

**CITY OF BELLEVUE
PARKS & COMMUNITY SERVICES BOARD
BOARD RETREAT MEETING MINUTES**

Tuesday
April 17, 2018
5:30 p.m.

Bellevue City Hall
Room 1E-120
Bellevue, Washington

BOARDMEMBERS PRESENT: Chair Van Hollebeke, Vice-Chair Synn, Boardmembers Deng, Hamilton, Heath¹, Kumar, Trescases

COUNCILMEMBER PRESENT: Councilmember Robertson

PARKS STAFF PRESENT: Patrick Foran, Nancy Harvey, Shelley McVein, Camron Parker, Doug Sanner

OTHERS PRESENT: Betsy Hummer, Pamela Johnston

MINUTES TAKER: Michelle Cash

1. **CALL TO ORDER:**

The meeting was called to order by Chair Van Hollebeke at 5:30 p.m.

2. **COUNCIL PRIORITIES AND/OR STAFF WORK PLAN:**

Chair Van Hollebeke provided an overview of the retreat agenda. He discussed the importance of moving the city's vision forward as a City in a Park. Some barriers to accomplishing this vision include economic growth and funding gaps. Chair Van Hollebeke stressed the importance of aligning the Parks Board's priorities with the Council's priorities.

Councilmember Robertson provided highlights from the January, 2018 Council Retreat. A list of priorities that were identified at the retreat is being finalized. Council also revised the city's vision. Some of the priorities identified at the retreat that impact parks include:

- Grand Connection
- Bel-Red Lookback
- Aquatic Center
- Update of Parks & Open Spaces Plan, specifically service levels

Councilmember Robertson discussed the shift across the region regarding citizens' hesitation for additional taxes/levies.

¹ Departed at 6:30 p.m.

Councilmember Robertson clarified that once the Council priorities have been formally adopted, they will be forwarded to the various Boards/Commissions. Then, staff will develop a process for the Boards/Commissions to work on the priorities. If a Board/Commission would like to deviate from the Council's priorities, then this should be communicated to Council.

Boardmember Heath is encouraged to hear that Council is interested in working with the Board in a meaningful way. He requested that a plan with timelines be created so the Board knows what needs to happen, including when communications need to be submitted to Council for the Parks Board to be heard. Boardmember Heath discussed his frustration from the last budget process where the Parks Board did not feel heard.

Chair Van Hollebeke suggested that Boardmembers prepare a memo to Council regarding the 2019-2025 Capital Investment Program (CIP) Plan and then shortly after, forward a memo regarding the Parks Board's visions and the continued funding gaps.

Boardmember Kumar asked if park impact fees have been considered by Council. Councilmember Robertson responded that the Planning Commission recommended park impact fees. However, she is uncertain as to the current status of the fee consideration. She encouraged Boardmembers to think aspirational but also consider the mood of the community. Other priorities that are important to Council include: multicultural center, aquatic center, Grand Connection. Councilmember Robertson noted that if the Parks Board priorities are aligned with a Councilmember's priorities it would be advantageous.

Chair Van Hollebeke suggested that the Board's CIP memo to Council include an increase in the budget allocation for parks.

3. **BUDGET/CIP:**

Mr. Sanner provided an overview of the 2019-2025 Parks Capital Investment Program budget process. He reminded Boardmembers that the budget is a two-year Operating Budget and seven-year CIP. The following items were distributed to Boardmembers:

- Parks 2019-2025 CIP Budget Proposals
- Unfunded Parks Capital Project List
- Preliminary 2017-2023 Parks Capital Investment Program memo (dated November 8, 2016)

Overall, the total additional funding request is estimated to be \$53.7M with \$22M additional funding needed beyond the estimated revenue available.

Councilmember Robertson suggested that certain projects be grouped together (i.e., work on design first and then obtain grants for additional work). This might help project move through the process more quickly.

Boardmembers reviewed the list of New/Additional Projects that were included on the Parks 2019-2023 CIP Budget Proposal. These projects included:

The Parks & Community Services Board approved these meeting minutes on June 12, 2018.

- Airfield Park Development (Levy project)
- Meydenbauer Phase II Construction (Gateway project)
- Newport Hills/Tyler Development
- Bridle Trails/140th Development
- Ashwood Design & Permitting
- Lake Sammamish Planning & Design

Mr. Foran discussed the phasing that can be done on some of the projects (i.e., conduct planning and design during one budget cycle, and then development in a different budget cycle).

Boardmembers would like their support of Meydenbauer Phase II Construction and an aquatic center noted in the CIP memo to Council. They would also like to request that the Parks funding cuts made during the market downturn be restored. Boardmembers also reiterated their support to fulfill the commitment to voters on the levy projects.

Boardmember Trescases suggested that the geographic equity of Bellevue be evaluated to ensure that all quadrants of Bellevue are being served.

Vice-Chair Synn inquired if there is special consideration that needs to be given to REI. Mr. Foran clarified that REI has designed a site that mimics their values system. REI has been working on sponsorships and employee volunteer interests. No special consideration needs to be given to REI at this time.

Motion by Boardmember Kumar and second by Boardmember Trescases to approve the Parks 2019-2025 Capital Investment Program Budget Proposals list with the following edits:

- **Remove Ashwood Design & Permitting (included in other funding source)**
- **Remove Lake Sammamish Planning & Design (included in other funding source)**

At the question, motion carried unanimously (7-0) to approve the Parks 2019-2025 Capital Investment Program Budget Proposals list as edited.

Break—7:50-8:05 p.m.

4. **BYLAWS:**

Vice-Chair Synn summarize the meeting that he and Boardmember Heath had with city staff to review the proposed Bylaws. Areas of concern include:

- Definition of Bylaws
- Hierarchy of documents

Vice-Chair Synn also suggested that Article VI.A be altered to reflect current procedures. Item A notes that “Preparation of meeting agendas will be the duty of the Board staff in coordination

with the Chair.” However, Vice-Chair Synn explained that the current practice includes agendas being set at Board meetings with Board input.

Councilmember Robertson explained that the City adopted Chapters in the Code in regards to each Board/Commission. The Parks Board is referred to under Chapter 3.62 and the Bylaws are established in Section 3.62.050. Boardmembers appreciated this clarification and noted that the Code should be referenced in the Bylaws.

Boardmember Trescases suggested that Article VI.A be maintained as is, since it is a broad statement and includes the current process and other variations of the process. She feels that if the process description is finite, there won't be flexibility when setting agendas.

Boardmembers concluded that the following changes should be made to the proposed Bylaws:

- Add a reference to Chapter 3.62 in Article 1
- Change Article VI, Item A to read: “Preparation of meeting agendas will be the duty of the Board staff, in coordination with the Chair, taking into account the input, if any, from the Parks Board at previous meetings.”

Any further suggested edits should be forwarded to staff. A revised version of the Bylaws will be presented at the next Board meeting for approval.

5. **NEXT STEPS:**

Chair Van Hollebeke summarized the next steps for the Board:

- Review/approve Bylaws (May meeting)
- Review/approve CIP Memo to Council (June meeting)
- Outreach to Council to reiterate Board priorities (Summer)
- Long-term Memo to Council (Fall)

6. **ADJOURNMENT:**

Motion by Vice-Chair Synn and second by Boardmember Kumar to adjourn the meeting at 8:44 p.m. Motion carried unanimously (6-0).