



# KIRKLAND PARK BOARD

June 25, 2025; 7:00 p.m.

Peter Kirk Room, Kirkland City Hall  
123 5th Avenue Kirkland, WA 98033

## **Land Acknowledgement**

*We acknowledge that the Southern Salish Sea region lies on the unceded and ancestral land of the Coast Salish peoples, the Duwamish, Muckleshoot, Puyallup, Skykomish, Snoqualmie, Snohomish, Suquamish and Tulalip tribes and other tribes of the Puget Sound Salish people, and that present-day City of Kirkland is in the traditional heartland of the Lake People and the River People. We honor with gratitude the land itself, the First People – who have reserved treaty rights and continue to live here since time immemorial – and their ancestral heritage.*

## **Mission Statement**

*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. ITEMS FROM THE AUDIENCE**

## **4. APPROVAL OF MINUTES**

- a. April 23, 2025
- b. May 28, 2025

## **5. BUSINESS ITEMS**

- a. NKCC Deep Dive
- b. Peter Kirk Pool Enclosure Update
- c. Park Board Work Plan Development Continued
- d. July Park Board Meeting/Tour Itinerary
- e. Park Board Member Reports

## **6. COMMUNICATIONS**

- a. Correspondence
- b. Parks & Community Services Quarterly Report<sup>1</sup>
- c. Parks & Community Services Highlights
- d. Staff Updates and Information
  - i. City Council Updates
  - ii. Neighborhood Liaison Assignment Review
- e. Comments from the Chair

## **7. FUTURE AGENDA ITEM REQUESTS**

## **8. ADJOURNMENT**

**Next Park Board Meeting: July 23, 2025**

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<sup>1</sup> <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/About-PCS/Reports-and-Studies>

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**KIRKLAND PARK BOARD**  
**Minutes of Regular Meeting**  
**April 23, 2025**

**1. CALL TO ORDER**

The April 23, 2025 Park Board regular meeting was called to order at 6:59 PM by Chair Amy Ambrosini.

**2. ROLL CALL**

Members Present: Board member Juliana Born, Board Member Berenice Bortoni, Board member Katherine Kearny, Board Member Denise Lindberg, Board Member Paul Stull, Vice Chair Jared Silvia, Chair Amy Ambrosini

Members Absent: Board member Anika Joshi

Staff Present: Director Lynn Zwaagstra, Deputy Director John Lloyd, Parks Superintendent Jason Filan, Events & Services Manager Maryke Burgess, Program Coordinator Jazmine Quintero, Administrative Assistant Emily Lima Welch

Recording Secretary: Administrative Assistant Emily Lima Welch

The Board and staff introduced the new Board members.

**3. ITEMS FROM THE AUDIENCE**

None.

**4. APPROVAL OF MINUTES**

The March 26, 2025 Park Board meeting minutes were presented to the Board and approved by unanimous consent.

**5. BUSINESS ITEMS**

**a. Events & Services Division Overview and Celebrate Kirkland Parade Update**

The Park Board received an overview of the new Events and Services Division within Kirkland Parks and Community Services, presented by the new Events and Services Manager Maryke Burgess. Park Board also received an update on the planning efforts for the Celebrate Kirkland July 4th Parade from Program Coordinator Jazmine Quintero.

Staff answered questions from the Board.

**b. Financial Overview Training**

The Park Board received a financial overview training from Parks & Community Services Director Lynn Zwaagstra to help orient new and current Park Board members.

Staff answered questions from the Board.

**c. Park Board Member Reports**

No reports were presented.

**6. COMMUNICATIONS**

**a. Correspondence**

None

**b. Department Quarterly Report**

The department quarterly report was not emailed to Board members this month pending the onboarding of a new Education & Outreach Coordinator.

Deputy Director Lloyd notified the Board that the department will be moving from monthly reports to quarterly reports, which will also be presented to City Council on the consent calendar.

**c. Park Board Highlights**

The Park Board Highlights is intended to include current and upcoming items relevant for Board members to attend, participate in, or gather community feedback about.

**c. Staff Updates and Information**

Deputy Director Lloyd presented the current list of neighborhood liaison assignments and discussed potential changes with the Board. He also reminded the Board that the May Park Board session will take place at the Parks Maintenance Center in Totem Lake.

Parks Superintendent Filan reported that the playground equipment for Carillon Woods is expected to arrive in the first or second week of May, and installation will follow. He also noted that the Everest Park playground replacement is almost ready to begin. Superintendent Filan also noted that a new section of sidewalk has been completed at Juanita Beach Park connecting the parking lot directly to the playground.

Administrative Assistant Welch provided a report on several Council items to the Board, including a summary of the most recent Kraken Iceplex & Community Center update from April 15<sup>th</sup>, 2025.

**d. Comments from the Chair**

No reports were presented.

**7. FUTURE AGENDA ITEM REQUESTS**

The Board previewed the next 4 months of tentative Park Board agendas.

Chair Ambrosini suggested to the Board they work through August (rather than taking a summer recess) in order to prepare for a joint session with the City Council in Fall or Winter 2025. The decision was deferred for a future meeting.

No additional agenda items were discussed.

**8. ADJOURNMENT**

Chair Ambrosini adjourned the meeting at 9:06 PM by unanimous consent.

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Emily Lima Welch, Recording Secretary  
Parks and Community Services

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Amy Ambrosini, Chair  
Park Board

**KIRKLAND PARK BOARD  
Minutes of Special Meeting  
May 28, 2025**

**1. CALL TO ORDER**

The May 28, 2025 Park Board special meeting was called to order at 7:00 PM by Vice-Chair Jared Silva.

**2. ROLL CALL**

Members Present: Board member Juliana Born, Board Member Berenice Bortoni, Board member Anika Joshi, Board Member Denise Lindberg, Vice Chair Jared Silva

Members Absent: Board member Katherine Kearny, Board Member Paul Stull, Chair Amy Ambrosini

Staff Present: Deputy Director John Lloyd, Parks Superintendent Jason Filan, Recreation Manager Sara Shellenbarger, Interim Parks Planning & Development Manager Jodie Galvan, Parks Maintenance Supervisor Jeff Rotter, Parks Maintenance Supervisor Rob Martinson, Interim Parks Maintenance Supervisor Marcus Webb, Administrative Assistant Emily Lima Welch

Recording Secretary: Administrative Assistant Emily Lima Welch

**3. ITEMS FROM THE AUDIENCE**

Rich Hennings

**4. BUSINESS ITEMS**

**a. Parks Management Division Overview**

The Park Board received an update from staff about the Park Management Division from Parks Superintendent Filan, Parks Maintenance Supervisor Martinson, Parks Maintenance Supervisor Rotter, and Interim Parks Maintenance Supervisor Webb. The presentation covered daily operations, services provided, and general overall information about the division, and included a tour of the Parks Maintenance & Operations Center.

Staff answered questions from the Board.

**BOARD RECESSED AT 8:00 PM  
BOARD RECONVENED AT 8:07 PM**

**b. Park Board Work Plan Introduction**

Deputy Director Lloyd gave a presentation on the history of previous Park Board work plans and provided detail on how the Park Board work plan flows from the City Council and other City priorities.

Staff and the Board discussed the development of a new work plan.

**c. Park Board Member Reports**

Board Member Born attended a Market Neighborhood Association meeting at which Kirkland Police gave a presentation.

No other reports were presented.



## **6. COMMUNICATIONS**

### **a. Correspondence**

Betsy Lewis

### **b. Department Quarterly Report**

The department quarterly report was not emailed to Board members this month pending the transition from the former monthly report to the new quarterly report.

### **c. Park Board Highlights**

The Park Board Highlights is intended to include current and upcoming items relevant for Board members to attend, participate in, or gather community feedback about.

### **c. Staff Updates and Information**

Parks Superintendent Filan reported on typical summer activities including opening the beaches and Green Kirkland events.

Interim Parks Planning & Development Manager Galvan confirmed that the Everest Park playground should be completed in July. She also noted that the Carillon Woods playground is expected to reopen the week of June 2<sup>nd</sup>.

Deputy Director Lloyd noted that he would be giving an updated presentation on July 1<sup>st</sup> to City Council about the pool enclosure options.

Recreation Manager Shellenbarger reported on a successful hiring season, and noted the pool is scheduled to open on Monday, June 2<sup>nd</sup>.

Administrative Assistant Welch provided a report on items that were presented to Council related to Parks & Community Services in the month of May.

### **d. Comments from the Chair**

No reports were presented.

## **7. FUTURE AGENDA ITEM REQUESTS**

The Board previewed the next 4 months of tentative Park Board agendas.

The Board requested the Park Board Work Plan become a recurring item on the Board agenda until a final work plan can be created.

Board member Bortoni also requested a preview of the July 1<sup>st</sup> City Council presentation on the pool enclosure. This item was added to the June 25<sup>th</sup> Park Board tentative agenda.

No further agenda items were discussed.

## **8. ADJOURNMENT**

Vice-Chair Silvia adjourned the meeting at 9:00 PM by unanimous consent.

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Emily Lima Welch, Recording Secretary  
Parks and Community Services

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Amy Ambrosini, Chair  
Park Board



## **MEMORANDUM**

**To:** Park Board

**From:** John Lloyd, Deputy Director, Parks & Community Services  
Sara Shellenbarger, Recreation Manager  
Adam Quaintance, Recreation Supervisor

**Date:** June 18, 2025

**Subject:** North Kirkland Community Center Programs and Services

### **RECOMMENDATION:**

That the Park Board receives an update from City staff about the North Kirkland Community Center (NKCC), the programs and services offered, and information about the daily operations at the center.

### **BACKGROUND:**

Since opening its doors in 1990, the North Kirkland Community Center (NKCC) has served as a central gathering space in the Juanita neighborhood, offering vital recreational and enrichment services to the Kirkland community.

When the Juanita neighborhood was annexed in 1988, community leaders saw an opportunity to create a centralized home for city programs. At that time, the Eastside Foursquare Church property became available for purchase. With strong community support, the city passed a bond measure in 1989 to acquire and renovate the church facility into a community center. The adjacent land, previously used for single-family housing, was transformed into public park space—an amenity that had been lacking in that part of Kirkland.

NKCC is 11,942 square feet and includes:

- Two classrooms for youth and adult programming
- A dedicated dance studio
- A dedicated movement room
- An art room
- A large multi-purpose room with a kitchen

These amenities support a wide variety of programs, services, and facility rentals for residents of all ages.

### **DISCUSSION/ANALYSIS:**

Today, NKCC is a thriving hub for recreational, educational, and cultural activities. The facility offers a diverse array of programs designed to engage, educate, and enrich community members of all ages, backgrounds, and abilities. Programming reflects the City of Kirkland's commitment to inclusion, wellness, creativity, and lifelong learning.

## Early Childhood Programs (Ages 0–5)

Some of the most popular programs at the North Kirkland Community Center are those designed for preschool-aged children. Visit the building on a weekday morning or afternoon, and the hallways and classrooms are buzzing with activity. Kids are often participating in movement classes like *Kids in Motion*, enjoying a dance class such as *ballet* or *hip hop*, or creating wonderful art in *Messy Art* class.

Weekday mornings are also bustling with Parent/Child classes, designed to help young children explore new activities and develop essential skills with the comfort and support of a parent or caregiver. Babies and toddlers stay busy making music in the *Tiny Timbres* class or learning how to move their bodies in the *Tickle Toes* class.

NKCC never misses a chance to celebrate the season—and staff sure know how to throw a party! Beloved community events like *Monster Bash* and *Cereal with Santa* are annual favorites that families look forward to year after year. Themed dances, including the *Snowflake Ball* and *Mermaid Ball*, are always a hit and consistently sell out quickly.

Throughout the school year, *Pee Wee* sports leagues get kids in the game with fun activities like basketball, soccer, and floor hockey—while sneaking in life lessons about staying active and being a great teammate.

## Youth Programs (Ages 6–12)

During the school year, NKCC offers a wide variety of after-school programs for elementary-aged children.

Whether a child is interested in martial arts such as Karate or Kendo, dance styles like hip hop, cheer, or ballet, or more creative and academic pursuits like art, science, cooking or music—there's a good chance NKCC has a class to match their interests

Summer is often the busiest time, and just like during the school year, NKCC offers summer camps tailored to every child's passion and interest. Whether a child loves sports, arts and crafts, science, or outdoor adventures, there's a camp that will inspire creativity, learning, and fun.

## Adult Programs

In the early mornings and evenings, our classroom and multi-purpose room are home to a variety of adult fitness classes.

Experienced instructors lead and coach participants through a wide range of programs designed to keep our community active and healthy. From Zumba and Barre to Boxing and Cardio & Core, there's something for everyone.

***Rock Steady Boxing*** is a 60-minute class specifically designed for individuals with Parkinson's disease. The program focuses on non-combat boxing exercises that target the unique symptoms of Parkinson's, aiming to improve strength, balance, coordination, and motor control. The carefully developed curriculum is intended not only to alleviate symptoms but also to slow the progression of the disease, promoting a better quality of life for participants.

Weekday evenings are all about adult sports leagues — indoor volleyball, beach volleyball, softball, and pickleball clinics to keep adults in the game and having fun.

## Future of NKCC

The building is currently facing several significant challenges that require careful evaluation and important decisions regarding its future. Originally designed as a church, the structure does not support the space or functional needs of a modern community/recreation center. This limits both the types of programming that can be offered and the overall usability of the space. A true gymnasium facility would significantly enhance the staff's ability to deliver diverse and comprehensive programming tailored to community needs. Currently, limited space restricts the types and scale of activities that can be offered, which limits program growth. With a dedicated gymnasium, staff would no longer be dependent on the availability of other organizations' facilities to host leagues and programs. This independence would allow staff to establish consistent schedules, build stronger community engagement, and develop new sports and recreational leagues that are currently out of reach.

