

## RESOLUTION NO. 41-22

### A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON, ADOPTING PARK OPERATIONS AND MAINTENANCE LEVEL OF SERVICE STANDARDS FOR THE CITY.

**WHEREAS**, in the spring of 2020, the City's Community Development with consultant assistance, AHBL, began a multi-year effort to update the City's Comprehensive Park Plan dated January 2012; and

**WHEREAS**, the City Council on January 4, 2022 authorized the Mayor to execute a professional services contract with another consultant, SiteWorks, to complete an Operation and Maintenance Gap Analysis Report and Facilities Assessment Report for the City's parks and park facilities to be incorporated into the park plan update; and

**WHEREAS**, the purpose of the Operation and Maintenance Gap Analysis Report is to collect and review operational data pertaining to current maintenance staffing and operations to formulate a recommendation for park maintenance levels of service standards for the operation and maintenance of the City's parks and park facilities; and

**WHEREAS**, the purposed of the Facilities Assessment Report is to conduct a facilities assessment for each park and park facility to develop a comprehensive deferred maintenance list with associated cost estimates of each deferred maintenance item identified; and

**WHEREAS**, the Operation and Maintenance Gap Analysis Report dated June 2022 provides a comparison of City's park system against national and regional park operation and maintenance metrics, provides a summary of the City's current park maintenance task frequencies, and defines park operation and maintenance level of service standards for basic, standard and premium level of service; and

**WHEREAS**, the Operation and Maintenance Gap Analysis Report recommends the City adopt a park operation and maintenance level of service of standard for regional and community parks and basic for neighborhood parks and other park facilities resulting in the need for an additional 11.2 full-time equivalent employees (FTE) and associated equipment and vehicles in the parks department (currently at 4.6 FTE); and

**WHEREAS**, the Operation and Maintenance Gap Analysis Report further recommends the City: 1) maintain a four to one ratio between full-time employees and seasonal employees and 2) create a separate parks department to consolidate Community Development and Public Works tasks associated with parks; and

**WHEREAS**, Public Works and Community Development staff, Park Board and Council Park sub-committee have reviewed the Operation and Maintenance Gap Analysis Report and associated consultant recommendations and have the following consensus recommendation to the City Council: 1) adopt a park operation and maintenance level of service of basic for all parks and park facilities (reduces additional FTE need from 11.2 to 7.1), 2) spread the additional FTEs and associated equipment, vehicles and facility needs over the next three to four budget cycles, 3) maintain a four to one ratio between full-time employees and seasonal employees, and 4) begin implementation of phased approach to creating a separate parks department by hiring parks operations supervisor in October 2022 with new park department created in 2027; and

**WHEREAS**, the Facilities Assessment Report dated June 2022 includes a detailed summary of each park's and park facility's assessment, a comprehensive summary of deferred maintenance items, and associated cost estimates of each deferred maintenance item identified; and

**WHEREAS**, the estimated deferred park and park facility maintenance totals approximately \$3.2M (2023 dollars) and does not include ADA items identified in the 2013 Parks ADA Transition Plan; and

**WHEREAS**, Public Works and Community Development staff, Park Board and Council Park sub-committee have reviewed the Facilities Assessment Report and have the following consensus recommendation to the City Council: 1) begin efforts to repair identified deferred maintenance items and continue to repair ADA items identified in the MacKay & Sposito Parks ADA Assessment and Transition Plan with goal to complete these items over the next three to four budget cycles; and

**NOW, THEREFORE**, The City Council of the City of West Richland, Washington, does hereby resolve as follows:

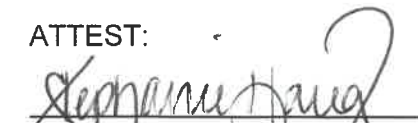
**Section 1.** The City of West Richland hereby adopts a park operations and maintenance level of service standard of basic for all parks and park facilities as defined in the SiteWork's Operation and Maintenance Gap Analysis Report dated June 2022, a copy of which is on file with the City Clerk and by this reference incorporated herein, and staff is hereby instructed to begin implementation of the adopted level of service, begin repairs of identified deferred maintenance items in the SiteWork's Facilities Assessment Report dated June 2022, a copy of which is on file with the City Clerk and by this reference incorporated herein, and continue repairs of identified ADA items in the MacKay & Sposito Parks ADA Assessment and Transition Plan dated November 2013, a copy of which is on file with the City Clerk and by this reference incorporated herein, in an appropriate and orderly manner within budgetary constraints, personnel levels, and available equipment.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON**, this 6th day of September, 2022.



Brent Gerry, Mayor

ATTEST:

  
Stephanie Haug, City Clerk

APPROVED AS TO FORM:

  
Bronson Brown, City Attorney