KIRKLAND PARK BOARD SPECIAL MEETING

November 18, 2026; 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. **BUSINESS ITEMS**
   a. Peter Kirk Pool Update *20 minutes*
   b. Joint Session Prep *20 minutes*
   c. Chair & Vice-Chair Elections *10 minutes*
5. **COMMUNICATIONS**
   a. Parks and Community Services 2026 Quarter 3 Report
   b. Correspondence
   c. Park Board Member Reports
   d. Staff Updates and Information
   e. Comments from the Chair
6. **FUTURE AGENDA PREVIEW**
7. **ADJOURNMENT**

Next Park Board Meeting: January 27, 2027

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

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City. To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.

The City of Kirkland strives to accommodate people with disabilities. Please contact the City Clerk's Office at 425.587.3190, or for TTY Services call 425.587.3111 (by noon the work day prior to the meeting) if we can be of assistance. If you should experience difficulty hearing the proceedings, please bring this to the attention of the Chairperson by raising your hand.

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

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director – Parks and Community Services
Mariah Gill, Park Planning and Development Manager

Date: November 9, 2026

Subject: Peter Kirk Pool Renovation Project Update

RECOMMENDATION:

Staff recommend that Park Board receives an update on the current status and next steps for the Peter Kirk Pool renovation project.

BACKGROUND:

Peter Kirk Pool is a valued community asset that has served Kirkland residents for decades. The facility assessment completed in 2025 identified significant infrastructure needs, including deferred maintenance and aging aquatic systems, while also identifying opportunities to improve accessibility and expand recreation opportunities.

The renovation project is intended to address critical facility needs while preserving Peter Kirk Pool as an important community resource. Current project goals include:

- Extending the useful life of the facility through replacement or renovation of critical infrastructure systems;
- Improving accessibility and user experience;
- Replacing the existing wading pool with a larger and more versatile activity pool;
- Adding all-gender and family changing facilities, including an adult changing table; and
- Supporting continued community use of the pool for years to come.

In 2026, the City received authorization from the Washington State Project Review Committee to utilize the Progressive Design-Build delivery method for this project. The City Council subsequently approved use of Progressive Design-Build and authorized staff to proceed with procurement of a design-build team.

Design-Builder Selection Process

Following City Council authorization, staff conducted a competitive procurement process to identify the team best suited to deliver the Peter Kirk Pool Renovation Project. The process included:

- A Request for Qualifications (RFQ);
- Evaluation and shortlisting of the most qualified teams;
- A Request for Proposals (RFP) from the shortlisted teams;

- Interactive meetings and site visits with shortlisted teams; and
- Final evaluation and selection.

The process enabled staff to evaluate not only qualifications and experience but also each team's understanding of the project, approach to collaboration, risk management strategies, experience with aquatic facilities, and commitment to transparent cost estimating.

Staff has completed the competitive procurement process and identified a preferred Progressive Design-Build team for the project. A recommendation to award the validation phase contract will be presented to City Council at its November 17, 2026 meeting. Following Council action, staff will provide an update to the Park Board regarding the selection process, project status, and next steps as the project advances into the validation phase.

DISCUSSION/ANALYSIS:

Following City Council consideration of the initial contract, the project will move into the validation phase. Validation is a core component of the Progressive Design-Build process and allows the City and contractor to work collaboratively to better understand project conditions, confirm assumptions, and refine project priorities before advancing into final design and construction.

Key validation activities include:
- Confirming project priorities and goals;
- Conducting additional investigation of existing facility conditions;
- Updating and validating project cost estimates;
- Refining project schedules and construction sequencing;
- Identifying and mitigating project risks;
- Evaluating opportunities for early work packages; and
- Beginning development of activity pool concepts.

A significant focus during validation will be the activity pool component of the project. Staff anticipate developing concepts and conducting community engagement to gather input from residents, families, and pool users regarding desired features and programming opportunities very early in the project.

While the schedule will continue to be refined during validation, major milestones currently anticipated include:
- **Fall 2026:** Contract execution and project kickoff.
- **Winter 2027:** Validation phase, including scope confirmation, cost validation, schedule refinement, and activity pool concept development.
- **Spring 2027:** Community engagement and review of activity pool concepts.
- **Spring/Summer 2027:** Early work activities, if appropriate.
- **Summer 2027:** Completion of design and development of the Guaranteed Maximum Price.
- **September 2027:** Start of construction, coordinated with the seasonal closure of the pool.
- **May 2028:** Project completion prior to reopening for the 2028 swim season.

These milestones will continue to be refined as additional information becomes available.

NEXT STEPS:

Pending City Council approval of the validation phase contract, staff will:

- Initiate the validation phase;
- Refine project scope, schedule, budget, and risk assessments;
- Begin development of activity pool concepts;
- Coordinate community engagement efforts; and
- Continue providing updates to the Park Board and City Council at key project milestones.

Staff recognize the Park Board's longstanding interest in the future of Peter Kirk Pool and anticipate returning with additional updates as the project advances. Future Park Board discussions are expected to include:

- Activity pool concepts and community feedback;
- Design development milestones;
- Construction updates; and
- Project progress toward reopening for the 2028 swim season.

The Park Board's input will continue to be valuable as staff work to ensure the renovated facility reflects community priorities and supports future recreational programming needs.

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

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director, Parks and Community Services
David Wolbrecht, Deputy Director, Parks and Community Services
Emily Lima Welch, Administrative Assistant

Date: November 18, 2026

Subject: Park Board & City Council Joint Session Planning

RECOMMENDATION:

Staff recommends the Park Board reviews its Park Board Draft Work Plan and brainstorms any other topics of discussion for their Joint Session with City Council, currently scheduled for March 2, 2027.

