

These minutes are in DRAFT form until approved by the Parks & Community Services Board.

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

Tuesday
March 8, 2022
6:00 p.m.

Via Zoom

BOARDMEMBERS PRESENT: Chair Hamilton; Boardmembers Clark, Giampetro, Kumar, Synn

BOARDMEMBER ABSENT: Boardmember Trescases

COUNCILMEMBER PRESENT: Councilmembers Stokes

PARKS STAFF PRESENT: Shelley Brittingham, Pam Fehrman, Irmina Lumbad, Shelley McVein, Camron Parker, Mariam Sarwary, Michael Shiosaki, Ryan Walker

OTHERS PRESENT: Heidi Dean

MINUTES TAKER: Michelle Cash

1. **CALL TO ORDER/ROLL CALL:**

The meeting was called to order by Chair Hamilton at 6:00 p.m.

Chair Hamilton announced procedural items that need to be addressed. Because in-person meetings are prohibited by the Governor's emergency order concerning the Open Public Meetings Act, the Board will be holding its meetings remotely for an unknown period of time. The Board's Bylaws regarding remote participation and the order of business have been suspended until such time as the Board is no longer holding its meetings remotely.

2. **APPROVAL OF AGENDA:**

Motion by Boardmember Synn and second by Boardmember Kumar to approve the March 8, 2022 Parks & Community Services Board meeting agenda as presented. Motion carried unanimously (5-0).

3. **APPROVAL OF MINUTES:**

Motion by Boardmember Kumar and second by Boardmember Clark to approve the February 8, 2022 Parks & Community Services Board meeting minutes as presented. Motion carried unanimously (5-0).

4. **WRITTEN/ORAL COMMUNICATIONS:**

Heidi Dean

Heidi Dean expressed concern with changes to the Newport Hills Woodlawn Park plan after the proposed final design was approved by Council and the Parks Board. Heidi said that the community was not made aware of the changes to the Plan and noted that pages 50 and 51 of the Park System Plan direct little to no parking spaces for neighborhood parks. However, Newport Hills Woodlawn Park now includes 19-21 parking spaces. Boardmembers were encouraged to take a closer look at what was approved by the Parks Board versus what is currently being constructed.

5. **COMMUNICATION FROM CITY COUNCIL:**

Councilmember Stokes discussed some of the Council's recent activities, including the budget process. Councilmember Stokes said that Council will hold an in-person budget retreat in late March.

6. **DIRECTOR'S REPORT:**

Michael Shiosaki discussed the following items:

- Return to workplace:
 - The vaccination verification requirement and the indoor mask mandate have both been lifted.
 - All city facilities will be fully open after April 4, 2022.
 - Council will begin hybrid in-person/virtual meetings beginning April 18, 2022.
- There will be a Council Budget Retreat later in March.
- The Kelsey Creek Farm Sheep Shearing event will be held on April 30, 2022.

Director Shiosaki responded to various questions from Boardmembers regarding the budget process.

7. **BOARD COMMUNICATIONS:**

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Boardmember Clark recently visited the Newport Hills Woodlawn Park and asked staff for additional information regarding the concerns expressed pertaining to park design changes. Michael Shiosaki said that an in-depth report will be provided at the next Board meeting.

Chair Hamilton visited Downtown Park. Chair Hamilton also attended the recent Youth Link Program Virtual Event – Unity Through Diversity and was inspired by the generations to come.

8. **CHAIR COMMUNICATION & DISCUSSION:**

No report.

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

No report.

10. **DISCUSSION/ACTION ITEMS:**

A. **2023-2024 Budget Process**

Irmina Lumbad, Fiscal Manager, Parks & Community Services, provided an overview of the Board’s role in the upcoming 2023-2029 Capital Investment Program budget process.

