

**GRANDVIEW CITY COUNCIL
SPECIAL MEETING MINUTES – BUDGET
OCTOBER 4, 2016**

1. CALL TO ORDER

Mayor Norm Childress called the special meeting to order at 6:00 p.m. in the Council Chambers at City Hall.

Present were: Mayor Childress and Councilmembers Mike Everett, Gaylord Brewer, Dennis McDonald, Gloria Mendoza and Bill Moore. Councilmember Joan Souders arrived at 6:05 p.m. Excused from the meeting was Councilmember Javier Rodriguez.

Staff present were: City Administrator/Public Works Director Cus Arteaga, City Treasurer Matt Cordray, Parks & Recreation Director Mike Carpenter, Library Director Elizabeth Jahnke and City Clerk Anita Palacios.

2. 2017 PRELIMINARY BUDGET

City Administrator Arteaga advised that this meeting was to allow Department Directors the opportunity to request and justify the hiring of additional personnel within their departments. Departments requesting additional personnel included the Police Department, Fire Department, Parks & Recreation Department and Library. He explained that the Police Chief and Fire Chief presented their requests at the September 20, 2016 special budget meeting.

Library Director Jahnke presented her request for additional part-time employee hours. A copy of her presentation is attached hereto and incorporated herein as part of these minutes.

Parks and Recreation Director Carpenter presented his request for additional part-time employee hours. A copy of his presentation is attached hereto and incorporated herein as part of these minutes.

Discussion took place, but no decisions were made.

Following consensus of Council, special meetings would be scheduled for Monday, October 10th; Monday, October 17th; and Monday, October 24th from 6:00 to 8:00 p.m., to discuss the 2017 preliminary budget.

3. ADJOURNMENT

The study session adjourned at 7:30 p.m.



Mayor Norm Childress



Anita Palacios, City Clerk

Grandview Library
City Council Review-2017 Proposed Budget
October 4, 2017

Good Evening Mayor and City Council,
To assist in this budget discussion the following are some basic facts regarding the library:

- Library is open 38 hours per week.
- Library is typically open 1,911 hours per year (2015).
- Open hours are spread over 6 days per week.
- Each part time staff has 1 unpaid day off during the week.
- Each full time staff has 2 unpaid days off during the week.
- Library has 3 student work study *positions* at up to 16 hours per week (typically).
- Working model is that at least 2 people are on shift each open hour.
- In the 5 years since the library relocated, the foot traffic through the library averages 50,000 people per year.
- Circulating materials for that same time period averages 30,000 per year.

Last year I came before you with information regarding hiring a part time employee for the summer months. The estimated cost was \$4,000. This cost included the administration costs of a 3rd party vendor.

This evening I am before you to explain my inclusion of 6.5 *extra* hours to the 2 part time staff (13.5 hours each per week) that the library already employs. The cost of the extra hours is \$6,730 which would be spread throughout the year. Following are the reasons for this request:

- The implementation of the joint catalog between YVC and Grandview Library in the next 6-8 months will require all staff to pour extra time into getting the database ready for the conversion from our present ILS to the new one. All staff have been working on database management since our last conversion when we moved in 2011. We had 41,515 item records that needed to be manually upgraded to meet the standards for the database. This upgrading was specifically for the call numbers that did not convert successfully which meant that our materials were, and are still not, easy to locate for our patrons. Using some rough calculations, we estimate that we have 8,142 records left to correct. There isn't any way for us to do a global change for any of the records. This work has been done during our "spare" time and is often interrupted by other more pressing matters.
- As I have reported previously, our student work study positions are not always filled due to many circumstances beyond our control. This is especially true for the summer months when we have the big push for Summer Reading and for the extra traffic that summer brings, as well as, staff vacations.
- By increasing our current part time hours, we are not paying an administrative charge to a 3d party vendor.
- By increasing our current part time hours, we are not adding the benefits that requesting an fte would do.
- By increasing the part time hours, it is adding to the stability for coverage in such events as illness or vacation.
- Current full time staff (whose 30th anniversary with the city will be here in 2017) does not have the flexibility to take time off in chunks of time due to our staffing levels. If this continues, by her retirement, her vacation cash-out will be at the highest level possible and have a huge impact on the library budget.