BACKGROUND:

Although the frequency can vary, Park Board typically has a joint meeting with City Council each year, which provides an opportunity for Park Board to directly dialogue with the Council. The most recent joint session with Park Board and City Council took place on February 17, 2026[1], at which the City Council and the Board discussed the Board's Work Plan and the Draft Park Board Engagement Guidelines. During that meeting, the Council provided feedback to Park Board and staff regarding updates the Council would like to see to the Park Board's Work Plan, including adding in timelines and engagement methods, as applicable.

To help schedule the next joint meeting, staff surveyed Park Board members to determine a preferred date. Based on those results, staff identified March 2, 2027, as being the most viable date for a joint meeting and confirmed that with the Board at the October 28 Board Meeting. Subsequently, staff started the scheduling process for a special Park Board joint session with the City Council on that date.

DISCUSSION / ANALYSIS:

Purpose of the Park Board Work Plan

The mission of the Park Board is to provide advice and assistance to the Parks and Community Services Department (PCS) and the City Council to ensure the effective provision of PCS programs and facilities to the residents of Kirkland and to serve as a liaison between the City and the community. The Park Board Work Plan is intended to identify priority topics, actions, and timelines to guide the Board's fulfillment of its mission

[1] https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2026/february-17-2026/3a_study-session.pdf

to be an advising body and to provide the community with a clear understanding of the issues the Board will consider in support of accessible, high-quality parks and recreation services.

The current 2025-2026 Park Board Work Plan (**Attachment 1**) was adopted by the Board on October 22, 2025[2] and was the first work plan adopted by the Board since 2021. The plan was developed based on the 2025-2026 Parks & Community Services Work Plan and refined by the Board to include specific Board actions, housekeeping, and goals.
Based on Council feedback during the February 17, 2026 Joint Meeting, as well as Park Board feedback during the September and October Board meetings, staff recommends the following changes to the Work Plan, detailed in the Park Board Draft Work Plan (**Attachment 2**):

- Addition of a **Purpose Statement**
- Update the **Peter Kirk Pool Re-Development** work plan item from an 'Active Projects' to an 'Updates' item, now that a progressive design-build approach to the Pool development has been approved by the City Council as of August 5, 2026[3].
- Update the **Park Rules (KMC 11.80)** work plan item from a recommendation to Council into a community engagement and education initiative, following the Council adoption of Ordinance O-4945[4] on July 21, 2026, relating to Park Rules and amending Chapter 11.80 of the Kirkland Municipal Code.
- Addition of **Former Church Property Activation** as an 'Updates & Long-Term Projects' work plan item
- Addition of **Green Loop Implementation** as an 'Active Projects' work plan item
- Removal of the **Park Board Engagement Guidelines**
- Addition of **Duration** to all items

Question for the Board:

1. Any questions on staff's recommended changes to the Draft Plan?
2. Any suggested edits to the current version of the Park Board Draft Work Plan?
3. Any additional items the Park Board would like to consider adding to the Draft Work Plan?

Joint Session Topics

Staff recommends that the Park Board discusses its updated Work Plan with the City Council during the upcoming joint session. If Park Board would like to discuss any additional items with the Council, staff recommends the Park Board identify such topics during its November meeting and refine those topics at Park Board's January meeting.

To help with this process, staff recommends Board Members consider:

[2] https://www.kirklandwa.gov/files/sharedassets/public/v/1/parks-amp-comm-services/park-board/agendas-amp-packets/park-board-agenda-packet-2025-10-22.pdf
[3] https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2026/august-5-2026/9a_business.pdf
[4] https://docs.kirklandwa.gov/CMWebDrawer/Record/632783

- **What would the Board like City Council to know?** What observations, community perspectives, emerging trends, or opportunities would be valuable to share with Council?
- **What would the Board like to learn from City Council?** What curiosity does the Board have about Council priorities, long-term goals, or expectations for the Board?
- **What would make the joint meeting successful?** What outcomes would the Board hope to achieve, such as shared understanding, guidance on future priorities, or opportunities for collaboration?

NEXT STEPS:

Staff will document and synthesize the Board's discussion at the November 18 meeting to identify common themes and potential discussion topics.

Staff will then return to the Board at its January meeting with a draft City Council memo and discussion prompts for further refinement ahead of the March 2, 2027 joint session with City Council.

ATTACHMENTS:

Attachment 1 – 2025-2026 Park Board Work Plan
Attachment 2 – Park Board Draft Work Plan as of 11/13/2026

Park Board Work Plan 2025-2026			
Adopted October 2025			
Topic	**Category**	**Board Role**	**Detail**
Active Projects and Board Actions			
Kraken Iceplex & Community Recreation Center	City Council Work Plan; PROS Goal 3	**Support** the development of the Kraken Iceplex & Community Center project, with a focus on maximizing public recreation benefits.	**Support** by: • Stay updated and informed on current Council direction and actions related to the Kraken development, be able to communicate the status to others, and redirect community members to Staff or City resources when applicable • Provide recommendations to Staff and Council on specific project items as they arise during project development • Promote and encourage community participation in City public engagement initiatives such as public hearings or surveys
Peter Kirk Pool Re-Development	City Council Work Plan, PROS Goal 1	**Support** the long-term development of the Peter Kirk Pool (such as the construction of an enclosure), with a focus on maximizing access to swimming lessons.	**Support** by: • Stay updated and informed on current Council direction and actions related to the Peter Kirk Pool site re-development, be able to communicate the status to others, and redirect to Staff or City resources when applicable • Provide recommendations to Staff and Council on specific project items as they arise during project development • Promote and encourage community participation in City public engagement initiatives such as public hearings or surveys
Board Member Engagement Plan	Administration	**Create and publish** a Board Member Engagement Plan that can be implemented in future Board Member onboarding.	**Plan, outline, and set goals and expectations** for Board Member engagement in Parks Maintenance, Events & Services, and Recreation, including: • External engagement with the community (such as serving as neighborhood associations liaisons) • Internal engagement with the Department (such as making recommendations to Council) *When the Board Member Engagement Plan is completed and approved, the 'Action' item will be moved into the 'Administration' section as a new item, to be periodically revisited (like the Work Plan)*
Updating department municipal codes	PROS Goal 4	**Recommend** drafted municipal codes for Council approval.	**Review** draft Municipal codes, and **provide comments, amendments** or **recommendations** to Staff and Council.
NKCC Facility Feasibility Assessment *(Renovation / Expansion)*	PROS Goal 1	**Receive updates and provide feedback** on the NKCC Facility Feasibility Assessment and results, with a focus on long-term site goals.	• Receive annual updates on the NKCC Facility Feasibility Assessment and be able to provide community members with City resources or Staff contact information regarding project status • Provide recommendations to Staff and Council on specific project items as they arise during project development • Promote and encourage community participation in City public engagement initiatives such as public hearings or surveys

