



THURSDAY, January 5, 2023

REDMOND PARKS & TRAILS COMMISSION

The role of the Parks & Trails Commission is to make recommendations to the Mayor and Council concerning acquisition, improvement and development of parks, playgrounds, trails and recreational facilities. To identify future needs and interests for the PARCC plan and Comprehensive Plan. To make recommendations regarding rules, management and policies related to parks. To involve Redmond citizens and park users in issues related to parks & recreation.

Meeting Agenda: 6:30 pm – 8:30 pm

Commissioners and Staff Participating In Person Council Chambers & Remotely via MS Teams
 Public can listen to meeting by dialing 206-800-4590, Conference ID: 326 756 682# at 6:30pm or attend in person in Council Chambers at Redmond City Hall.

| | Item | Time | Lead Speaker |
|-------|--|---------------------------|---|
| I. | Call to Order/Welcome | 3 min | Kristina Wayland, <i>Commission Chair</i> |
| II. | Approval of January Agenda, Minutes for December 2022 Meeting | 2 min | Kristina Wayland, <i>Commission Chair</i> |
| III. | Items from the Audience (3 min per individual, no comments during meeting) Public are able to submit comments in advance to ckchapman@redmond.gov | 5 min | Kristina Wayland, <i>Commission Chair</i> |
| IV. | New Business & Guests a. Park Operations Update (Information) b. Parks and Trails Commission Elections | 20 min 15 min 5 min | Dave Tucheck; <i>Deputy Director</i> Caroline Chapman, <i>Senior Park Planner</i> |
| V. | Unfinished Business a. Workplan Approval b. PARCC Plan Update (Discussion) 1. Timeline, Monthly Update 2. Project List | 45 min | Caroline Chapman, <i>Senior Park Planner</i> |
| VI. | Staff Updates a. Ombuds Report b. Rules of Procedure Reminders for 2023 c. Commission Retreat d. Budget Update | 20 min | Caroline Chapman, <i>Senior Park Planner</i> Jeff Aken, <i>Park Planning Manager</i> |
| VII. | Commission Talk Time | 10 min | All |
| VIII. | Adjourn | | Kristina Wayland, <i>Commission Chair</i> |

Upcoming Meetings & Events

| Date, Time | Topic | Location |
|------------------|-----------------------------------|-------------------------------|
| February 2, 2023 | Parks & Trails Commission Meeting | Hybrid (City Hall & MS Teams) |
| March 2, 2023 | Parks & Trails Commission Meeting | Hybrid (City Hall & MS Teams) |
| April 6, 2023 | Parks & Trails Commission Meeting | Hybrid (City Hall & MS Teams) |

If you are hearing or visually impaired, please notify the Parks & Recreation office at 556-2311 as soon as possible in advance of the meeting in order to be provided assistance. Sign language and communication material in alternate formats can be arranged given sufficient notice. Washington Relay Service: 1-800-833-6384.

City of Redmond
Parks and Trails Commission Regular Meeting

Draft Meeting Minutes

Redmond City Hall and
Remote Meeting via MS Teams.
December 1, 2022
6:30 p.m. to 8:30 p.m. -Meeting

Parks & Trails Commissioners in Attendance:

Kristina Wayland, Chair
Jim Kleppe, Vice Chair
Tammy VuPham
Shelly Bowman
Gary Smith
Gregg Gottgetreu
Ella Elman

Youth Advocate

Joshua Feldon
Jamie Judah-Bram

Vacancies

(0)

Absent and Excused:

Absent and Unexcused:

Stuart Hargreaves
Jennifer (Jen) Brun

Staff in Attendance:

Caroline Chapman, Senior Park Planner
Jeff Aken, Park Planning Manager
Dave Tuchek, Acting Assistant Parks and Recreation Director
Lisa Mischley, Deputy Parks Director
Valerie Asaro, Parks Operations Administrative Assistant

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I. Call to order/Welcome

The meeting was called to order by Chair Wayland at 6:30 p.m. with six commissioners in attendance and the Chair.

II. Approval of December 1, 2022 - Meeting Agenda

A motion was made to approve the December 1, 2022, meeting agenda.

Motion by: Commissioner Kleppe

Second by: Commissioner Bowman

Motion Carried: 6-0

Approval of November 3, 2022 - Meeting Minutes

A motion was made to approve the November 3, 2022, meeting minutes.

Motion by: Commissioner Elman

Second by: Commissioner Kleppe

Motion Carried: 6-0

III. Items from the Audience

(None)

IV. New Business

a. 2023 Work Plan, Caroline Chapman, Senior Park Planner

Ms. Chapman gave an overview of the work plan accomplishments in 2022. She described the following projects to look forward to in the year 2023:

- Adoption of PARCC (Park, Arts, Recreation, Culture, and Conservation) Plan
- Southeast Redmond Park Master Plan
- Opening of the RCC III (Redmond Central Connector, Phase 3)
- Recreation Programming

Ms. Chapman presented the 2023 Parks and Trails Commission Work Plan – Discussion Draft. The plan indicated commission role, tentative timeline, and description for each work plan item. She explained the top items that required input and motions from the Commission and described how they will occur in the first quarter of 2023.

