

**LYNNWOOD PARKS AND RECREATION BOARD
MEETING MINUTES
November 4, 2020
Via Zoom**

10. Call to Order – 6:03 pm.

20. Roll Call

Boardmember Coelho
Boardmember Gladysz
Boardmember Hernandez
Boardmember McKeown

Councilmember Altamirano-Crosby
Director Sordel
Deputy Director Olson
Administrative Assistant Flesher

30. Approval of Minutes – October 7, 2020. Approved.

40. Written Communications – None.

50. Public Comments – None.

60. Comments from Boardmembers.

Boardmember Hernandez reported that she had the opportunity to attend the recent board applicant interviews. It is great to demonstrate to City Council that there is a lot of interest in parks and recreation from the community. Director Sordel indicated that Ms. Stohr and Mr. Darboe would be appointed by Council on November 9. Boardmember Coelho looks forward to meeting the new members in person.

70. Resolutions and Other Business. None.

80. Staff Reports.

80.1 Budget Update and Discussion. Director Sordel thanked the Board for its support and encouragement, and for its critique of the presentation in October. There has been a lot of positive feedback on it. All departments have made their presentations and City Council is now deliberating the proposed balanced budget.

Director Sordel noted that the proposed budget allows for a Grade C park maintenance level of service. Councilmembers Hurst and Smith have expressed that they don't believe a Grade C is acceptable.

Maintenance Level of Service				
Task	Grade A	Grade B	Grade C	Impacts
Turf Mowing	Weekly 1"+ growth	Biweekly 2"+ growth	Monthly 3" – 8" growth	Longer grass is more difficult to cut and hides debris
Landscaping	Monthly	Bimonthly	Quarterly	Aesthetic look from weeding, pruning, mulching, hazard removal
Vandalism Response	Immediate repair/ removal	3 – 7 day response	8+ day response	Longer responses mean closed features or facilities. Delayed graffiti removal attracts more graffiti.
Seasonal Plantings / Lighting	Included	Select floral beds only	No seasonal plantings or holiday lighting	Aesthetic features around City and loss of holiday lights

 

Staff's response to City Council was that achieving a Grade B level of service for parks maintenance and operations in 2021-2022 would require:

- Approval of the 1 FTE already proposed in the budget (repositioned from Recreation)
- Approval of an additional 1 FTE (estimated cost of \$180,000)
- Approval of the proposed Park Capital Budget including deferred maintenance and ADA projects (\$500,000)

If approved, the following level of service reductions would be restored:

- Mowing frequency would return to biweekly for parks
- Irrigation to parks, city right-of way and municipal buildings would resume during the summer
- Seasonal lighting would be reestablished in parks and the Civic Campus
- Seasonal plantings would resume at city gateway areas and the Civic Campus
- Summer spray park operations would return to traditional operating schedules at Daleway and N. Lynnwood Neighborhood Parks
- Monitoring of open spaces for illegal activity, response time to manage graffiti and vandalism and site visits to city pocket parks would be increased

Boardmember Hernandez asked if the \$500,000 for the capital budget was an increase. Director Sordel responded that \$400,000 for deferred maintenance and \$100,000 for ADA improvements are the same amounts approved for 2019-2020.

Boardmember McKeown asked if staff felt confident that the proposed 1 FTE for Parks Maintenance would be approved. Director Sordel believes City Council clearly understands the need. Deputy Director Olson agreed that it does appear the 1 FTE included in the proposed budget will be approved. Director Sordel noted that, because the proposed budget is balanced, if Council were to approve an additional FTE for park maintenance, funds would have to be shifted from another area in the City. Deputy Director Olson noted that could mean eliminating something from the budget, further dipping into the revenue stabilization fund, reducing the general fund contribution to the capital budget, requiring our department to find further reductions or raising taxes. City Council has a variety of options to add something to the budget. After the public hearing next Monday night, they will deliberate further.

Boardmember Gladysz asked how clear Council might be for how to find reductions to offset the \$180,000 increase, if they chose to do so. Director Sordel and Deputy Director Olson suggested the full Council might be inclined to accept a balanced budget as-is and wait until revenues improve before adding anything to it.

Boardmember Hernandez reported that Council had asked departments if there was one thing they wanted that they didn't include in the budget, what it would be and what part of their capital budget they would be willing to forego [delay] to make that happen. She asked if Council might push for those type of changes. Director Sordel explained some of the potential impacts of such a decision. He stressed that the department's projects are almost exclusively maintenance or renovation projects. Only one new park has been developed in his fourteen years at the City.