Park Board Work Plan 2025-2026			
Adopted October 2025			
Topic	**Category**	**Board Role**	**Detail**
Updates and Long-Term Projects			
CIP Updates *(including Park Site Development Planning)*	PCS Department Work Plan	**Receive updates** on the department CIP Dashboard **and provide recommendations** on items under development.	**Receive monthly updates** on CIP Dashboard **and provide feedback and/or recommendations** upon request. Projects include but are not limited to: • O.O. Denny shelter construction • Marina shoreline project • Park Development Planning > Spinney Homestead > Green Loop *Projects moving through milestones or to City Council will be brought to the Board as a Business Item, in addition to the CIP Updates.*
Re-establishment of KTUB	PROS Goal 3	**Receive updates** on the re-establishment of KTUB and provide feedback at request.	• Receive annual updates on the re-establishment of KTUB and other teen services, and be able to provide community members with City resources or Staff contact information regarding further information • Provide feedback to Staff on specific project items as they arise during project development *When KTUB is allocated ongoing funding, the 'Updates' item will be collapsed into the 'Administration' item 'Division Overviews - Recreation'*
PROS Plan Review & Status Updates	PROS Plan	**Receive updates** on PROS Plan status and provide feedback on future project prioritization.	• Receive updates on the 7 identified PROS Plan goals throughout the year (i.e., roughly one goal is reviewed every other month)
PCS ADA Plan	PROS Goal 5; ADA Plan	**Receive updates** on the PCS department ADA Plan and provide feedback at request.	• Receive annual updates on the department ADA Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development
PCS Marketing & Community Engagement Plan	PROS Goal 3; PROS Goal 4	**Receive updates** on the PCS department Marketing & Community Engagement Plan **and provide feedback** at request, with a focus on how the Park Board is leveraged to improve department community engagement efforts.	• Receive annual updates on the department Marketing & Community Engagement Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development. • Align Board Member Engagement Plan with PCS department Marketing & Community Engagement goals

Park Board Work Plan 2025-2026			
Adopted October 2025			
Topic	**Category**	**Board Role**	**Detail**
PCS Recreation Program Plan	PROS Goal 3	**Receive updates** on the PCS department Recreation Program Plan and provide feedback at request.	• Receive annual updates on the department Recreation Program Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development
Special Projects	City Council	**Receive updates** on timely, high-priority items being addressed by Council.	• Receive periodic updates on 'hot topics' or other timely, high-priority items facing Council that are not already in the Work Plan. • Current topics include (but are not limited to): Artificial Turf *When items being monitored in Special Projects are escalated to work plan items, they can be moved into section 'Active Projects & Board Actions'*
Board Administration and Housekeeping			
Park Board Work Plan	Administration	**Create and publish** a Park Board Work Plan bi-annually.	**Create (review, reassess, rewrite) and re-approve** an updated Park Board Work Plan bi-annually in odd years (including presenting the Work Plan to Council for approval).
Joint Meeting with Council	Administration	**Plan and attend** joint meetings with City Council annually.	**Develop an agenda** for an annual joint meeting with Council. Topics may include, but are not limited to: • Park development plan [formerly: master plan] review • Board Work Plan approval • Board Engagement Plan approval • PROS Plan status review
Department Budget	Administration	**Receive training** on the PCS department Budget.	**Receive training** on the approved annual PCS Department budget annually in Q2 (including overviews of any approved service packages).
Division Overviews	Administration	**Receive operational updates** on the PCS department divisions.	**Receive operational updates** annually on each division in PCS (i.e., one division overview per quarter): • Events & Services • Human Services • Parks Management • Recreation
Chair & Vice Chair Elections	Administration	**Elect** a Chair and Vice-Chair annually.	**Elect** a Chair and a Vice Chair annually at the last session of the calendar year.

PARK BOARD WORK PLAN 11/13/2026 DRAFT

Purpose: In order to fulfill its mission to aid in providing advice and assistance to Parks & Community Services and to serve as a liasion with the community, the Board and Staff will identify priority topics, actions, and timelines of items the Park Board Work Plan to guide agendas and topics of conversation for the Board so that members of the community have access to information on topics that are important and relevant.