Moreover, expanding classroom space within the facility would allow for increased class sizes and would accommodate the growing demand for recreational programs. Larger classrooms would also provide more flexibility in scheduling and program design, allowing for simultaneous sessions and a broader variety of offerings. This capacity growth is crucial as more community members are eager to participate but unable to due to current space limitations.

Accessibility is a major concern. The building spans two levels but lacks an elevator, requiring individuals to exit the building and re-enter at a different level to access both floors — an arrangement that is not ADA compliant. Additionally, the front doors are heavy, with an unreliable automated opener, and they do not always open or close properly, posing a barrier to access and requiring costly replacement. For reference, the initial estimate to replace the front doors was approximately \$40,000. The front deck has become warped, and the shifting boards have created potential trip hazards that need to be addressed. Furthermore, the restroom doors are also heavy and would benefit from the installation of automatic door openers to improve accessibility for all users.

NKCC was carefully considered by the Parks Funding Exploratory Committee and City Council in 2022-2023 as a potential site for an aquatic and recreation facility. Voters ultimately did not support the 2023 ballot measure that would have brought a new facility to the Houghton Park and Ride location. After the ballot measure failed, City Council members expressed interest in assessing the future of NKCC, including the feasibility of an expansion or renovation to that facility. In 2024, a structural assessment conducted by the Facilities department determined that NKCC was structurally sound enough to support an upward or outward expansion. Funding has been set aside to conduct a feasibility study to evaluate expansion opportunities for NKCC in 2025. The goal of this study will be to evaluate potential options for renovation or expansion of the building, including cost estimates. While the NKCC building renovations are not currently on the City's 2025-2026 work plan, and no funding has been allocated for this project, City Council has had numerous discussions about the need to renovate the facility. The feasibility study will provide the necessary information for City Council to make decisions about the long-term future of the building.



## MEMORANDUM

**To:** Park Board

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

**Date:** June 18, 2025

**Subject:** Park Board Work Plan Discussion

### RECOMMENDATION:

Staff recommend that the Park Board continue discussing the development of a Park Board work plan.

### BACKGROUND:

At the May 28, 2025 Park Board meeting <sup>1</sup>staff provided some background information about the City Work Program and Park Board work plan. As discussed in May, Park Board has not adopted a work plan since May 2021 for a variety of reasons. However, the idea of developing a work plan for Park Board was raised by Park Board Chair Amy Ambrosini and Vice-Chair Jared Silvia following their meeting with Kirkland Mayor Kelli Curtis and Deputy Mayor Jay Arnold in March of this year.

Historical Park Board work plans are included with this memo as **Attachment 1**. The schedule of planned discussion items for Park Board meetings is included as **Attachment 2**.

Following the discussion in May, Board members agreed to review the information provided and to come to the June meeting with two or three items that they want to prioritize.

### NEXT STEPS

Staff will continue the discussion with Park Board about the development of a Park Board work plan at the June 25, 2025 Park Board meeting.

### ATTACHMENTS

Attachment 1 – Historical Park Board Work Plans  
Attachment 2 – 2025 Park Board Scheduled Agenda Items

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<sup>1</sup> <https://www.kirklandwa.gov/files/sharedassets/public/v/1/parks-amp-comm-services/park-board/agendas-amp-packets/park-board-agenda-packet-2025-05-28-revised.pdf>

**Parks and Community Services: Work Plan Items for Park Board**

**Developed March 2021**

**Council approved xx**

Task	Topic	Description	Staff Lead	2021				2022
				Q1	Q2	Q3	Q4	
1	Park Board Retreat/Orientation	Onboard new Park Board members and hold retreat with all Board members to provide additional training sessions	Lloyd		X			X
2	Summer marketing and communication plan - Briefing	With the suspension of the recreation brochure, create a communication process for summer 2021 programming	Lloyd		X			X
3	PROS Plan	Provide input for this 6-year required plan that serves as the parks and recreation chapter of the City's comprehensive plan	Gardocki	X	X	X	X	X
4	Community Needs Assessment	Assist with the Department's outreach and surveying of community interests	Gardocki		X	X		X
5	ADA Self Evaluation and Transition Plan	Review of parks and recreation facilities assessment for accessibility and corresponding plan to increase accessibility	Gardocki		X	X		X
6	Synthetic Turf Strategic Plan	Review of the assessment of all ballfields in the city in comparison with sports needs and corresponding plan	Gardocki		X	X		X
7	Off-leash dog area outreach as part of PROS plan process	Updates on efforts to date and next steps	Gardocki		X	X		X
8	Totem Lake Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki			X		
9	132nd Square Park Groundbreaking	Participate in the groundbreaking ceremony to kick-off park development	Gardocki		X			
10	David Brink Park Groundbreaking	Participate in the groundbreaking ceremony to kick-off park development	Gardocki		X			
11	Active Amenity Replacement Plans	Provide staff feedback on potential active amenity replacement projects	Gardocki		X			X
12	Update City codes for parks, recreation and community services	Based on results of planning and assessment processes, update pertinent City codes	Zwaagstra					X
13	Park volunteer program input	GKP style program for non-restoration events, such as park clean-up projects	Ball				X	
14	KTUB Briefing	Evaluation of KTUB service levels and non-profit operators	Miller			X	X	
15	Department diversity and gender equity policy	Provide input for this inclusive policy to ensure equitable access to programs and services	TBD					X
16	132nd Square Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki					X
17	David Brink Park Ribbon Cutting	Participate in the ribbon cutting celebration of park opening	Gardocki				X	X

# Parks Board 2019/2020 Work Plan

Updated 1/8/19

Work Plan Item (Feedback, Discussion, or Recommendation Items)			2019				2020			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Off leash dog area -community feedback report	Provide recommendation to City Council based on outcomes of public engagement process to be completed in 2019 Q1.	Park Board Project	x							
Parks service levels	Provide input on service levels	Parks Operations	x							
City code update pertaining to park development and master plans	Provide input on proposed code updates	Policy	x							
RFQ for park vendors and concessionaires	Participate in selection process, provide input	Recreation Services	x	x						
132nd Square Park master plan	Provide input, participate in community outreach and education efforts and provide recommendation to City Council on master plan adoption	Park Planning	x	x						
Park Board Park/Facility Naming Procedures	Develop standard procedure for Park Board to review/consider naming requests	Park Board Project		x						
Department scholarship policy	Provide input on proposed policies, communicate updates to community and provide recommendation to City Council	Policy		x	x					
Department sponsorship/partnership policy	Provide input on proposed policies, communicate updates to community and provide recommendation to City Council	Policy		x	x					
Property acquisition guidelines and long-term strategy	Provide input on proposed guidelines	Park Planning			x	x				
Update special event guide (includes fee structure and policies)	Provide recommendation to City Council on proposed changes	Policy					x			
Off leash dog area - development of operational plan	Pending Direction from City Council based on outreach efforts	Park Board Project					x	x		
Park volunteer program	Provide input on proposed updates, communicate updates to community	Parks Operations					x	x		
Juanita Heights trail construction and development	Provide input and participate in community outreach and education efforts on proposed trails	Park Planning					x	x		
Update city code for parks, recreation and community services	Provide input on proposed code updates	Policy					x	x		
Develop 2021-2026 CIP strategy and program	Provide input on proposed projects and provide recommendation to City Council on the developed CIP plan	Park Planning						x	x	
PROS Plan Update 2020 for 2021 Adoption	Provide input , participate in community outreach and education efforts and provide recommendation to City Council on draft plan	Policy						x	x	x
Define process for 1% art projects to integrate into Parks CIP projects	Provide input on proposed process	Park Planning							x	
Park development guidelines - inclusive, universal design, automations	Provide input on proposed guidelines	Policy								x
Neighborhood park acquisition	Provide recommendation to City Council on proposed acquisitions	Acquisition	x	x	x	x		x	x	x

Informational Updates	Park Board Role/Responsibility	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
CIP Updates	Receive monthly update on Parks CIP Projects and communicate updates to community	Monthly				Monthly			
Playground replacements	Communicate with community about planned playground replacements	x			x	x			
City / School partnership project - FHMS field	Monitor progress and communicate updates to community	x		x					
City / School partnership project - Peter Kirk Elementary field	Monitor progress and communicate updates to community			x					
Sinking Fund Project Updates	Receive annual update on projects funded by Parks Sinking Fund, and look ahead to future projects	x				x			
Year In Review Reports	Receive annual report on accomplishments and highlights from the various areas within the department	x				x			

Educational Item (Enrichment and Knowledge based sessions)	Description	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Inclusive Park Design	Provide further education to Park Board about inclusive design, including ADA Compliance, Universal design, and PCS Goals and considerations when developing parks, playgrounds, and other facilities	To Be Determined							
Park Planning and Design Process	Start to finish: Overview of park planning process, including master plan process, design process, public input opportunities, Park Board role, and other considerations	To Be Determined							

## Proposed Kirkland Park Board 2017 – 2018 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> Implement Totem Lake Park Master Plan	Provide guidance to staff and design team on design of Phase 1 improvements, including development of Yuppie Pawn Site.	2017 Q2 / Q3
<b>1.2:</b> Replace Juanita Beach Park Bathhouse Replacement and Add New Picnic Shelter	Provide guidance to staff and design team on placement and design of new bathhouse and shelter.	2017 Q1 / Q2
<b>1.3:</b> Renovate Terrace Park	Provide guidance to staff and design team on renovation plan for park.	2018 Q1 / Q2
<b>1.4:</b> Renovate Spinney Homestead Park	Provide guidance to staff and design team on renovation plan for park.	2018 Q1 / Q2
<b>1.5:</b> Expand opportunities for off-leash dog activity in City parks	Seek public input and provide guidance to staff and City Council on possible pilot project to permit limited off-leash hours at certain parks.	2018 Q1 / Q2
<b>1.6:</b> Purchase land for future neighborhood parks	Provide guidance 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 new City-School Playfield Partnership Projects	Provide guidance to staff on selection of school sites for playfield improvements.	2017 Q2 / Q3
<b>2.2:</b> Implement and assess new athletic field pricing structure	Provide guidance to staff on implementation and evaluation of new pricing structure.	2017 Q3 / Q4
<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> Develop trail signage and wayfinding standards for trails and associated facilities	Provide guidance to staff on proposed standards.	2018 Q1 / Q2



## Proposed Kirkland Park Board 2017 – 2018 Work Plan

<b>3.2:</b> Conduct preliminary analysis of a shoreline trail connecting Juanita Bay Park and Juanita Beach Park	Receive report from staff.	2017 Q3 / Q4
<b><u>4. NURTURE – Environmental Stewardship for a Green Future</u></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b><u>5. SUSTAIN – Institutional Capacity to Realize the Vision</u></b>		
<b>Objective</b>	<b>Park Board Role</b>	<b>Timing</b>
<b>5.1:</b> Update the Parks' Capital Improvement Plan	Provide guidance to staff on proposed projects and funding for Parks the 2019-2024 CIP.	2018 Q1 / Q2
<b>5.2:</b> Complete cost of service study	Provide guidance to staff on proposed cost recovery policies.	2018 Q2 / Q3
<b>5.3:</b> Procure and manage food and recreation vendors in parks	Provide guidance to staff on proposed locations and vendor services.	2017 Q1 / Q2 2018 Q1 / Q2
<b>5.4:</b> Develop department measures of success	Provide guidance to staff on proposed success measurements.	2017 Q3 / Q4
<b>5.5:</b> Implement new program registration and facility booking system (Rec1)	Receive briefings on project implementation.	2017 Q1 / Q2
<b>5.6:</b> Implement new asset management and labor tracking system (Lucity)	Receive briefings on project implementation.	2017 Q2 / Q3
<b>5.7:</b> Implement new department customer services hub	Receive briefings on project implementation.	2017 Q1 / Q2
<b>5.8:</b> Review the master planning process and discuss applicability to McAuliffe Park	Receive a briefing on the master planning process for parks and provide recommendations to staff on applying this process to McAuliffe Park	2017 Q3 / Q4

## Kirkland Park Board 2015 – 2016 Work Plan [For Adoption January 2015]

<b>1. <u>THRIVE – Active Places and Programs for All Ages</u></b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<b>1.1:</b> Work with the community and project partners to secure funding for a new Aquatic, Recreation, and Community (ARC) Center	Conduct community outreach and provide technical analysis and policy guidance to City Council on the facility components, siting, and funding options for a new community recreation facility.	Ongoing
<b>1.2:</b> Complete phase 1 renovations to Waverly Beach Park	Complete improvements including shoreline renovation, lawn restoration, new pathways, and playground replacement.	Construction in 2015/2016
<b>1.3:</b> Complete Edith Moulton Park Master Plan and construct Phase 1 improvements	Complete long-range master plan and implement first phase of improvements.	Adopt Master Plan in 2015; Construction in 2016.
<b>1.4:</b> Complete improvements to Juanita Beach Park including new bathhouse and group picnic shelter	Project includes bathhouse replacement, new group picnic shelter, and relocation of existing playground.	Design/permitting in 2015; Construction in 2016
<b>1.5:</b> Complete improvements to Spinney Homestead Park	Consult with neighborhood on desired improvements; develop and implement renovation plan.	Design 2015; Construction 2015/2016
<b>1.6:</b> Complete improvements to Terrace Park	Consult with neighborhood on desired improvements and seek to integrate park with CKC as shown in CKC Master Plan; develop and implement renovation plan.	Design 2015; Construction 2015/2016
<b>1.7:</b> Complete improvements to Forbes Lake Park	Complete improvements including accessible pathway, parking lot, wetland enhancements, and street improvements.	Construction in 2015
<b>1.8:</b> Complete improvements to O.O. Denny Park	Complete FHPRD-funded improvements including irrigation system and picnic shelter.	2015/2016
<b>1.9:</b> Implement Totem Lake Park Master Plan	Seek ownership transfer from KCD and secure funding for Phase 1 implementation.	Ongoing
<b>1.10:</b> Expand opportunities for off-leash dog activity in City parks	Assess and make recommendations on allowing limited off-leash hours at certain parks. Implement as directed by City Council.	Ongoing
<b>1.11:</b> Complete renovations to Marina Park dock and boat launch	Complete structural improvements and new decking for dock and renovate boat launch to improve access and functionality.	2015/2016

