CITY OF ELLENSBURG

Minutes of Council Meeting, Special Session

Date of Meeting
October 27, 2003

Time of Meeting
7:00 p.m.

Place of Meeting
Council Chambers, 102 North Pearl Street

Councilmembers Present: Barry, Collins, Lillquist, Perrie, Savidge, Sowards and Mayor Bassett

Others present were City Manager Barkley; Finance Director Carpenter; Budget and Accounting Supervisor Snider; Library Director Kline; Parks and Recreation Director Case; Administrative Secretary Leader; Deputy Clerk Keno and thirteen members of the audience.

The purpose of the special session is to receive presentations from groups requesting funding for various community programs in 2004 as well as review the 2004 preliminary budgets for the Library and Hal Holmes Center, and Parks and Recreation Department.

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. The majority of the amounts budgeted mirror the 2003 budget. Council heard from the following community groups requesting funding for programs in 2004:

Arts Commission – The Commission is requesting $9,000 for their 2004 budget. This amount includes $3,500 for the Arts Newsletter and $1,000 for the Arts Website. Due to the resignation of the Commission member in charge of the website it will be necessary to hire an individual to maintain the website. The Arts Newsletter will be revamped so the Commission can publish it; however, printing costs of $375 per month for 500 copies will still be incurred. The Commission did receive a $2,500 grant from Artist Trust and is selling some advertising and subscriptions to the newsletter resulting in $590 in revenue in 2003.

Youth Services of Kittitas County – Request for funding in the amount of $5,000.00 (2002 budgeted amount) for Work-Study and Mentor Program funding, and other programs and opportunities provided to youth and families. The 2004 preliminary budget includes $4,000 in funding for this request which is the same as the 2003 budgeted amount.

Children’s Activity Museum – Request for continued support of “After School Adventures” and “First Friday Evening Free” programs totaling $8,204. The 2004 preliminary budget is set at $8,100 which mirrors the 10% reduction imposed in the 2003 budget.

Domestic Violence – Sexual Assault Interviewer Position – No representative present. 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 2004 preliminary budget
includes $5,000 in funding for this position. The position is funded by State shared revenues. The line item name for this account should be changed to more accurately reflect the program funded.

Kittitas County Substance Abuse Program a/k/a Alcohol Dependency and Drug Services (ADDS) – Request for additional funding over and above the state-mandated 2% of liquor sales and profits returned to the City by the State. The 2004 preliminary budget proposes $5,564 of support—this amount includes $3,064 mandated by the State and $2,500 in additional funding. The 2003 budgeted amount was $5,404. ADDS requested funding at the 2002 level of $7,000.

Yakima River Clean-Up – Request for continued funding of $500 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 2004 preliminary budget includes $500 in funding for this request.

Kittitas County Action Council (KCAC) – No representative present. Request for continued funding of the Para-Transit Program. KCAC is requesting a total of $17,500 in funding support for 2004. The City’s preliminary budget includes $13,500 (the same amount budgeted in 2003) in support. The organization wants an additional $4,000 to prevent an anticipated $8,000 decline in service, including matched funds, due to funding cuts from Aging and Long Term Care ($3,000) and Community Services Block Grants ($1,000).

Central Washington Disability Resources (CWDR) – Request for continued in kind support of its therapeutic and recreational swim program at Kittitas Valley Memorial Pool. The 2004 budgeted amount is $6,500— the same as 2003. The money is granted out and paid back.

CWU Student Film & Video Association (SFVA) – Request for financial support in 2003 to provide funding for a 16mm short film, entitled The Hear & Now. The project is a combined effort of the Student Film & Video Association (SFVA) and the Communication Department of CWU. Council directed this request be docketed for the November 3, 2003 meeting.

Council consensus was to direct staff to make changes to the preliminary budget at the November 17, 2003 meeting.

