Board adopt the 2019-2020 work plan with the following edits:  
\_\_\_\_\_."
- c. "I motion that the 2019-2020 work plan be modified and brought back to the February meeting. The following items are recommended for consideration."
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_

**Attachment A:** 2019-2020 Park Board Work Plan





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### **MEMORANDUM**

**To:** Park Board

**From:** Jim Lopez, Assistant City Manager  
Philippa Marsh, Special Projects Coordinator

**Date:** January 3, 2019

**Subject:** Recommendation to City Council for Art at Edith Moulton Park

### **RECOMMENDATION:**

For the Park Board to make a recommendation to City Council regarding the 1% for Art at Edith Moulton Park.

### **BACKGROUND DISCUSSION:**

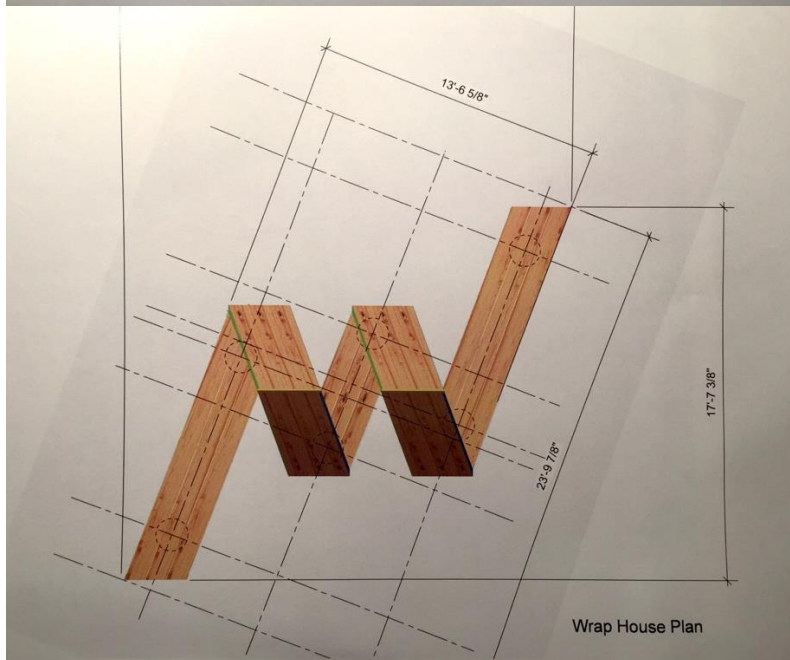
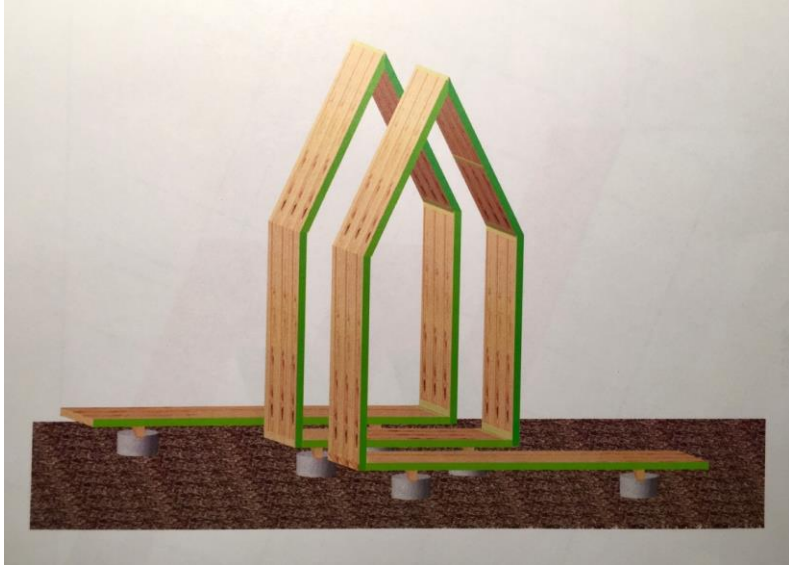
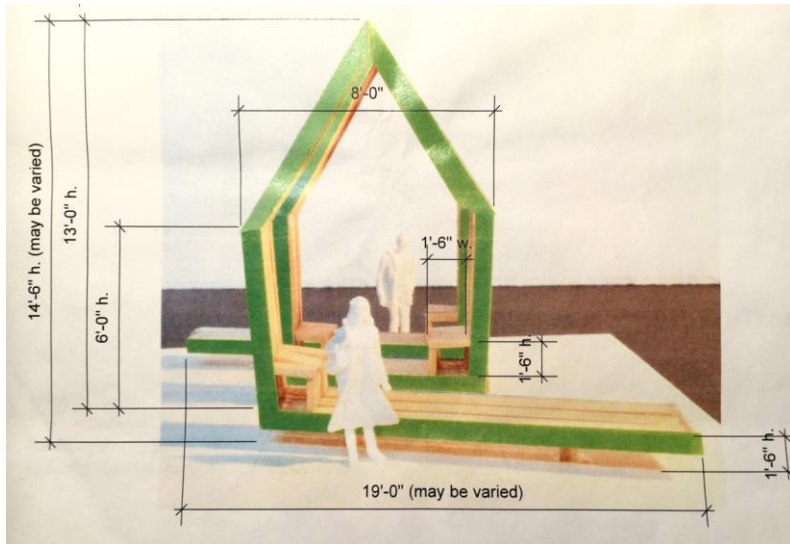
The City of Kirkland has a 1% for Art policy in which 1% of eligible Capital Improvement Projects are dedicated to public art. The policy states that when art is in a park the City Council must receive a recommendation from both the Cultural Arts Commission and Park Board.

A public art committee that consists of both Cultural Arts Commission and Park Board members was formed in January 2017 to start discussions regarding the public art to be included in the Edith Moulton Park development project.