Boardmember Coelho encouraged the Boardmembers to make comments at the public hearing as private citizens. Director Sordel noted that citizens can also email the Council. The Board discussed whether to make an official statement. Deputy Director Olson indicated that staff hopes that the proposed budget and proposed capital budget remain intact as presented. Boardmember Coelho suggested that, in light of the financial “pain” in the community, although he would love to get an extra the FTE, he thinks showing we’re being team players speaks volumes and hopefully we can use that momentum when things improve.

Boardmember Hernandez thinks that staff responded well to the questions and it gives Council the opportunity to make a decision. When it’s appropriate and revenues are improving, we could advocate for the additional funding. Director Sordel noted that midbiennium adjustments could potentially be made at the end of 2021 if the financial situation were to be improving.

Board candidate Stohr indicated that she does plan to make a statement as a citizen in support of the one additional FTE because some of the level of service items affect safety or the perception of safety in the parks. Boardmember Hernandez suggested that would be a powerful statement. Boardmember McKeown agreed that it would be good to acknowledge that, ideally, it would be good to have the additional FTE while we are sensitive to the fact that funds are limited.

Boardmember Hernandez noted that Boardmember Coelho’s comment several months ago was well thought-out and asked if he would be willing to represent the Board. She thinks it is important to make Director Sordel’s point that the capital budget is about maintaining and improving what we already have.

Boardmember Hernandez moved, seconded by Boardmember McKeown, that Boardmember Coelho speak on behalf of the Board in support of the proposed general fund and capital budget and in favor of park maintenance level of service improvements as soon as fiscally feasible. Motion passed.

80.2 Capital Budget Update. Deputy Director Olson reported that staff made the capital budget presentation on November 2. She explained the significance of a potential reduction in transfers from general fund monies for the capital budget. She provided an overview of the process for approval of each individual project, and reviewed the projects included in the proposed budget for 2021-2022:

- Deferred Park Maintenance 400,000
- Golf Course Improvements 200,000
- Heritage Park Phase 3 – Water Tower 411,700
- Interurban Trail Design 200,000
- Parks ADA Upgrades 100,000
- Parks Planner – Labor Cost 300,403
- Rec Center Refresh- Capital Upgrade 250,000
- Rowe Park Development 150,000
- Scriber Creek Trail Improvement PH 6,800,000
- Scriber Lake Park Renovation 2,414,750
- Seabrook Heights Demolition 100,000
- Senior Center/Teen Center Expansion 250,000
- South Lynnwood Park Renovation 2,240,250

- Veterans Park Upgrade 300,000
- Town Square Park Acquisition 5,000,000

Deputy Director Olson noted that staff would review each of these projects in detail with the Board in 2021.

Board Applicant Stohr asked if there were opportunities for Boardmembers to be involved in a planning committee on these projects before designs are drafted. Deputy Director Olson noted that there isn't one single answer to the that question. Projects do include public outreach and stakeholder outreach as well as review with the Board before concept plans are made. She will think about the possibility of creating some sort of design team with interested boardmembers. Boardmember Hernandez commented that most of these projects on the list have in process for many years and are just now moving forward.

Deputy Director Olson provided a brief overview of the future Rowe Park. The concept plan, developed in 2004, will need to be revisited with a new public outreach effort. This park could lend itself to being an inclusive park. Director Sordel suggested this project could be the perfect opportunity to form stakeholder team. Board applicant Stohr suggested that an inclusive park would require a lot of accessible parking and safe walking routes. She asked about the footprint of certain areas of the park. Deputy Director Olson indicated that the entire design would be revisited. Boardmember Hernandez suggested that the legacy of the park that needs to be carried forward; otherwise it would be a disservice to the family.

80.3 PARC Plan Update – Overview. Postponed to December.

80.4 Staff Report. A written report was provided.

90. Messages from the City Council. Councilmember Altamirano-Crosby noted that it has been a lot of work reviewing the department budgets. She wants to do the best for the community and spends a lot of time talking to community members. Tonight's discussion has been very interesting. She spoke about the Day of the Dead celebration she hosted at the Recreation Center over the weekend.

100. Adjournment – The meeting was adjourned at 8:01 p.m.