

8. A RESOLUTION RELATED TO PARKS AND RECREATION FEES

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

RESOLUTION NO. R-77-16

A RESOLUTION AMENDING FEES FOR PARKS AND RECREATION PROGRAMS AND FACILITY USE EFFECTIVE JANUARY 1, 2017.

DISCUSSION _____

ACTION TAKEN _____

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: December 6, 2016

ACTION REQUESTED

Amend the fees and charges for programs and services provided by the Public Services Department to take effect January 1, 2017.

BACKGROUND

See attached memorandum and attachment.

RECOMMENDATION

Adopt the attached resolution amending the fees and charges for programs and services provided by the Public Services Department to take effect January 1, 2017.

FISCAL IMPACT

\$ _____

BARS Code Number

SUBMITTED BY

Kurt Dahmen
Name
Recreation Manager
Title

Public Service Department
Department

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

1. Memorandum dated 11/28/16
2. Resolution No. R- 77 - 16

REVIEWED BY

	Initial	Date
Department Head		
City Supervisor	<u>MW</u>	<u>11/28/16</u>
City Attorney (As To Form)	<u>umj</u>	<u>11/29/16</u>

Memo

To: Mayor and City Council
From: Kurt Dahmen, Recreation Manager
Date: November 28, 2016
Re: 2017 Program & Facility Use Fee Schedule

At the Parks & Recreation Commission meeting on October 19, the Parks & Recreation Commission members endorsed the following changes to the 2017 Parks and Recreation primary program & facility use and fee schedule for your consideration and approval. The items listed below are new fees/charges or those staff has elected to add or modify. In addition, the entire program and facility fee schedule is attached for your review.

Reaney Pool

Pool Admission	Daily	Early Bird Season Pass (Until 6/1/17)	Season Pass (Effective 6/1/17)
• 3 and under	free with adult		
• 4-17 years	\$3.75	\$40	\$50
• 18 and older	\$5.00	\$60	\$75
• Sr. Adult	\$3.75	\$40	\$50
• Household Pass	\$13.75	\$120	\$150

Swim Clubs

- ~~\$5.30~~ **\$4.80** per lane/per hour during operational hours. (Minimum 4 lanes during non-operational hours).

Aquatic Center

- **Pullman High School swim team members shall receive free admission to PAFC for additional swim practices and/or weight training during the corresponding sport season which they are participating in.**

Group Swimming Lessons/Aerobics per session

- **Aerobics** ~~Drop-in: \$6.00 per class~~ **Daily Admission Fee**

Swim Clubs

- ~~\$5.30~~ **\$4.80** per lane/per hour during operational hours (Minimum 4 lanes during non-operational hours).

RESOLUTION NO. R-77-16

A RESOLUTION AMENDING FEES FOR PARKS AND RECREATION PROGRAMS AND FACILITY USE EFFECTIVE JANUARY 1, 2017.

WHEREAS, each year the Parks and Recreation Commission reviews fees for parks and recreation programs and facility use; and,

WHEREAS, at the Parks and Recreation Commission meeting on October 19, 2016, the Commission reviewed current charges and recommended amendments to the Primary Program and Facility Use Fee Schedule; now, therefore,

IT IS HEREBY RESOLVED by the City Council of the City of Pullman that the fee schedule attached hereto as Exhibit "A" shall be and is the fee schedule for the 2017 Pullman Parks and Recreation Primary Programs and Facility Use and Fee Schedule.

IT IS HEREBY RESOLVED by the City Council of the City of Pullman that the amended fee schedule attached hereto as Exhibit "A" shall become effective from and after January 1, 2017.

ADOPTED by the City Council of the city of Pullman at a regular meeting held on the _____ day of _____, 2016.

DATED this _____ day of _____, 2016.

Mayor Glenn A. Johnson

ATTEST:

Finance Director Leann L. Hubbard

Approved as to Form:

City Attorney

2017
Pullman Parks and Recreation
Primary Program & Facility Use and Fee Schedule

Facility Rental

- RV Park:
 - Full hook-up \$25 a night
 - Tent \$10 a night
- Lawson Garden \$250 (4 hours & includes special event permit)
- Sunnyside Garden Plots \$30 season
- Park Shelters \$30 (4 hours)
- Special Event Permit \$15 (\$25 with less than 10 day notice)
- Sports/Gym Kits \$10 (\$75 deposit)
- Softball/Baseball Field \$75 per prep
- Softball Lights \$20/hour
- Tournaments \$100 per day/field (includes one prep), \$75 per additional preps (lights extra).
- Sunnyside Gym:
 - Supervised Activities \$20/hour
 - Non-supervised \$15/hour
- Pioneer Center/Sr Center:
 - Classrooms \$25 hour
 - Assembly \$30 hour