Topic	Categories	Board Role	Detail
Active Projects and Board Actions			
Kirkland Iceplex & Kirkland Community Center (KIKCC)	City Council Work Plan; PROS Goal 3	**Support** the development of the Iceplex & Community Center project, with a focus on maximizing public recreation benefits.	**Support** by: • Stay updated and informed on current Council direction and actions related to the Kraken development, be able to communicate the status to others, and redirect community members to Staff or City resources when applicable • Provide recommendations to Staff and Council on specific project items as they arise during project development • Promote and encourage community participation in City public engagement initiatives such as public hearings or surveys **Duration**: Project initiated in 2025, and facility opening is expected in 2028. Regular updates will likely continue through 2029. *When site has been in full operation for at least 1 year and funding is ongoing, this 'Projects' item will be collapsed into the 'Administration' item 'Division Overviews - Recreation'.*
Green Loop Implementation	PROS Goal 2	**Support** the progress of the Green Loop implementation, with a focus on community engagement and participation.	**Support** by: • Review Department implementation plans, and provide comments, feedback and/or recommendations to Staff and Council • Promote and encourage community participation in City public engagement initiatives, including developing connections with future partners • Receive updates on acquisitions as they occur **Duration**: Full Green Loop implementation is expected to take between 10-20 years.
Kirkland Municipal Code 11.80 'Park Rules' Updates & Implementation	PROS Goal 4	**Support** the outreach and education initiative to convey the new Park Rules.	**Support** by: • Review Department outreach and education plans for the new Park Rules, providing comments, feedback, and/or recommendations to Staff. • Help promote awareness and understanding of the new Park Rules through community connections and outreach opportunities. • Share community questions and feedback with Staff to help identify opportunities for additional education or clarification. • Receive updates on outreach efforts and implementation progress. **Duration**: Winter 2026 – Fall 2027
Updates and Long-Term Projects			
CIP Updates *(including Park Site Development Planning)*	PCS Department Work Plan	**Receive updates** on the department CIP Dashboard **and provide recommendations** on items under development.	**Receive monthly updates** on the CIP Dashboard **and provide feedback and/or recommendations** upon request. Projects include but are not limited to: • Capital repairs & replacements • Property acquisitions (updates only) • Park Development Planning **Duration**: Ongoing - monthly updates *Projects moving through milestones or to City Council will be brought to the Board as a Business Item, in addition to CIP Updates*.
Peter Kirk Pool Re-Development	City Council Work Plan, PROS Goal 1	**Receive updates** on the long-term re-development of the Peter Kirk Pool, with a focus on maximizing access to swimming lessons.	• Receive updates on current Council direction and actions related to the Peter Kirk Pool site re-development and be able to provide community members with City resources or Staff contact information regarding project status • Provide recommendations or feedback to Staff and Council on specific project items as they arise during project development **Duration**: Peter Kirk Pool Re-Development with phased approach is expected to take 5-10 years. Updates will be provided periodically as milestones occur.
Former Church Property (13230 NE 132nd St) Activation	PROS Goal 1	**Receive updates** on the activation of the Former Church Property located at 13230 NE 132nd St.	• Receive updates on current Council direction and actions related to the Former Church Property site and be able to provide community members with City resources or Staff contact information regarding project status • Provide recommendations or feedback to Staff and Council on specific project items as they arise during project development **Duration**: City staff to provide short-term direction for site (2027-2028). Long-term activation plans will likely come to the Board in 1-3 years.

LAST UPDATE 11/13/2026

PARK BOARD WORK PLAN 11/13/2026 DRAFT

Topic	Categories	Board Role	Detail
Re-establishment of KTUB	PROS Goal 3	**Receive updates** on the re-establishment of KTUB and provide feedback at request.	• Receive annual updates on the re-establishment of KTUB and other teen services, and be able to provide community members with City resources or Staff contact information regarding further information • Provide feedback to Staff on specific project items as they arise during project development **Duration:** Ongoing - annual updates *When KTUB is allocated ongoing funding, the 'Updates' item will be collapsed into the 'Administration' item 'Division Overviews - Recreation'.*
PROS Plan Review & Status Updates	PROS Plan	**Receive updates** on PROS Plan status and provide feedback on future project prioritization.	• Receive updates on the 7 identified PROS Plan goals throughout the year (i.e., roughly one goal is reviewed every other month) **Duration**: Ongoing - quarterly updates *PROS Plan is renewed every 6 years. During active work on the PROS Plan renewal, this item will be escalated to section 'Active Projects & Board Actions'*
PCS ADA Plan	PROS Goal 5; ADA Plan	**Receive updates** on the PCS department ADA Plan and provide feedback at request.	• Receive annual updates on the department ADA Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development **Duration:** Ongoing - annual updates
PCS Marketing & Community Engagement Plan	PROS Goal 3; PROS Goal 4	**Receive updates** on the PCS department Marketing & Community Engagement Plan **and provide feedback** at request, with a focus on how the Park Board is leveraged to improve department community engagement efforts.	• Receive annual updates from staff on the department Marketing & Community Engagement Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development. • Align Board Member Engagement Plan with PCS department Marketing & Community Engagement goals **Duration**: Project not yet initiated by Staff.
PCS Recreation Program Plan	PROS Goal 3	**Receive updates** on the PCS department Recreation Program Plan and provide feedback at request.	• Receive annual updates from staff on the department Recreation Program Plan development and be able to provide community members with City resources or Staff contact information regarding project status • Provide feedback to Staff on specific project items as they arise during project development **Duration**: Project not yet initiated by Staff.
NKCC Facility Feasibility Assessment	PROS Goal 1	**Receive updates** on the NKCC Facility Feasibility Assessment and results, with a focus on long-term site goals.	• Receive annual updates on the NKCC Facility Feasibility Assessment and be able to provide community members with City resources or Staff contact information regarding project status • Provide recommendations to Staff and Council on specific project items as they arise during project development • Promote and encourage community participation in City public engagement initiatives such as public hearings or surveys **Duration**: Project not yet initiated by Staff.
Special Projects	City Council	**Receive updates** on timely, high-priority items being addressed by Council.	• Receive periodic updates on 'hot topics' or other timely, high-priority items facing Council that are not already in the Work Plan. • Current topics include (but are not limited to): Artificial Turf **Duration**: As needed *When items being monitored in 'Special Projects' are escalated to work plan items, they can be moved into green section 'Active Projects & Board Actions'*
Board Administration and Housekeeping			
Park Board Work Plan	Administration	**Create and publish** a Park Board Work Plan bi-annually.	**Create (review, reassess, rewrite) and re-approve** an updated Park Board Work Plan bi-annually in odd years (including presenting the Work Plan to Council for approval). **Duration**: [Annually] or [Bi-Annually in Odd/Even years]
Joint Meeting with Council	Administration	**Plan and attend** joint meetings with City Council annually.	**Develop an agenda** for an annual joint meeting with Council. Topics may include, but are not limited to: • Park development plan [formerly: master plan] review • Board Work Plan approval • Board Engagement Plan approval • PROS Plan status review **Duration**: Planning occurs in Q3 & Q4 annually, with a meeting in Q1 annually
Department Budget	Administration	**Receive training** on the PCS department Budget.	**Receive training** annually on the approved annual PCS Department budget (including overviews of any approved service packages). **Duration**: Ongoing - annual updates

