



Memorandum

Date: 3/22/2022

Meeting of: Committee of the Whole - Parks and Environmental Sustainability

File No. CM 22-254

Type: Committee Memo

TO: Committee of the Whole - Parks and Environmental Sustainability

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Parks	Loreen Hamilton	425-556-2336
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DEPARTMENT STAFF:

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

TITLE:

Parks, Arts, Recreation, Culture, and Conservation (PARCC) Plan - Community Involvement Plan Overview

OVERVIEW STATEMENT:

A PARCC Community Engagement Plan was drafted to create robust community involvement to better understand the needs of the community. The community involvement process looks at how staff can inform and engage all people who live, work, and play in Redmond to ensure that the 2023 PARCC Plan reflects the City of Redmond’s growing and changing community. Feedback from the community will be used to update the PARCC Plan, which provides a strategic plan for the Parks and Recreation Department and keeps the department in compliance with the Washington State Recreation and Conservation Office (RCO).

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; Facilities Strategic Plan; Community Strategic Plan; Comprehensive Plan.
- **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 (RCO).

OUTCOMES:

Updating the PARCC Plan ensures we are consistent with the City’s Comprehensive Plan. It allows us to capture emerging parks and trail needs and better understand the needs of the community. Lastly, it prioritizes those needs into a strategic plan that is used for the biennial budget process and yearly workplan.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
Fall 2021 - Fall 2022
- **Outreach Methods and Results:**

The following strategies will support the objectives of the community engagement plan throughout the planning process:

- Provide relevant and timely information to the community and interest groups, including opportunities to provide input at key decision-making milestones.
- Include culturally relevant engagement tools to reach and lift the voices of people from historically underrepresented communities, including translation of print materials, “meeting in a box” outreach to community groups, and live translation at community meetings.
- Use a range of involvement methods to inform and engage the community.
- Report back to the community on what the City heard from them and how the City used their input to influence the PARCC Plan.
- Engage in constructive dialogue on issues and opportunities.
- Provide decision makers with information on the community’s perspectives and recreation priorities.
- Conduct engaging and interactive events that promote community participation.

Focused outreach will place an emphasis on people who speak, read, and write using languages other than English, people with disabilities, communities identified in the Redmond 2050 Plan as areas for growth, and youth under the age of 18.

	Outreach Method	Objective
Mailed mid-March	Survey (mailed) • Translations in Spanish, Russian, and Chinese	Needs assessment
End of March-April	Questionnaire (online) • Translations in Spanish, Russian, and Chinese • Other languages available via Google Translate	Needs assessment
June 1, 2022	Virtual Public Meeting #1 • Live Translation services provided	Needs assessment
March-May	Stakeholder discussions & interviews • Translations available as needed	Understand park usage and needs
June-August	Pop-Up Events	Needs assessment
Summer/Fall	Community Meetings, “Meeting in a Box” • Translated materials provided	Understand park usage and needs
September	Virtual Public Meeting #2 • Live Translation services provided	Share results, fill in gaps

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November- December	Commission & Council Meetings	Approve PARCC Plan
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- **Feedback Summary:**
N/A (Yet to start outreach)

BUDGET IMPACT:

Total Cost:

\$126,000 is budgeted for a consultant to help with the PARCC Plan update.

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:

Significant staff time will be part of this effort.

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
12/7/2021	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
5/24/2022	Study Session	Receive Information
8/9/2022	Study Session	Provide Direction
TBD	Business Meeting	Approve

Time Constraints:

The current PARCC Plan needs to be updated with the Recreation and Conservation Office by March of 2023. Staff is targeting City Council approval in Winter 2023.

ANTICIPATED RESULT IF NOT APPROVED:

Opportunities for grant funding through the Washington State Recreation and Conservation Office will not be available to the City.

ATTACHMENTS:

Attachment A: PARCC Plan - Community Engagement Plan