

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

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

Tuesday
May 8, 2018
6:00 p.m.

Bellevue City Hall
Room 1E-113
Bellevue, Washington

BOARDMEMBERS PRESENT: Chair Van Hollebeke, Vice-Chair Synn, Boardmembers Deng¹, Hamilton, Heath, Kumar, Trescases

COUNCILMEMBER PRESENT: Councilmember Robertson

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

MINUTES TAKER: Michelle Cash

1. **CALL TO ORDER:**

The meeting was called to order by Chair Van Hollebeke at 6:05 p.m.

2. **APPROVAL OF AGENDA:**

Motion by Boardmember Kumar and second by Vice-Chair Synn to approve the meeting agenda as presented. Motion carried unanimously (6-0).

3. **APPROVAL OF MINUTES:**

Motion by Vice-Chair Synn and second by Boardmember Kumar to approve the March 13, 2018 meeting minutes as presented. Motion carried unanimously (6-0).

4. **ORAL COMMUNICATIONS/PUBLIC COMMENTS:**

Mr. Parker called attention to an email that was submitted from Chris Johnson regarding “Bellevue Parks CIP Proposal.” The email requested that a park bench be placed at Bannerwood Park. Mr. Parker noted that staff is working to implement the park bench idea in the near future.

¹ Arrived at 7:23 p.m.

5. **COMMUNICATIONS FROM CITY COUNCIL, COMMUNITY COUNCIL, BOARDS AND COMMISSIONS:**

Councilmember Robertson reported that Council recently approved their list of 3-year priorities and a vision. A list of priorities was distributed to Boardmembers. Councilmember Robertson called attention to some of the priorities that impact Parks.

There was a general discussion regarding how the Parks Board wants to relay their list of CIP priorities to Council. Councilmember Robertson noted that a Parks Board representative has not made a formal presentation to Council in quite some time so an appearance at a Council meeting would be welcomed. She also suggested that Boardmembers consider adding a memo to the Council packet that includes the Parks Board's list of capital priorities.

Boardmember Trescases suggested that the "Proposed 2019-2025 Parks Capital Investment Program" memo be sent to Council as written. Then, a separate memo could be sent to address the funding gap for Parks.

Vice-Chair Synn inquired if Council priority #19 (*"Continue to implement the Diversity Plan, including the availability of and need for multi-cultural programming in the City."*) falls under the community service role of the Board. Councilmember Robertson clarified that the previous priority addressed developing the Diversity Plan. Since the Plan has been developed, the priority was altered to include implementing the Plan. Mr. Foran noted that since the Plan is complete and is in the implementation phase, oversight of the actual work is under the direction of the City Manager's Office. However, the Parks Board may be asked to assist with implementation.

Boardmember Heath inquired if the Parks Board Ordinance references the Diversity Plan. Mr. Parker clarified that the Diversity Plan is not specifically referenced in the Parks Board Ordinance. However, diversity programming was housed in the Parks Department for quite some time. Now that the program is in the implementation phase, ownership has moved to the City Manager's Office so it is cross-departmental. Councilmember Robertson noted that the City Code, Chapter 3.62.070 notes that "The Board shall act in a policy advisory capacity to the City Council." She added that Chapter 3.62.070, Item G specifies "cultural diversity" as well.

Vice-Chair Synn requested clarification for the next steps in regards to Cultural Diversity. Councilmember Robertson responded that staff will inform the Parks Board when their input/work is necessary. However, cultural diversity should be considered when conducting any work within the Parks Board scope.

Vice-Chair Synn inquired if "A City in a Park" is the current brand identity referenced in Council priority #25 (*"Develop and establish a new brand identity for the City of Bellevue that reflects both our past and our future, an identity that is iconic and leaves a lasting impression that Bellevue is a place that people want to live, work, learn and play."*). Councilmember Robertson explained that Council wants to review the current brand to see if it encapsulates the current vision and where Council sees the City going in the next 20+ years.

6. **DIRECTOR'S REPORT:**

On behalf of the Board, Mr. Foran presented Chair Van Hollebeke with a plaque and framed picture as a token of appreciation. In addition, Boardmembers and staff expressed their appreciation to Chair Van Hollebeke for his valuable contributions to the City and Board.

Councilmember Robertson read a Commendation for Chair Van Hollebeke to thank him for serving on the Parks Board.

7. **BOARD COMMUNICATION:**

Chair Van Hollebeke enjoyed sharing Downtown Park with an out-of-town colleague.

Boardmember Kumar attended the Bellevue Neighborhood Conference and visited various parks throughout Bellevue.

Boardmember Trescases recently visited Crossroads Park and noticed a new park bench in the park. She thought that this is a wonderful way for community members to honor their loved ones.

Boardmember Hamilton attended the Bellevue Neighborhood Conference. He also visited Enatai Beach Park. Boardmember Hamilton has been staying connected with the Parks Department via social media. He suggested that an educational presentation be made at a future Board meeting to provide an overview of Parks social media resources.

8. **CHAIR COMMUNICATION & DISCUSSION:**

Chair Van Hollebeke expressed his appreciation to fellow Boardmembers and staff for their continued support. He has enjoyed his time spent on the Parks Board.