## Kirkland Park Board 2015 – 2016 Work Plan [For Adoption January 2015]

<b>1.12:</b> Complete design of replacement restroom/storage building at Everest Park	Develop schematic design for replacement of Everest Park Restroom/Storage Building.	2016
<b>1.13:</b> Complete ADA Transition Plan in compliance with Americans with Disabilities Act	Complete assessment and develop strategies to ensure access to facilities, programs, and information.	Ongoing
<b>1.14:</b> Renovate/replace playgrounds at select sites.	Complete playground upgrades at Forbes Creek Park (2015) and Van Aalst Park (2016) as funded in the CIP.	2015/2016
<b>1.15:</b> Replace boiler at Peter Kirk Pool	Replace boiler to improve user comfort, increase energy efficiency, and reduce maintenance.	2015
<b>2. <u>SPORT – Athletic Fields and Facilities for a Wide Variety of Sports</u></b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<b>2.1:</b> Complete playfield improvements to 132 <sup>nd</sup> Square Park	Renovate playfields to improve playability and safety for participants and reduce maintenance and operational costs.	Design 2015; Construction 2015/2016
<b>2.2:</b> Facilitate playfield improvements at Lakeview Elementary School	Conversion of existing playfield to synthetic turf in partnership with Google/SRM, LWSD, and Kirkland Lacrosse.	Construction in 2015
<b>3. <u>CONNECT – Trails and Greenways Linking People and Places</u></b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<b>3.1:</b> Develop trail signage standards and improve route and wayfinding signage for trails and associated facilities	Work in conjunction with Public Works on a City-wide plan for trail signage and wayfinding for trails and designated pedestrian/bicycling routes.	Ongoing
<b>3.1:</b> Conduct preliminary assessment of a shoreline trail connecting Juanita Bay Park and Juanita Beach Park	Provide a staff report detailing policy implications and technical considerations for creating a shoreline connection between the parks.	2016

## Kirkland Park Board 2015 – 2016 Work Plan [For Adoption January 2015]

<b>4. <u>NURTURE – Environmental Stewardship for a Green Future</u></b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<b>4.1:</b> Complete update to Green Kirkland Partnership 20-year Forest and Natural Areas Restoration Plan	Work with community and identified stakeholders to update the 20-year plan.	2015
<b>4.2:</b> Implement agreement with Seattle Tilth to initiate urban agriculture and productive landscape activities at McAuliffe Park and other public spaces	Work with Seattle Tilth and other community partners in implementing activities as identified in McAuliffe Park master plan and PROS Plan.	Ongoing
<b>5. <u>SUSTAIN – Institutional Capacity to Realize the Vision</u></b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<b>5.1:</b> Update the Parks' Capital Improvement Plan	Develop recommendations for Parks and Community Services capital project funding for the 2016-2021 CIP.	2015
<b>5.2:</b> Complete lifecycle replacement plan for buildings and structures in parks	Commission assessment and replacement plan for park structures including restrooms and picnic shelters and implement budgetary strategy for lifecycle replacement.	2015
<b>5.3:</b> Update Park Impact Fee Methodology and Fee Schedule	Update park impact fees assessed to new development in a manner that provides maximum flexibility in how impact fees can be used to address the impact of new growth on the community's park and recreation system.	2015

## Kirkland Park Board 2013 – 2014 Work Plan

<b>Goal 1: Develop or redevelop existing parklands and public recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 1.1:</u> Update the City's Comprehensive Park, Recreation, and Open Space Plan (PROS PLAN)	Update long-range planning document to include public involvement process, surveys, technical analysis, and consideration of LOS.	Jan 13 – Jan 14
<u>Objective 1.2:</u> Develop a master plan for Totem Lake Park	Engage public in developing a Design Program and Preferred Schematic Design to guide future redevelopment of park.	Jan 13 – Dec 13
<u>Objective 1.3:</u> Complete a master plan and construct interim trail improvements for the Cross Kirkland Corridor [LEVY]	Participate in Public Works Dept.-led community planning effort towards completing a Corridor master plan and constructing an interim trail.	Jan 13 – Dec 14
<u>Objective 1.4:</u> Develop renovation plan for docks and shorelines in City parks and construct improvements [LEVY]	Complete an assessment and prioritized recommendations (with cost estimates) for renovation/improvements of docks and shorelines and construct improvements.	Mar 13 – Dec 14
<u>Objective 1.5:</u> Develop renovation plan for Waverly Beach Park and construct improvements [LEVY]	Complete an assessment and prioritized recommendations (with cost estimates) for renovation of Waverly Beach Park and construct improvements.	Mar 13 – Apr 15
<u>Objective 1.6:</u> Develop a park master plan for Edith Moulton Park [LEVY]	Engage public in developing a Design Program and Preferred Schematic Design to guide future redevelopment of park.	Apr 13 – Mar 14
<u>Objective 1.7:</u> Implement Forbes Lake Park Master Plan	Construct Phase I trail and parking improvements to park.	Jan 13 – Oct 13
<u>Objective 1.8:</u> Assess public improvements to North Juanita Open Space	Complete a process for determining possible improvements to North Juanita Open Space and implement accordingly.	Jan 13 – Sep 13
<u>Objective 1.9:</u> Develop renovation plan for Spinney Homestead Park and construct improvements	Complete an assessment and prioritized recommendations (with cost estimates) for renovation of Spinney Homestead Park and construct improvements.	Jun 13 – Sep 14
<u>Objective 1.10:</u> Develop renovation plan for Terrace Park and construct improvements	Complete an assessment and prioritized recommendations (with cost estimates) for renovation of Terrace Park and construct improvements.	Jun 13 – Sep 14

### Kirkland Park Board 2013 – 2014 Work Plan

<u>Objective 1.11:</u> Develop renovation plan for playfields at 132 <sup>ND</sup> Square Park	Complete an assessment and prioritized recommendations (with cost estimates) for renovation of playfields at 132 <sup>nd</sup> Square Park.	Jun 13 – Feb 14
<u>Objective 1.12:</u> Plan for replacement of Everest Park Restroom/Storage Building	Develop schematic design for replacement of Everest Park Restroom/Storage Building.	Sep 14 – Feb 15
<u>Objective 1.13:</u> New lighting for Lee Johnson Field	Replace existing lighting system with new efficient system.	Dec 13 – Mar 14
<u>Objective 1.14:</u> Update Six-Year Capital Improvement Program	Provide recommendations to staff and City Manager on the Parks 2015-2020 CIP	Mar 14 – Jun 14
<u>Objective 1.15:</u> Expand community garden/pea patch program	Provide additional opportunities for community gardening/pea patches in public spaces	Ongoing
<u>Objective 1.1:</u> Facility improvements at Heritage Hall	Complete facility improvements to historic facility, including flooring, entry columns, and furnishings	Jan 13 – Dec 13
<b><u>Goal 2:</u> Maintain or increase maintenance and operational levels of service for parks and for recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 2.1:</u> Implement the Green Kirkland 20-Year Plan [LEVY]	Implement restoration plans including volunteer stewardship component.	Ongoing
<u>Objective 2.2:</u> Implement increased level of service for maintaining Kirkland's park and open space system [LEVY]	Implement, monitor, and report on increased maintenance tasks as funded by the 2012 Park Levy.	Ongoing
<u>Objective 2.3:</u> Implement new lifeguarding program at Juanita Beach Park [LEVY]	Implement summer lifeguard program at park.	Ongoing
<u>Objective 2.4:</u> Complete transition of maintenance and operational responsibilities for O. O. Denny Park [LEVY]	Assume responsibilities for park from Finn Hill Park and Recreation District	Jan 13 – Apr 13 then Ongoing
<u>Objective 2.5:</u> Support legislative agenda of the City of Kirkland and the Washington Park and Recreation Association	Provide active support via correspondence, phone calls, visits to Olympia, and participation in events which support the City and WRPA's legislative platforms	Ongoing

## Kirkland Park Board 2013 – 2014 Work Plan

### **Goal 3: Develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system.**

<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 3.1:</u> Ensure transition of responsibilities for business services throughout Dept.	Redirect responsibilities for select revenue-generating activities within Parks and seek alternative private partnerships as appropriate.	Ongoing

### **Goal 4: Develop partnership opportunities with the Lake Washington School District.**

<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 4.1:</u> Monitor Joint Use Agreement with LWSD	Monitor agreement with school district to ensure reciprocal use of public facilities in a manner which maximizes opportunities and equitably meets the broad needs of the community.	Ongoing

### **Goal 5: Develop more indoor recreation space.**

<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 5.1:</u> Indoor Recreation Space	Re-assess overall project goals related to development of new indoor recreation space and consider implications for potential future closure of swimming pool at Juanita High School.	Ongoing

### **Goal 6: Acquire open spaces, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient.**

<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 6.1:</u> Acquire suitable land for neighborhood park land [LEVY]	Update neighborhood park gap analysis, prioritize acquisition, and secure property as funding allows.	Ongoing

## DRAFT - Kirkland Park Board 2012 Work Plan

<b>Goal 1: Develop or redevelop existing parklands and public recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 1.1:</u> Update the City's Comprehensive Park, Recreation, and Open Space Plan (PROS PLAN)	Update long-range planning document to include public involvement process, surveys, technical analysis, and consideration of LOS	February - December
<u>Objective 1.2:</u> Develop renovation plan for Waverly Beach Park	Complete an assessment and prioritized recommendations (with cost estimates) for improvements to Waverly Beach Park (CIP funded)	September – April 2013
<u>Objective 1.3:</u> Develop an off-leash dog area (OLA) in Kirkland	Support KDOG efforts to develop and operate Jasper's Dog Park	January - March
<u>Objective 1.4:</u> Implement Forbes Lake Park Development Plan	Construct Phase I improvements to park (CIP funded)	March - September
<u>Objective 1.5:</u> Develop concept plan for Totem Lake Park	As described in the City Council-adopted Totem Lake Action Plan, consider and make recommendations for development of Totem Lake Park	May - December
<u>Objective 1.5:</u> Update Six-Year Capital Improvement Program	Provide recommendations to staff and City Manager on Parks 2013-2018 CIP	March - June
<b>Goal 2: Maintain or increase maintenance and operational levels of service for parks and for recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 2.1:</u> Implement the Green Kirkland 20-Year Plan	Implement restoration plans including volunteer stewardship components (CIP funded). Seek and secure stable funding for Green Kirkland program beyond 2012	Throughout 2012
<u>Objective 2.2:</u> Repair/replace deteriorating park amenities	Complete replacement of playground at Waverly Beach (CIP funded)	September - December
<u>Objective 2.5:</u> Support legislative agenda of the City of Kirkland and the Washington Park and Recreation Association	Provide active support via correspondence, phone calls, visits to Olympia, and participation in events which support the City and WRPA's legislative platforms	Throughout 2012



## DRAFT - Kirkland Park Board 2012 Work Plan

<b>Goal 3: Develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 3.1:</u> Planning for possible future park bond and maintenance levy	Participate with Park Funding Exploratory Committee to make recommendations to Council on future funding for parks	Throughout 2012
<b>Goal 4: Develop partnership opportunities with the Lake Washington School District.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 4.1:</u> Monitor Joint Use Agreement with LWSD	Monitor agreement with school district to ensure reciprocal use of public facilities in a manner which maximizes opportunities and equitably meets the broad needs of the community.	Throughout 2012
<b>Goal 5: Develop more indoor recreation space.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 5.1:</u> Indoor Recreation Space	Re-assess overall project goals related to development of new indoor recreation space and consider implications for potential future closure of swimming pool at Juanita High School.	Throughout 2012
<b>Goal 6: Acquire open spaces, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 6.1:</u> Acquire suitable land for community park land and/or open space	Be responsive to acquisition opportunities as they arise (CIP funded)	Throughout 2012
<u>Objective 6.2:</u> Acquire Eastside Rail Corridor	Pursue and complete Kirkland ownership of the former BNSF rail corridor within Kirkland city limits for future transportation and recreation purposes	January - April

## D R A F T : Kirkland Park Board 2011 Work Plan

<b>Goal 1: Develop or redevelop existing parklands and public recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 1.1:</u> Implement Juanita Beach Master Plan	Construct Phase 1 improvements to park (CIP funded)	Complete by June
<u>Objective 1.2:</u> Develop renovation plan for Waverly Beach Park	Complete an assessment and prioritized recommendations (with cost estimates) for improvements to Waverly Beach Park (CIP funded)	March - December
<u>Objective 1.3:</u> Develop an off-leash dog area (OLA) in Kirkland	Support KDOG efforts to develop and operate a designated OLA in the Totem Lake/South Juanita area.	January - July
<u>Objective 1.4:</u> Implement Forbes Lake Park Development Plan	Construct Phase I improvements to park (CIP funded)	April - December
<u>Objective 1.5:</u> Develop renovation plan for Spinney Homestead Park	Complete an assessment and prioritized recommendations (with cost estimates) for improvements to Spinney Homestead Park (CIP funded)	July - December
<u>Objective 1.6:</u> Evaluate opportunities for expanded parks and open spaces in or near the Totem Lake Business District	As described in the City Council-adopted Totem Lake Action Plan, consider and make recommendations for increased parks and public open spaces within this area of the community	Complete by April
<b>Goal 2: Maintain or increase maintenance and operational levels of service for parks and for recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 2.1:</u> Implement the Green Kirkland 20-Year Plan	Implement restoration plans including volunteer stewardship components (CIP funded). Seek and secure stable funding for Green Kirkland program beyond 2011	Throughout 2011
<u>Objective 2.2:</u> Repair/replace deteriorating park amenities	Complete replacement of playgrounds at Peter Kirk Park and Houghton Beach Park (CIP funded)	Throughout 2011
<u>Objective 2.3:</u> Minimize negative impacts to park system and park/recreation users due to budgetary reductions	Provide advice and guidance to staff as requested regarding potential community impacts related to proposed and/or implemented budgetary reductions and seek community-based solutions (including adopt-a-park opportunities)	Throughout 2011