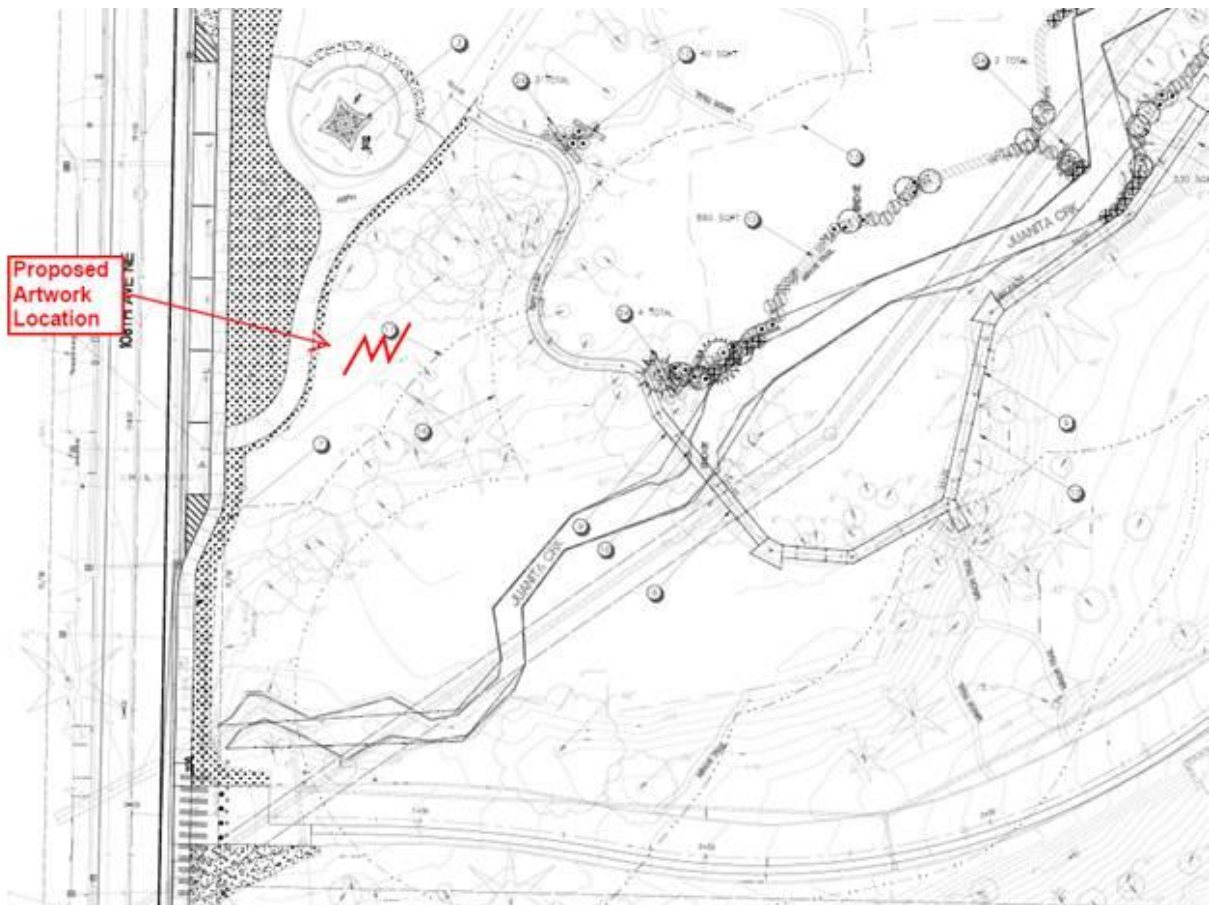
The 1% for Art budget for the project is \$14,000 and the committee selected Urban Rock Designs as the artist for the park.

The objectives and design goals of the project was to create an interactive piece of art that is congruent with the historical aspects of the land and how it was acquired by the City of Kirkland. The recommended design from the Urban Rock team is a structure that reflects the history of the property and family homestead and how the City now enjoys it. The design is an interactive one that also allows for seating.

The committee selected the below art concept to be recommended to City Council for Edith Moulton Park. The Cultural Arts Commission made a recommendation to City Council to accept the concept in their December 19, 2018 meeting.



The location the committee selected is the trail entrance that leads to the old family homestead at the top of the park. The intent is that the structure would serve as a marker to what lies ahead if one chooses to go on the trail, and should be described with interpretive signage. The structure can serve as seating for the existing climbing structure.



#### **NEXT STEPS:**

The recommendations of the Cultural Arts Commission and Park Board will be presented to City Council at the February 5, 2019 Council meeting. After Council approval, fabrication of the structure can begin for a spring 2019 installation.



## CITY OF KIRKLAND

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### MEMORANDUM

**To:** Park Board

**From:** Jim Lopez, Assistant City Manager  
Philippa Marsh, Special Projects Coordinator

**Date:** January 3, 2019

**Subject:** Recommendation to City Council for Art at Totem Lake Park

### RECOMMENDATION:

For the Park Board to make a recommendation to City Council regarding the 1% for Art at Totem Lake Park.

### BACKGROUND DISCUSSION:

The City of Kirkland has a 1% for Art policy in which 1% of eligible Capital Improvement Projects are dedicated to public art. The policy states that when art is in a park the City Council must receive a recommendation from both the Cultural Arts Commission and Park Board.

A public art committee that consists of both Cultural Arts Commission and Park Board members was formed in April 2017 to start discussions regarding the public art to be included in the Totem Lake Park redevelopment.

The 1% for Art budget for the project is \$65,000 and the committee selected Jill Anholt as the artist.

The committee selected the art concept below to be recommended to City Council for Totem Lake Park. The Cultural Arts Commission made a recommendation to City Council to accept the concept in their December 19, 2018 meeting.

### CONCEPT:

The artwork concept entitled *Trace* is inspired by the incredibly rich and diverse range of wildlife that occupies Totem Lake Park.

*Trace* is composed of a series of brightly colored vertical markers located along the new boardwalk. The art elements extend far above the landscape where they are visible from a distance, highlighting the presence of the Totem Lake Park's wetland and piquing the publics' curiosity to explore the area more closely.



The artwork manifests as three experiences, each composed from a pair of vertical art components. Each single art component appears as a kind of whimsical sculptural form when seen in isolation, however when viewed from a certain perspective, each pair of components align to form a recognizable outline of a bird, fish or animal species that inhabits the Totem Lake wetland. The appearance of these outlines, like the animals themselves, are fleeting and transitory, requiring careful observation and a particular point of view in order to see them.