LAST UPDATE 11/13/2026

PARK BOARD WORK PLAN 11/13/2026 DRAFT

Topic	Categories	Board Role	Detail
Division Overviews	Administration	**Receive operational updates** on the PCS department divisions.	**Receive operational updates** annually on each division in PCS (i.e., one division overview per quarter): • Events & Services • Human Services • Parks Management • Recreation **Duration**: Ongoing - annual updates per division
Chair & Vice Chair Elections	Administration	**Elect** a Chair and Vice-Chair annually.	**Elect** a Chair and a Vice-Chair annually at the last session of the calendar year. **Duration**: Last session annually

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

MEMORANDUM

To: Park Board

From: John Lloyd, Deputy Director – Parks and Community Services
Emily Lima Welch, Administrative Assistant

Date: November 9, 2026

Subject: Park Board Chair and Vice-Chair Elections

RECOMMENDATION:

That the Park Board holds elections to fill the positions of Chair and Vice-Chair for 2027.

BACKGROUND:

Kirkland Municipal Code 3.36.040 states that the Park Board Chair and Vice-Chair will be elected annually to one-year terms and elections will be held at the Board's final meeting of the year. The Chair may be re-elected once to serve a maximum of two years. The current Chair, Jared Silvia, is completing his first year as the Chair. There is no term restriction for the Vice-Chair position.

The Chair is responsible for presiding over Park Board meetings. The Chair may be called on to attend other meetings with City Council, the community, or staff. The Vice-Chair is responsible for performing the duties of the Chair in the event the Chair is not present. Should the Chair be unable to complete their term, the Vice-Chair will assume the Chair position for the remainder of the year. The Chair and Vice-Chair may be asked to represent the Park Board by speaking at events, such as park dedication ceremonies or naming events. The Chair and Vice-Chair meet with Parks and Community Services staff to discuss issues and to assist in setting the agenda for upcoming meetings.

In the past, staff have sought and received feedback from Park Board members about the skills and abilities needed in the next Chair and Vice-Chair. Common responses include the following:

- Strong organizational skills
- Meeting facilitation skills
- Time management/keeping discussions on topic
- Finding a balance between ensuring everyone has a chance to speak yet ensuring discussions do not drag on unnecessarily
- Ability to interpret and understand the thoughts and feelings of other Board members
- Knowledge of department

Board members should consider the demands of the position in addition to the identified skills and abilities when evaluating nominees during this election procedure. Board members should think about who possesses these skills and abilities, and who would make a good Chair/Vice-Chair.

DISCUSSION/ANALYSIS:

The Chair will conduct the election process. During the election process, any Board member may nominate any other Board member, including themself, for the position being elected. Nominations do not need to be seconded by another Board member; however, a nominee may decline the nomination if desired.

The election may be conducted in the manner chosen by the Board. The only requirement is that voting is public – secret ballots are not allowed. Given this requirement, staff recommend the process outlined below for elections.

1. Conduct the election for the Chair position first, followed by the Vice-Chair position.
2. The Chair begins the election procedure by calling for nominations for the open position being considered.
3. Once all nominations have been made, the Chair closes the nomination period and gives each nominee the opportunity to speak toward their desire for the position.
4. Once each nominee (who has accepted the nomination) has been given the chance to speak, the Chair shall ask the Recording Secretary to call the vote.
5. The election will be conducted via roll call vote, in which the Recording Secretary will call on each Board member to announce their vote. The Recording Secretary will repeat the vote to ensure accuracy.
6. The nominee with the most votes will be declared the winner.
7. In the event of a tie, the voting process will be repeated with the tied nominees until there is no longer a tie. The Chair may choose to provide a second opportunity for the tied nominees to speak toward their desire for the position.

NEXT STEPS

Elections will be held during the November Park Board meeting because Park Board has chosen to cancel the December meeting. The new Chair/Vice-Chair will assume these positions following the adjournment of the November Park Board meeting.

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: November 10, 2026

Subject: **2026 Third Quarter Parks and Community Services Report**

RECOMMENDATION:

Staff recommends that Park Board receives the Parks and Community Services Department's Quarterly Report for July through September 2026.

BACKGROUND:

This report highlights the department's activities for the third quarter of 2026 and their community impact.

DISCUSSION/ANALYSIS:

The Parks and Community Services Quarterly Report includes updates on the department's performance and programs. The report illustrates the direct impact of City initiatives and the positive difference they make in the community.

Notable third quarter 2026 highlights include:

- Over 1,000 children and adults participated in one of more of the 488 swim classes held at Peter Kirk Pool, with many taking more than one session of classes. At Kirkland's three swimming beaches, lifeguards helped protect more than 66,000 visitors and performed four beach rescues during the short summer season from July 1 through Labor Day.
- Six new dedicated pickleball courts opened at Peter Kirk Park in July, giving the community more places to play this popular pastime. More than 1,800 community members provided feedback to help shape the future replacement playground at North Rose Hill Woodlands Park. Staff also continued planning for improvements to Peter Kirk Pool and the future Kirkland Community Center at the Kraken Iceplex.
- The Homelessness Outreach and Support team helped residents overcome barriers to stable housing, including assisting a young adult in pursuing a college education, helping a longtime resident move into permanent housing through a coordinated cross-City response, and connecting a local veteran with resources and support.
- Kirkland's community-building events offered opportunities for cultural exchange, recreation, and connection. Highlights included the Celebrate Kirkland Fourth of July Parade, Outdoor Summer Movies, International Night Market, and the Juanita Friday Market, which recorded an estimated 26,488 visits and $245,383 in spending during its 20th season.
- Staff launched a new online athletic field reservation system to make it easier for community members and organizations to access fields. Parks Maintenance staff worked

behind the scenes to support major events such as the Junior League Softball World Series.