## D R A F T : Kirkland Park Board 2011 Work Plan

<u>Objective 2.4:</u> Complete tasks necessary for provision of parks and recreation services to the Pending Annexation Area in 2011	Continue preparations for assumption of County-owned parks and open spaces and provision of services to the PAA	Throughout 2011
<u>Objective 2.5:</u> Support legislative agenda of the City of Kirkland and the Washington Park and Recreation Association	Provide active support via correspondence, phone calls, visits to Olympia, and participation in events which support the City and WRPA's legislative platforms	Throughout 2011
<b><u>Goal 3:</u> Develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 3.1:</u> Complete a business plan for Marina Park	Research, survey, and analyze user demand, facility needs, revenue opportunities, and preferred options to manage and operate the Marina, boat launch, pavilion, and related park amenities at Marina Park	Throughout 2011
<u>Objective 3.2:</u> Planning for possible future park bond and maintenance levy	Subject to Council direction, continue to explore strategic issues related to the planning and timing of a possible park bond and maintenance levy. Make recommendations to City Council as requested	Throughout 2011
<u>Objective 3.3:</u> Encourage appropriate use of park facilities for community events	Review and make recommendations on policy issues related to special events in parks	Throughout 2011
<b><u>Goal 4:</u> Develop partnership opportunities with the Lake Washington School District.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 4.1:</u> Implement new Joint Use Agreement with LWSD	Implement new agreement to ensure reciprocal use of public facilities in a manner which maximizes opportunities and equitably meets the broad needs of the community. Track and assess impacts of the new agreement	Throughout 2011

**D R A F T : Kirkland Park Board 2011 Work Plan**

**Goal 5: Develop more indoor recreation space.**

<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 5.1:</u> Indoor Recreation Center	Re-assess project goals and implementation strategy related to development of new indoor recreation space	Throughout 2011

**Goal 6: Acquire open spaces, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient.**

<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 6.1:</u> Acquire suitable land for community park land and/or open space	Be responsive to acquisition opportunities as they arise (CIP funded)	Throughout 2011

## DRAFT Park Board 2010 Work Plan

<b>Goal 1: Develop or redevelop existing parklands and public recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 1.1:</u> Implement Juanita Beach Master Plan	Construct Phase 1 improvements to park (CIP funded)	Throughout 2010
<u>Objective 1.2:</u> Expand community garden/pea patch program	Provide additional opportunities for community gardening/pea patches within the park system (unfunded)	Throughout 2010
<u>Objective 1.3:</u> Develop renovation plan for Waverly Beach Park	Complete an assessment and prioritized recommendations (with cost estimates) for improvements to Waverly Beach Park (CIP funded)	July - December
<u>Objective 1.4:</u> Develop a pilot off-leash dog area in Kirkland	Find a suitable location, secure sufficient volunteer stewardship commitment and donated funds for a pilot OLA (unfunded)	Throughout 2010
<u>Objective 1.5:</u> Secure State grant funding to complete planned improvements to Forbes Lake Park Trail System	Make application for up to \$500,000 of State Recreation and Conservation Office (RCO) funding for Forbes Lake Park	April - September
<u>Objective 1.6:</u> Update the City's Comprehensive Park, Recreation, and Open Space Plan (PROS PLAN)	Update to six-year planning document	Complete by March
<u>Objective 1.7:</u> Update the Parks' Capital Improvement Program (CIP) for 2011 - 2016	Update to six-year budget planning document	Complete by September
<b>Goal 2: Maintain or increase maintenance and operational levels of service for parks and for recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 2.1:</u> Implement the Green Kirkland 20-Year Plan	Implement restoration plans including volunteer stewardship components (CIP funded). Seek and secure stable funding for Green Kirkland program beyond 2010	Throughout 2010
<u>Objective 2.2:</u> Repair/replace deteriorating park amenities	Complete replacement of playgrounds at Peter Kirk Park and Houghton Beach Park (CIP funded)	Throughout 2010
<u>Objective 2.3:</u> Minimize negative impacts to park system and park/recreation users due to budgetary reductions	Provide advice and guidance to staff as requested regarding potential community impacts related to proposed and/or implemented budgetary reductions and seek community-based solutions (including adopt-a-park opportunities)	Throughout 2010

## DRAFT Park Board 2010 Work Plan

<u>Objective 2.4:</u> Peter Kirk Pool Capital Improvements	Implement upgrades to meet new code requirements and improve pool operations (CIP funded)	February - June
<u>Objective 2.5:</u> Develop new operational plan for Kirkland Teen Union Building (K-TUB)	Determine new operational plan including possible new community operational partner(s) for the teen center	January - July
<u>Objective 2.6:</u> Complete tasks necessary for provision of parks and recreation services to the Pending Annexation Area in 2011	Continue preparations for assumption of County-owned parks and open spaces and provision of services to the PAA	Throughout 2010
<b><u>Goal 3:</u> Develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 3.1:</u> Develop and implement Marina Park business plan	Maximize opportunities for revenue-generating activities at Marina Park, such as recreation concessions and events	Throughout 2010
<u>Objective 3.2:</u> Planning for possible future park bond and maintenance levy	Subject to Council direction, continue to explore strategic issues related to the planning and timing of a possible park bond and maintenance levy. Make recommendations to City Council as requested	Throughout 2010
<u>Objective 3.3:</u> Encourage appropriate use of park facilities for community events	Review and make recommendations on policy issues related to special events in parks	Throughout 2010
<b><u>Goal 4:</u> Develop partnership opportunities with the Lake Washington School District.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 4.1:</u> Implement new Joint Use Agreement with LWSD	Implement new agreement to ensure reciprocal use of public facilities in a manner which maximizes opportunities and equitably meets the broad needs of the community. Track and assess impacts of the new agreement	Throughout 2010
<b><u>Goal 5:</u> Develop more indoor recreation space.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 5.1:</u> Indoor Recreation Center	Actively seek potential community partners and conduct site analysis as sites are identified (CIP funded)	Throughout 2010

## DRAFT Park Board 2010 Work Plan

<b>Goal 6: Acquire open spaces, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 6.1:</u> Acquire suitable land for community park land and/or open space	Be responsive to acquisition opportunities as they arise (CIP funded)	Throughout 2010

## DRAFT Park Board 2009 Work Plan

<b>Goal 1</b> <b>Develop or redevelop existing parklands and public recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 1.1:</u> Implement the approved development plan for Forbes Lake Park	Finalize design and initiate permitting activities in anticipation of 2010 construction for Phase 1 improvements	Throughout 2009
<u>Objective 1.2:</u> Implement Juanita Beach Master Plan	Construct Phase 1 improvements to park	2009 through spring 2010
<u>Objective 1.3:</u> Complete improvements to Rose Hill Meadows	Complete improvements to park property in South Rose Hill neighborhood	Complete construction by October.
<u>Objective 1.4:</u> Revise McAuliffe Park Master Plan and begin implementation	Seek opportunities to implement aspects of the McAuliffe Park plan as appropriate.	Throughout 2009
<u>Objective 1.5:</u> Expand community garden/pea patch program	Provide additional opportunities for community gardening/pea patches at McAuliffe Park	Spring 2009
<u>Objective 1.6:</u> Update the City's Comprehensive Park, Recreation, and Open Space Plan (PROS PLAN)	Update to six-year planning document	Complete by June
<u>Objective 1.7:</u> Develop a pilot off-leash dog area in Kirkland	Find a suitable location, secure sufficient volunteer stewardship commitment and donated funds for a pilot OLA	Throughout 2009
<b>Goal 2</b> <b>Maintain or increase maintenance and operational levels of service for parks and for recreation facilities.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 2.1:</u> Green Kirkland	Implement restoration plans including volunteer stewardship components	Throughout 2009
<u>Objective 2.2:</u> Repair/replace deteriorating park amenities	Complete repair/replacement of identified playgrounds, docks	Throughout 2009
<u>Objective 2.3:</u> Minimize negative impacts to park	Provide advice and guidance to staff as requested	Throughout 2009



## DRAFT Park Board 2009 Work Plan

system and park/recreation users due to budgetary reductions	regarding potential community impacts related to proposed and/or implemented budgetary reductions	
<u>Objective 2.4:</u> Peter Kirk Pool Capital Improvements	Implement upgrades to meet new code requirements and improve pool operations	Throughout 2009
<b>Goal 3</b> <b>Develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 3.1:</u> Develop and implement Marina Park business plan	Maximize opportunities for revenue-generating activities at Marina Park, such as recreation concessions and events	Throughout 2009
<u>Objective 3.2:</u> Implement Cemetery business plan	Provide policy guidance regarding implementation of Kirkland Cemetery business plan, including feasibility of facility expansion	Throughout 2009
<u>Objective 3.3:</u> Planning for possible future park bond and maintenance levy	Explore strategic issues related to the planning and timing of a possible park bond and maintenance levy. Make recommendations to City Council as requested.	Throughout 2009
<b>Goal 4</b> <b>Develop partnership opportunities with the Lake Washington School District and the private sector.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 4.1:</u> Finalize new Joint Use Agreement with LWSD	Revise existing agreement to ensure reciprocal use of public facilities in a manner which maximizes opportunities and equitably meets the broad needs of the community	Throughout 2009
<b>Goal 5</b> <b>Develop more indoor recreation space.</b>		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
<u>Objective 5.1:</u> Indoor Recreation Center	Actively seek potential community partners and	Throughout 2009

## DRAFT Park Board 2009 Work Plan

	conduct site analysis as sites are identified	
<b>Goal 6</b> Acquire open spaces, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient.		
<b>Objective</b>	<b>Description</b>	<b>Timing</b>
Objective 6.1: Acquire suitable land for community park land and/or open space	Be responsive to acquisition opportunities as they arise	Throughout 2009

## DRAFT Park Board 2008 Work Plan

Goal / Objective	Description	Timeline
<b>Goal 1</b> <b>Develop or redevelop existing parklands and public recreation facilities.</b>		
<u>Objective 1.1:</u> Develop trail and park improvement plan for Forbes Lake Park	Design work and public participation workshops	Throughout 2008
<u>Objective 1.2:</u> Develop design for new Everest Park Restroom/Storage Building.	Replacement of restroom/storage building at Everest Park. Coordinate with Kirkland American Little League	Complete design by October
<u>Objective 1.3:</u> Complete improvements to Rose Hill Meadows park.	Complete improvements to park property in South Rose Hill neighborhood	Complete construction by December.
<u>Objective 1.4:</u> Revise McAuliffe Park Master Plan and begin implementation	Seek opportunities to implement aspects of the McAuliffe Park plan as appropriate.	Throughout 2008
<u>Objective 1.5:</u> Update the City's Comprehensive Park, Recreation, and Open Space Plan (PRO PLAN)	Update to six-year planning document	Complete by August
<u>Objective 1.6:</u> Review and update the Parks' Capital Improvement Program for 2009 – 2014	Update to the Parks' CIP	Complete by July
<u>Objective 1.7:</u> Ensure that the Transit Center and proposed Parkplace redevelopments have a beneficial impact to Peter Kirk Park	Review and provide input on Transit Center and Parkplace designs to maximize benefits to Peter Kirk Park. Provide guidance to Council as requested.	Throughout 2008
<u>Objective 1.8:</u> Ensure that the Cross Kirkland Trail concept is incorporated into planning for improvements to the BNSF rail corridor	Review and provide input when appropriate on local and regional planning related to the BNSF rail corridor. Provide guidance to Council as requested.	Throughout 2008
<u>Objective 1.9:</u> Expand community garden/pea patch program	Provide additional opportunities for community gardening/pea patches in the park system.	Throughout 2008

## DRAFT Park Board 2008 Work Plan

Goal / Objective	Description	Timeline
<b>Goal 2</b> <b>Maintain or increase maintenance and operational levels of service for parks and for recreation facilities.</b>		
<u>Objective 2.1:</u> Green Kirkland	Implement restoration plans including volunteer stewardship components.	Throughout 2008
<u>Objective 2.2:</u> Repair/replace deteriorating park amenities	Complete repair/replacement of identified playgrounds, docks, and Everest Park wooden bleachers	Throughout 2008
<u>Objective 2.3:</u> Peter Kirk Pool Capital Improvements	Implement upgrades to meet new code requirements. Hire consultant to develop long-term capital replacement plan for mechanical systems, tank, decking, etc.	Throughout 2008
<b>Goal 3</b> <b>Consider and develop more revenue-generating opportunities, alternative revenue sources, and private partnerships within the park system.</b>		
<u>Objective 3.1</u> Continue to develop Business Services Section for Department	Continue focus on Public Private Partnerships, business plans for Marina Park and the Kirkland Cemetery, sponsorship opportunities, concessions, etc	Throughout 2008
<u>Objective 3.2</u> Planning for future possible park bond and maintenance levy	Explore strategic issues related to the planning and timing of a possible park bond and maintenance levy.	Throughout 2008
<u>Objective 3.3:</u> Complete construction of a garden arbor at Heritage Park	Construction of garden arbor at Centennial Garden at Heritage Park (funded by Kirkland Rotary)	Complete by April