*Trace* encourages visitors to pause and look deeper into the landscape, enhancing their understanding and curiosity for Totem Lake Park's ecology, with the hope that a sense of stewardship and care for the preservation of this precious ecosystem can be fostered. It is anticipated that the revelation of the *Trace* elements will become a kind of "local secret" that more and more people will discover over time, drawing increasingly more attention to this important environmental asset in the future.



Fish



Beaver



Bird



View from a distance

Jill Anholt Studio

## NEXT STEPS:

The recommendations of the Cultural Arts Commission and Park Board will be presented to City Council at the February 5, 2019 Council meeting. After Council approval, fabrication of the structure can begin for a summer 2019 installation.

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

**Administration, Planning and CIP Projects**

- Parks staff, Council Committee, Park Board and the Human Services Commission started work on the 2019 work plans. Draft plans should be ready for review in January.
- City Council approved a PCS Department fiscal policy at the December 11 Council meeting after amendments and discussion. This policy will be incorporated into the City's fiscal policy adopted through the biennially budget process. This policy lays the foundation for future auxiliary policies including scholarship, sponsorship and partnership policies.
- The contingent and seasonal staff wage schedule for 2019-2020 was approved, which brings wages into compliance with state law for the next two years.
- Staff worked with Finance on the accounting structure and mechanisms that will allow for better financial tracking as the City's new Munis software continues the implementation evolution.
- In December staff worked behind the scenes to adapt to numerous City technology updates. New technology included an update to Windows 365, SharePoint intranet site (Kirknet) and the internal soft launch of Our Kirkland, a customer response management software. The Department is also updating its records management practices.
- City Council approved the 2019-2020 biennial budget, which provided ongoing and new funding for the Department. New funding included the following: staff to "catch up" to the increased service level for parks resulting from six years of CIP additions, surface water funding to expand the Green Kirkland Partnership, on-call hours, a .5 Program Coordinator for Aquatics, a new Park Ranger, an increase in FTE to support the growing Human Services grant program, a tree removal and replacement package, power to six slips at the marina dock, and funding for a pesticide/herbicide reduction program. This additional funding will be used to improve the safety and quality of Kirkland's parks, recreation and human service offerings.

**Parks Maintenance and Operations**

- Two wind storms in December created lots of opportunity to serve. Staff went through the system site by site cleaning and picking up the debris. A few of the parks impacted:



(Juanita Beach / Kirkland Cemetery)





(Crestwoods / South Rose Hill)



(Juanita Beach / Before & After Clean-up)

- Virtually every park site required some clean-up from the storms. In December staff worked 152 labor hours directly attributed to the heavy winds.
- This year Santa's mailbox received over 500 letters keeping the volunteers at Merrill Gardens in brisk business.
- Parks staff received several nice compliments from this year's Bon Fire series. For the most part weather cooperated and lots of fun was had by all.

## **Recreation**

- Argosy had their final sailing for the 2018 Christmas Ships program on Sunday, December 23. Recreation staff coordinated with Argosy and Parks Maintenance and Operations staff to host bonfires at Kirkland's parks on five different nights during November and December.
- The 2019 Athletic Field allocations process is underway. Applications from different organizations that were received in early December are being reviewed. Staff are completing the review and will provide information back to the organizations in late January 2019.
- Preregistration is now available for community gardeners who wish to renew their pea patch plot in 2019 at the McAuliffe, Ohde and Tot Lot locations. Current gardeners can call (425-587-3330) or e-mail ([eParks@kirklandwa.gov](mailto:eParks@kirklandwa.gov)) to request the same plot they had last year. Current gardeners can also contact staff to request a new plot in 2019. Gardeners who are not currently part of the program may sign up for the 2019 waitlist starting on 1/1/2019.
- Argosy Cruises was awarded the contract to continue operations of the Commercial Tour Dock at Marina Park. The new contract will be for one year with the option to renew for up to three years.

- Island Sailing was awarded the contract to continue operations at the 2<sup>nd</sup> Avenue South dock. The new contract will be for one year with the option renew for up to three years.
- Winter Volleyball registration opened at 6:00 a.m. on Monday, December 3. All divisions filled up before 8:00 a.m. The league has 46 teams in seven divisions. The season tips off the second week of January at Emerson High School and Kamiakin Middle School.
- The North Kirkland Community Center received extra heating ducts in the downstairs hallway to keep all the participants and their parents a little warmer this year. A big kudos to Dan in the Facilities Department.
- During the December winter break, the North Kirkland Community Center had 16 participants in the Play-Well Lego Camp.
- The sold-out Snowflake Ball, held on Friday, December 7 was a huge success thanks to the numerous volunteers that helped get the community center decorated and cleaned up. Volunteers also helped during the event with the arts and crafts, and yummy goodies. A special thank you to our photographer Jose Lopez, who generously donated his time and services. This program would not be possible without the amazing volunteers in this community.



*Snowflake Ball at the North Kirkland Community Center – Dec. 7, 2018*

- The new Peter Kirk Community Center signs were installed the week between Christmas and New Year's. The signs make the community center more visible from the library parking garage, Peter Kirk Park and the new Kirkland Urban.



- The Peter Kirk After School Camp and transportation program continues to be successful with active waiting lists. In 2018 revenue for the program exceeded \$62,000. Registration for current families will begin in February for the 2019-2020 school year.
- Staff enjoyed hosting a holiday luncheon for the community. Madison House provided the food for Holiday D'lights and the Day and Night Duo performed festive music.

### **Human Services**

- Human Services Commission:  
The City Council funded the Commission's full recommendation for 2019-2020 human services grants. A total investment of over 1.3 million dollars. A significant increase from the annual grants totaling just over \$900,000.
- The human services division and the department said thank you and goodbye to long-time employee Cheryl Harmon.
- Youth Council
  - Holly Day Brunch was held December 1. 65 seniors were served brunch and entertained by KYC members.
  - December Teen Traffic Court heard five cases.
  - Work will begin in January on the production of We've Got Issues focused on mental health.
  - Work will begin in January on the special project focusing on student rights.
- Senior Council
  - Updates to the Resource Guide are just about complete. The City's graphic designer will be taking over and completing the project in January.
  - Annual Senior Council retreat will take place on Tuesday, January 8.