Grandview Library

Memorandum (*revised)

To: Matt Cordray, Treasurer
Copy: Mayor/Council/City Administrator
From: Elizabeth Jahnke, Library Director
Date: September 15, 2016
Re: **2017 Draft Budget Information**

Following is the 2017 draft budget request for Grandview Library. In this Memorandum, I identify differences between the 2016 budget and my proposed budget for 2017.

- ❖ **2016** budget for **Library Services Operating Expenses** was \$200,755.
- ❖ **2017** budget for **Library Services Operating Expenses** request is \$218, 160.
 - \$17,925 increase across line items related to wages and benefits to reflect pay increases given by City Council in 2016 and possible rates and costs in 2017. Part of overall increase is \$6,730 to increase two Library Pages from 13.5 hours per week to 20 hours per week.
 - No increases in rest of line items for general library operations; decrease of \$300 for Communications.
 -
- ❖ **2016** budget for **Capital Expenditures** was \$17,400.
- ❖ **2017** budget for **Capital Expenditures** request total is \$19,248.
 - *Books* remains at 2016 level of \$8,000.
 - *Periodicals* sees a decrease of \$500 due to change of vendor.
 - *Other Media* sees an increase of \$100 due to higher subscription rate for leased talking books.
 - *Online Databases* sees an increase of \$200 for higher subscription rate for online periodical databases. Statewide consortium keeps this price low overall. This line item includes the OCLC database subscription which cost is shared with YVC. We each pay \$2,000 for

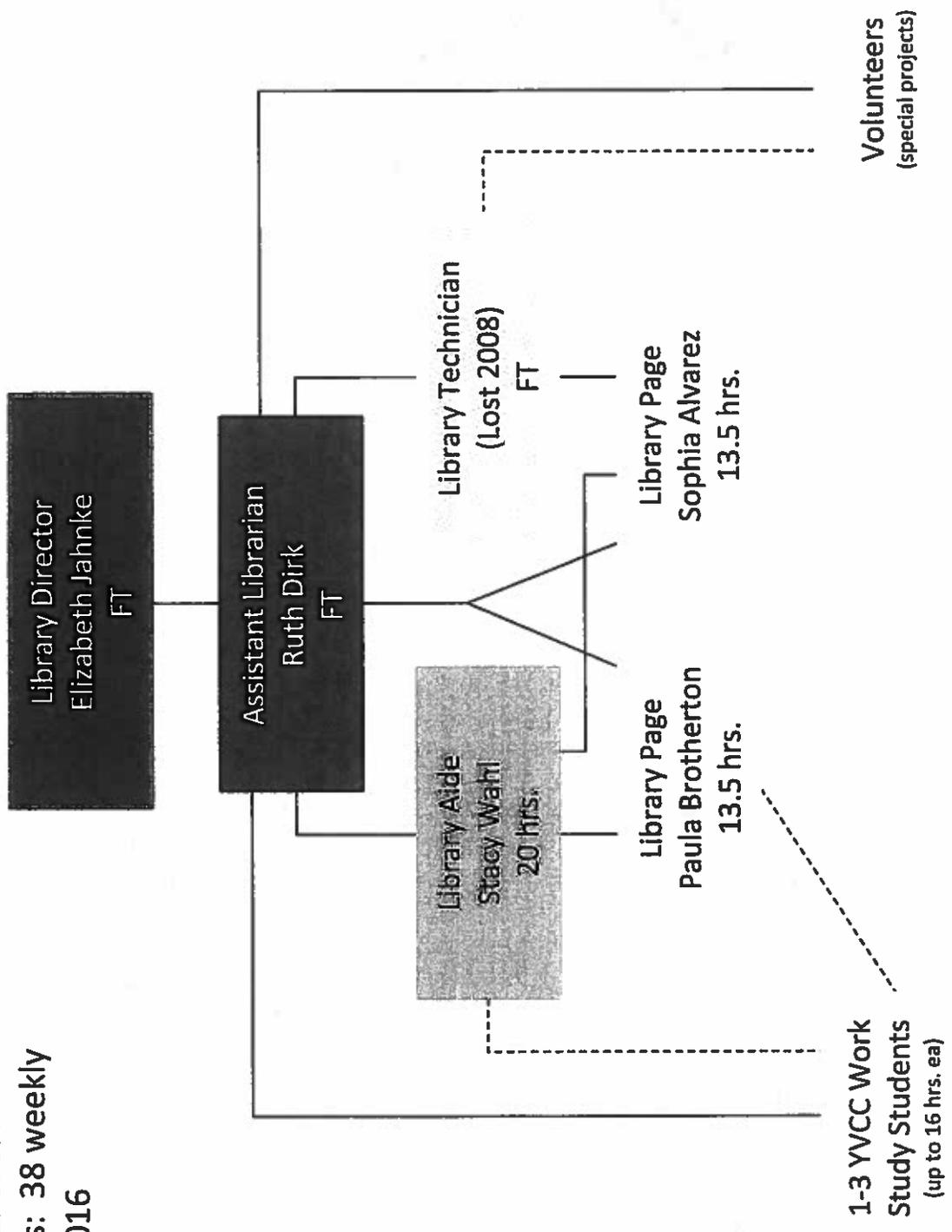
this international database that is used for cataloging and interlibrary loans.

