

Appendix A: Stakeholder Group Charter



Old Fire House Teen Center Facility Recommendation Stakeholder Group

Charter and Operational Agreements

Updated: Aug. 27, 2025

This document guides the scope and operation of the Stakeholder Group for the City of Redmond's Old Fire House Facility Recommendation. The City of Redmond may periodically evaluate the Stakeholder Group process to determine if adjustments in the Charter and Operational Agreements are warranted.

Background

Teen programs in the City of Redmond were housed at the Old Fire House Teen Center until early 2025, when comprehensive facility assessments revealed substantial long-term challenges beyond routine maintenance. City leadership made an operational decision to relocate teen programming to the Redmond Community Center at Marymoor Village and other city facilities to allow the City to conduct more in-depth condition assessments and determine next steps for the building. Additional condition assessments revealed various concerns, the most urgent of which was the building's deteriorating roof. A decision on the building's future is needed soon, before roof failure limits City options.

The City is considering two options:

- 1. Renovate** the current building structure, OR
- 2. Investigate rebuilding** the structure, either in the current location or in an unknown new location.

After considering a recommendation shaped through robust engagement with the Stakeholder Group, the Redmond City Council will decide on the building's future in fall 2025.

Convener: The City of Redmond

- **Goal:** The goal of the Stakeholder Group is to engage a diverse group of City of Redmond community members in focused discussions to collectively provide input, feedback, perspectives, and recommendations relevant to the future of the Old Fire House Teen Center.
- **Commitment:** The City of Redmond commits to mutually giving information to and receiving information from the Stakeholder Group related to the Old Fire House Teen Center facility and will transparently demonstrate how the City of

Redmond considered or incorporated feedback provided by the Stakeholder Group in the facility recommendation provided to City Council.

Contacts

- City of Redmond Stakeholder Group Liaison: Lindsey Falkenburg, lfalkenburg@redmond.gov
- Stakeholder Group Facilitator: Darcy Edmunds, dedmunds@stephersonassociates.com

Outcome: The Stakeholder Group will provide a recommendation to the City of Redmond by Nov. 12, 2025, to either:

- Renovate the current building, or
- Investigate a rebuild (i.e., conduct further study into rebuilding in the current location or an unknown new location).

This recommendation will not include proposed building amenities, size, or design, which will be considered in the next engagement phase.

Purpose

The purpose of the Stakeholder Group is to inform the City of Redmond's decision on the future of the Old Fire House Teen Center facility. The Stakeholder Group enables a diverse group of people to be involved with focused discussions, and individually and collectively provide insight, input, values, and feedback on the community's needs and experiences, and other related topics as identified by the City of Redmond during the recommendation timeline.

Stakeholder Group participants may also serve as conduits for information to and from affiliated organizations and community members to help ensure that community issues, concerns, and/or needs are raised during meetings.

The City of Redmond will hold focus group meetings with key audiences, such as current users of city teen drop-in spaces and teen service providers, to help the Stakeholder Group hear community feedback and inform their recommendation to City Council.

Term

The Stakeholder Group convenes in September 2025 and may meet up to six times through November 2025. The City of Redmond and Stakeholder Group will determine meeting frequency.

Participant Selection

The Stakeholder Group consists of people chosen from the community and existing City of Redmond advisory groups. Each Stakeholder Group participant has an equal voice in Stakeholder Group discussions.

Stakeholder Group participants are responsible for any costs (travel expenses, salary, etc.) associated with participating in this voluntary group.

All meetings will be accessible. An assessment of the accessibility needs of the Stakeholder Group participants will happen before the first meeting.

Participation expectations

Participants in the Stakeholder Group provide information, exchange ideas, and contribute individual and collective perspectives around community and teen topics. Should areas of agreement emerge, they will be identified with the goal of forming a consensus recommendation, though there will be no requirement to reach consensus. Facilitated processes will be used to gauge where Stakeholder Group participants are on an issue.

Information gleaned from Stakeholder Group meetings will be considered, along with other community input, when the Redmond City Council makes facility decisions. The Stakeholder Group only functions in an advisory role and does not make decisions for the City of Redmond.

Expectations include:

- Attending up to six meetings in 2025. (Depending on the topics and agenda, each meeting will last approximately 1.5 to 3 hours.)
- Actively participating in meeting discussions and, to the best of the participant's ability, completing the participant's homework. This may include reviewing documents ahead of meetings.
- Actively and respectfully listening to and considering other points of view and interests, and being open to new ideas.
- Taking time outside meetings to understand the City of Redmond's department operation, the Stakeholder Group's purpose, and public input.
- Helping raise awareness, share information, and engage contact networks to understand community perception better.
- Notifying the Stakeholder Group facilitator and the City of Redmond Stakeholder Group Liaison before a scheduled meeting if a participant cannot attend.