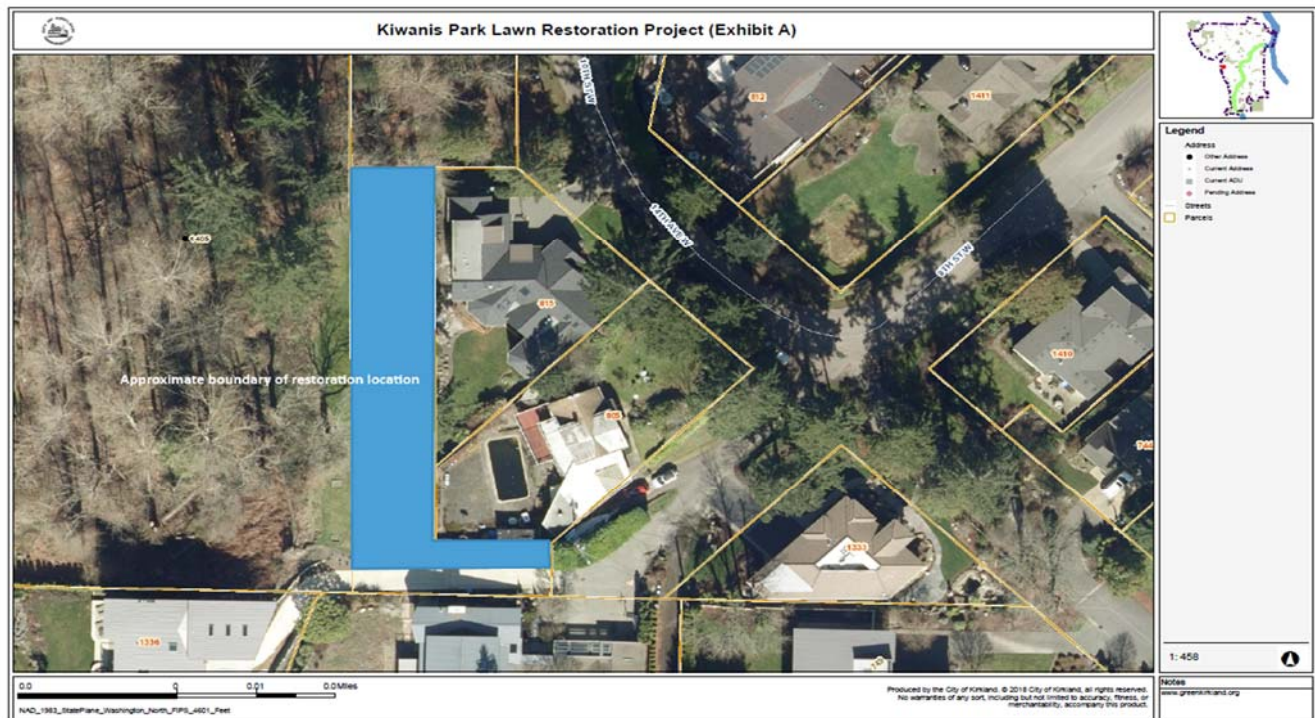
### **Green Kirkland Partnership**

- GKP secured funding from Washington Native Plant Society to formalize the native plant demonstration garden at McAuliffe Park. Activities include planting additional native plants, creating a welcome sign, and installing plant identification signs and dripline irrigation. Work should be complete by July 2019.
- Ina, Jodie, and Ryan are discussing a possible grant proposal to Ecology (Terry Husseman Account) for riparian restoration work in the stream channel and oxbow at Juanita Beach Park. Next step is to consult with Planners, Christian Geitz and Janice Coogan, Park Planning and Development Manager, Mary Gardocki and various Public Works and Storm Water staff.
- GKP and PMO are preparing to convert a 1/3<sup>rd</sup> acre section of lawn at Kiwanis Park to native landscaping, primarily shrubs and ground covers. Rail wood fencing will be installed along the SE border of the park in January. The lawn area will be heavily mulched shortly thereafter and planting will take place in late fall 2019.

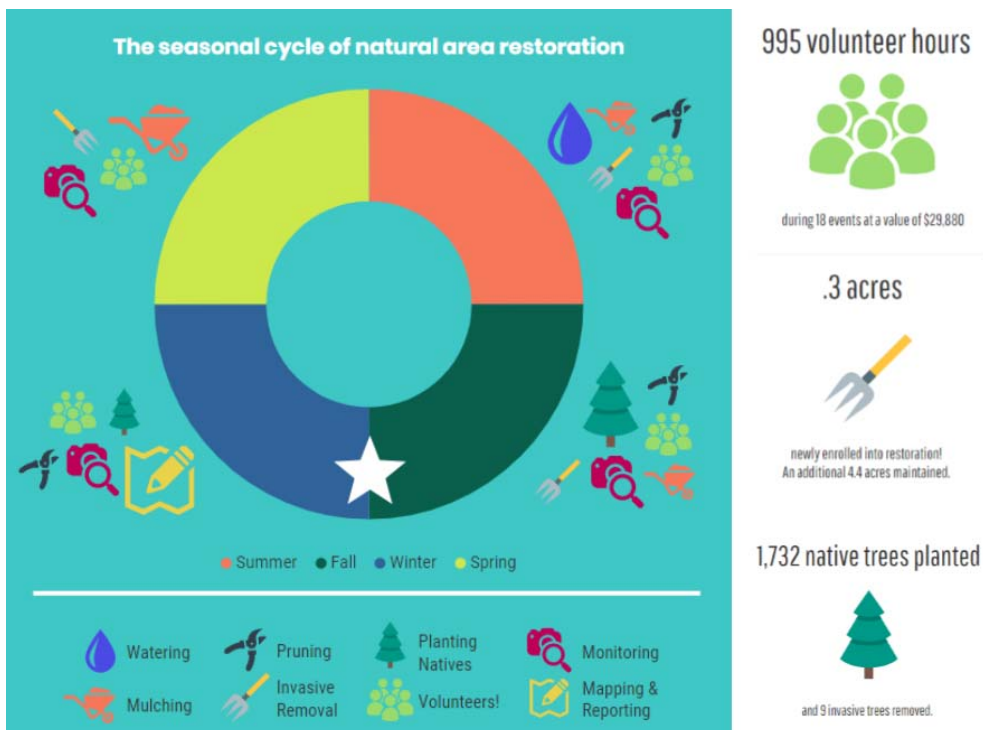
Important Upcoming Dates:



- GKP, PMO, and Stewards will host habitat restoration events in partnership with United Way of King County and the UW Restoration Ecology Network at Juanita Beach, Rose Hill Meadows, North Rose Hill Woodlands, and O.O. Denny parks between January 18 and 21 in honor of Martin Luther King Jr. Day of Service.