LIBRARY

Library Director Kline distributed materials detailing the library’s September 2003 statistics on library and internet usage and the summer reading program. In response to management direction to try and save 10% in the 2004 budget, the library’s book budget was cut 10%, substitute staff hours were trimmed, and some service contracts on equipment were eliminated. The library continues to operate on summer hours instituted in May of 2003. In order to resume the four service hours lost in 2003 a supplemental budget appropriation will be needed. The 2004 preliminary budget maintains service hours of 52 hours per week.
The 2004 budget combines the budgets of the Library and Hal Holmes Center. Total revenues are anticipated to be $157,733; total expenditures are anticipated to be $649,471. It also adds a section of revenues and expenditures for the parking lot property on 2nd and Pine purchased by the City in connection with the Library/Hal Holmes Center renovation project. The preliminary budget for this property anticipates revenues of $26,133 and expenditures of $17,886 and is based on the current tenants and costs to maintain that facility. An additional 2.5 hours is budgeted for the Hal Holmes Center Manager to manage this property out of the revenues from this property. With the addition of these hours the Manager position will become full time. This position is currently a fully benefited position. In 2004 staff will develop a plan for future improvements and use of the property to generate income. The move back into the renovated Library is planned for sometime in January. In 2004 staff will develop a plan to staff the expanded children’s area all the hours the library is open. A future increase in staffing will be needed to accomplish this goal.

The Library Construction Fund budget totals $242,674. Will probably not spend all, some will carry over into 2005. At its October 20th meeting Council authorized expenditure of monies from Hal Holmes Trust to help displace the parking property costs.

Expenditures from the Library Trust Fund are budgeted at $17,850. The 2004 budget for the Holmes Memorial Trust Fund is $20,000. In 2004 the interest from the Trust Fund will be spent to purchase furniture and equipment to complete the Library and Hal Holmes Center renovation project.

**PARKS AND RECREATION DEPARTMENT**

Parks and Recreation Director Case distributed a handout detailing the 2004 Preliminary Budget for his Department. The budget assumes continued levels of service with no specific increases or reductions in service levels. Projected 2004 expenditures are $1,318,032. Projected 2004 revenues are $325,395— an approximate 1.5% increase over 2003. Total administrative costs are $129,453.

In 2004 Swimming Pool revenues are budgeted at $164,130 and expenditures are budgeted at $336,231— an approximate 50% recovery rate. The actual cost to the City of operating the Racquet & Recreation Center continues to decrease every year. In 2004 revenues are anticipated to be $81,900; expenditures are budgeted at $109,524. Staff continues to work to decrease the general fund support for the Center through increased revenues generated from additional programs and participant levels. One full time position at the Center was eliminated from the 2004 budget.

Park Maintenance expenditures are budgeted at $501,286. This Division will continue to experience infrastructure maintenance issues as new City facilities are developed. Current staffing can probably handle the two additional softball fields being developed at West Ellensburg Park; however, as that park continues to expand along with future parks growth staff will be struggling to maintain service quality. This Division will be asking for more employees in the future.

Projected 2004 revenues from the Ellensburg Senior Center are $46,970; projected expenditures are
Elmview has withdrawn its proposal to provide coordinator services at the Senior Center. The City is proceeding forward to fill the vacant Senior Center Coordinator position.

Expenditures from the Park Acquisition & Development Fund total $604,600. Proposed projects include: 1) John Wayne Pioneer Trail Reconnection ($15,000); 2) West Ellensburg Park and Trails ($524,600); 3) Off Leash Dog Park Development ($15,000); and 4) West Ellensburg Park Softball Field Lighting ($50,000). In response to Council inquiry, $15,000 was budgeted for the Off Leash Dog Park as a "marker" in the event Council decides to move ahead with the user group. The Off Leash Dog Park supporters are very active and regularly attend the Parks and Recreation Commission meetings.

Capital projects in 2004 total $138,200 and include: 1) generator ($1,350); 2) portable bleachers ($4,500); 3) enclosed cab for turf sprayer ($4,500); 4) hot tubs ($70,000); 5) HVAC improvements ($38,850); 6) pool facility sign ($3,000); 7) submersible vacuum ($4,000); and 8) re-roofing the Youth Center Building ($12,000).

**ADJOURN** Adjourn at 9:55 p.m. Barry

Affirmed

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Mayor

ATTEST: ____________________________________________

City Clerk