Youth Sports

- Mini Hoops, PW Soccer \$25-\$30 per player
- Soc,Bball,Fball,Vball \$40 per player
- Middle School Soccer \$45 per player
- Girls Softball \$60 per player

Preschool

- Daily Fee (3 Hours) \$14

Adult Sports/Fitness

- Coed Volleyball \$250 per team
- Softball: Men/Women \$830 per team
- Softball: Coed \$475 per team
- Basketball \$525 per team
- Coed Soccer \$475 per team
- Fitness: Drop-In \$6 per visit

Non-Resident Fee

- Add a \$2 non-resident fee to recreation and aquatic programs for those individuals who reside outside the Pullman city limits.

Reaney Pool

Admission	Day	Early Bird Season Pass (Until 5/31/17)	Season Pass (Effective 6/1/17)
• 3 and under	free with adult		
• 4-17 years	\$3.75	\$40	\$50
• 18 and older	\$5.00	\$60	\$75
• Sr. Adult	\$3.75	\$40	\$50
• Household Pass	\$13.75	\$120	\$150

Pool Rental

- \$105 up to 50 participants, add \$25 for each additional 15 participants (\$20/hr additional for tubes, boats, etc).

Swim Clubs

- \$4.80 per lane/per hour during operational hours. (Minimum 4 lanes during non-operational hours).

Aquatic Center

<u>Admission</u>	<u>Day</u>	<u>Special Events</u>	<u>1 Month</u>	<u>3 Month</u>	<u>*12 Month</u>
• 3 and under	free w/ adult	free w/ adult			
• 4-17 years	\$3.75	\$5-\$15	\$30	\$82	\$150
• 18 and older	\$5.00	\$5-\$15	\$45	\$127	\$225
• Sr. Adult/Disabled	\$3.75	\$5-\$15	\$30	\$82	\$150
• Family Pass	\$13.75		\$120	\$292	\$600
• Family Fun Pass (Friday evening – Sunday)					\$300
• Other Club Membership or Non-Profit Organizations with 6+ individuals:			\$2.50		

- Program participants will receive a 25% discount on programs when they possess an annual Aquatic Center membership.
- Annual passes are reciprocal at Reaney Pool.
- Senior rates apply to participants 60+ years
- Pullman High School swim team members shall receive free admission to PAFC for additional swim practices and/or weight training during the corresponding sport season which they are participating in.

Employee Memberships

- Employees may authorize payroll deduction for PAFC annual memberships. Memberships may be purchased for adult, youth or family memberships. Monthly fees to be deducted are:
 - Adult \$9.50
 - Youth/Sr \$6.25
 - Family \$25.00

Group Swimming Lessons per session

- Infant (with parent) \$10.00 per instruction hour
- Youth \$10.00 per instruction hour
- Adult \$10.00 per instruction hour
- Aerobics Daily Admission Fee

Pool Rental

- \$105 up to 50 participants, add \$25 for each additional 15 participants (\$20/hr additional for tubes, boats, etc).

Wibit Rental

- \$30/hour plus \$60 installation/take down fee

Swim Clubs

- \$4.80 per lane/per hour during operational hours (Minimum 4 lanes during non-operational hours).

Annual Pass Promotions

- Three one-month promotions to sell or renew annual passes at a 20% discount.
- September Super Saver Anniversary Sale to sell or renew annual passes at a 50% discount.
- Offer additional promotions throughout the year - Possible Examples:
 - Buy a quarterly membership, get free week of water aerobics and 1 spec event
 - All memberships receive 4 guest passes good for 1 year
 - Refer a new member get one month free

Administrative Fee (Refunds)

- Shelters/RV:
 - \$10 per voucher

- Lawson Gardens:
 - 50% of Facility Reservation will be refunded for a cancellation from the day the reservation is made up to two months prior to the event. Any cancellation made within two months of reserved date is non-refundable, unless inclement weather persists the day of the reservation.

Refunds Policy

When Parks & Recreation cancels a program:

Participants will have four options:

- 100% refund of program fee
- Transfer to another program
- Transfer fee to your customer account to be used at a later date.
- Donate the registration fee to the Care-to-Share scholarship program.