## November 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:

- **Kirkland Winterfest, December 1**

After several years in multiple locations around town Kirkland Winterfest moved to its' permanent home in Marina Park this year. The annual holiday tree lighting drew hundreds of families. Lines were long for the most popular activities which included a sledding hill and llama photo ops. Others enjoyed live performances under the pavilion, holiday goodies, and hand warming at one of three fire pits on the beach. With just minutes to spare, hundreds more spectators came from all directions to witness the spectacular tree lighting. In addition to City staff time dedicated to planning, organizing, decorating and venue preparations, event day support included maintenance and electrical assistance, safety compliance inspections, and four police officers.



*2018 Kirkland Winterfest*

- **Google Holiday Lights, December 7**



Organizers welcomed more than 2,000 people to the annual Google Holiday Lights event which was held at Feriton Spur along the Cross-Kirkland Corridor. Families kept warm at the Google fire pit, indulged on holiday treats, enjoyed live entertainment by the Google Carolers, mingled with Blitz and for those who were willing to wait in a pretty long line - took photos with our very own Elf, Mike "Buddy" Metteer! The evening's grand finale delighted the crowds with a festive tree lighting and light show synchronized to favorite holiday tunes. Event day support included safety compliance inspections, two Explorers and two off-duty officers for traffic control.

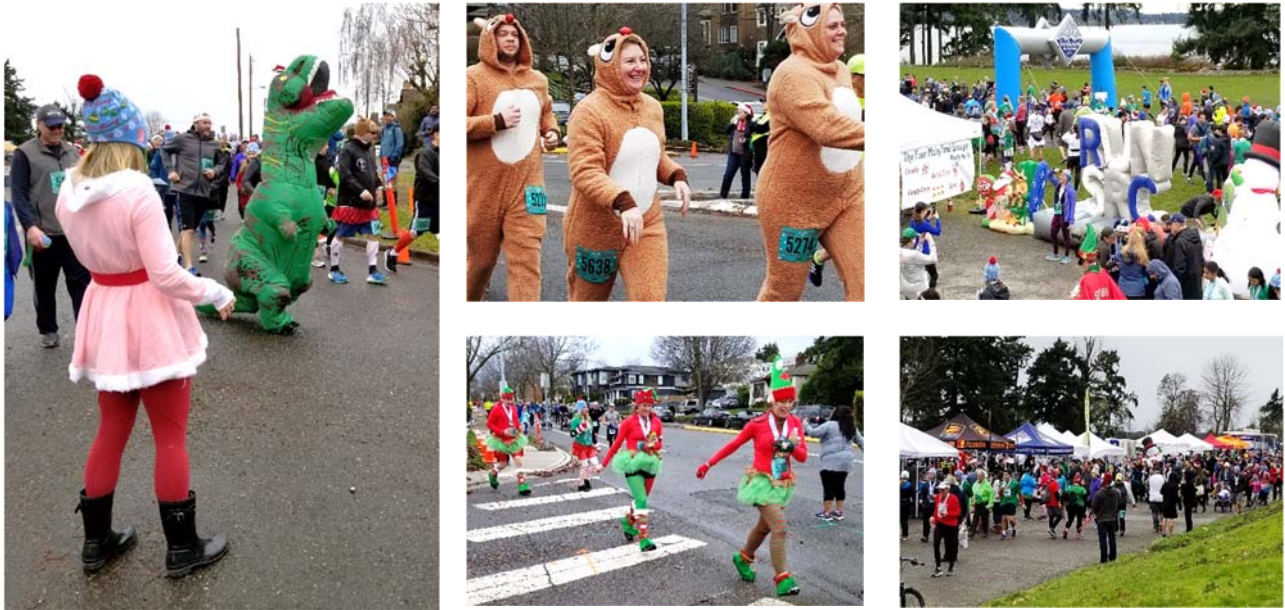


*2018 Google Holiday Lights*

- **12K's of Christmas, December 16**

Registration for the annual holiday run maxed out at 2,500 athletes this year. Attendee course options included a kids race in Heritage Park, 5K and 12K. Graham Wendle and Brooke Kingma were the first male and female 12K finishers coming in at 41.30 and 47.35 minutes respectively. One highlight of the event is seeing all the festive costumes - Santa Rex was an unexpected crowd favorite. Snohomish Running Company donated a portion of the proceeds to the Seattle Humane Society in support of their efforts to rescue pets and connect them with families who love them. The City's event day support included safety compliance inspections, seven Explorers and

twenty-eight off-duty officers for traffic control.



*2018 12Ks of Christmas*

Special Events Service Team (Sudie Elkayssi):

- The service team finalized updates to the 2019 Special Event Guide. Most notably, an appendix listing relevant codes and regulations was added.

Upcoming Important Dates:

- There are no events scheduled in January.

