CITY OF ELLensburg, WASHINGTON

Minutes of Council Meeting, Special Session
Date of Meeting October 28, 2002
Time of Meeting 7:00 p.m.
Place of Meeting Council Chambers, 101 North Pearl Street


Others present were City Manager Barkley; Finance Director Carpenter; Parks & Recreation Director Archer; Aquatic and Recreation Supervisor Hoctor; Racquet and Recreation Coordinator Case; Library Director Kline; Children’s Librarian Yaba; Deputy Clerk Keno and nine members of the audience.

CONSTRUCTION MANAGEMENT CONTRACT FOR THE CITY HALL PROJECT

The City Hall Staff Committee has completed interviews with consulting firms for construction management services. A contract has been negotiated for Council’s consideration with KJM & Associates of Spokane that begins the construction process.

Authorize the City Manager to execute the contract on the City’s behalf with KJM & Associates Barry for construction management services for City Hall. Affirmed

The purpose of the special session is to review the 2003 preliminary budgets for the Parks and Recreation Department, Library and Hal Holmes Center in addition to receiving presentations from groups requesting funding for various community programs in 2003.

COMMUNITY FUNDED PROGRAMS

Council was advised the amounts budgeted in the preliminary budget under Community Program Support do not necessarily match group requests because the budget was prepared before the requests were received. Several of the budget amounts have been cut by 10%. Council heard from the following community groups requesting funding for programs in 2003:

Alcohol Dependency and Drug Services (ADDS) - Request for additional funding of $3,000 over and above the state-mandated 2% of liquor sales and profits returned to the City by the State. The 2003 preliminary budget proposes $2,704 of support which is the amount required by statute. Granting this request would raise the funding to $5,404.

Arts Commission – The Commission is requesting $12,000 for their 2003 budget. This amount includes $2,500 for the 2003 newsletter matching grant from Artist Trust, and an additional $500 for the new Ellensburg Arts website. The 2003 preliminary budget proposes $11,500 of support. After discussion, Council consensus was to cut the $2,500 matching grant for advertising and impose a
10% funding reduction— resulting in $8,100 of funding support.

Central Washington Disability Resources (CWDR) – Request for continued in kind support of its therapeutic and recreational swim program at Kittitas Valley Memorial Pool. The 2003 budgeted amount is $6,500— the same as 2002. The money is granted out and paid back. Central Washington Disability Resources in suggesting some changes in the way the program is administered. The 2003 preliminary budget proposes $6,500 of support.

Children’ s Activity Museum – Request for continued support of “After School Adventures” and “First Friday Evening Free” programs totaling $9,000. The 2003 preliminary budget is set at $8,100 which is a 10% reduction from the City’ s 2002 program support.

Kittitas County Action Council (KCAC) – Request for continued funding of $15,000 for the Para-Transit Program. The 2003 preliminary budget includes $13,500 in funding for this request which is a 10% reduction from the City’ s 2002 program support. Council requested a copy of KCAC’ s operating budget.

Domestic Violence – Sexual Assault Interviewer Position – Request for continued partial funding for the sexual assault interviewer position housed in the Kittitas County Prosecutor’ s Office. The City’ s contribution to this funding is $4,523.19. The 2003 preliminary budget includes $4,523.19 in funding for this position. This position is funded by State shared revenues.

Yakima River Clean-Up – Request for funding of $250 in addition to continued funding of $500 ($750 total) for the morning refreshments and noon barbeque lunch provided for the community volunteers that participate in the Yakima River Clean-up the first Saturday in October. The 2003 preliminary budget includes $500 in funding for this request and does not reflect the 10% reduction.

Youth Services of Kittitas County – Request for continued funding in the amount of $4,000.00 ($1,000.00 reduction from 2002 budget). The 2003 preliminary budget includes $4,500.00 in funding for this request.

The 2003 preliminary budget proposes $4,500 which is a 10% reduction from the City’ s 2002 funding support.