The Parks and Community Services Department is committed to data-driven accountability, implementing clear strategic priorities paired with measurable success metrics that keep the Department focused squarely on what matters most to Kirkland community members.

This disciplined approach equips staff to track progress, make informed decisions, and demonstrate transparent accountability to the community and City Council. The metrics used are grounded in the City's community survey alongside customer feedback surveys gathered directly from recreation participants, rental customers, and attendees at community-building events, ensuring that every data point reflects a genuine community voice. This aggregated survey data directly informs ongoing efforts to strengthen the quality, safety, and customer service of Department programs, translating feedback into concrete operational improvements.

As survey tools continue to be implemented and expanded, each quarterly report will present this information in clear summary form. In the program's first full quarter of surveying recreation participants, results affirm strong community confidence: 80.4% of respondents rated the quality of recreation programs as high or very high, and programs earned a Net Promoter Score of 53, a rigorous, widely recognized customer loyalty benchmark measured on a scale from -100 to +100, signaling that participants are considerably more likely to recommend these programs than not.

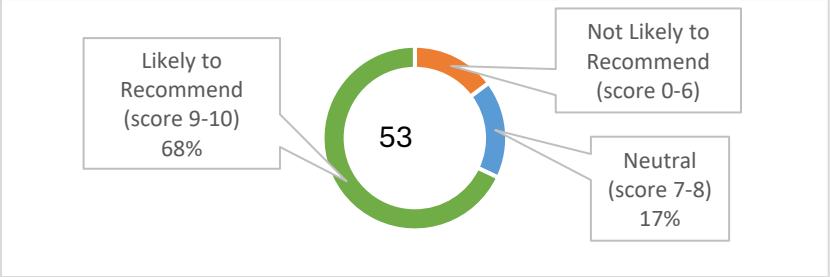


Figure 1: Recreation Program Participants Likelihood to Recommend, Net Promoter Score July-September 2026

The report is posted on the department website[1] for community access.

ATTACHMENTS

Attachment 1 – 2026 Third Quarter Parks and Community Services Report

[1] https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/About-PCS/Reports-and-Studies

Quarterly Report: Summer 2026

PARKS & COMMUNITY SERVICES

Kirklanders spent this summer connecting with neighbors. Parks and Community Services helped make it happen through community celebrations, recreation programs, and outdoor adventures. From improving parks to supporting residents in need, the department continued creating opportunities for well-being and connection.

EVENTS & SERVICES

A WORLD OF CULTURE AT JUANITA BEACH PARK

The second annual International Night Market filled Juanita Beach Park with music, dancing, art, and food representing more than 20 cultural traditions. Visitors tasted something new, watched performances from around the world, and met neighbors in an evening that celebrated the many cultures that call Kirkland home.



Cultural performances bring Juanita Beach to life



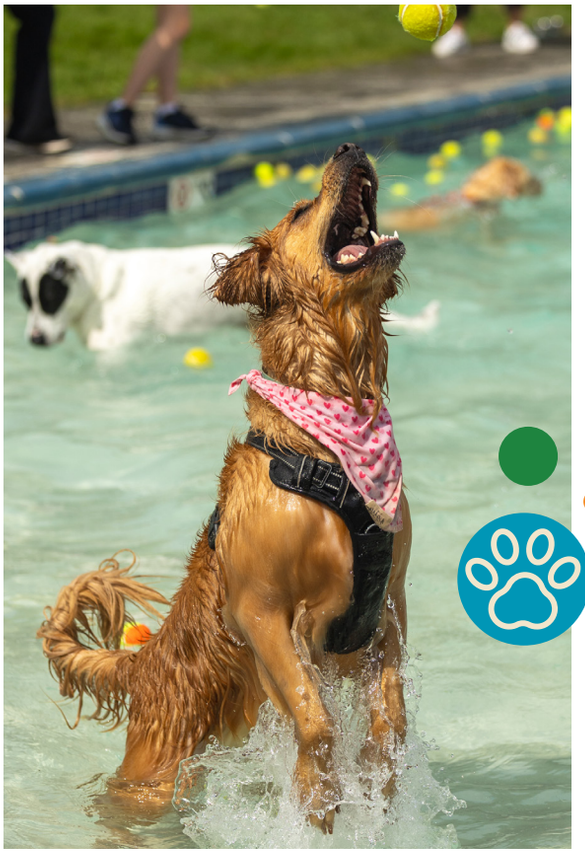
Kirkland celebrates America's 250th anniversary in style

Seattle Cossacks wow crowds with motorcycle pyramid stunts



CELEBRATING INDEPENDENCE DAY TOGETHER

Kirkland celebrated America's 250th anniversary with a festive Fourth of July parade led by grand marshals Penny Sweet and Larry Springer, who helped launch the parade in 1999. From the opening bagpipes to marching bands and veterans waving to cheering crowds, the parade gave the community a day to celebrate traditions, shared history, and civic pride.