Ms. Chapman actively took notes on the work plan as the Commission gave feedback. Some input from the Commission included joint meetings with the Arts and Culture Commission, memo updates for ongoing projects, program needs for multigenerational age gaps, website improvements, finding potential youth advocates, Green Redmond future and tree canopy goals, and trash assessments on trails.

V. Unfinished Business

a. PARCC Plan Update, Caroline Chapman, Senior Park Planner

Ms. Chapman acknowledged the notes and feedback she received from members of the Commission prior to the meeting. She covered chapters one and two of the PARCC Plan. She explained work that will take place with the internal core team on chapter three. Ms. Chapman explained the content in chapter four will describe the City's goals, policies, and actions. She said the next steps will be a project update list that will incur more feedback from the Commission. There will be council study sessions in early 2023, and projected adoption of the updated PARCC Plan in June of 2023.

VI. Staff Updates

a. Ombuds Report - Ms. Chapman briefly reported comments and inquiries from the community:

- Interest in the history of the graffiti wall
- Interest in the trails at the Watershed Preserve and question of changing the uses of the trails.

b. Staffing – Mr. Aken announced Caroline Chapman will be the new Park Planning Manager beginning January 1, 2023. A posting for Senior Park Planner is currently on the City's job board and will close December 26, 2023. He said the goal is to have a new staff member in February of 2023.

c. Budget Update – Mr. Aken gave a brief update of the budget approval process. He said the outcome looks positive and highlights included ADA improvements, event street closure, demonstration dog park, and community gardens. Mr. Aken said approval of the budget will occur December 6, 2022. He also highlighted some of the projects coming out of the Operating Budget such as Southeast Redmond Park Master Plan, Easttrail data collection, and vegetation management.

d. Tree Canopy Update – Mr. Aken gave a brief update of the tree canopy coverage goal, the Green Redmond partnership, citywide tree planting, tree regulations, and new wildfire mitigation.

e. DEI (Diversity Equity & Inclusion) Update - Mr. Aken described the trainings and activities that incorporated DEI engagement in 2022. A staff position for DEI engagement will be posted in 2023.

VI. Commission Talk Time

a. Grass Lawn Park Turf Fields

Commissioner Bowman described the off-leash dogs and numerous bicycles being ridden on the turf fields at Grass Lawn Park.

b. Expansion Eastward

Commissioner Smith suggested more proactive ways, or acquisitions that can be acquired to enhance the eastern boundaries of the community.

c. Redmond Lights

Redmond Parks & Trails Commission
December 1, 2022

Ms. Mischley encouraged members of the Commission to keep promoting Redmond Lights at Downtown Park.

VII. Adjourn

At 8:31 pm Chair Wayland declared the meeting adjourned.

Next Regular Meeting

January 5, 2023
6:30 p.m. – 8:30 p.m.

Parks & Trails Commission – 2023 Work Plan



Information: Provide information and inform Commission on work being done

Consult: Provide information and ask for Commission ideas, possibly making adjustments and decisions according to your feedback.

Input: Collaboration between staff and Commission to come to decision.

Motion: Formal proposal by Commission for council action after group decision-making

2023 Parks and Trails Commission Work Plan

| Work Plan Item | Commission Role | Tentative Timeline | Description |
|---|-----------------|-------------------------|--|
| 2023 Work Plan | Input & Motion | Q1 | Approve Commission Workplan for the year |
| PARCC Plan Approval | Input & Motion | Q1 | Suggested updates to draft plan, and motion to recommend approval to Council |
| Southeast Redmond Park RFP & Master Plan* | Input/Motion | Q1-4 | Involved in development of the SE Redmond Park Master Plan and motion for recommendation on park master plan. |
| Seritage Park Master Plan | Input/Motion | TBD-private development | Discussion and recommendation on park master plan being brought by private developer |
| Redmond Central Connector III | Input/Motion | Q1 & Q3 | Provide input and recommendations on outreach, design and development |
| Comprehensive Plan/Redmond 2050 Update | Input | | Receive information and provide input on potential policy updates (Redmond 2050 & Annual Updates) |
| Commission Recruitment & Elections | Input/Motion | Q1 | Open positions starting in April of 2023. Commission assists in recruiting and interviewing. |
| Private Development Agreements | Input | Ongoing | Provide input on regarding trails or park features (design as needed). If development comes in, is there a way to hear if it is near a park or trail, to make sure it's not lost (not losing easement, connecting to existing resources). (Smith Woods example). Parcels of land that are up for sale, tracking that via Real Property/negotiating parcels we know we need for parks and trails. |
| Strategic Activities | Input | TBD | Acquisition of properties; activating undeveloped parks; trail connections; trash assessment of trails and parks; feasibility of projects, projects with a longer planning time horizon. |
| Redmond Senior and Community Center | Input | TBD | Provide input and recommendations on programming and opening |
| Recreation Program Offerings | Input | Q1 | Addressing program needs and gaps for adults 18-65. PARCC Survey and evaluation of services, have staff allocated for these other groups (youth, seniors) but the other groups could use specialized interests. Refresh as we grow and getting back after COVID, multigenerational facility. Why this age group? |
| Derby Days & Redmond Lights Planning | Consult | Q1, Q3 | Event activities and biking options, logistics for challenging 2023 |
| Dog Park Demonstration Project* | Consult | Q2-Q4 | As project moves into operations, staff will update Commission on progress. |
| Community Garden Expansion* | Consult | Q1-2 | As project moves into operations, staff will update Commission on progress. |

