



## Memorandum

**Date:** 12/7/2021  
**Meeting of:** City Council

**File No.** AM No. 21-177  
**Type:** Consent Item

**TO:** Members of the City Council  
**FROM:** Mayor Angela Birney  
**DEPARTMENT DIRECTOR CONTACT(S):**

Parks	Carrie Hite	425-556-2326
-------	-------------	--------------

**DEPARTMENT STAFF:**

Parks	Jeff Aken	Park Planning Manager
Parks	Caroline Chapman	Senior Park Planner

**TITLE:**

Approval of a Consulting Services Agreement with Conservation Technix, in the Amount of \$126,000, for the Parks, Arts, Recreation, Culture, Conservation (PARCC) Plan Update

**OVERVIEW STATEMENT:**

The PARCC Plan provides a strategic plan for the Parks and Recreation Department, fits into the Parks element in the Redmond 2050 Comprehensive Plan, and allows the City to pursue state grant funding through the Recreation and Conservation Office. Staff is seeking approval of the attached standard consulting contract for Conservation Technix to assist on the development of the PARCC Plan update.

☒ **Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

☐ **Receive Information**      ☐ **Provide Direction**      ☒ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
PARCC Plan, Redmond 2050, Washington State Growth Management Act.
- **Required:**  
N/A
- **Council Request:**  
N/A
- **Other Key Facts:**  
The PARCC plan is updated every six years to remain in compliance with the Washington State Recreation and Conservation Office.

**OUTCOMES:**

Updating the PARCC plan ensures consistency with the City's comprehensive plan, captures emerging needs in the parks, trails, and community, and prioritizes those needs into a strategic plan to be used for the biennial budget process, yearly workplan, and staff priorities. The plan update will incorporate the Environmental Sustainability Plan, ADA Plans, Tree Canopy and Facilities Strategic Plans.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

Initial stakeholder outreach is underway, when the consultant contract is approved staff and consultant will develop an expansive community outreach plan.

- **Timeline (previous or planned):**  
Winter-Spring 2022
- **Outreach Methods and Results:**  
Specific plans for outreach have not been developed at this stage. It will engage all facets of the community in both City led efforts and joining people where they are to learn their park needs. Some of the methods that will be used:
  - Statistically valid survey
  - Stakeholder and focus groups
  - Let's Connect online platform
  - Boards and Commission briefings
  - Community events
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
\$126,000

**Approved in current biennial budget:**      ☒ Yes      ☐ No      ☐ N/A

**Budget Offer Number:**  
00247 - Parks, Trails, and Open Space

**Budget Priority:**  
Healthy and Sustainable

**Other budget impacts or additional costs:**      ☐ Yes      ☒ No      ☐ N/A

**If yes, explain:**  
N/A

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**  
N/A

☒ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
7/6/2021	Committee of the Whole - Parks and Human Services	Receive Information
11/1/2021	Committee of the Whole - Parks and Human Services	Provide Direction

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

**Time Constraints:**

The current PARCC plan needs to be updated with the Washington State Recreation and Conservation Office by March of 2023. Delay of hiring a consultant will compress the timeline to conduct community engagement and develop the plan.

**ANTICIPATED RESULT IF NOT APPROVED:**

Opportunities for grant funding through the Washington State Recreation and Conservation Office will not be available to the City after the current plan approvals expire in June of 2023.

**ATTACHMENTS:**

Attachment A: Conservation Technix Consulting Services Agreement