Four-legged swimmers make a splash at Peter Kirk Pool

EVENTS & SERVICES

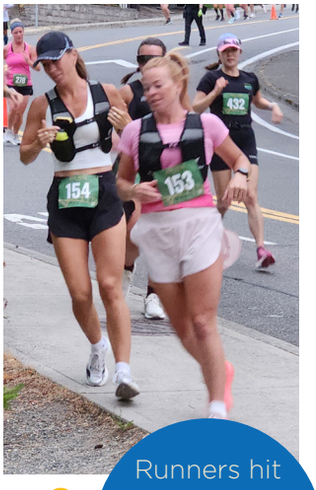


DOGS MAKE A SPLASH AT PETER KIRK POOL

More than 350 dogs took the plunge at the sixth annual See Spot Splash on September 12. Nearly 900 people gathered at Peter Kirk Pool and Peter Kirk Park for this end-of-summer celebration, giving four-legged friends a chance to swim, play, and enjoy a day dedicated to dogs and the people who love them.

Dancers find their rhythm at Marina Park





Runners hit the pavement for the Kirk-Wood Half Marathon

COMMUNITY GROUPS FILL KIRKLAND PARKS

Kirkland's parks were full of community celebrations this summer, most organized by local groups and made possible through the City's special event permitting. Neighbors danced at Eastside Salsa at Marina Park, ran the Kirk-Wood Half Marathon with more than 500 runners, and gathered for the Mabon Festival, which drew more than 2,000 visitors. Free summer concerts presented by the Kirkland Downtown Association filled Marina Park on Thursday evenings and brought families to Juanita Beach Park on Tuesday mornings for their Kids Summer Concerts. And wrapping up the summer, Pride Across the Bridge drew more than 1,000 visitors to Marina Park for a celebration of Kirkland's LGBTQIA+ community.

TWENTY YEARS OF JUANITA FRIDAY MARKET

For 20 summers, Friday evenings in Juanita have meant fresh produce, handmade goods, and live entertainment courtesy of the Juanita Friday Market. This season's market welcomed an estimated 26,488 visits and kept local businesses thriving along the way. Feedback surveys showed strong customer and vendor satisfaction with this favored tradition.

MARKET COMMUNITY IMPACT

26,488 estimated visitors

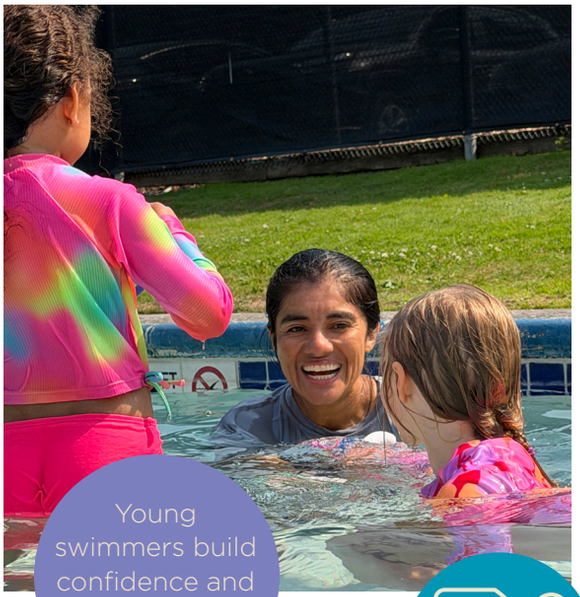
388 volunteer hours

$245,383 estimated spending

37 average weekly vendors

19 entertainers

RECREATION



Young swimmers build confidence and water safety skills

A SUMMER OF SWIMMING, SAFETY, AND OPPORTUNITY

Learning to swim is a life skill, and this summer Peter Kirk Pool offered 488 swim classes to help swimmers of all ages build confidence and water safety skills that last a lifetime. The Orca Swim Team welcomed 93 swimmers, and 25 volunteer AquaLeaders gained hands-on experience helping others learn.

Through a partnership with Human Services, 92 swimmers received pool entry vouchers so that cost wasn't a barrier in getting in the water. And at Kirkland's three swimming beaches, lifeguards were on duty every day from July through Labor Day, so families could enjoy the lake with peace of mind.



Kirkland lifeguards keep swimmers safe at three beaches

SUMMER CAMPS CREATE ADVENTURES AND MEMORIES

With more than 300 summer camps to choose from, Kirkland kids spent the summer trying new things, from sports and creative activities to outdoor adventures, at community centers, parks, athletic fields, and beyond. Kirkland's camps gave a chance to explore new interests and build lasting memories.



Summer camps spark creativity, curiosity, and friendships

AQUATICS 2026 - BY THE NUMBERS

19,921 public swim entries

2,083 swim lesson registrations

9 pool rescues

490 lifejackets loaned

66,791 beach visitors

4 beach rescues



Teens explore Pacific Northwest trails with KTUB

TEENS TAKE TO THE TRAILS

For nine weeks, a dozen teens set out on hikes across the Pacific Northwest with Kirkland Teen Union Building's summer hiking program, exploring destinations like Rainbow Lake and Rattlesnake Ridge. Along the way, teens tackled new challenges, made friends, and discovered the rewards of exploring the outdoors together.



MAKING ATHLETIC FIELD RENTALS EASIER

Finding an athletic field got simpler this quarter. Since launching in May, the new online reservation system, Facilitron, lets leagues and community groups see which fields are available in real-time, increases transparency, and simplifies the reservation process. By August, all athletic field rentals had transitioned to the new system.

ATHLETIC FIELD USAGE THIS QUARTER

1,771+
hours reserved

$44,305+
rental revenue

RECREATION



Families connect and play at the NKCC Block Party

MORE WAYS TO LEARN, MOVE, AND GROW IN NORTH KIRKLAND

New ways to play were introduced for all ages at the North Kirkland Community Center (NKCC). New afternoon classes for children under five, including Tiny Timbres and Baby & Me gave little ones a joyful place to learn. Popular piano classes kept filling quickly, new adult ballet classes reached capacity within days of registration, and adult fitness classes like Boot Camp and Cardiobox continued to grow. Neighbors were also invited to a Block Party to see everything NKCC offers.