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Parks & Trails Commission – 2023 Work Plan



| | | | |
|--|-------------|---------|--|
| Event Street Closure* | Consult | TBD | As project moves into operations, staff will update Commission on progress. |
| Sports Field Layout* | Consult | TBD | As project moves into operations, staff will update Commission on progress. |
| Communications (Website) | Consult | Q1-Q2 | As suggested changes operationalized, staff will share with Commission. Prioritize-Q1 to have immediate attention (trails) evaluation of where we're at and how fast we're moving. |
| Esterra Park Grand Opening | Information | TBD | Opening of Urban Park in Overlake, staff will work in partnership with developer. |
| Parks and Recreation Department Updates | Information | Ongoing | Updates on recreation activities and events, reservations, and rentals; park operations and maintenance activities; |
| Regional Updates | Information | Ongoing | Discussion and updates on potential for regional aquatics facility, cricket and regional trails (Leafline and Eastrail) |
| Project updates that impact Parks & Trails | Information | Ongoing | Annual updates on the Downtown Redmond Link Extension (DRLE) design/construction; Lake Hills Trunkline; ADA Parks and Trails; Forterra Partnership |
| Tree Canopy Update-GMPC and regulations | Information | Q2 | Provide information after hearing goes forward with Master Builders. |
| Planning and natural resources updates | Information | Ongoing | Updates on natural resource and restoration activity affecting parks/trails, ESAP implementation; Tree Canopy Regulations and Implementation; Restoration in Parks (planned, completed) and work with Green Redmond - # of work parties and how ties into canopy goals (2x), Forterra/Green Redmond update. Meg provides these updates (potentially early in 2023) |
| Half or Quarterly Year Memo on Q-Alert | Information | Ongoing | Updates on the parks (signage, resurfacing, trail clearing on PSE, etc). Smaller department updates and process where those are for updates. Follow up on discussion. QAlert Responses and actions. Circling back. |

*In 2023/24 Mayor's Budget.

OTHER EVENTS AND OPPORTUNITIES

| Educational | |
|-------------------------------------|--|
| Field Trips | Learn best practices and tour new facilities to understand how they may be implemented in Redmond. |
| Other | Items the Commission would be interested in learning more about |
| Outreach & Engagement | |
| National Trails Day | Opportunity to volunteer, engage community and gather feedback. |
| Derby Days | Opportunity to volunteer, engage community and gather feedback. |
| Redmond Lights | Opportunity to volunteer, engage community and gather feedback. |
| Redmond Senior and Community Center | Follow up with seniors and other users as it reopens, celebration of opening. (Ribbon cutting) |
| Other | Opportunity to volunteer, engage community and gather feedback. |

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**Parks & Trails Commission –
2023 Work Plan**



| Commission Collaboration & Enrichment | |
|---|---|
| Leadership Transition (March) | Annual elections of chair/vice-chair. |
| City Council Joint Meeting | Annual joint-meeting with City Council to discuss priorities and accomplishments. |
| Retreat | Annual retreat is an opportunity to tour facilities and have a deeper dive into subjects of interest to the Commission. |
| Potential Joint Meeting(s) Redmond Youth Partnership Advisory Committee (RYPAC), Youth Advisory Board (YABA), Redmond Arts & Culture Commission (RACC) , Planning Commission, Senior Advisory Committee | If the opportunity arises to collaborate on a topic that multiple commissions have purview over, a joint meeting can be an opportunity to discussions. Prioritize joint meeting in 2023 with RACC on Bear Creek art installation with tribes, and with RYPAC to encourage future youth advocates. |

PARCC Plan Progress Report

For Work Completed in December 2022

Task 5: Preliminary PARCC Plan Development

Chapter 3: Where We Are Review:

Conservation Technix provided a draft of Chapter 3, "Where We Are" to staff to review as subject matter experts. The sections of Chapter 3 include sections on parks, community centers, trails, recreation, art and culture, maintenance and operations, and conservation.

Each section includes a similar structure and layout: Intro; Trends; Community Insights; Conditions/Inventory; Gap Analysis; Recommendations to give a complete picture of the topic as a part of our Redmond Parks and Recreation system.

Staff made a number of requests for updates that the consultant and staff team are working on providing. The suggestions ranged from layout to including missing information on some of our programs. Due to the scale of changes and timing of the holidays, a draft for the Parks and Trails Commission may be delayed to mid- to late-January to give you the most up to date draft.

Chapter 5: How We'll Get There: 6-year action plan Review:

Staff reviewed the potential project list against the following criteria to develop a list of near term projects.