The budget is one of the City’s key policy documents. The operating and capital budgets are organized around seven community outcomes, and Parks capital investments are primarily directed to the “Quality Neighborhoods/Innovative, Vibrant & Caring Community” outcome. This budget process (known as Budget One) is very similar to the one used for the past six budget cycles, and requires that the Department submit proposals for all operating and capital items by mid-April. Irmina noted that ultimately, the City Manager will develop a balanced Preliminary Budget in the fall, with City Council adopting the final budget by November 21, 2022.

As advisors to City Council, staff anticipates that the Parks Board will provide comments on the City Manager’s Preliminary Budget and the Parks CIP in a similar manner to those submitted during the last budget. Additional budget discussions will be scheduled with the Parks Board as the Preliminary Budget is released in September/October.

Irmina called attention to the Park’s 2021-2027 Acquisition/Development Projects. Boardmembers discussed the current levy and the potential of a new levy. Boardmember Clark asked since project priorities already exists what other political and/or financial aspects will be considered in developing long term funding options. Will the board be involved in creating funding package?

Responding to Board Member Clark, Councilmember Stokes concurred that the process of determining funding options is complex with a wide range of factors and that Council has

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already identified some priorities, but the Board informs Council based on input from community.

The Council values the advice and recommendations of the Park Board and work should be a collaborative effort. Pamela Fehrman, Capital Project Manager, Parks & Community Services added that the Boards recent work on the Park & Open Space Plan places the board in a good position towards understanding the communities funding option preferences. Michael Shiosaki advised that if the new levy is desired then it will be a rapid process to meet all of the time requirements.

Boardmember Synn asked if there will be an increase in the real estate excise tax charged. Michael Shiosaki said that the real estate excise tax exceeded what was budgeted. Therefore, an increase is not anticipated.

Chair Hamilton encouraged Council to continue seeking opportunities for more park land. Based on projected built out in 10 years and increasing growth expectation, Chair Hamilton added that there needs to be aggressive action to acquire park space and amenities and continue to prioritize long term projects previously approved such as Ashwood Park. The community need is significant.

B. Park Board Vice Chair Election

Camron Parker reported that Pamela Unger, who had been serving as Vice-Chair of the Parks & Community Services Board, resigned from the seat on the board as of February 25, 2022. Recognition for Boardmember Unger's four years of service is forthcoming.

The Parks & Community Services Board's Bylaws (Article II.B) state: In the event of the resignation of the Chair or Vice-Chair, the Board shall expeditiously elect a new officer to fill the vacancy for the remainder of the existing term.

Therefore, Chair Hamilton opened nominations to elect a new Board Vice-Chair to serve the remaining term left vacant by Pamela Unger until June 2022.

Motion by Boardmember Synn to nominate Boardmember Clark as the Board Vice-Chair.

Chair Hamilton requested other nominations. There were none.

At the question, motion carried unanimously (5-0) to elect Boardmember Clark as the Board Vice Chair.

Councilmember Stokes reported that he also recommended that Council approve newly elected Vice-Chair Paul Clark's reappointment to the Parks & Community Services Board, since Vice-Chair Clark's first term is near completion.

C. Subcommittee membership for quarterly Council communication

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Camron Parker said that there was a subcommittee consisting of Chair Hamilton, Vice-Chair Clark, and former Boardmember Unger to prepare the quarterly communications to City Council. Since Pamela Unger is no longer on the Board, a position is available on the subcommittee if anyone is interested.

11. **NEW BUSINESS:**

None.

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

None.

13. **OTHER COMMUNICATIONS:**

- A. Parks CIP Project Status Report
- B. Email, RE: Badminton – 02/08/2022
- C. Email, RE: Newport Hills Woodlawn Park – 02/08/2022

14. **ADJOURNMENT:**

Since there are several scheduling conflicts during April, Camron Parker recommends that the Parks Board meeting be rescheduled to April 20, 2022. In addition, the City Clerk's Office will begin the recruitment process to identify two additional Boardmembers for Parks Board, since Boardmember Kumar's term is also coming to an end.

Chair Hamilton adjourned the meeting at 7:47 p.m.