When a program participant cannot attend an activity or a facility permit holder wishes to cancel:

1. The Parks & Recreation office must be notified three business days (excluding holidays) Monday-Friday, 8:00am-5:00pm prior to the program/reservation start date; unless an earlier cutoff date is noted. (Example: if a program/reservation starts on a Monday, notification must be received the prior Wednesday no later than 5:00pm). You must talk to a Parks & Recreation employee; phone messages will not be accepted.

2. Program participants and facility permit holders will have four options:

- Transfer to another program or date.
- Receive a refund minus a \$10 administration fee per refund voucher.
- Transfer fee to your customer account to be used at a later date.
- Donate the registration fee to the Care-to-Share scholarship program.

3. Refunds for \$10.00 or less may only be applied to customer account or donated to the Care-to-Share scholarship program.

4. With less than three business days notice, but prior to the program/reservation start date, program participants and facility permit holders may receive a refund minus a \$10 processing fee; credit or transfer full value to another program or reservation date less any costs already incurred by the department. If at a later date a refund is requested from account, monies refunded will be charged a \$10 processing fee. Should the requested cancellation reduce the program participation level below the required minimum, no refund will be given. No monetary refunds will be granted the day a program starts or after but participant may transfer (prorated value) to another session or to customer account as long as class minimums are maintained. Day of cancellations for facility permit holders will be granted but are subject to a one day facility charge and a \$10 processing fee; or facility permit holders may transfer their reservation to another date or to their customer account.

5. If you are dissatisfied with the content of a program, you may receive a full refund if you notify the office prior to the second class of a program.

6. Refunds will only be issued to the person stated as payee on the original receipt.

7. Requests that do not meet the above requirements may be considered on a case-by-case basis by the Recreation or Parks Manager or their designee.

Pullman Parks and Recreation Recreation Program Fee Policy

It is the philosophy of the Public Services Department for the City of Pullman to encourage participation in all positive recreation and leisure pursuits. Recreation fee schedules are designed to provide quality programs at a reasonable price. Participation fees are established with a goal of recovering the direct costs of each program. In addition, 10-30% is added to programs to recover the administrative costs associated with each recreation program. Administrative costs include advertising, facility use, registration, and coordination of programs.

Example:

8 hrs x \$10	= \$80 (Instructor hours)
Supplies	= \$40
Room Cost	= <u>(if applicable)</u>
Total	= \$120
Admin.	x <u>30%</u>
	<u>\$156</u>
	8 (Min. Participants) = \$19.50

The Recreation & Park Managers are authorized by City Council to create new programs as desired by the residents of Pullman in accordance with these policies for new programs. All fees for services provided by the Public Services Department shall be reviewed annually and may be adjusted as necessary.

**Care To Share
Assistance to Low Income Youth & Sr. Adults
Operating Guidelines and Procedures**

The following are guidelines and procedures for a fee assistance program for low-income youth and Sr. Adults who wish to participate in recreation programs.

1. Care to Share registration fee assistance is available to the following who also meet one of the bulleted criteria below:
 - A. Youth up to 17 years of age residing within the Pullman School District
 - B. Sr. Adults 60+ years of age who reside within the City of Pullman
 - Free school lunches
 - Income Assistance
 - Food Stamps
 - Energy Assistance
 - Medicaid (Seniors Only)
 - Housing Assistance
 - C. An individual with a documented disability who reside within the City of Pullman
2. To apply for Care to Share assistance, participants complete a form at the Parks and Recreation Office. The Recreation Manager or designee reviews the form and eligibility is confirmed as needed. Participants are notified once assistance is approved.
3. Assistance is limited to:
 - A. 50% of the activity fee to be supplemented from the Care to Share Fund with a maximum of \$20.00.
 - B. One activity per person per brochure (Winter/Spring, Summer, Fall).

Example: Program Fee = \$40.00
 50% of \$40 = \$20.00
 Care to Share funds = \$20.00
 Reduced participant fee = \$20.00
4. The total amount of assistance available for each brochure is determined and awarded on a first come basis. All awards are limited to the amount available in the fund at any given time.
5. Care to share will be advertised in the brochure and news releases. Donations will be solicited through the newspaper and letters to service clubs, Pullman Child Welfare and other businesses.
6. A report is compiled in December of each year showing the total amount and number of participants funded, name and amount of each donor and the type of activity funded.