Evaluation Criteria:

| CRITERIA | DESCRIPTION |
|--|--|
| Project Readiness | Project is currently funded, there is a sense of urgency due to condition of amenity, or an adjacent project could be leveraged to complete project. |
| Improves Resiliency: Safety Hazard/ Preserve or Replace Asset, and allows for partnership or economic benefit | Physical safety hazards like use of the facility or amenity may fail and cause danger to people. Connections to create more safe travel options. Investment necessary to retain the value of the asset. Investment would provide economic benefits or benefits from partnerships |
| Community Demand | Community use and feedback indicate the need for a facility. Consider the projected growth needs of the community. |
| Improves Sustainability: Environmental Benefits and Regulatory Requirements | Preservation of canopy, wetlands, streams or water quality, steep slopes or supports Environmental Sustainability Action Plan. Required law or grant (Ecology, ADA) or supports regional plan (Transportation, etc.) |
| Improves Equity: Level of Service/ Geographic Equity | Areas or large populations that are underserved would be brought up to level of service goals. Each neighborhood has access to parks and trails. |

Beyond the list of near-term projects, there is flexibility to move projects from the mid- to long-term category if an opportunity arises during the lifetime of the PARCC Plan. New projects can also be added to the plan as circumstances change.

However, to focus our discussion, we'll look to develop more information on these 30+, near-term projects that include a mix of planning, renovation, and development projects.

| Project Name | Description - Notes |
|--|--|
| Seritage Park Developments (DaVinci and Gateway Parks) | Seritage Park would be over the site of Overlake Village SWM South Vault - public/private partnership. Master Planning anticipated in 2023 to be lead by private developer, development would be done by private entity. |
| SE Redmond Neighborhood Park Master Plan | Develop a Southeast Redmond Park master plan to define community needs and potentially fund the design and construction of a park in a 2025-26 budget. Currently, Parks is not meeting service level goals in Southeast Redmond. |
| Sports Field Layout: Design Consultant | Funds will be used to hire a consultant to identify potential sports layouts within existing facilities that could accommodate cricket and other sports in need of additional recreational space |
| SE Redmond Neighborhood Park Development | Design and construction of SE Redmond Park based on Master Plan. |
| Hartman Park Master Plan | Master Plan to be updated before renovations & upgrades to fields, facilities, and amenities. Sport field lay out consultant work should include evaluation of Hartman's facilities. |
| Community Garden Expansion | Juel Park expansion and additional sites in urban centers. Construction and operation of new and expanded community gardens, budgeted for 20 plots. |
| ADA Improvements - Park restrooms | In the City's most well-used parks, create accessible restrooms that are in compliance with the recommendations outlined in the 2019 ADA Parks Transition Plan. Restrooms are a key piece of making parks accessible. (Anderson Park, Grass Lawn, Farrel-McWhirter, Idylwood, Perrigo) |
| ADA Improvements- Parking Lots and Pathways | Create ADA-compliant parking and accessible routes at high priority community parks throughout the system. |

| | |
|--|--|
| Demonstration Dog Park | Construction of a new off-leash dog park in the community ranked high during recent community outreach. This project will provide the construction and operation of an off-leash dog park in the Redmond community (6-month operation in 2023 and 2024). |
| Perrigo Park Enhancements | Perrigo Park was identified as a site for a potential inclusive playground, additional picnic shelters, and stage area. |
| Perrigo Park Field Lighting Conversion | Energy efficiency upgrade to convert field and security lighting to LED fixtures. |
| Hartman Park- Sports Field Project, baseball infield | Replacement of degraded synthetic turf playing surface that is at end of life in 2025. |
| Event Street Closures | Construct permanent infrastructure to close streets for events in and around Downtown Park. Ability to close streets for special events using permanent infrastructure to reduce staff time and rental costs and to improve safety. |
| Sports Field Project: Grass Lawn Multi Use Field 2 | Replacement of degraded synthetic turf playing surface that is at end of life in 2023. Initial plan will include cricket striping, in proposed budget. |
| Sports Field Project: Grass Lawn Softball Field 1 | Replacement of degraded synthetic turf playing surface that is at end of life in 2025. |
| The Stroll Renovation | As part of the Lake Hills Trunkline construction, King County to renovate the landscaping. |
| Arthur Johnson Park Development | This park property is within city limits and is the most "ready" of all the undeveloped East Redmond Corridor projects. Development could include parking, natural retreat, and native plants of Washington as described in the Master Plan. |
| Municipal Campus Master Plan | Update of the unadopted master plan with new RSCC, art hill lot, public safety building and play area to meet community demand. |
| Smith Woods Park Development | Development of this neighborhood park to serve surrounding area with update of concept plan if needed. Consideration for bridge, access improvements, and native plantings. |
| Sammamish Valley Park Master Plan | As this project nears development, update the Master Plan from 2010 to include Tree Canopy Goals and mitigation plantings |

that have been done. Look for ways to develop the park in stages, as budget is available.