## DRAFT Park Board 2008 Work Plan

Goal / Objective	Description	Timeline
<b>Goal 4 Develop partnership opportunities with the Lake Washington School District and the private sector.</b>		
<u>Objective 4.1:</u> Continue planning in coordination with LWSD for future school modernization projects.	Explore partnership opportunities with the School District as planning for new schools occurs	Throughout 2008
<u>Objective 4.2:</u> Finalize new Joint Use Agreement with LWSD.	Revise existing agreement to ensure reciprocal use of public facilities in a manner which maximizes opportunities and equitably meets the broad needs of the community.	Throughout 2008
<b>Goal 5 Develop indoor recreation space.</b>		
<u>Objective 5.1:</u> Indoor Recreation Center	Actively seek potential community partners and conduct site analysis if a site is identified.	Throughout 2008
<b>Goal 6 Acquire and preserve open space, unusual and unique sites, and neighborhood park land in areas of the City where recreation opportunities are deficient.</b>		
<u>Objective 6.1:</u> Acquire suitable land for community park land and/or open space.	Be responsive to acquisition opportunities as they arise.	Throughout 2008

## 2025 Park Board Agenda Items\*

Meeting Date	Topic
January	PCS Staffing Updates
January	Peter Kirk Pool Facility Assessment and Feasibility Study
February	Park Board improvements
February	Peter Kirk Community Center Overview
March	Everest Playground Replacement preview
March	Job opportunities in Parks and Recreation
April	PCS Budget and Taxes
April	Events and Services Division Overview (and 4th of July Parade Preview)
May	Parks Management Division Overview
May	Park Board Work Plan Introduction
June	North Kirkland Community Center Overview
June	Park Board Work Plan Discussion
June	Peter Kirk Pool Enclosure Update
July	Park Tours
August	Meeting Typically Cancelled
September	Kirkland Teen Union Building Overview
September	Wiviott Parcel Restoration Options
October	Rec Programming and Scholarship Update
October	Human Services Division Overview
November	Chair/Vice Chair Election Prep
December	Chair/Vice Chair Elections

## Suggested/Unscheduled/Pending Items

North Kirkland Community Center Expansion Feasibility Study
Everest Park Playground Ribbon Cutting
Everest Park Restroom Groundbreaking
Kraken Community Iceplex and Recreation Center
Joint Meeting with City Council

\* As of June 18, 2025. Schedule is subject to change.



## **MEMORANDUM**

**To:** Park Board

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

**Date:** June 18, 2025

**Subject:** Peter Kirk Pool Enclosure Update

### **RECOMMENDATION:**

Staff recommend that the Park Board receive an update on the status of the Peter Kirk Pool Enclosure project.

### **BACKGROUND:**

Kirkland has unsuccessfully sought to provide year-round aquatic access for the community several times over the past decade, including the failed ballot measure in November 2023. Following the defeat of the 2023 ballot measure, City Council passed Resolution R-5624<sup>1</sup> at their March 19, 2024 meeting. This resolution suspended any further exploration of a ballot measure and directed staff to develop options for utilizing the Peter Kirk Pool as a year-round facility with a priority focus on swimming lessons for young children. In August 2024, Schemata Workshop began a full evaluation and assessment of the Peter Kirk Pool (and associated buildings and mechanical systems), in addition to a feasibility study to evaluate options to enclose the pool. The findings of this study were presented to Park Board at the January 22, 2025 Park Board meeting<sup>2</sup> and to City Council at their March 4, 2025 meeting<sup>3</sup>.

The cost estimates included in the report from Schemata did not include design fees and other soft costs. To project a more holistic cost estimate, CIP staff provided fully loaded cost estimates for this project. Based on Park Board and City Council feedback, staff have developed four potential options for City Council's consideration. These options are scheduled to be discussed with City Council at their July 1, 2025 meeting.

### **DISCUSSION/ANALYSIS:**

As previously discussed, Schemata Workshop evaluated the condition of the entire pool system to determine what repairs need to be done in order to keep the pool running now and into the future, before considering enclosure options. The study identified approximately \$2 million in repairs that are needed in the near future with another \$2.2 million in long-term repair needs that will need to be addressed. The consultants also identified which short- and long-term

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<sup>1</sup> [https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2024/march-19-2024/9b1\\_business.pdf](https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2024/march-19-2024/9b1_business.pdf)

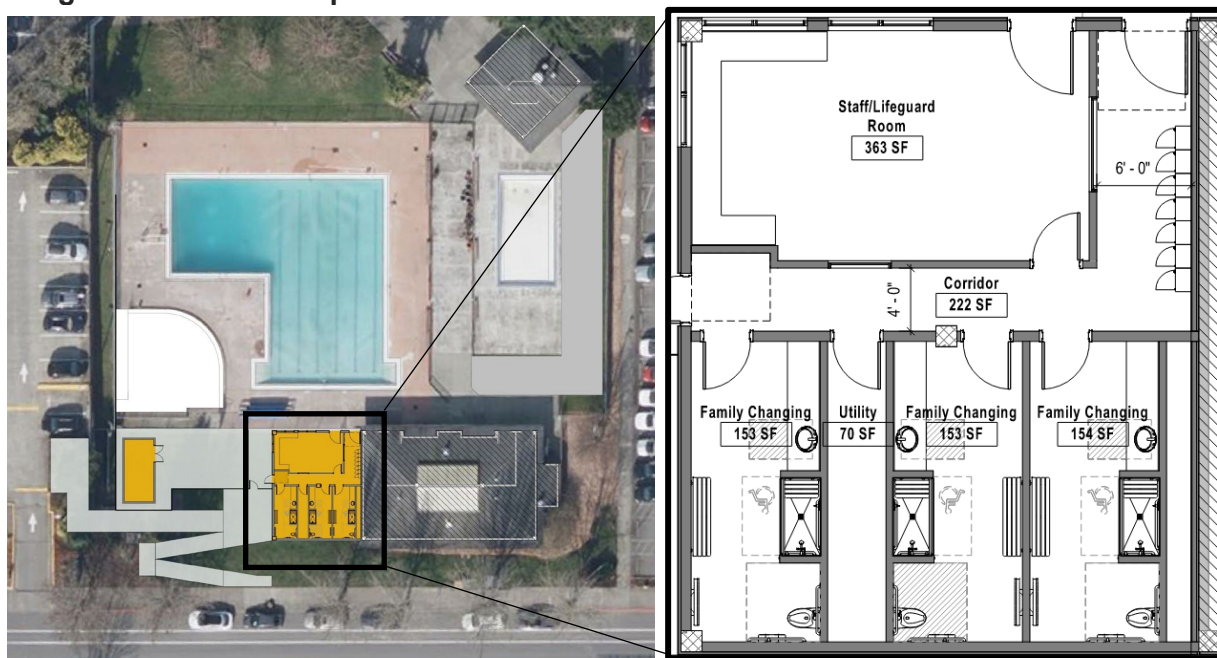
<sup>2</sup> <https://www.kirklandwa.gov/files/sharedassets/public/v/1/parks-amp-comm-services/park-board/agendas-amp-packets/2025-01-22-park-board-agenda-packet.pdf>

<sup>3</sup> [https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2025/march-4-2025/3c\\_study-session.pdf](https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2025/march-4-2025/3c_study-session.pdf)

repairs would need to be included with an enclosure, totaling \$3.3 million. As noted above, the cost estimates presented in the report did not include all soft costs, such as design, permitting, and project management. When all soft costs are included, the baseline level of work is just over \$7 million. A breakdown of the cost estimate is shown in **Table 1** below.

Staff have developed the following proposed baseline scope of work, regardless of the decision to enclose the pool or not. There are many interconnected elements that impact each other. Some of the recommended repairs/changes will impact other systems or spaces, so it is important to consider the big picture. The proposed baseline scope of work starts with separating the pool mechanical system, so each body of water operates independently. To make this change, part of the lifeguard office will need to be converted into additional mechanical space. As such, the main entrance to the pool will be relocated to the south. To accommodate the new entrance, the bathhouse will be expanded. The expansion will include the new pool entry point in addition to three new all-gender/family restrooms/changing rooms to better serve the community. A potential design for the expanded bathhouse/new pool entrance is shown in **Image 1** below.

**Image 1: Bathhouse Expansion/New Pool Entrance**



Other repairs in the baseline scope include replacing the pool deck, addressing ADA deficiencies around the pool, lighting upgrades, and replacing the pool boiler. Staff have already begun work to address some of the more pressing short-term needs, including contracting design and engineering services to replace the main drain covers in the main pool and repairing a leak in the circulation system. A breakdown of the cost estimates for the baseline scope of work is shown in Table 1 below.

**Table 1: Baseline Scope of Work Cost Estimate**

Scope of Work	Cost Estimate
Planning/Design/Engineering	\$591,450
Construction Management /Inspections/In-House	\$363,159
FF&E	\$85,000



Permits/Jurisdictional/Misc	\$10,000
Construction	\$5,994,500
<i>Bathhouse Addition</i>	<i>\$1,892,500</i>
<i>Reconfigure guard office into mechanical room</i>	<i>\$212,500</i>
<i>Building Structure/Interior repairs</i>	<i>\$565,500</i>
<i>ADA Accessibility</i>	<i>\$364,000</i>
<i>Pool Shell, Pool Deck, and Pool Mechanical</i>	<i>\$1,951,000</i>
<i>Electrical and Mechanical Systems</i>	<i>\$464,000</i>
<i>Contingency/Change Orders</i>	<i>\$545,000</i>
<b>TOTAL</b>	<b>\$7,044,109</b>

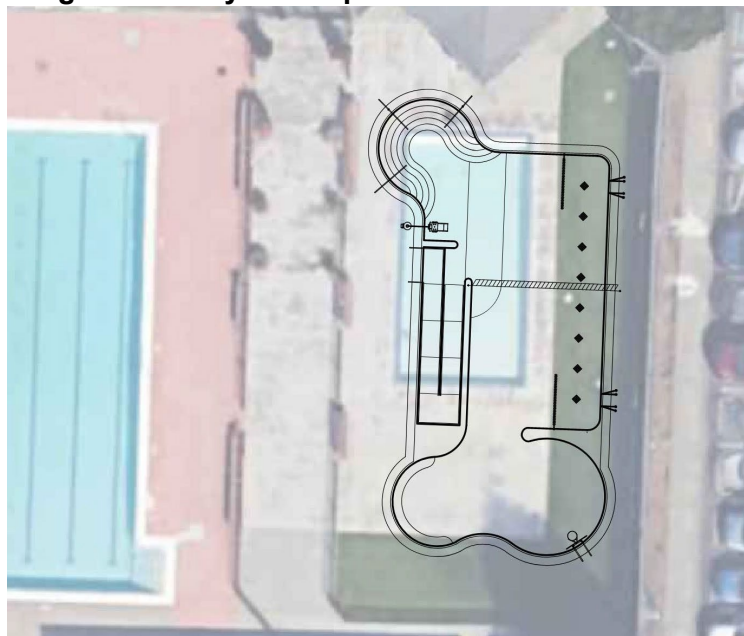
### Enclosure Options

Schemata presented several pre-engineered enclosure options for consideration. Based on Park Board and City Council feedback, staff have developed four potential options for consideration. All options include the \$7 million for the baseline level of work discussed above. A breakdown of the cost estimate for each option is included in **Table 2** below.

- **Option 1: OpenAir Full Enclosure**

This is the most ambitious option presented. This option would utilize an OpenAire structure to enclose the entire pool complex. It also replaces the current wading pool with a new activity pool. A slightly larger activity pool would increase the programming opportunities at the pool and would better serve the community. This new activity pool would be designed specifically with swim lessons in mind. The pool will be slightly deeper than the current wading pool and with the split mechanical systems discussed above, the water can be kept warmer than the lap pool for user comfort. A possible design of this activity pool is shown in **Image 2** below. This design features ADA ramps to access the pool, a volleyball net is shown across the pool, a basketball hoop is shown in the lower right corner, and an underwater bench seating in the lower left corner.

**Image 2: Activity Pool Option**



This option can be split into different phases if desired. One possible phased approach would be to complete the baseline scope of work outlined above in phase 1, followed by the enclosure of the lap pool in phase 2, with the renovation and enclosure of the activity pool in phase 3. Future phases of the project could be modified, depending on funding available and Council direction. Any phasing will increase costs.

- Option 2: OpenAire Activity Pool Enclosure

This option is a scaled down version of Option 1, with only the renovated activity pool discussed above being enclosed with an OpenAire type structure. The lap pool would remain uncovered. By renovating and enclosing the activity pool only, this option does not address year-round aquatic access for general lap swim, however, if the primary intent of enclosing the pool is for swim lessons, this option would be a great starting point.

- Option 3: OpenAire Lap Pool Enclosure

This option is further scaled down from Option 1, although it costs slightly more than Option 2. In this option, only the lap pool would be enclosed with an OpenAire enclosure. This option does not include the renovated activity pool discussed in the previous two options. By enclosing the lap pool, this option addresses year-round access for general lap swimming. Swim lessons could also happen year-round, although some considerations would need to be made for the very youngest swimmers due to the depth of the lap pool.

- Option 4: Sprung Structures Full Enclosure

This option is nearly the same as Option 1, with the only difference being the use of a Sprung Structure rather than an OpenAire enclosure.