- *(*Revised) E-Media, E-Books, & E-Audio* sees an increase from \$4,400 to \$5,948. This Washington Anytime increased from \$2,900 in 2016 to \$5,003 in 2017. Friends have generously allotted \$600 to help with this cost, making our cost \$4,403. The 2016 downloadable music subscription was \$1,500 and has increased by \$45 making the 2017 amount \$1,545.

Total amount from this line is \$5,948.

Bottom line for 2017 Total Operating Expenses and total Capital Expenditures is \$237,408. This is an increase of \$19,253 over 2016 budget of 218,155.

Grandview Library
 Organizational Chart
 Service Hours: 38 weekly
 October 4, 2016





MEMORANDUM

TO: Cus Arteaga, City Administrator

FROM:  Mike Carpenter, Parks and Recreation Director

DATE: September 16th, 2016

SUBJECT: Parks and Recreation Department Staffing Analysis

At your request and for consideration, I have included dialogue pertaining to staffing within the Grandview Parks and Recreation Department. As we go through another budget process, I am hopeful that I have provided information that will be beneficial to our City Council.

A. FLOW CHART: Attached is a flow chart comparison of staffing within our department for the years 2012 and 2016. Please note that since January 1, 2013 the Deputy Director of Recreation position has been vacant. With the support of the Grandview School District, we were able to establish a Part-Time Recreation Assistant beginning in 2013. This position continues to offer support to the Youth Drop In and Frenzy Friday Programs, while offering minimal receptionist and clerical duties at the community center. This position averages anywhere between 12 to 18 hours per week. Beginning in 2016 under the professional service line item of the community center operation's budget, we have added morning help (7 hours each week) through the Elwood Staffing Company. This position has given us some presence for a few hours during three days a week on site. This is not reflected on our flow chart.

B. DEPUTY DIRECTOR OF RECREATION: In 1994, the City created and filled the full-time position of Deputy Director of Recreation. The position was filled for nearly 19 consecutive years, until the beginning of 2012 when the employee who held this position was transferred to City Hall to begin work as the Deputy Clerk Treasurer. Since then, the Deputy Director of Recreation position remains vacant. City Council made some difficult decisions during the 2012 budget process that especially impacted some line items within the current expense fund. Several departments saw reductions in staffing as the result of

the significant down-swing of the local economy. Impacted departments, including the Parks and Recreation are hopeful that vacant positions can be reinstated as our financial situation becomes healthier.

It is very apparent that the current 4 year vacancy of the Deputy Director of Recreation Director has made for some challenging times for our department. As we reduced our department's full-time employees from 2 to 1 or by 50% and backfill with minimal assistance and experience, both our service to the public and our staffing flexibility suffer.