| | |
|--|--|
| Anderson Park Adair House Repairs | Replace roof & remodel kitchen & restroom to increase longevity & enhance use. May be in budget. |
| Hartman Park playground replacement | As the current playground reaches the end of its useful life, a replacement would be installed, following the guidance of the Master Plan and taking into account equity & accessibility goals. |
| Redmond Senior and Community Center Debt Service | The City has one debt service fund to pay for voted and non-voted debt from which it pays for principal and interest expenditures for the Redmond Senior & Community Center. |
| Hardscape Project: Grass Lawn Park Parking Lot | Renovation of 148th Avenue NE parking lot to address pavement failures, root eruptions, and ADA deficiencies. |
| Idylwood Parking Lot Repairs | Renovation of Idylwood main parking lot to address pavement failures, drainage issues, damaged curbing, and ADA deficiencies. |
| Reservoir Park sports court resurfacing | Replace sports court to address failing court surfacing and adjacent pathways. Create a safe sports court and maintain our level of service for tennis/pickleball/active recreation in the neighborhood. |
| Meadow Park sports court resurfacing | Replace sports court to address failing court surfacing and adjacent pathways, root eruptions, and functional layout |
| Vegetation Management Strategic Plan | One-time funding to allow for assessment and planning of vegetation management citywide including rights-of-way, parks and trails, street trees, tree canopy and urban forest. A plan will be created to look toward carbon sequestration goals, carbon emission reduction, native plantings, and drought resistant landscaping. |

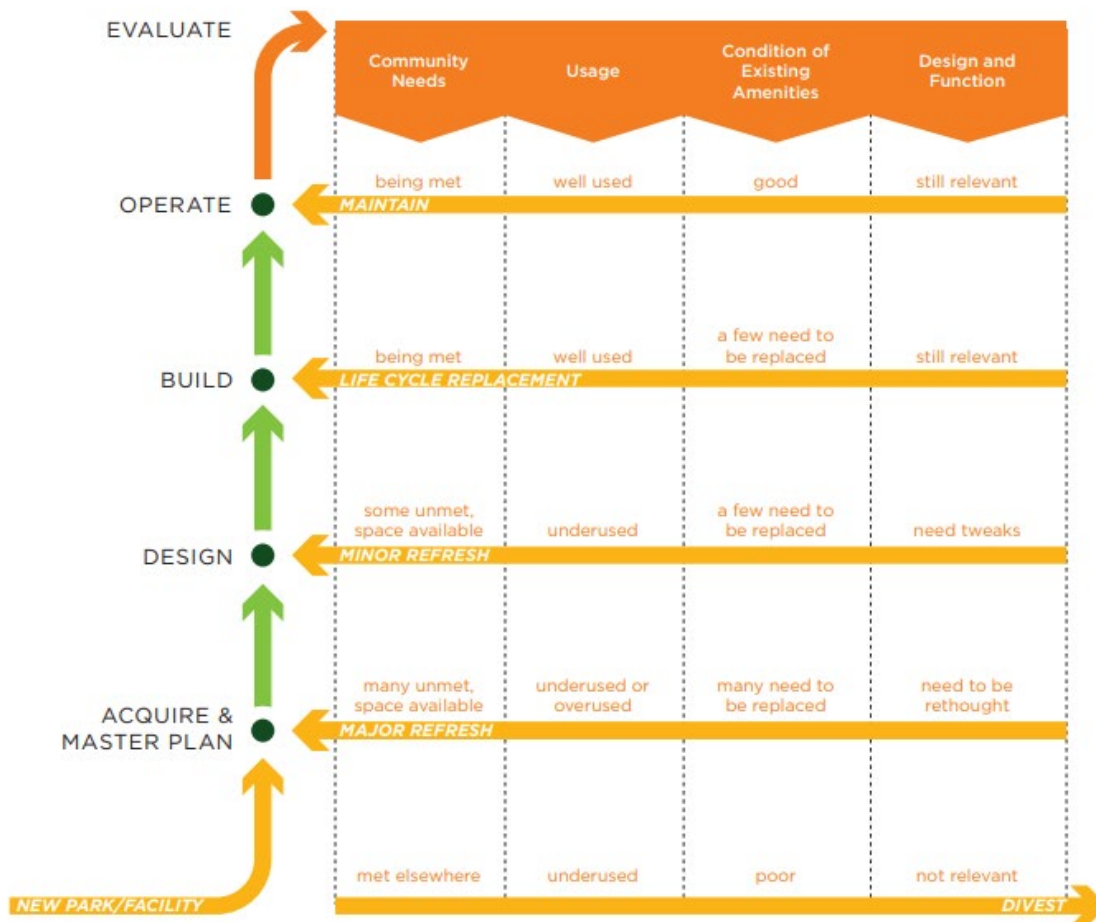
East Redmond Corridor Projects

Of particular interest to the commission are those projects described in the East Redmond Corridor Master Plan. This includes Arthur Johnson, Martin, Conrad Olson, Juel, and Farrel-McWhirter Farm Park. All but Arthur Johnson and Farrel McWhirter are outside city limits in King County. This factors into their readiness for development, and as such most are listed as mid-term projects. Staff will continue to work on getting these parks and projects ready for renovations or development in the hope to make progress on these as soon as feasible.

Life Cycle Planning:

Commissioners have also requested that the PARCC Plan include a description of life cycle planning and the process for the City of Redmond. A summary similar to what is below will be

included in the PARCC Plan to help understand project lifecycle planning, from acquisition to operations and renovation.