**Table 2: Cost Estimates with soft costs included\***

	<b>Option 1: OpenAire Full Enclosure</b>	<b>Option 2: OpenAire Activity Pool Enclosure</b>	<b>Option 3: OpenAire Lap Pool Enclosure</b>	<b>Option 4: Sprung Structure Full Enclosure</b>
Planning/Design/Engineering	\$2,693,000	\$1,429,000	\$1,859,000	\$1,707,000
Construction Management	\$1,188,500	\$732,500	\$873,000	\$893,500
FF&E	\$85,000	\$70,000	\$70,000	\$85,000
Permits/Jurisdictional/Misc	\$290,000	\$145,000	\$165,000	\$330,000
1% for Art	\$284,000	\$132,000	\$183,000	\$167,000
Construction	\$27,952,590	\$14,746,545	\$19,201,545	\$17,623,590
<b>TOTAL</b>	<b>\$32,490,000</b>	<b>\$17,255,045</b>	<b>\$22,351,545</b>	<b>\$20,806,090</b>

\*Each option includes the baseline work.

### Funding Options

City Council briefly discussed potential funding options for this project at the June 10, 2025 City Council Retreat<sup>4</sup>. As outlined at the retreat, limited secured funding has been allocated toward this project, with only an initial investment of \$3.67 million in the 2025-2030 CIP. In addition, the City has received a \$515,000 grant from the State in the recently adopted budget. The King County Parks Levy, which is on the primary election ballot in August, includes \$2.5 million earmarked for this project. Additionally, staff have applied for a King County grant valued up to \$5 million with conditional award notifications anticipated in August 2025. There may be an opportunity to reapply for this grant again in 2027 for a future phase of the project.

Other potential funding sources discussed with Council include utilizing all available impact fee balance and funding in the 2025-2028 portion of the 2025-2030 CIP for Neighborhood Park Land Acquisition. However, this would eliminate most resources available for park land acquisition and may prevent the City from making other park acquisitions or funding any other park improvement projects.

**Table 3: Potential Funding Options**

Potential Funding Source	Amount	Estimated Timing
Impact Fees	\$3,050,000	2025-2026
REET 1	\$500,000	2026-2026
Kirkland Parks Levy	\$120,000	2025-2026
State Grant	\$515,000	2026
King County Parks Levy (Unsecured)	\$2,500,000	2026
King County Grant (Unsecured)	\$5,000,000	2025
King County Grant (Unsecured)	\$5,000,000	2027
Neighborhood Park Land Acquisition Impact Fees	\$1,785,000	Thru 2024
	\$2,408,000	2025-2026
	\$2,250,000	2027-2028
<b>Total Identified Funding</b>	<b>\$23,128,000</b>	

### **NEXT STEPS:**

Staff will present these options to City Council at the July 1, 2025 meeting seeking direction on how to proceed with the effort to enclose the Peter Kirk Pool. Staff will return to a future meeting with a resolution codifying the Council direction.

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<sup>4</sup> [https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2025/june-10-2025-retreat/6\\_strategic-initiatives.pdf](https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2025/june-10-2025-retreat/6_strategic-initiatives.pdf)



**CITY OF KIRKLAND**  
**Parks and Community Services**  
123 Fifth Avenue, Kirkland, WA 98033  
425-587-3000

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## **MEMORANDUM**

**To:** Park Board

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

**Date:** June 18, 2025

**Subject:** July Park Board Meeting/Tour Itinerary

### **RECOMMENDATION:**

That the Park Board and staff finalize the itinerary for the July Park Board meeting and park tours. Additionally, staff recommend starting the meeting at 6:00pm, rather than 7:00pm.

### **BACKGROUND:**

Typically, each year the July Park Board meetings is used to take Board members on a tour of selected park locations. Locations are generally selected based on recent or upcoming projects at a particular site, or because the location is of interest or relevant to recent Park Board discussions. In 2024, Park Board toured Houghton Park and Play temporary park, Carillon Woods Park, and OO Denny Park.

### **DISCUSSION/ANALYSIS:**

Staff will lead a discussion with Park Board to select tour locations for the July meeting. Staff recommend Park Board consider touring Everest Park to showcase the newly installed playground. The official ribbon cutting for the new playground is scheduled for July 10, 2025 at 1pm, so this would be a perfect opportunity for Board members to view the new playground. Staff can also discuss the restroom replacement project which will begin this fall. Additionally, the Junior League Softball World Series will be taking place at Everest Park the week of the Park Board meeting. Another suggestion is to tour the parks recommended for some of the temporary amenities at Houghton Park and Play, including Terrace Park (the proposed location to relocate the bike course and pump track), Rose Hill Meadows (the proposed location to relocate the garden plots), and Peter Kirk Park (the proposed location to relocate the skate park).

Finally, staff recommend changing the start time of the July meeting to 6:00pm, rather than the normal 7:00pm start time. Starting the meeting earlier will allow tours to take place while there is more natural light. Dinner will be provided prior to departing for the tours. Please review the menu from The Catering Company, included with this memo as Attachment A, for available dinner options.

### **ATTACHMENTS:**

Attachment A – The Catering Company menu

# GOURMET BOX LUNCH MENU

## WORKING THROUGH LUNCH NEVER TASTED SO GOOD.

**A BIG STEP UP FROM PEANUT BUTTER AND JELLY.** Ideal for training sessions, seminars and company outings, this lunch box is ready to go. The convenience of take-away doesn't mean you sacrifice quality, fresh ingredients, or flavor. We know how to make packed lunches exciting again!

### BOX LUNCH SANDWICHES

All our sandwich box lunches come neatly packaged in our recycled lunch box.

**COMPANY CLUB** triple-decker on sourdough with turkey, bacon, Havarti, lettuce, tomato, mayo and Dijon

**TURKEY APPLE CRUNCH SANDWICH** oven roasted turkey breast, sliced Washington apple, hickory smoked bacon, cheddar, lettuce, mayo and Dijon on a telera roll

**RUSTIC TURKEY** roasted turkey breast, avocado, pickles, greens, provolone, romesco\* spread (roasted tomato & red pepper sauce) and mayo on house-made herbed focaccia

**CLASSIC BLTA** sourdough bread, crisp smoked bacon, lettuce, tomato, Havarti, avocado and mayo

**CHICKEN PESTO** roasted chicken on house-made herbed focaccia, Havarti cheese, roasted red pepper, greenleaf and pesto aioli

**PUB STYLE BEEF SANDWICH** thin sliced beef, provolone, crispy onion straws, lettuce, tomato and horseradish aioli on a telera roll

**CHICKEN SALAD CROISSANT** oven roasted chicken breast, chopped Washington apples, celery, walnuts, fresh herbs, lettuce and light mayo on a flaky croissant



**SWEET CHILI CHICKEN WRAP** diced chicken, cabbage slaw, crispy chow mein noodles, and green onion tossed in sweet chili aioli, wrapped in a large flour tortilla

**NW TURKEY SANDWICH** oven roasted turkey breast, soft brie, cranberry sauce, lettuce, mayo and Dijon on wheat bread

**HAM BAGUETTE** thin sliced smoked ham, creamy brie, apricot preserves, cucumber, mayo, Dijon and lettuce

Any of our box lunches can be made as a gluten-free meal . . . . . **\$18.00 / EACH**

**CHIPOTLE CHICKEN CLUB** whole grain wheat, roasted chicken, bacon, pepper-jack cheese, roasted red pepper, lettuce and chipotle mayo

**ALBACORE TUNA ON WHEAT** whole grain wheat, all white Albacore salad, mayo, cheddar and greenleaf


**SANDWICH BOX LUNCH INCLUDES** a gourmet sandwich of your choice, pasta salad primavera, kettle cooked potato chips, large homemade cookie, plant starch cutlery, 100% recycled napkin, wet-nap and mint . . . . . **\$16.00 / EACH**





**ITALIAN SUB** sub roll, salami, pepperoni, smoked ham, red onion, pepperoncini, provolone, lettuce, tomato, mayo, Dijon and creamy Italian vinaigrette

**VEGGIE ON FOCACCIA** house-made herbed focaccia, cucumber, avocado, tomato, roasted red pepper, lettuce and roasted red pepper hummus 

**CAPRESE WRAP** fresh mozzarella, provolone, julienne basil, lettuce, tomato, pesto aioli and a drizzle of balsamic reduction 

**CURRIED CHICKPEA SANDWICH** chickpeas, chopped celery, onion, raisins, curry and a blend of aromatics, with lettuce and cucumber on house-made herbed focaccia 

**DELI STYLE SANDWICHES** create-your-own sandwich from the following ingredients:

**Breads:** whole grain wheat, white, sliced GF multi-grain

**Meats:** turkey, ham, beef, chicken, salami, bacon

**Cheeses:** cheddar, Swiss, Havarti, Pepper-Jack, provolone

**Veggies:** lettuce, tomato, onion, pickles, cucumber, bell pepper

**Condiments:** mayo, mustard, roasted red pepper hummus

## BOX LUNCH SALADS

Made fresh, packed fresh, enjoyed fresh.

**ASIAN CHICKEN SALAD** angel hair pasta, sesame-soy dressing, carrot, cabbage, chicken, toasted almonds, romaine


**NW MIXED GREENS** fresh mixed greens, chopped apples, cranberries, candied walnuts, house vinaigrette on the side  

**DELUXE GREEK SALAD** a flavorful combo of tri-color pasta, baby spinach, tomatoes, olives, red onion, cucumber, chickpeas, and crumbled feta cheese tossed with a lemon vinaigrette 



**CITRUS CHICKEN SALAD** fresh mixed greens, chicken breast, avocado, grapefruit, and roasted pepitas with a lime-cilantro vinaigrette on the side 

**CHICKEN CAESAR SALAD** herb roasted chicken, romaine, shredded parmesan, and focaccia croutons, with Caesar dressing on the side

**STRAWBERRY & FIELD GREENS** fresh mixed greens, strawberries, goat cheese, and sunflower seeds, with white balsamic & shallot vinaigrette on the side  

**LEMONGRASS GRILLED BEEF SALAD** fresh mixed greens, lemongrass char-grilled beef, julienne red bell pepper, cucumber, cilantro and almonds, with oriental-sesame dressing on the side 

**ITALIAN GREENS & SALAMI** mixed greens, salami, tomato, red onion, pepperoncini, olives, shredded mozzarella and croutons with an Italian vinaigrette on the side

**SOUTHWEST QUINOA POWER SALAD** steamed quinoa, roasted sweet potato, black beans, bell pepper, avocado and pepitas with a lime-cilantro vinaigrette  



### SALAD BOX LUNCH INCLUDES

a fresh salad of your choice, house-made focaccia bread wedge, large homemade cookie, plant starch cutlery, 100% recycled napkin,

wet-nap and mint . . . . . \$16.00 / EACH

**WE SERVE** SCRATCH MADE FOOD  
**AWESOME!** 425.825.7230  
**FULL SERVICE CATERING**  
KIRKLAND, WA | ORDERCATERING.COM

**From:** [Kali Oswald](#)  
**To:** [Cultural Arts Commission](#); [Park Board](#)  
**Cc:** [FHNA Board Members](#)  
**Subject:** Wind Phone in OO Denny Park  
**Date:** Thursday, May 29, 2025 2:17:36 PM  
**Attachments:** [windphonelocation.PNG](#)

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**CAUTION/EXTERNAL:** This email originated from outside the City Of Kirkland. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

I am writing on behalf of the Finn Hill Neighborhood Alliance regarding an interactive art installation, called a wind phone, that was installed along the trail in the King County portion of O.O. Denny Park by someone in the community. Members of the FHNA board have frequented the phone and seen the amount of usage it receives from the community. Unfortunately, the County has informed FHNA that there is no way to keep this installation on their portion of the trail. FHNA would like to ask the permission of the Kirkland Cultural Arts Commission and Park Board to relocate this interactive art installation to a location of their choosing along the Kirkland portion of the trail at O.O. Denny park. Attached are photos of the installation body and current location.

FHNA would be glad to partner with City staff to relocate this installation if time or manpower are a concern for accomplishing this task. We understand that this piece of interactive art was not installed with permission, and that the ultimate decision to allow it to remain on site rests with the City. We are advocating for it remaining due to the impact interactive art in nature can have on increasing trail usage, making art more accessible, and its positive influence on mental health.

The wind phone's intent is to allow grieving members of the community to have a space to speak to loved ones who have passed. Please see the attached photos of a small portion of the messages that have been left by trail users. For more information on what a wind phone is and its history please see this article in [Psychology Today](#).

I look forward to further discussing this installation, please email or call with any questions you may have and I will do my best to answer them!