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

### Marina use

	Number	Revenue
Boat slip rentals		\$4,267
Boat launch cards sold	N/A	N/A
Commercial dockings	3	\$612.50

### Administrative

	Number processed	(Unit)
Total entered in IFAS		
Employee Timecard Online	10,962.65	hours
Purchase Cards (10)	111	transactions
Personnel Action Forms	7	paper forms
Verizon Wireless	1	Lines/equipment

### Green Kirkland Partnership

Number of volunteer hours	995
Number of volunteer events	18
Value of Volunteer Hours	\$29,880
Acres of new restoration	.3
Acres in restoration maintained	4.4
Total plants planted	1,732
Invasive trees removed	9
Contracted crew field hours	1

### Youth Services

Number of events	
Volunteer hours	
Traffic court cases heard	

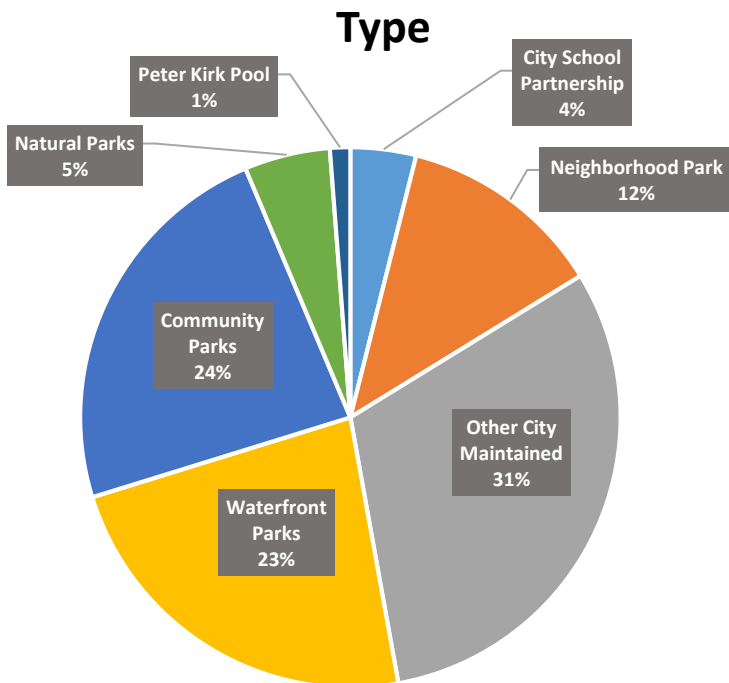
### Special Events –

Number of events	2
Calendar days	2
Estimated event participants	2,700

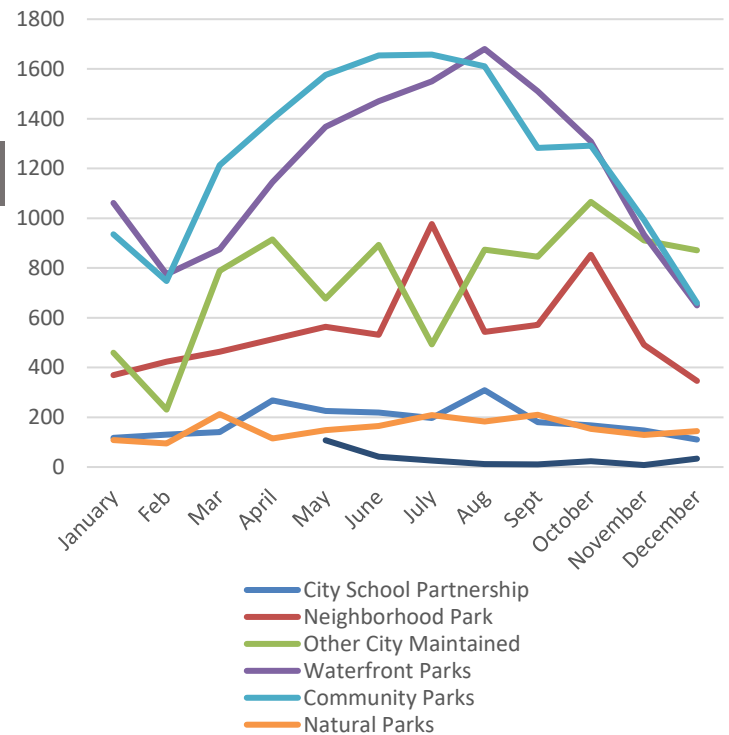


# December Parks Maintenance Report

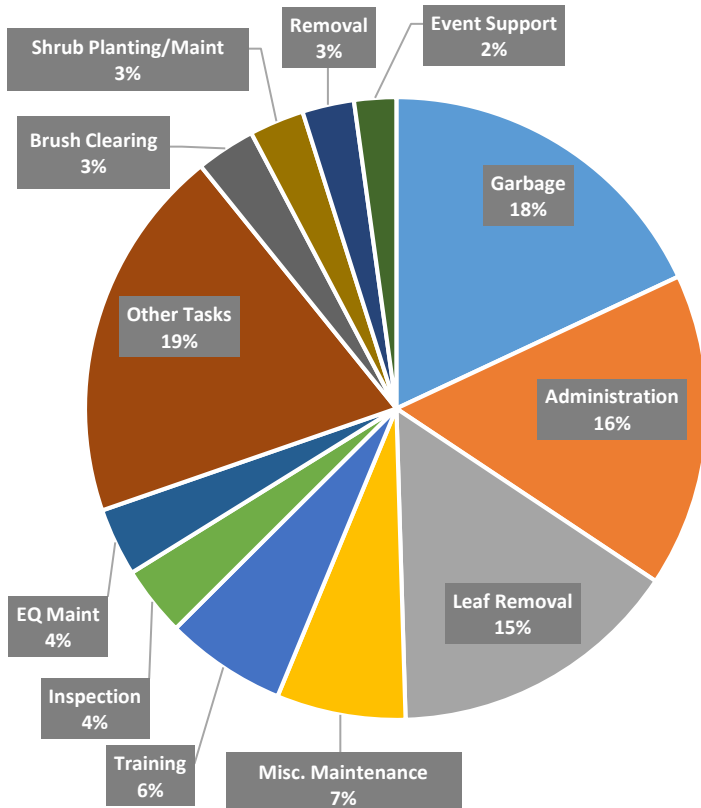
## December 2018 Hours by Park Type



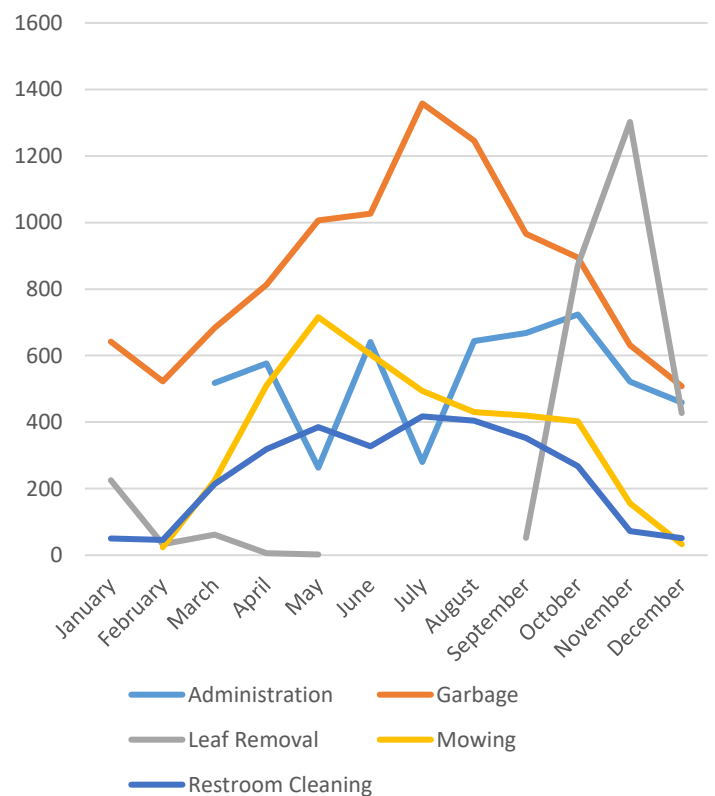
## 2018 Hours by Park Type



## December 2018 Tasks



## 2018 Top 5 Tasks



## Detailed December Task Data

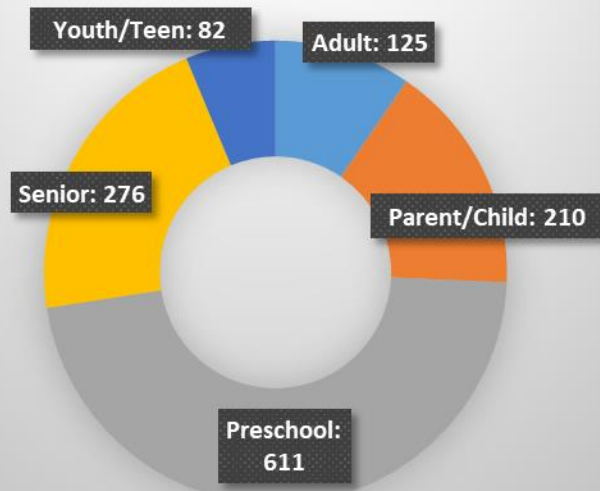
Task	Labor Hours
Administration	459.25
Aeration	11.25
Beach Maintenance	16.5
Blowing	37.25
Brush Clearing	87
Concrete Work	3
Construction	14
De Icing	4
Donation, Install, Clean	48.5
Edging	0.75
Electrical Work	28
Equipment Maintenance	99.5
Event Support	61.5
Fencing	6
Flag Maintenance	5.25
Flood Mitigation	1.5
Flower Planting/Maint	3
Garbage	507.75
Hand Weeding	33.75
Infield Maintenance	2
Insect Control	1
Inspection	102.25
Installation	20.25
Leaf Removal	427.5
Lock/Key Maintenance	15
Markers Placement, Removal	6
Misc. Maintenance	188.75
Mowing	33.25
Mulching	52.75
Niche Wall Placement	4
Nursery Management	30
Painting	8.5
Planting	23.5
Plumbing	2
Pruning	11.75
Removal	75.75
Repair	21.75