* The Director has taken on extra duties associated with ordering supplies * issuing purchase orders * vouchering invoices * publicity for programs * processing departmental correspondence and reports * establishing and maintaining program partnerships * tracking volunteer hours * processing agendas and minutes for 4 different boards or committees * recruiting and training part-time staff and volunteers * providing routine maintenance on site at the community center * working with high school students on a number of senior projects * processing and supervising facility rentals * processing park reservations * processing most program registration * receptionist and clerical duties * compiling and monitoring master calendars * providing job shadow opportunities and facility tours * formulating and monitoring program and facility budgets including department and United Way * being on site for special events and programs offerings * provide supervision for the Frenzy Friday and Youth Drop In Programs * coordinating recreational use permits * organizing community work parties including Rose Garden and Day of Service * collaboration with the senior network group * aquatics operation * providing activities and programs for our senior citizens * establishing new programs like lego camp, movie in the parks and origami classes * small grant applications * providing program opportunities for our disabled * working closely with our fair-board on extra projects * beautification program and Tree City USA * processing thank you letters * juggling administrative duties * and several other related duties. In the past, the Director has received valuable assistance with these and many other duties from the Deputy Director of Recreation. In addition, the Director has been busy with administrative duties associated with the swim pool and museum projects. Both our City Administrator and City Hall staff have been helpful in providing some support as we continuously look at creative ways to ease the burden. This has been appreciated.

* As Parks and Recreation Director, I tremendously enjoy my job and fully understand the extra hours and responsibilities that it sometimes takes as an administrator to get the job done for the patrons that we serve. Even under times of adversity, we need continue to embrace the "Yes We Can" mentality. Additional partnerships and volunteers have been established to help offset the staffing shortfall, however, these can often create additional work and responsibilities within the department. Within the 3 year 9 month absence of the Deputy Recreation Director position, the additional hours that the Parks and Recreation Director has dedicated to the department beyond the 40 hour work week have totaled 1,692.5. (see attachment)

* Obviously, the reduction of the Deputy Recreation Director's position has impacted both the accessibility and effectiveness of providing optimal service to our community.

* The Community Center Advisory Committee is aware of the additional commitment of the Director and has forward letters on behalf of the Committee to the Mayor and Council for information and consideration. (see attached copy) The Mayor and Council continue to recognize the staffing shortfalls of the parks and recreation department, as well as other departments, however, during recent years; challenges within the current expense fund have continued to reduce viable funding options.

* Due to these ongoing challenges, the Director has not currently included the re-establishing of the full-time position of Deputy Director of Recreation within the 2017 preliminary budget request. If and when it is financially feasible for the City, it is a top priority of the Parks and Recreation Department to bring back this full-time position. This would be a giant step in the right direction as we continue to provide quality and effective programs and service for all populations of our community. This is especially true within the administration realm of our department.

C. PART-TIME RECREATION ASSISTANT: Since 2013, special support from the Grandview School District has helped us establish this part-time position. This position entails 12 to 18 hours per week (nearly 800 hours per year) with the main responsibilities focusing on assisting the Director with both the Youth Drop In and Frenzy Friday programs. During the summer months, we often schedule 3-4 hours on Friday afternoons to assist with clerical and receptionist duties. The 2017 preliminary budget's regular wages – part time line item within the recreation fund includes \$15,000 (1,363 hours @ \$11.00 per hour). This amount will provide 2 additional benefits to our department. First, it will absorb the anticipated increase in minimum wage. Secondly, we will be able to bring on a second part-time seasonal person to work some weekend and evening rentals and events, and provide additional support to Youth Drop-In Program (560 hours per year). This will go far in giving the Director more scheduling flexibility.

D. ELWOOD STAFFING COMPANY: Beginning in 2016, \$5,000 was allocated within the community center professional service line item to hire an individual to assist the Director three mornings a week, for a total of 7 hours. The person works Tuesdays (2 hours) Wednesdays (3 hours) and Thursdays (2 hours) all at the community center. This extra help has proven to be helpful and gives us more of a presence on site during these mornings however, duties are limited to mostly clerical, greeting the public, taking messages and distributing program information. We have included \$5,000 in the 2017 preliminary budget to continue this assistance.

