



TRI COUNTY PARK DIRECTORS
Meeting Agenda

Date: Monday, April 20th
Time: 12PM
Location: Conference Call
Meeting ID: 556 310 829

<https://zoom.us/j/556310829>

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1) Parks & Recreation Position Statement/Recovery Framework

- a. Exploring a “universal” recovery framework or adaptable template for parks and recreation intended to align our respective efforts
 - i. (Document Attached)

Discussion of the collective position statement depicting how we envision our departments as part of the recovery process. It was highlighted that submission of this document by late this week is important in order to be able to send information about our commitments before the Governor makes his next decision. This is a high-level document which is meant to build confidence in our ability to help safely mold the re-opening process. This document can be used independently by smaller organizations as a guide. Some jurisdictional areas might be different, but we can proceed with similar frameworks. There is intent to turn our shared decision-making processes and discussions into a standardized, how-to model which utilizes our professional knowledge to make sure people are safe. The more consistent we can act between agencies the more consistent our messaging can be. There has been contact with ORPA and CRPS to form a cohesive approach towards re-opening and recovery by aligning our multi-state efforts. The document is intended to focus on collaborate partnerships and a unified understanding of the responsibilities we accept rather than a financial need statement. The document also outlines our necessity to understand projected timeframes in order to preserve resources in the best manner. It further explains the timelines we will face in order to hire, train, plan, prepare, and facilitate programs and events. Feedback is requested on this document by the end of the day tomorrow, Tuesday, April 21st. We may not have time to align interests from all three states before this

document needs to be sent out this Friday, but other States/agencies can use this letter as a template to develop their own similar letter after the fact. Information will be listed on the WRPA site regarding the submission of document edits. The letter is intended to be inclusive of all parks and recreation services including aquatics. Snohomish County Parks and Recreation is aligned with the current document. They have also chosen to modify it more specifically for internal Snohomish County Parks use.

2) Updates re: Furloughs and Layoffs

a. Agency's steps to address budget shortfalls

- Metro Parks Tacoma will furlough certain represented and non-represented staff through June 30th. Their union has accepted this furlough. Together, with prior furlough of their part time staff, approximately 78% of their total staff have been furloughed. They anticipate recalling staff sometime between now and June dependent on State orders. Furlough may also need to be extended or moved into a layoff status.
- The City of Kent is looking at significant further cuts on top of 1.2-million-dollar deficit.
- The City of Everett is in consideration of potential furloughs beginning next week which will last until May 24th. This is dependent on what happens with the next Governor order. They are also facing other cuts to the department in 2020 and 2021.
- Both the Cities of Kent and Everett were facing moderate municipal distress before COVID-19 and this has exasperated the circumstances.
- The City of Olympia is operating a voluntary furlough program where employees can optionally take furlough one to two days a month or choose a 30-day sabbatical option which can be used throughout the year. 30- 40% of their department has taken advantage of these options. They also have a voluntary separation program which, if taken, would end employment by June. They are offering a \$10,000 incentive to the employees who take the VSP. These positions will then be left open for 6 months. They are also bracing for additional cuts.
- Summit Law is providing helpful resources on HR related topics currently.
- Pierce County will be facing a 5% reduction for 2020, and a 5% reduction for 2021. 30% of their budget is earned revenue which is being lost at this time. Position vacancy savings will meet mandated reduction requirement, but they will still have to mitigate loss of revenue. They will begin staff furloughs starting this week while allowing benefits to continue.
- The City of Kirkland is holding on decision-making until the next steps are determined by the Governor. If the "stay home" initiative is extended it will offer more information on summer impacts and the length of the recovery. Once the next steps come out, they will discuss whether the City wants to take a "mission centric" approach or a "budget centric" approach as it pertains to service levels and finances. Recommendations would vary drastically with the two approaches, so the City Manager is working to get informal Council feedback on that concept.
- King County is looking at a strategy to offset earned revenue losses through conservative approaches to hiring, holding vacancies, and potentially tapping reserves. Their earned revenue represents a smaller % of their operating funding (~10%). They are also delaying seasonal employee hiring until the next Stay Home/Stay Healthy directive is known.
- Discussion of a Survey via Survey Monkey to pose these questions to the agencies involved and develop data on our decision-making processes. Understanding that the answers to some questions and therefore some survey results may change if the order is extended.