Restroom Cleaning	51.5
Shrub Planting/Maint	80
Signage	2
Top Dressing/Soil Amends	14
Trail Work	14.5
Training	177.25
Tree Inspection	1
Turf Repair	8
Urn Burial	11
Vandalism Repair	1.25
Winterization	1.25
<b>Grand Total</b>	<b>2,815.50</b>

## Detailed December Park Data

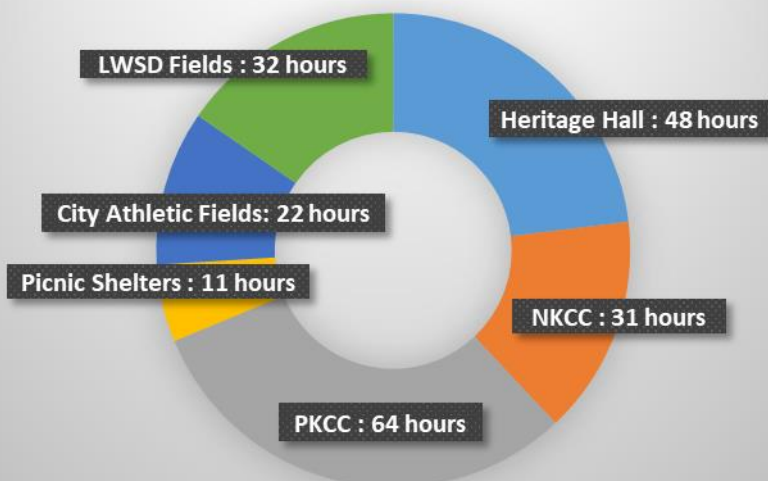
Park/Location	Labor Hours
132nd Square Park	76.75
2nd Avenue South Dock	4
Ben Franklin Elementary School Field	12.25
Brookhaven Park	2.75
Bud Homan Park	3
Carillon Woods	24.75
Cedar View Park	25.75
City Hall	0.5
Crestwoods Park	131.5
David E. Brink Park	15.25
dogwood, kousa	13.75
Doris Cooper Houghton Beach Park	60.25
Edith Moulton Park	81
Emerson High School Field	12.25
Everest Park	99.25
Finn Hill Middle School Field	1.5
Fire Station 21	1
Fire Station 25	1
Forbes Creek Park	20.75
Hazen Hills Park	9.75
Heritage Park	63.5
Heronfield Wetlands	3.75
Highlands Park	9.25
Josten Park	1
JU2	4
JU4	1.5
Juanita Bay Park	109.5
Juanita Beach Park	236.5
Juanita Elementary School Field	11.5
Juanita Heights Park	4.5
Kingsgate Park	1.75
Kirkland Cemetery	127.75
Kirkland Justice Center	1
Kirkland Middle School Field	23.75
Kiwanis Park	3.25
Lake Ave W Street End Park	13.5
Lakeview Elementary School Field	16
Marina Park	69.5
Mark Twain Elementary School Field	12.25
Mark Twain Park	32.25
Marsh Park	50.25
McAuliffe Park	152.5
North Kirkland Com Ctr & Park	25.25
North Rose Hill Woodlands Park	23
O O Denny Park	136
Parks Maintenance Center	736.75
Peter Kirk Park	136
Peter Kirk Pool	34.25
Phyllis A. Needy - Houghton Neighborhood	7.75
Regular Manhole	3
Reservoir Park	7.5
Rose Hill Elementary School Field	19
Rose Hill Meadows	12.25
Settler's Landing	2.75
Snyder's Corner Park	5.5
South Norway Hill Park	4
South Rose Hill Park	21.25
Spinney Homestead Park	12
Terrace Park	6.5
Tot Lot Park	6.5
Totem Lake Park	3.75
Van Aalst Park	7.75
Watershed Park	12.75
Waverly Beach Park	44.5
Windsor Vista Park	1.75
<b>Grand Total</b>	<b>2,815.50</b>