- **Acquire** The City acquires land based on availability, donations, and level of service needs. Acquisition can also be in partnership with other city projects, such as stormwater retention projects.
- **Master Plan** City staff prepare a master plan that sets site-specific goals, outlines intended site usage and amenities, and includes a preliminary site layout. The master planning process typically includes community engagement and the work of a consultant.
- **Design** Following a current site master plan, the City develops construction drawings for needed onsite and offsite improvements. These improvements may include park amenities, plantings, and structures.
- **Build** The City secures contractors needed to build the park through a traditional bid process. The City works with the contractor throughout the construction process to complete the project.
- **Operate** The City operates the park or facility with staff to support residents' ongoing use.
- **Evaluate** Periodically, the City evaluates whether a park or facility is still serving its intended purpose. City may consider community needs, usage, condition of amenities, and overall design to determine needed improvements.

- **Life Cycle Replacement** When amenities have reached the end of their usable life, they are replaced in kind—though potentially with updated versions of like amenities

Next Steps:

- Review draft of entire PARCC Plan
- Draft of PARCC Plan brought to Planning Commission

CITY OF REDMOND PARKS AND TRAILS COMMISSION

Rules of Procedures

Preamble:

The Parks and Trails Commission is codified in [Redmond Municipal Code Chapter 4.40](#). Ordinance [2344](#) of the City of Redmond creates a Parks and Trails Commission (PTC) and outlines in general terms as follows:

The Redmond Parks and Trails Commission is hereby created and established. The Parks and Trails Commission shall consist of nine members, each of whom shall be appointed by the Mayor, subject to confirmation by majority vote of the City Council. All appointments shall be made from persons with an interest in parks and recreation and at least four members shall have a primary interest in trails. Consideration should be given to appointments that result in broad geographic and demographic representation of interested and knowledgeable people. Appointments should also strive to reflect the diverse park, recreation, and trail use interests of the community, such as active and passive recreation interests and the use of trails by walkers, joggers, skaters, bicyclists, equestrians, and non-motorized watercraft on the City's "blue stream," the Sammamish River.

Appointments shall be made without regard to political affiliations, race, color, creed, national origin, sex, sexual orientation, or physical or sensory handicap. Seven members shall reside within the city limits and two members shall reside outside the city limits.

The PTC shall advise the Mayor and City Council on matters regarding parks, recreations, and trails. The PTC shall, through the support of the Parks and Recreation Department, encourage, sponsor, co-sponsor or conduct on behalf of the City, recreation programs, park and trail development and funding options.

The PTC shall serve as a "focal point" to which individuals and groups may bring their ideas regarding the parks, recreation and trails. A major responsibility for the Commission shall be to promote cooperation, coordination and effective partnerships between other organizations that, in whole or in part, affect recreation. These might include other city departments, governmental agencies, service clubs, as well as private, non-profit organizations. The PTC shall strive to meet with civic and community groups to ascertain citizen viewpoints and to keep the citizenry advised of programs and activities where the parks, trails and recreation are concerned.

The Parks and Trails Commission shall have the power and duty:

(1) To make recommendations to the Mayor and Council concerning the acquisition, improvement and use of parks, playgrounds, and recreational equipment and facilities, and on the acquisition, development and use of trail facilities;

(2) To make recommendations to the Mayor and Council concerning the development of enjoyable, safe, and convenient trail opportunities for pedestrians, bicyclists, and equestrians throughout the City of Redmond planning area;

(3) To identify current and future park, recreation, and trail interests and needs of the community and to make recommendations to the Mayor, Council, and Planning Commission on parks, recreation, and trail policies and design issues for the Comprehensive Plan, the Parks, Recreation and Open Space (PRO) Plan, and the Redmond Community Development Guide;

(4) To conduct surveys for parks and trails maintenance and safety;

(5) To review and comment on public and private development actions to protect park, recreation, and trail interests and to identify park, recreation, and trail opportunities and options during development review;

(6) To make recommendations to the Mayor and Council for rules and regulations governing the use and management of parks, playgrounds, recreational facilities, and trails, including, but not limited to, rules and regulations relating to user fees and charges;

(7) To involve the citizens of Redmond and the users of Redmond parks, trails, and recreation facilities and programs on issues related to acquisition, design, maintenance, and use of such facilities and programs; and

(8) To make recommendations on any and all other matters brought before the Parks and Trails Commission by the Mayor, City Council, or staff

Procedure and Amendments: The foregoing rules and regulations are intended to govern the conduct of the affairs of the Commission and to prescribe the conduct of its officers. The Parks and Trails Commission upon a two-thirds majority vote may amend the rules of procedure consistent with RMC 4.40 with all Commission members canvassed.

The Redmond Parks and Trails Commission has adopted the following Rules of Procedure:

1. **Meetings:** The Commission shall meet regularly on the first Thursday of each month from 6:30-8:30 p.m. Special meetings (any meeting not held on the first Thursday of the month) will be posted at least 24 hours in advance to each member, posted at the official business location and notice given on the website.
2. **Official Business Location:** Redmond Parks and Trails Commission shall meet regularly at Redmond City Hall, 15670 NE 85th Street, Redmond WA 98052.
3. **Mailing Address and Contact Information:** Redmond Parks and Trails Commission, PO Box 97010, MS 4NPK, Redmond WA 98073-9710. Email contact: parksandtrailscommission@redmond.gov Phone: 425.556.2328.