Thank you for your time,

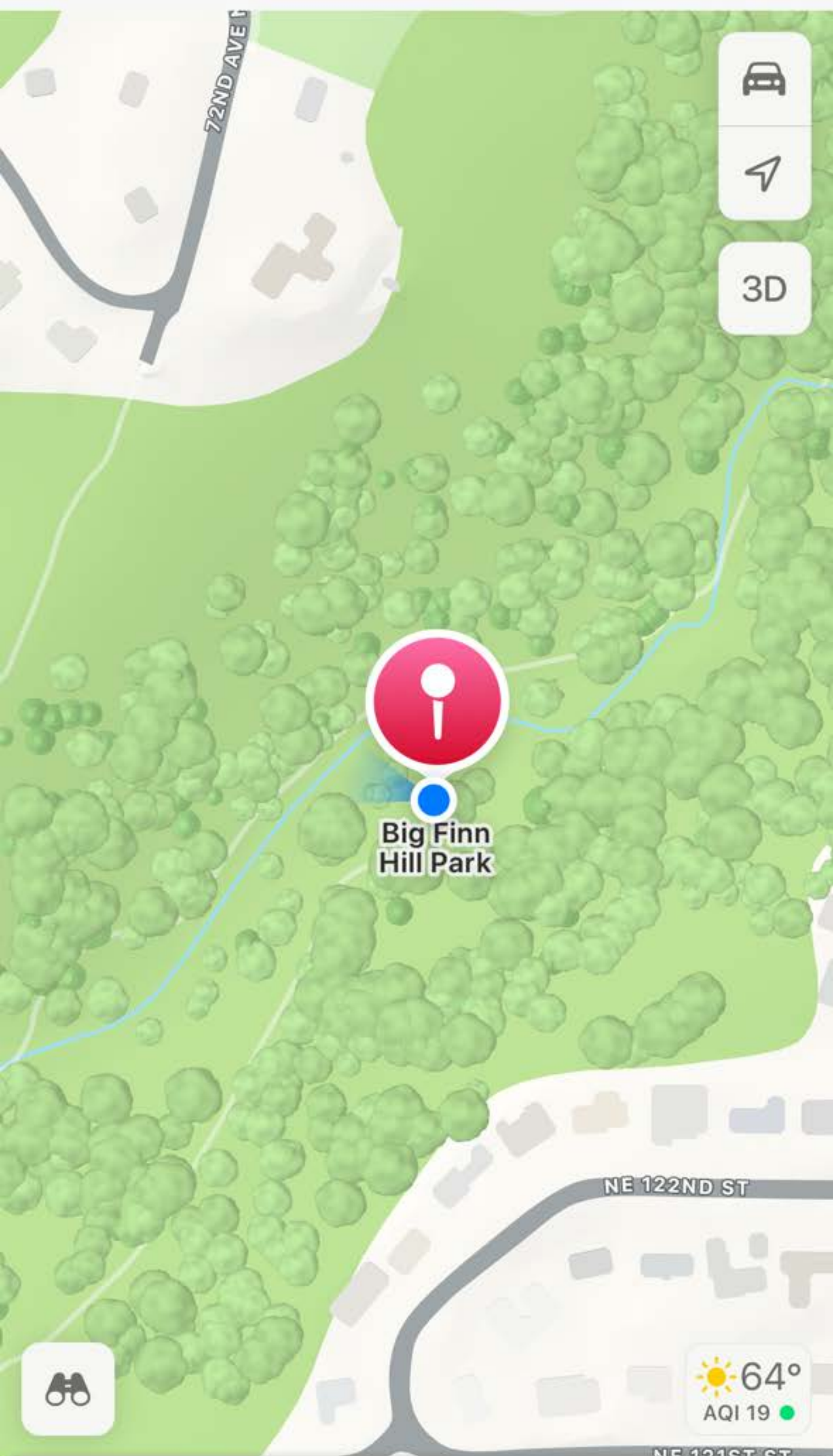
Kali Oswald

FHNA Board member

541-821-7663

11:11

5G



# Big Finn Hill Park

Marked Location · 0 ft away













# WINDY PHONE

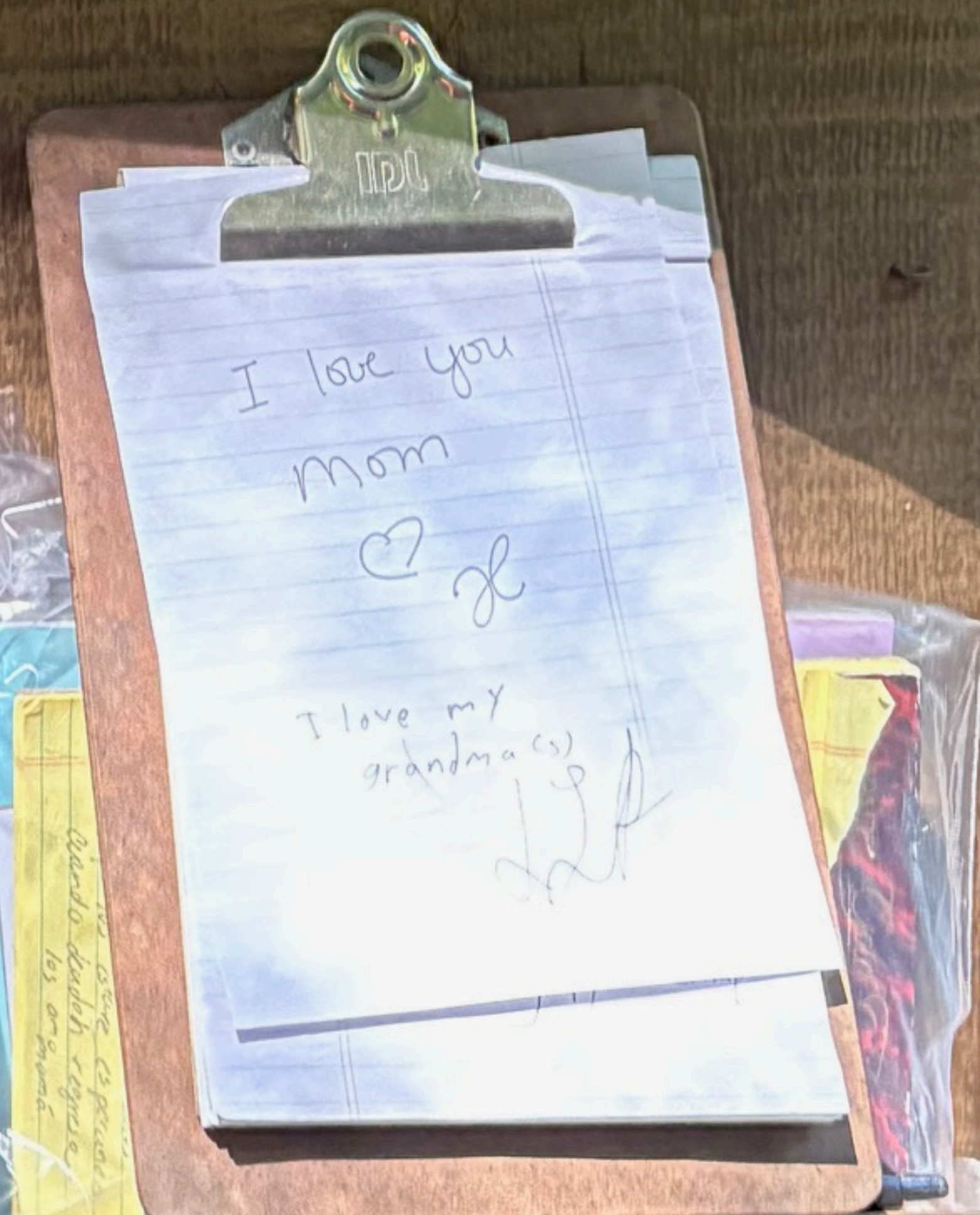
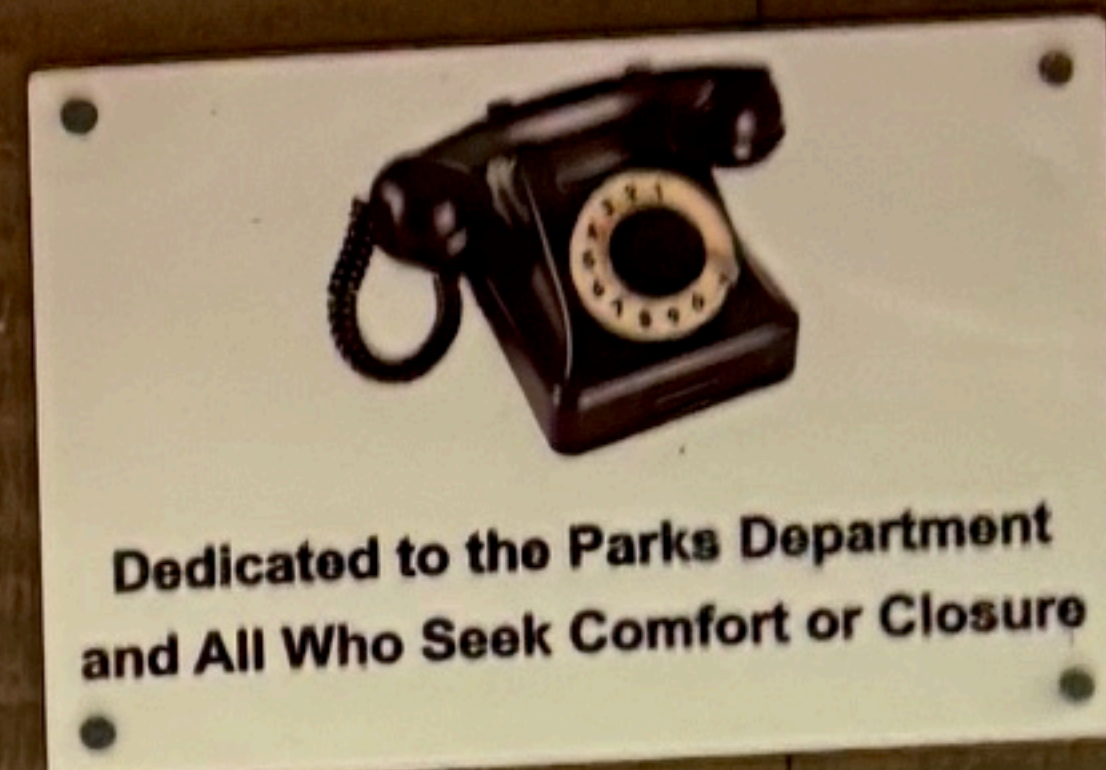


If there's something, on your mind  
Perhaps for love, you can not find  
For family members, gone today  
Or for someone, who's lost their way...

Use this phone, to ease your strife  
To tell them now, about your life  
Tell them how, they helped you grow  
Say all the things, they need to know

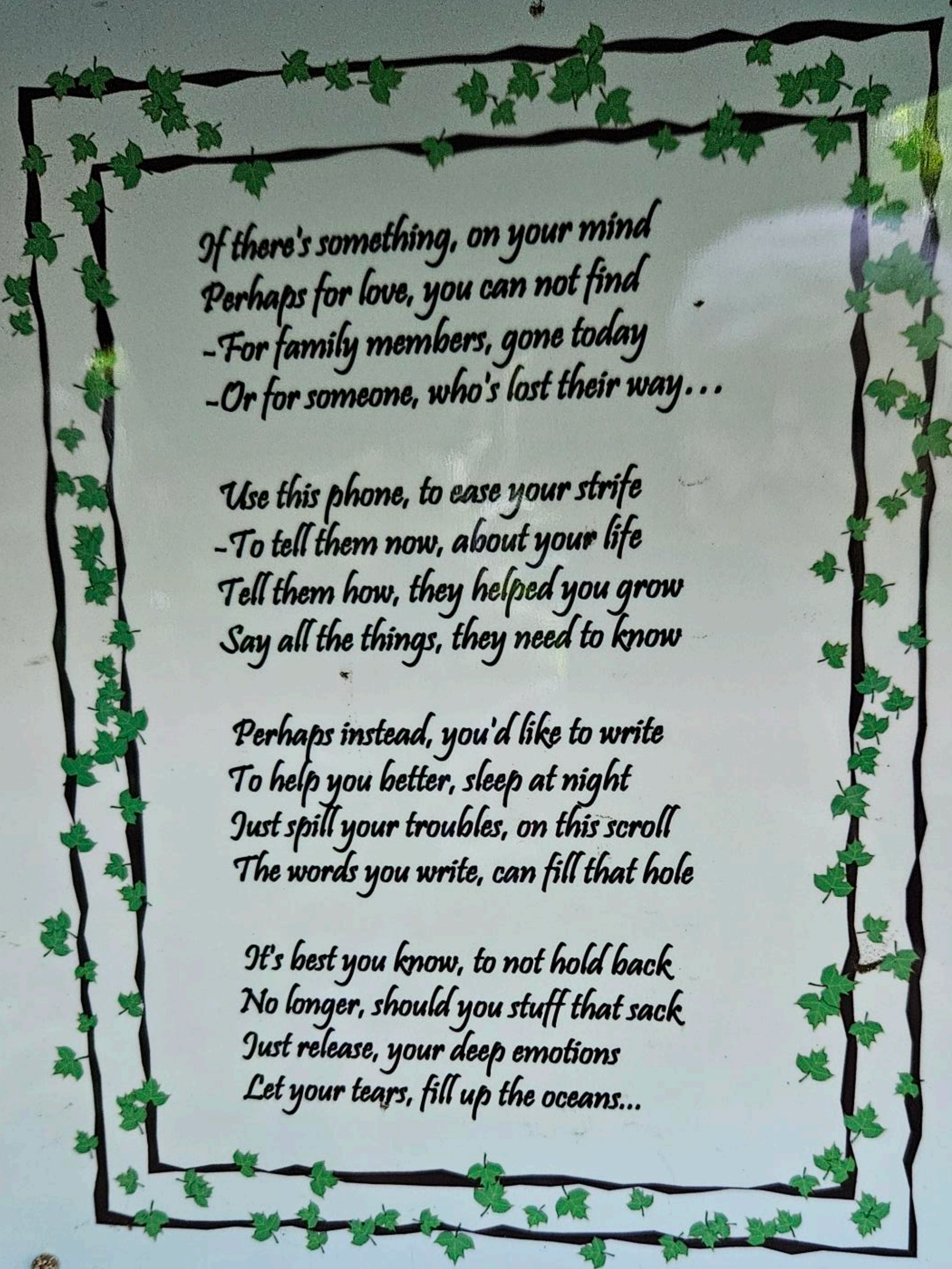
Perhaps instead, you'd like to write  
To help you better, sleep at night  
Just spill your troubles, on this scroll  
The words you write, can fill that hole

It's best you know, to not hold back  
No longer, should you stuff that sack  
Just release, your deep emotions  
Let your tears, fill up the oceans...