The City of Redmond expects the above commitments to take approximately five to ten hours per month.

Technical questions related to the topics under discussion at each meeting will be addressed as possible during the meeting, with any follow-up actions noted. Technical questions beyond the scope of the topics under discussion by the Stakeholder Group will be addressed separately from the Stakeholder Group process, such as through email with city staff.

The names of Stakeholder Group participants and the interests they represent are considered public information and may be posted to the City of Redmond's website. Files containing participants' contact information will be kept separately and will not be released unless required by law.

Participants wishing to withdraw from the Stakeholder Group should inform the City of Redmond Stakeholder Group Liaison in writing and copy the Stakeholder Group facilitator. The City of Redmond will coordinate a suitable replacement.

Operational agreements

Meeting dates

The City of Redmond, with the Stakeholder Group's consultation, determines meeting dates. The dates of upcoming meetings will be shared electronically and posted on the City of Redmond's website at www.redmond.gov/OFH.

Attendance expectations

Group participants are expected to attend the majority of the established meetings (i.e., four out of a total of six meetings). If a participant cannot attend a meeting, they will let the Stakeholder Group Liaison and Stakeholder Group Facilitator know at least two days before the meeting. For meetings that participants miss, they are expected to review meeting notes and/or initiate a meeting with City staff to debrief on the missed meeting.

Quorum requirement

There is no quorum requirement; group participants present and active at each meeting can continue to work in the absence of others.

Meeting materials

The meeting packet (i.e., agenda and any pre-reading material provided by the City of Redmond) is distributed to group participants before each meeting. The meeting agenda will be posted to the City's website before each meeting.

Process facilitation

The City of Redmond provides the services of an independent third-party neutral facilitator to support this Stakeholder Group process. The facilitation team neutrally and impartially supports all stakeholders, maintaining the integrity of the process. This team facilitates communication about the process to stakeholders and other interested parties. The facilitation team will collaborate with the City of Redmond to prepare process designs, meeting agendas, pre-work materials, and final Stakeholder Group products.

Private conversations between a Stakeholder Group participant and the facilitation team will be considered confidential unless otherwise identified. Any written communications are considered public records and may be subject to public disclosure.

Meeting location

Unless otherwise agreed to by the group, meetings will be held both in person in Redmond and online through Zoom.

Meeting summaries

The City of Redmond and facilitation team will provide a notetaker to document key discussion points, action items, and participant feedback at each meeting. Individual positions or sentiments will not be attributed to specific group participants in summaries. The facilitation team will distribute a draft meeting summary to the stakeholder group approximately five business days following the meeting. Participants have one week to provide comments on the summary.

Process outcome

Recommendation memo

The Stakeholder Group's purpose is to provide a recommendation to the City of Redmond regarding the future of the Old Fire House Teen Center facility. The neutral third-party facilitation team will prepare the recommendation memo and earnestly document the recommendation(s) from the Stakeholder Group. Areas of agreement in meetings will be noted by the facilitation team with the intent to develop a consensus recommendation. If a consensus recommendation cannot be reached, a recommendation from the dissenting participants will be included in the final group recommendation.

The Stakeholder Group will have the opportunity to review and share comments on the draft recommendation memo.

Group process report

The neutral third-party facilitation team will summarize the Stakeholder Group process in a report at the end of the process. The report will document the process and the individual and collective feedback heard at key discussion points and process milestones.

As the recommendation memo and final report are products of the facilitation team, Stakeholder Group participants will not be signatories to the final report.

Correspondence

The group may, at times, conduct correspondence via email. Participants are encouraged to email questions and concerns to the City of Redmond Stakeholder Group Liaison, Lindsey Falkenburg, at lfalkenburg@redmond.gov, and copy the Stakeholder Group Facilitator, Darcy Edmunds, at dedmunds@stephersonassociates.com. Correspondence is subject to public disclosure. However, personal contact information will be kept confidential.

Media, photography, and recording

The City of Redmond's media spokesperson for this process is Loreen Hamilton or her designee. Stakeholder Group participants may speak individually to the media outside of meeting sessions, but shall not speak on behalf of the City or the group. Stakeholder Group meetings will not be recorded unless the entirety of the Stakeholder Group approves the recording in advance.