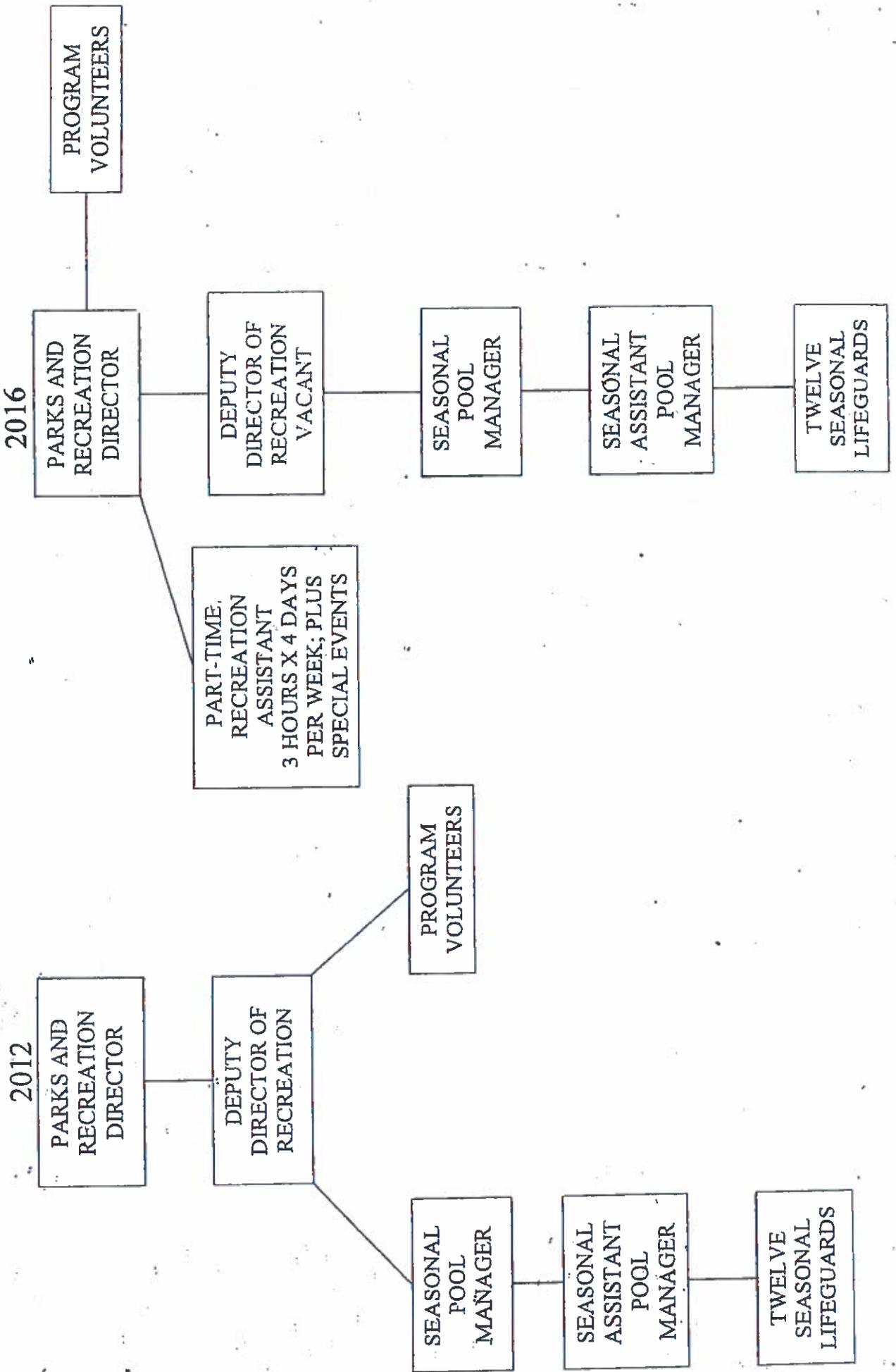
E. SEASONAL POOL STAFF: With the anticipated pool upgrades associated with Phase 2, we can expect more public amenities and area to supervise. We also need to factor in a potential minimum wage increase, an additional evening swim lesson session, additional training and the continuation of a longer pool season. Therefore, there is a significant increase in the aquatics fund line item - regular salaries and wages (lifeguards and management) - from the 2016 budget of \$35,000 to the 2017 preliminary request of

\$51,300. This includes 750 hours (\$8,940) for management and 3750 hours (\$42,375) for lifeguards. We will closely monitor this staffing increase and make required adjustments as we move forward. During the fall, we will be conducting a pool fee comparison study with area facilities to help us determine if increases are warranted. With the anticipated new pool amenities and the increased operational costs, we strongly feel that they will be justified.