- Clark County will hold position vacancies, lay off temporary employees, delay seasonal efforts, and stop non-essential spending. Their staff are developing two plans - reactivation and continuation.
- PenMet Parks have identified budgeted 2020 projects and/or purchases that they will place on hold. They will also freeze hiring. They will not fill two fully funded, open positions. These cost saving measures will reduce the impact on staff wages and kept staff reductions at a minimum.
- The City of Edmonds will not open their outdoor pool or splash pad due to maintenance staff limitations and the inability to hire, train and staff lifeguards as well as social distancing requirements around the amenity (splash pad).
- The City of Tualatin (Oregon) is working on similar style reopening plans as other municipalities and will share their detailed plan after they hold their internal meeting this week.

3) Other Concern's, Questions, Input for the Group?

Laura Crandall with MRSC is creating a Blog in order to bring to light the important decisions and timelines within the parks and recreation industry that this shared group is working on. She attended the Sammamish Council Meeting and noted their focus on public safety, occupations, livelihoods, and the emotional health of communities in which parks and recreation are a key component. She is looking to highlight the common factors that help with decision making across many parks' agencies. She is also interested in the future of our agencies through a human resources perspective regarding rehiring of staff, running programs, and facilitating camps. She questioned what this timeline will look like for the hiring of seasonal and temporary staff whom are essential to most parks and recreation services. Under usual circumstances the onboarding process begins in mid-May. By early June training and purchasing takes place, and programs begin towards the end of June and into July. This year our agencies are facing necessary changes to the way we offer services. Among other, a large barrier that we are facing is our partnerships with school districts. Parks and recreation agencies often program camps utilizing the resources that schools provide such as classrooms, gyms, and outdoor school amenities. In many cases camps cannot be held without access to the school sites. We are working on plans which increase flexibility of our standard operating procedures in these uncertain times. These include changing the nature of how we access and use the schools, how we gather inside and outside of the schools, social distancing requirements and more. Laura asked how an extension to the May 4th Stay at Home/Stay Healthy order will affect recreation programs. The City of Kirkland believes that this is a likely possibility and that an extension would essentially end the possibility of summer programs because of the lack of time to plan and prepare for them.

The Washington State Parks director will be joining the call Thursday, April 23rd to share the strategies which WSP is implementing and more on their continued planning and recovery strategies.

Discussion of Community Garden procedures per area. In the City of Everett, they are not publicizing the open status of the gardens, but they are open given the practice of social distancing guidelines and the requirement of providing and not sharing personal gardening tools.

Normandy Park Community Gardens have been closed. They will reopen May 4th for planting seasons. The City of Lakewood is only allowing community garden coordinators to work on their plots currently but on May 4th others can garden with proper social distancing. The Cities of Kent, Auburn, Monroe, Snoqualmie, Spokane, Burien, Shoreline, Lynnwood, Kirkland, Pullman, and Lake Stevens', Community Gardens are open with social distancing measures in place. The City of Poulsbo has their 54-plot community garden open and have added a hand washing station and signage reminding people to maintain 6' distancing.

This meeting also stands as the WRPA network meeting. Join the WRPA tomorrow, April 21st for the annual meeting to celebrate the profession. There is a new networking meeting lineup on the WRPA website. The WRPA is looking to start a planning staff network as well as specialized recreation network.

Links to External Resources:

<https://www.seattle.gov/Documents/Departments/Neighborhoods/PPatch/Tips/Covid-19FINALTipSheet.pdf>

<file:///C:/Users/solson/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/P47GUVVB/Cliff%20Mass%20Weather%20Blog.htm>

<https://cliffmass.blogspot.com/2020/04/why-outside-air-is-safe-and-park>

https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/visitors.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fparks-rec%2Fvisitors.html

Meeting Adjourned: 1:02PM

*Respectfully Submitted,
Emily Young
Administrative Coordinator
City of Everett Parks and Community Services*