# November 2018 Recreation at a Glance...

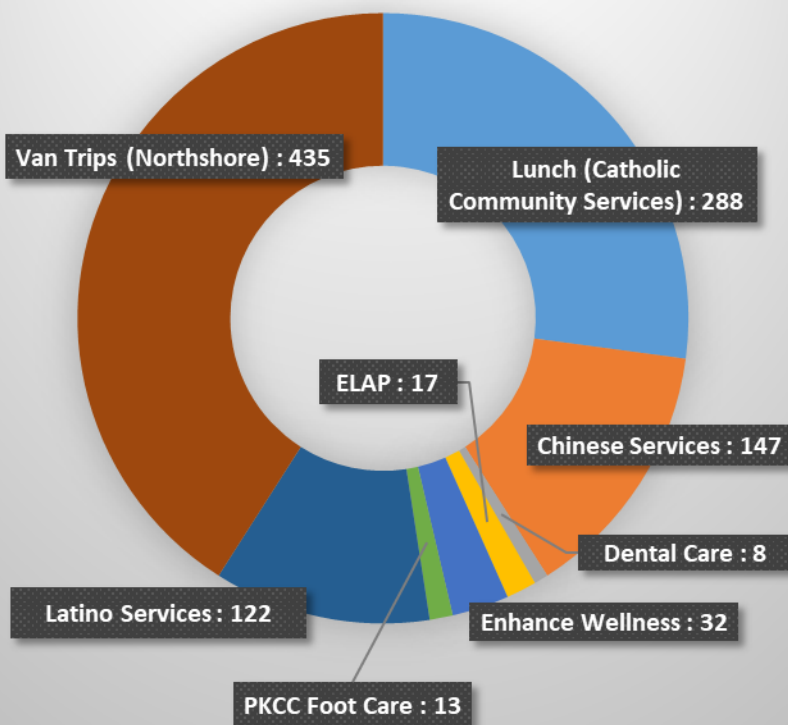
Number of Participants in Classes Starting in November 2018



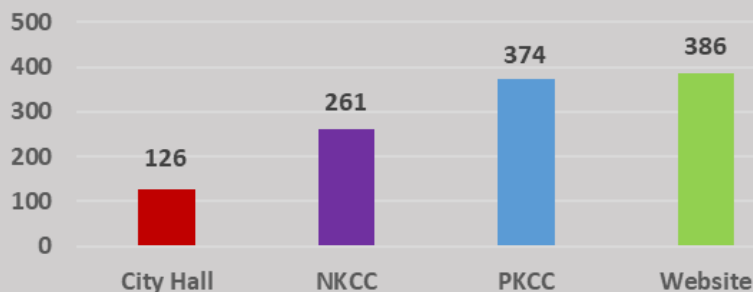
Facility Hours Used by Community



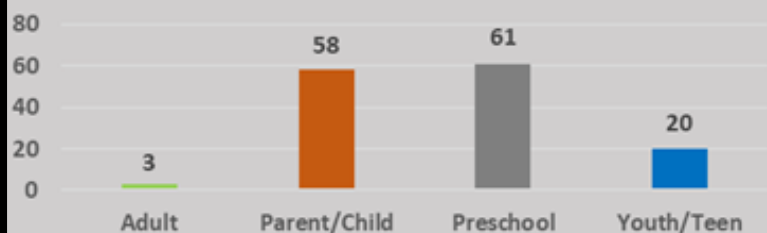
Number of Participants in Senior Services



Number of Transactions By Location



Number of Participants on Waitlist for Classes Starting in November 2018



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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	NOV	TOTAL
2017	\$ 73,278.95	\$ 203,340.36	\$ 75,022.56	\$ 61,679.27	\$ 32,449.37	\$ 1,397,143.66
2018	\$108,141.09	\$ 200,192.69	\$ 73,512.43	\$ 55,330.22	\$ 33,188.16	\$ 1,608,861.27
variance	\$ 34,862.14	\$ (3,147.67)	\$ (1,510.13)	\$ (6,349.05)	\$ 738.79	\$ 211,717.61



## **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:** January 3, 2019

**Subject:** Vendors and Concessionaires in Parks

## **RECOMMENDATION**

Staff recommends Park Board receive an update on Request for Proposals (RFP) for concession Services for Recreation and/or food and beverage services in Kirkland Parks. Detailed information about the opportunities are listed below, as advertised on the [City's web site](#).

1. 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 \(PDF - 477K\)](#)

As stated the deadline for submitting a proposal is January 7, 2019, two days prior to Parks Board's January 2019 meeting. Staff will provide the Park Board a status update at this meeting. Depending on the results of the RFP process, staff may request that a Park Board member participate in the interview process as a part of the application review.