F. MUSEUM: Within the regular salaries and wages line item there is a \$4,580 request for 8 hours per week @ \$11.00 to establish a regular presence at the newly renovated site. This Part-Time Care-keeper position will work with volunteers to ensure that the new facility is open during a regular schedule. In addition, we anticipate that tours can be arranged through the Parks and Recreation Department. The close proximity to City Hall will provide additional flexibility to offer emergency staffing for the facility in the event the need arises.

Again, it is my sincere hope that I have provided informative and useful information for consideration as we move through the 2017 budget process.

PARKS AND RECREATION DEPARTMENT FLOW CHART COMPARISON (2012 VS. 2016)



Extra Hours by Parks and Recreation Director since the Deputy Director of Recreation position has been vacated – period January 2013 to September 16th, 2016.

2013:

January – 21
February – 19.5
March – 25.5
April – 29.5
May – 19
June – 39
July – 35.5
August – 19
September – 22.5
October – 24
November – 22
December – 16
Total: 292.5

2014:

January – 28
February – 17.5
March – 33
April – 49
May – 29.5
June – 33
July – 28.5
August – 19.5
September – 40.5
October – 26
November – 23
December – 15
Total: 342.5

Page One

2015:

January - 28.5

February - 23.5

March - 53

April - 58.5

May - 47.5

June - 42.5

July - 43

August - 61

September 46.5

October - 41.5

November - 47

December - 31.5

Total: 524

2016

January - 35

February - 56

March - 72

April - 71.5

May - 61.5

June - 52.5

July - 84.5

August - 61.5

September to-date - 39

Total: 533.5

Grand Total: 1,692.5 Extra Hours

Page Two

GRANDVIEW COMMUNITY CENTER ADVISORY COMMITTEE

c/o Nancy Davidson

P.O. Box 56

Grandview, WA 98930-0056

Telephone: 509-882-1984/Fax: 509-882-0415

Email: nedavidson@embarqmail.com

June 28, 2014

**NORM CHILDRESS, MAYOR
and CITY COUNCIL MEMBERS
CITY OF GRANDVIEW
207 WEST 2ND STREET
GRANDVIEW, WA 98930**

Subject: 2015 Budget

The Community Center Advisory Committee requests that the City Council give considerable thought toward returning Gretchen Chronis to the Parks and Recreation Department during 2015 budget deliberations. As the Community Center grows in popularity with public programs as well as private rentals and as the Recreation programs continue to be scheduled to meet the citizens' needs, it becomes a most concerning problem to have just one full-time person within the department. We cannot continue to rely on the fact that Mike Carpenter can maintain this pace over the years with all that is required to support programs and facilities without substantial assistance. It is not healthy for Mike or the community to assume that all of the programs and demands can go on without due consideration through the budgetary process.

While we understand that budget revenues and the needs of this community are difficult to balance, it is very apparent to us that the services provided by the Parks and Recreation Department are greatly needed for the well-being of our community. We cannot ignore these needs and assume that one individual can work to the extent that we have expected of Mike. He does a fantastic job and has never complained to us about the work load; however, we would be remiss to ignore our responsibility as an Advisory Committee to ask that the Council return Gretchen to the Department either on a full-time or part-time basis in fiscal year 2015. That was a commitment made by the Council when her position was removed from the budget. It is now time to address the needs of programs that support our people of all ages and abilities with healthy options for recreation.

We respectfully ask that the Council staff the Parks and Recreation Department appropriately so that we protect the programs and the facility that serve so many.

Sincerely,

Nancy E. Davidson, Chairman
Community Center Advisory Committee

c: Mike Carpenter, Director of Parks & Recreation
Cus Arteaga, City Supervisor