PARKS AND RECREATION DEPARTMENT

Parks and Recreation Director Archer distributed a handout detailing the 2003 Preliminary Budget for his Department. The budget assumes continued levels of service with no specific increases or reductions in service levels. Projected 2003 expenditures are $1,282,379— an approximate increase of 5% over 2002 expenditures. This increase is attributable to wage increases negotiated under a new contract with the Office and Professional Employees Union (OPEIU), minimum wage increases, and the inflationary costs of materials. Projected 2003 revenues are $323,826.
Staff is projecting an increase in revenue at Memorial Pool & Fitness Center over the 2002 budget based on improved operations and promotions, in conjunction with scheduled annual fees increases. Revenues are $162,300; expenditures are $308,607. In the future, the City will need to address staffing levels at the facility; currently there is only one full-time employee working with numerous part-time employees.

The Racquet & Recreation Center has experienced significant attendance growth in 2002. The actual cost to the City of operating the facility continues to decrease every year. In 2003 revenues are anticipated to be $82,500; expenditures are $131,331. The difference of $48,831 is the lowest yet and will be the first year under $50,000. In 2003 staff will propose another fee adjustment for this facility.

Parks Maintenance continues to have infrastructure maintenance issues with the new City facilities coming on board (i.e., West Ellensburg Park expansion, McElroy Park, and additional node and tree maintenance as a result of the Water Street improvements). Some additional requests for staffing will come from the Parks Maintenance Division in the future. This Division does not recoup any revenue other than from picnic shelter rentals ($1,525 from June-August, 2002). Expenditures in 2003 are $471,839.

Projected 2003 revenues from the Ellensburg Senior Center are $46,970; expenditures are $110,468. Addition of the Elmview Nutrition Program in 2002 has significantly impacted attendance at the Center. An estimated 16,249 cumulative meals were served for daily lunch on site plus Meals on Wheels serviced from the Center.

Expansion of the West Ellensburg Park and trails are budgeted in the 2003 Park Acquisition & Development Fund. The project totals $250,000 and consists of three separate development components. Component One: $150,000 for construction of a multi-purpose structure to service the park as a restroom, concession facility, and maintenance/storage facility. One hundred percent of the funding for this component will be received from a grant from the Distressed County Sales and Use Tax Program. Component 2: $50,000 to provide lighting for the two new softball fields currently under construction. This component is necessary for the City to fulfill its commitment to replace at similar levels of service the two softball fields lost in the Whitney Park land exchange with the Ellensburg School District. Component 3: $50,000 carried over from the 2002 budget for work to be completed in 2003 from the Phase I construction activity currently in progress.

Capital projects in 2003 total $72,990 and include: 1) new computers ($2,490); 2) brush mower ($1,500); 3) sprayer unit ($24,000); and 4) hot tub renovation ($45,000).

**LIBRARY**

Library Director Kline distributed materials detailing the library’s 2002 accomplishments, statistics on library and internet usage, the Gates Foundation computers, and the summer reading program.

Revenues in 2002 include an LSTA Early Learn Grant of $8,000 and requested support of $59,000.
from Kittitas County. Local history research and projects are producing more revenue. Miscellaneous revenue increases to $2,500 ($1,000 increase) primarily due to print orders of photos from the local history collection. Office Supplies and Training expenditures decrease for 2002. The Community Study Allowance ($1,200 budgeted in 2002) is dropped from the budget due to an inability to recruit college students for the past several years. The library must rely on its volunteers and employees from job training programs to help with increased materials checkout and groundskeeping maintenance. Although additional hours were requested for shelving aid and groundskeeping these requests were not funded. Utilities are expected to increase due to rate increases as well as the age of the facility’s heating and cooling system. Repairs to the Library’s air system totaling $10,000 are budgeted under capital projects.

The 2003 budget for the Hal Holmes Center projects a continued increase in Outside Use Fees. In 2002 the Center saw a significant increase in revenue from outside bookings. If the Library expansion project takes place, the number of clients the Center can serve will be affected. Staff will try to accommodate as many clients as possible by utilizing other city facilities while maintaining one room in the Center for group purposes.

The 2003 budget for the Library Trust Fund includes revenue from Millennium Art Project Donation in the amount of $10,000. This Project may need adjustment in 2003. The interest earning funds are earning less interest.

The 2003 budget for the Holmes Memorial Trust Fund is the same as 2002--$20,000. This Fund contains the estimated interest on the Trust which must be spent annually. In 2003 the interest will be spent either to purchase furniture for the Library or toward Library expansion project expenses.

**ADJOURN** Adjourn at 9:32 p.m. Perrie Affirmed

Mayor

**ATTEST:**

City Clerk