9. **BOARDMEMBER/COMMITTEE/LIAISON REPORTS:**

A. **Wilburton Citizen Advisory Committee**

Boardmember Kumar reported that the Wilburton Citizen Advisory Committee concluded their work in April, 2018. Boardmembers expressed their appreciation to Boardmember Kumar for serving on the Wilburton CAC.

10. **DISCUSSION/ACTION ITEMS:**

A. 2019-2025 Parks CIP Budget

Mr. Sanner reviewed the “Proposed 2019-2025 Parks Capital Investment Program memo” to be submitted to Mayor Chelminiak and City Councilmembers.

Chair Van Hollebeke suggested that verbiage from the list of Council 3-Year Priorities be incorporated in the proposed memo. Boardmembers agreed with this recommendation and expressed their support of the overall message of the memo.

Motion by Boardmember Trescases and seconded by Boardmember Kumar to conceptually approve the Proposed 2019-2025 Parks Capital Investment Program memo. Staff will incorporate additional language into the memo that aligns with Council priorities. The final version of the memo will be reviewed and approved by Chair Van Hollebeke and Vice-Chair Synn, and then forwarded to Council. Motion carried unanimously (6-0).

B. Park Board Bylaws

Vice-Chair Synn discussed the following changes that were made to the proposed Bylaws, since the Board Retreat:

- Article 1 – add the specific Bellevue City Code reference.
- Article VI.A. – revise wording related to Chair, Vice-Chair and staff preparing the meeting agenda with input from the Board.
- Article V.A. – deleted the words “or both” in the phrase related to the months in which the Board may recess. This edit was requested by the City Clerk’s Office in order to align with existing adopted City Code stating that the Board may recess for the month of August or December.
- Article VI.D. – this draft updates the order of business on the agenda to align with current practice.

Vice-Chair Synn noted that additional edits were due the week after the Board Retreat. However, none were received.

Boardmember Heath recommended that Article VI.A. be changed to read: “Preparation of meeting agendas will be the duty of the Board staff pursuant to the direction of the Chair and Vice-Chair, taking into account the input, if any, of the Board at previous meetings.” Boardmember Heath thinks the change helps clarify authority for the agenda-making process.

On the contrary, Boardmember Trescases expressed her support of the Bylaws, as written. In particular, she views Article VI.A. as written to provide flexibility, if needed, since staff plays a key role in meeting agenda and content preparation. Chair Van Hollebeke agreed with Boardmember Trescases noting that there are other areas of the Bylaws that note the agenda is set by the Board in conjunction with staff. He added that the process is a collaborative exercise where no one party mandates the process.

Boardmember Heath reiterated his disagreement with Article VI.A.

Councilmember Robertson stressed the importance of staff's involvement with setting meeting agendas because Council may provide direction that staff needs to include on a meeting agenda. In addition, she called attention to the Parks Board Ordinance, Chapter 3.62.060, which states: "The Parks & Community Services Department shall provide technical and administrative support for the Board," and 3.62.080.B, which limits the Board's powers and duties when it comes to supervision of staff.

Chair Van Hollebeke views the current process for setting meeting agendas as extremely collaborative. At times, staff has knowledge of agenda items that are discussed at the Board pre-meeting. Staff also captures any agenda topics that are raised during Board meetings.

Vice-Chair Synn noted that Article VI.E. allows the Parks Board to change the meeting agenda, if needed. (*"The printed agenda of a regular meeting may be modified, supplemented or revised by a majority affirmative vote of the Boardmembers present."*)

Motion by Vice-Chair Synn and second by Boardmember Trescases to approve the Parks & Community Services Bylaws as presented.

Boardmember Heath expressed his strong disapproval of the proposed Bylaws. He views Article VI.A. as a step back in the process where staff sets meeting agendas. He reminded Boardmembers of a situation in 2014 where Boardmembers identified specific priorities, yet these were never placed on a meeting agenda. Boardmember Heath also cited an example of a Planning Commission meeting that he attended where the Parks Board should have been informed about a particular issue but was not. He discussed another situation that happened with the City Clerk; not to mention the frustration regarding the Bylaws process. Boardmember Heath again expressed that he does not support the proposed Bylaws.

At the question, motion carried (6-1) to approve the Parks & Community Services Bylaws as presented.

11. **NEW BUSINESS:**

None.

12. **PROPOSED AGENDA FOR NEXT MEETING:**

Proposed agenda items for the next Board meeting include:

- Comprehensive review of Council priorities.
- Election of Board Chair and Vice-Chair.
- Wilburton CAC report.
- Social media update (future agenda item).

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13. **OTHER COMMUNICATIONS:**

- A. CIP Project Status Report
- B. List of upcoming Parks special events

14. **ORAL COMMUNICATIONS/PUBLIC COMMENTS:**

None.

15. **ADJOURNMENT:**

Motion by Vice-Chair Synn and second by Boardmember Kumar to adjourn the meeting at 7:52 p.m. Motion carried unanimously (7-0).