## POST





*If there's something, on your mind  
Perhaps for love, you can not find  
-For family members, gone today  
-Or for someone, who's lost their way...*

*Use this phone, to ease your strife  
-To tell them now, about your life  
Tell them how, they helped you grow  
Say all the things, they need to know*

*Perhaps instead, you'd like to write  
To help you better, sleep at night  
Just spill your troubles, on this scroll  
The words you write, can fill that hole*

*It's best you know, to not hold back  
No longer, should you stuff that sack  
Just release, your deep emotions  
Let your tears, fill up the oceans...*



★ AMPAR

Gold Fibre

Peace and love

to All

HUMANS △

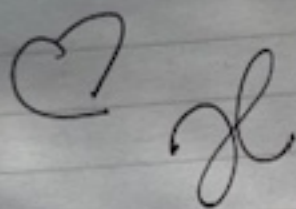
So sorry to have to  
witness the beginning  
of the end of USA  
democracy today. 12/25

RIP Daddy. I ♥ you

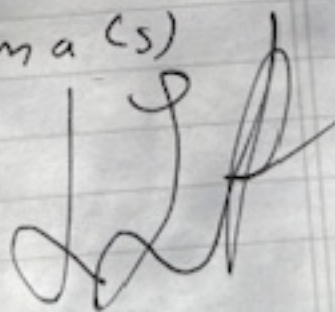
We will not give up,  
but yes it was hard  
to witness



I love you  
mom



I love my  
grandma(s)



To the boy who held  
my hand every time we  
walked this trail together:  
when I think of you  
I think of a ceiling of  
sunlit trees and two  
pairs of feet walking  
in alignment.

I don't think this  
trail will ever stop  
reminding me of what  
it was like to  
be with you. ♡

9.21.24

9/23/24  
may my son who doesn't  
believe in himself find  
the strength to live  
a positive and fulfilling  
life ♡ I love you



Love yourself. YOU matter!

Beloved Mom please  
send me signs that  
you with me + that  
all will be well.  
Miss you forever & always.  
♥

Love, Keela

Dear Beaux Taylor. I love you more  
than I can express. Thank you for taking me  
on this Perfect trip. I love you always. I am  
so proud of the man that you are becoming  
-Olivia

Dear Olivia, you are the most special  
character I have ever met. Love you even  
when you are grumpy. Cheers to King  
Beaux and Queen Olivia ♥

-Sincerely,  
?





**CITY OF KIRKLAND**  
**Parks and Community Services Department**  
123 Fifth Avenue, Kirkland, WA 98033  
425-587-3300

---

## **MEMORANDUM**

**To:** Park Board

**From:** Maryke Burgess, Events and Services Manager  
Sarah Rock, Education and Outreach Coordinator

**Date:** June 16, 2025

**Subject:** Recommendation to Accept Parks and Community Services Quarter 1 2025 Report

### **RECOMMENDATION:**

Staff recommends that Park Board receives and accepts the Parks and Community Services Department's Quarterly Report for January through March 2025.

### **BACKGROUND:**

This report highlights the department's first quarter 2025 activities and their community impact.

### **DISCUSSION/ANALYSIS:**

To better engage with the community, Parks and Community Services is shifting from text-heavy reports to visually engaging storytelling that highlights the community. The report illustrates the direct impact of City initiatives and the positive difference they make in the community. The stories and the style of the report are intended to convey a sense of energy, connection, and shared purpose, reflecting Kirkland's vibrant community spirit.

### **NEXT STEPS**

The Parks and Community Services Quarter 1 2025 Report will be posted on the department website at [www.kirklandwa.gov/parks](http://www.kirklandwa.gov/parks) for community access.

### **ATTACHMENTS**

Attachment 1 – PCS 2025 Quarter 1 Report



## Quarterly Report: Winter 2025

# PARKS & COMMUNITY SERVICES

Joyful festivals, vibrant murals, community support, the first quarter of 2025 was full of moments that brought Kirkland together. Here's a look at the stories that shaped this season.

### EVENTS & SERVICES

#### LUNAR NEW YEAR: KIRKLAND BURSTS WITH COLOR

700 neighbors gathered to celebrate the Year of the Snake. Kids crowded craft tables, families wrote wishes for the Fortune Tree, and music and demonstrations filled every corner of the Peter Kirk Community Center and Kirkland Teen Union Building.



A roar of tradition: The Lion Dance kicked off Kirkland's Lunar New Year celebration!



Green, grit and go! - runners hit the road at the Shamrock Run

#### PERMITTED EVENTS THAT MOVED US

*This quarter's lineup of permitted special events showcased the spirit of togetherness in Kirkland:*

**Kirkland Shamrock Run:** 800+ registered for a family-friendly 5k and 10k.

**Nowruz Celebration:** 500+ gathered for Persian New Year.

**Family-Friendly Rally:** 100+ joined a peaceful march in the Juanita neighborhood.



Youth council members assemble Valentine treats to spread kindness

## HUMAN SERVICES

### YOUTH COUNCIL: BIG HEARTS, BIG IMPACT

From making Valentine bags for unhoused neighbors to awarding \$3,000 in mini-grants, Kirkland Youth Council is walking the walk. Funded projects include:

- A Native American leadership camp
- A youth-run literary and art magazine
- A hygiene pantry and school library refresh
- Youth Eastside Services summer camp support



### HUMAN SERVICES GRANTS: SUPPORT THAT MATTERS



This quarter, staff took the lead in managing 60 shared human services grant contracts across five Eastside cities, streamlining the grant process so that vital programs could focus on what matters most: providing food, housing, mental health care, advocacy, and shelter for those who need it most in Kirkland.

#### Human Services Grants supported programs in the 5 following areas:

**Housing Stability & Food Security**

**34 programs**

**Supportive Relationships**

**15 programs**

**Education & Job Skills**

**3 programs**

**Safe from Violence & Abuse**

**5 programs**

**Health Care & Mental Health**

**17 programs**

Homelessness Outreach Coordinator Meli Paulo lends a hand



### CHANGING LIVES WITH HOMELESSNESS OUTREACH AND SUPPORT

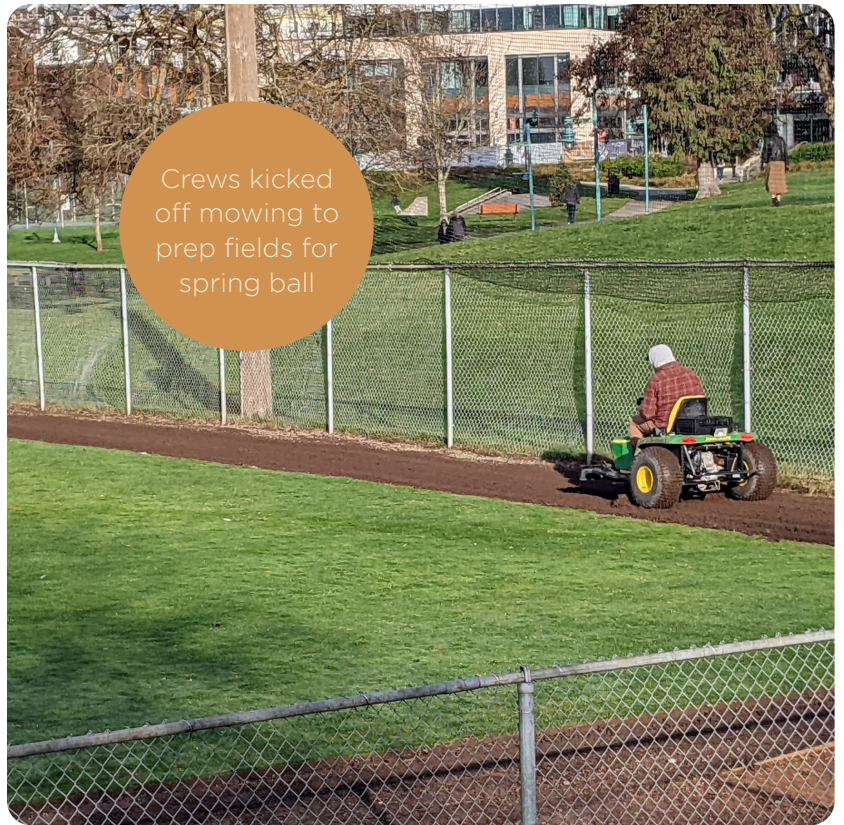
Four families and one individual found housing. 63 hotel vouchers helped 84 people get out of the cold.



## PARK MAINTENANCE & FACILITIES



Spring cleaning  
'The Natural'  
statue at Peter  
Kirk Park



Crews kicked  
off mowing to  
prep fields for  
spring ball

### PARKS PROS: KEEPING IT FUN & FUNCTIONAL

Crews were in full swing as mowing ramped up to prepare parks and green spaces for spring use. Staff also made ADA pathway upgrades, added new benches, and installed new life-saving automated external defibrillators to make parks safe, welcoming, and accessible for all.

### SPRING INTO PARKS

**11,200 athletes** across 25 organizations hit the fields

**Vendors return** to Everest and Marina Park

**131 garden plots** reserved, 70+ on the waitlist!



Great things  
growing in  
Community  
Gardens

**Q1 TOTAL LABOR HOURS: 10,296+**



**2590+**  
garbage  
and  
recycling



**208**  
mowing



**495**  
pruning



**507+**  
installation  
(the ADA pathways,  
AEDs, fountains)



## RECREATION

Art in action:  
Teens transform  
KTUB with  
creativity



### TEEN POWER: KTUB MURAL MAGIC

Youth shaped and painted Kirkland Teen Union Building's new mural, making it their own and sparking plans for the next creative project. The experience brought teens together, celebrating their voices and teamwork.

### PETER KIRK COMMUNITY CENTER: ALL AGES, ALL SMILES

Seniors attended aging workshops and Pi & Bingo with prizes and laughs. While volunteer tax advisors helped 242 community members with their tax returns.

Laughter and  
prizes: Seniors  
enjoy fun at  
the Peter Kirk  
Community  
Center



### FAMILY FUN: UNDER THE SEA AND ON THE COURT

Young dancers and dreamers enjoyed an evening of sparkle, music, and memories at the Mermaid Ball. Meanwhile, young kids learned teamwork while picking up basketball skills with Lil' Hoopers. Older kids improved their rebounds, baskets, and dribbling in our Youth Basketball program.



110 kids  
conga the  
night away at  
the Mermaid  
Ball



Hoopers  
gave it their  
all, building  
skills and  
confidence

### RECREATION SCHOLARSHIPS OPEN DOORS

Q1 Scholarship funds distributed:  
**\$16,384**



**101**  
individuals supported



Q1 donations received:  
**\$5,500+**



More events, programs, more ways to connect are coming this spring to make Kirkland a place where everyone belongs, every season. [www.kirklandwa.gov/parks](http://www.kirklandwa.gov/parks)



**CITY OF KIRKLAND**  
**Parks and Community Services**  
123 5th Avenue, Kirkland, WA 98033  
425-587-3000

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## MEMORANDUM

**To:** Park Board

**From:** Emily Lima Welch, Administrative Assistant  
John Lloyd, Deputy Director

**Date:** June 25, 2025

**Subject:** Parks & Community Services Highlights

### RECOMMENDATION:

That the Park Board engage and share current projects and upcoming events related to Parks & Community Services (PCS) with their neighbors, school or work associations, and other community groups.

### BACKGROUND DISCUSSION:

The Parks & Community Services Highlights are intended to be a shortlist of current projects and upcoming items relevant for members of the public to attend, participate in, and share with their communities!

### DISCUSSION/ANALYSIS:

#### **Celebrate Kirkland**

**Friday, July 4 2025, 10 AM – 2 PM**

**Description:** Celebrate Independence Day and join the City of Kirkland as we come together for Kirkland's annual 4<sup>th</sup> of July parade. Staff and the planning committee are actively recruiting volunteers, sponsors, and parade entrants.

Learn more and sign up to volunteer on the Celebrate Kirkland website<sup>1</sup>, or use the QR code here.



Celebrate Kirkland 2025  
Volunteer Registration

#### **Everest Park Playground Ribbon Cutting**

**Thursday, July 10 2025, 1 PM – 2 PM**

**Description:** The replacement of the Everest Park playground is in progress. Join us for a ribbon cutting ceremony for the new playground. Learn more on the event website<sup>2</sup> or on the Everest Park webpage<sup>3</sup>.

#### **Little League 2025 Junior Softball World Series Kickoff**

**Friday, July 25 2025, 3 PM – 8 PM**

Lee Johnson Field, Peter Kirk Park

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<sup>1</sup> <https://www.kirklandwa.gov/CelebrateKirkland>

<sup>2</sup> <https://www.kirklandwa.gov/Whats-Happening/Community-Events/Parks-and-Community-Services/Everest-Park-Playground-Celebration>

<sup>3</sup> <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Find-a-Park/Everest-Park>

**Description:** The City of Kirkland welcomes the Little League Junior Softball World Series for the 25<sup>th</sup> year in Kirkland, Washington! Join us for a celebrity ballgame, a welcome rally, and a movie night featuring “A League of Their Own” (PG). Find out more on Facebook<sup>4</sup>!

**Kirkland International Night Market**

**Wednesday, August 13 2025, 4 PM – 8 PM**

**Houghton Park & Play**

**Description:** Save the date for our first annual International Night Market at the Houghton Park and Play, 6920 NE 70th PL, Kirkland 98033. This event is free and open to the public, everyone is welcome to attend. Learn more on the event website<sup>5</sup>, including how prospective vendors, food trucks, and community groups can apply to participate.

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<sup>4</sup> <https://www.facebook.com/events/1378418860039709>

<sup>5</sup> <https://www.kirklandwa.gov/Whats-Happening/Community-Events/Parks-and-Community-Services/International-Night-Market>