Building strength at NKCC

PARKS OPERATIONS & PLANNING



Celebrating pickleball in Kirkland



READY...SET... PICKLE!

Six new dedicated pickleball courts opened at Peter Kirk Park in early July, giving players more room to rally, learn, and meet new playing partners. Grab a paddle and we'll see you on the courts!

KIRKLAND WELCOMES THE WORLD FOR JUNIOR LEAGUE SOFTBALL

Kirkland rolled out the welcome mat in August when teams from around the world arrived for the Junior League Softball World Series. Behind the scenes, parks staff dedicated significant time, attention to detail, and professionalism to preparing and maintaining the fields at Everest Park. The staff's hard work provided a high-quality tournament experience for athletes, spectators, and televised viewers around the world. Congratulations to North Carolina on winning the series!



The world's best junior softball teams compete in Kirkland



Making ballfields beautiful



TESTING NEW WAYS TO KEEP WATERFRONT PARKS CLEAN

Waterfront lawns are made for picnics and play, but geese like them too. This summer, Parks staff tried something new at Houghton Beach Park: temporary fencing along the shoreline to interrupt the open path between lake and lawn. The goal is fewer geese on the grass and better water quality for everyone who visits.

COMMUNITY HELPS SHAPE A PLAYGROUND

The beloved "Castle Playground" at North Rose Hill Woodlands Park is being replaced, and the community is helping design it. More than 1,800 students, families, and neighbors shared feedback on concepts for replacing the aging wooden playground, helping shape a space for the next generation of explorers. Construction is anticipated in late 2027.

PARKS OPERATIONS & PLANNING

MORE PLACES TO REFILL AND REFRESH

A long walk, a game of tag, a hot afternoon on the playground: a cool drink makes a park day better. New drinking fountains at Terrace Park and McAuliffe Park bring the total to 24 Kirkland parks with water close at hand.







HUMAN SERVICES



Meli, Alex, and Becky

CONNECTING RESIDENTS WITH HOUSING AND HOPE

Kirkland's Homelessness Outreach and Support team helped residents overcome barriers to stable housing and access essential services this quarter.

Kirkland's Homelessness Outreach and Support team connects residents with resources, essential services, and pathways to stable housing

The team helped a young adult experiencing homelessness travel to a neighboring state to pursue a full-ride scholarship. Staff also assisted her family with vehicle repairs, connections to school district resources, and a move into permanent supportive housing.

In another success story, the Homelessness Assistance and Response Team (HART) brought together staff from the Homelessness Outreach and Support team, Police, Public Works, Fire, and a regional crisis response agency to help a longtime Kirkland resident access medication, stabilize his health, and move into permanent housing.

To expand access to support, the City's Housing Navigator began offering office hours at North Kirkland Community Center. Residents looking for housing support can drop in to meet the City's Housing Navigator at NKCC on Tuesdays from 1 to 4 p.m.

ADMINISTRATION



Future Kirkland Community Center

KRAKEN ICEPLEX AND KIRKLAND COMMUNITY CENTER

A new place to skate, play, learn, and connect is taking shape at the former Houghton Park and Ride site. Construction on the future Kraken Iceplex and Kirkland Community Center began this summer, with crews spending the quarter on underground infrastructure. Planning for the community center portion will advance over the coming year.



PLANNING FOR A BETTER PETER KIRK POOL

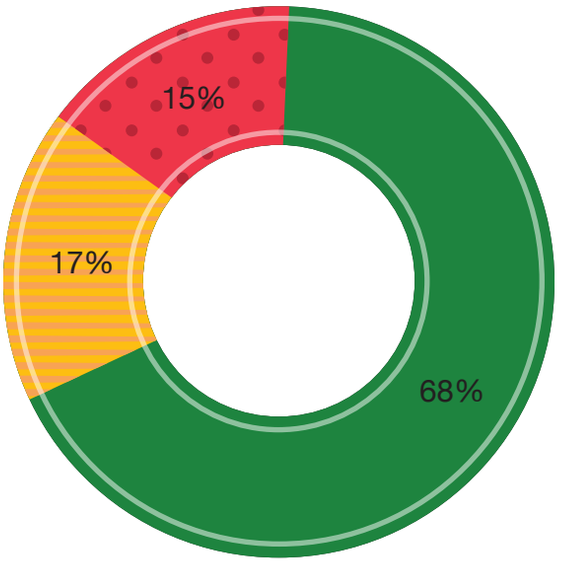
A renovated Peter Kirk Pool is one step closer. This summer, City Council approved a progressive design-build (PDB) for the Peter Kirk Pool renovation project. The PDB process brings designers and builders together early to collaborate. Planned improvements include replacing the wading pool with a larger activity pool and expanded changing facilities with all-gender and family options, plus upgrades to aging equipment and water-treatment systems so the pool can serve for years to come. Over the next year the team will finalize the design and planning for the work which is scheduled to begin in September 2027.

YOUR FEEDBACK HELPS SHAPE RECREATION PROGRAMS

The first full quarter of recreation program feedback shows strong community satisfaction. More than 80% of survey respondents rated program quality as high or very high, and more than two-thirds are enthusiastic promoters who would recommend Kirkland recreation programs to others. This ongoing feedback will help staff understand what is working well and identify opportunities to improve programs and experiences for the community.

Likelihood to Recommend Kirkland Recreation Programs

- **Likely to Recommend** – 68% (green)
- **Neutral** – 17% (yellow)
- **Not Likely to Recommend** – 15% (red)



As summer winds down, thank you to the neighbors, volunteers, and community partners who made it so memorable. Looking ahead, a renovated Peter Kirk Pool, the future Kraken Iceplex and Kirkland Community Center, and a new Castle Playground are all taking shape, and your feedback will keep guiding the way. We can't wait to see you in the parks. www.kirklandwa.gov/parks