4. **Terms:** [Ordinance No. 2581](#) of the City of Redmond defines that each Commissioner shall be appointed to an initial term lasting a maximum of four years and may be re-appointed for a second four-year term, subject to City Council approval.
 - a. If a Commissioner vacates the position before the end of the initial four-year term, the ordinance allows for a replacement Commissioner to be appointed to complete the remaining years of the vacated term. The Commissioner who fills the vacated term only will be considered to have filled a full term if it was for at least two years, per the ordinance.
 - b. [Ordinance 2581](#) defines a two-year waiting period required before a Commissioner can be reappointed to the Commission after serving two full terms
 - c. Serving on two Redmond Commissions, Boards or Advisory Committees is at the discretion of the Mayor.

5. **Selection of Candidates for Appointment:** When there is a vacancy on the Commission, the Mayor will nominate a candidate to the City Council for appointment.

At the Mayor's discretion, the Mayor may request the Commission to convene a selection process to screen potential candidates.

In meeting such a request, the Commission would coordinate with Parks and Recreation staff to advertise the vacancy through relevant and appropriate methods, such as in the press or on the city's website. Interested candidates would return a standard volunteer application form to the Mayor's office.

As a next step, a selection committee would be convened that comprises the Commission Chairperson and Vice Chairperson, the staff liaison to the Commission, and any other members of the Commission or Parks and Recreation Department staff, as needed.

The selection committee would review the submitted applications and choose either to interview some or all the applicants or to extend the application process. The selection committee either would recommend candidate(s) to the Mayor as potential nominees or would restart the selection process. The Mayor and Parks and Recreation Director would interview the candidate(s) to determine whether to nominate any for appointment by the Council or to restart the selection process.

Once a candidate is nominated by the Mayor, that candidate proceeds to Council for a final interview. If Council approves of the appointment, the candidate then would attend a business meeting of the Council to be confirmed and the selection process would be complete. If Council does not approve the appointment, the selection process restarts by whatever method the Mayor chooses.

6. **Excused Meeting Absences:** Commissioners are expected to attend all regular meetings of the Commission. Any Commissioner who will be unable to attend a scheduled Commission meeting must inform the Chairperson no later than 24 hours in advance for the absence to be excused. The Chairperson has the discretion to deem absence notifications of less than 24 hours in advance as excused absences.
7. **Resignation and Removal:** [Ordinance No. 2581](#) states that Commissioners are expected to serve the length of the term to which they were appointed. Any Commissioner is free to resign from the

Commission at any time by submitting a letter of resignation to the Mayor and including the Commission Chairperson and Parks and Recreation department's staff liaison to the Commission on the distribution list.

Any Commissioner who lives in the contiguous city limits of Redmond but moves to a permanent residence where he/she resides outside of this geographic boundary must resign immediately unless there is at the time a vacancy on the Commission for someone from outside the city and they meet that qualification.

Any Commissioner who lives outside the city of Redmond and moves to a permanent residence where he/she resides within the city of Redmond must resign immediately unless there is at the time a vacancy on the Commission for someone from that locale.

Any member of the Commission may be removed for lack of attendance, neglect of duty or malfeasance in office. When a member is absent at three (3) consecutive regular business meetings the Commission may make a recommendation to the Mayor to declare the position vacant. The staff liaison to the Commission will notify appropriate commissioner and the Chairperson upon reaching two unexcused absences.

8. **Officers and Elections:** At the first regular meeting in March of each year, the Commissioners shall elect from the entire Commission a Chairperson and a Vice-Chairperson, who each shall hold office for one year.

If the Chairperson or the Vice-Chairperson leaves the position before the end of the one-year term of office, the Commission will elect a replacement to serve in the interim until the annual officer elections. At the time of annual elections, the interim officer would be eligible for election to a full term as Chairperson or Vice-Chairperson.

No officer can serve in the same role for two consecutive full terms. A Commissioner who wishes to run for an officer role in which he or she already served a full term is ineligible until the election one year after the end of his or her previous full term.

The roles and responsibilities of the Chairperson and Vice-Chairperson are as follows:

Chairperson: The duties include opening the meeting at the appointed time, determining if a quorum is present, and conducting the meeting per the requirements in [Ordinance 2581](#). In addition the Chair serves as an ex-officio member of all committees and meets monthly with staff to set agenda, annual workplan and commission outreach. Chairperson receives all public correspondence sent to parksandtrails@redmond.gov and reports to Commission at next meeting.

Vice-Chairperson: Will stand in for the Chairperson when necessary, participate in monthly agenda setting and assist Chairperson as needed.

9. **Youth Advocates:** To gain broader perspectives on the community's needs from its parks and trails system, the Commission will aim to include up to two Youth Advocates. Youth Advocates are expected

to attend the Commission's monthly public meetings to provide feedback on the meeting topics and to propose matters for the commission to consider. However, they will not be voting members nor count towards a quorum of the Commission.

Eligible applicants will be high school students who live either in the city limits of Redmond or in unincorporated King County with a Redmond postal address. Youth Advocates who fulfill the responsibilities designated to them can stay on the Commission if they meet the eligibility requirements. Youth advocates may be removed for lack of attendance, neglect of duty or malfeasance in office. When a member is unexcused at three (3) regular business meetings in a one (1) year period, the Chair may ask them to resign.

When there is an opening for a Youth Advocate, invitations will be posted publicly by methods similar to those for formal Commission vacancies, and they will complete a standard volunteer application and must return to the Mayor's office. Candidate interviews and approvals will be conducted by a selection committee comprising the Commission Chairperson and Vice Chairperson and ultimately would be formally approved by the whole Commission. The Mayor and City Council are not involved in the appointment process or removal process.

10. **Committees:** By consensus, the Commission shall create or disband, committees as deemed appropriate in order to perform the business of the Commission. Each committee shall report on the status of their work to the Commission on a timely basis, as appropriate for their work plan. The chair is an ex-officio member of all committees and shall be responsible for appointing committee chairs, members and filling vacancies as needed. Committee size must be less than a quorum including the chair as an ex-officio member.
11. **Voting:** Decisions requiring a vote of the Parks and Trails Commission require a quorum, per Ordinance 2581, of the Commission and a decision is made by the majority vote of the Commission members present. In the event of a conflict of interest, a commissioner will need to recuse oneself. Informal actions, such as field trip locations, can be arrived at by consensus.
12. **Quorum:** Per Ordinance 2581, a quorum for the transaction of official business shall consist of a majority of all seats of the Commission; for example, the nine-member Commission shall have at least five members present to make a quorum, regardless of how many of the nine seats are currently filled. Official business includes discussion and deliberation along with decisions. All recommendations or made via a motion by a quorum of the Commission.
13. **Representatives:** The Commission may designate commissioners to attend special meetings in the community, as it deems necessary, defining their terms and duties for such purpose. Commissioners shall be information gatherers and shall not represent the Commission as a whole. Commissioners may ask public to provide public comment at Commission meetings or submit email. Information received by individual Commissioners can be brought to the Commission for discussion and action.
14. **Act as a Body:** The Commission shall act as a body in making its decisions and announcing them. No member shall speak or act for the Commission without prior authorization. Staff members will rely on formal actions of the Commission in reporting to the City Council. Commissioners should clarify at

meetings and public events if they are speaking for themselves or representing formal actions of the Commission.

15. **Relationship to Parks and Recreation Department:** Per [Ordinance 2344](#), the Commission advises the Mayor and City Council. Administratively, the Commission shall work closely with the Parks and Recreation Department, with staff support assigned by the Director of the Parks and Recreation Department. The staff shall provide the Commission technical and administrative assistance within the framework of the city's policy for program planning and execution.

Such assistance will include supplying basic data, recommendations on programs, and other such information as may be required. Parks and Recreation staff will work with the Commission to prioritize programs.

16. **Role:** [Ordinance No. 2344](#) outlines the role of the Commission which generally includes:
- Making recommendations about capital projects, plans, policies, and rules;
 - Identifying the needs of the community as it relates the Department's services, and;
 - Engaging community members about areas under the Commission's purview.

17. **Agenda for Regularly Scheduled Public Meetings:** An agenda packet for each Commission meeting shall be prepared by staff liaison with input from the Chairperson and Vice Chairperson and forwarded to each Commission member electronically one week prior to the meeting. All associated documents, including any email or hardcopy correspondence to the Commission should be included. The agenda should be posted to the website for public access.

If large documents or complex policy documents are to be shared, they shall be presented to the Commission 2 weeks prior to the meeting or presented at a meeting prior to seeking action.

Any member of the Commission may propose additional agenda items, and they shall be submitted two weeks prior to the regular monthly meeting to the Chairperson, Vice Chairperson and staff liaison.

Any motion to be initiated by staff needs to be presented at the previous month's meeting with discussion time adequate to the needs of the Commission and will include options and future fiscal and service impacts associated with each option.

18. **Public Meetings/Public Participation:** All meetings of the Commission for the purpose of taking action and for which public notice has been given shall be open to the public. Citizens are encouraged to participate, speak and voice their interest in Commission issues during the Items from the Audience portion of the agenda. All audience participation should occur to this time and shall be limited to three minutes per speaker. Commissioners should limit questions to clarifying questions.

The Commission follows the Open Public Meetings Act ([RCW 42.30](#)) and does not allow group discussion of Commission business over email, nor does it sanction a quorum of Commissioners meeting outside of a formal meeting to discuss Commission business.

19. **Publications, Minutes and Records:** All reports, conclusions and recommendations, of the Commission shall be open to public inspection and shall be maintained at the official business office.
20. **Meeting Minutes:** Meeting minutes shall consist primarily of a record of action taken. Minutes of each meeting shall be subject to approval by the Commission. A record of commissioner attendance will be included indicating presence and excused and unexcused absence. Minutes should be posted within 3 business days of the Commission approval.
21. **Parliamentary Authority:** Robert’s Rules of Order, Revised, shall govern the deliberations of the Commission, except when in conflict with any of the foregoing rules.
22. **Co-sponsorship of Programs:** All requests from community organizations for Commission assistance or sponsorship shall be in written form and shall be delivered to the Commission or to the Parks & Recreation Department staff, for consideration by the Commission. Staff liaison to the Commission bring all requests for assistance to the Commission for consideration.

CITY OF REDMOND PARKS AND TRAILS COMMISSION

Approved_____