Parks and Recreation Promotions and Program Incentives

In an effort to attract new participation to recreational programs and facilities, the Parks and Recreation Division are authorized to provide the following:

Recreation Programs

- First time free admission to any adult fitness or General Recreation program approved by staff (no limit).
- Coaching Voucher – presented to parent volunteer youth sports coaches at the end of the season; entitles the voucher holder to 50% off their next youth sports program registration (No limit).
- \$50 Gift certificate for Parks & Recreation program fees (limit 5 per year).

Aquatic Center

- One-time free admission to the Pullman Aquatic & Fitness Center certificate (no limit).
- 30-day membership to the Pullman Aquatic & Fitness Center (limit 100 per year).
- Adult Annual membership to the Pullman Aquatic & Fitness Center (limit 5 per year).
- 6-month Family membership to the Pullman Aquatic & Fitness Center (limit 3 per year).
- For advertising purposes, provide \$1 off coupons in promotional materials. (no limit).
- \$50 Gift certificate for Aquatic program/membership fees (limit 5 per year).

Miscellaneous

- The Recreation & Park Managers are authorized by City Council to offer additional program incentives at their discretion if further advertising opportunities arise throughout the year.

9. A MOTION TO APPROVE A CHANGE ORDER

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

DISCUSSION _____

ACTION TAKEN _____

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: 12/06/16

ACTION REQUESTED:

Approve Change Order No. 1 to the Neill Public Library – Carpet Tile Replacement contract.

BACKGROUND:

The scope of contract 16-12, Neill Public Library Carpet Tile Replacement, provided for removal, storage and replacement of all non-fixed library casework and inventory, and the complete demolition, floor preparation, and carpet tile and rubber base replacement throughout the library. This change order includes one (1) item and is expected to be the only change order on the project. This change order results in a decrease to the contract amount of \$8,375.00. Funding for this project is from the General Fund (CIP), General Fund (Reserves), Shirrod Trust (Northwest Foundation), and the Government Buildings Fund.

RECOMMENDATION:

By motion, ratify approval of Change Order No. 1 to Contract 16-12, Neill Public Library – Carpet Tile Replacement contract.

FISCAL IMPACT:

(\$8,375.00)
001.7200.594.72.62.00
BARS Code Number

SUBMITTED BY:

Name Kevin Gardes
Title Public Works Director
Dept. Public Works

ATTACHMENTS FOR COUNCIL REVIEW/ACTION:

- 1. Change Order No. 1
- 2. Change Order No. 1 Summary

REVIEWED BY:

	Initial	Date
Department Head	<u>KA</u>	<u>11-16-16</u>
City Supervisor	<u>MW</u>	<u>11/16/16</u>
City Attorney (As to Form)	<u>maj</u>	<u>11/29/16</u>

City of Pullman
CONTRACT CHANGE ORDER NO. 1

Date: November 15, 2016
Contract No.: 16-12
Contract Title: Neill Public Library - Carpet Replacement
To: (Contractor) Shawn Cole Construction, Inc.

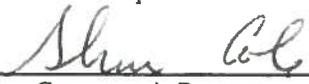
You are hereby requested to comply with the following changes from the contract plans and specifications:

Item No. (1)	Description of Changes - Quantities, Units, Unit Prices, Change in Completion Schedule, Etc. (2)	Decrease in Contract Price (3)	Increase in Contract Price (4)
1	Credit provided for Manufacturer's carpet tile accent error, eliminating the encapsulation primer/barrier coat that was not specified, and associated General Contractor bid mark-ups/sales tax.	\$8,375.00	
TOTAL DECREASE		\$8,375.00	
TOTAL INCREASE			\$0.00
Net Decrease			(\$8,375.00)
Sales Tax at 7.8% (if applicable)			
Total Change to Contract			(\$8,375.00)

Price changes are lump sum.

The sum of \$8,375.00 is hereby subtracted from the total contract price, and the total adjusted contract price to date thereby is \$104,815.00, which includes state sales tax.

The completion date for the contract is not affected by this change order. This document will become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by:  11/16/2016
Contractor's Representative Date

Title: President

Approved by:  11/16/16
Director of Public Works Date

**Neill Public Library – Carpet Tile Replacement
Change Order #1
SUMMARY**

1. *Credit for bid error items.* In pricing the carpeting at bid time, there was an erroneous charge of \$2,701 added into the cost for two custom color accent strands, which the Contractor proposed be credited back to the City, along with his markup. During bid time there was also an unwarranted product specification addition of “encapsulation primer/barrier coat” added in by a subcontractor, which the Contractor proposed be credited back to the City (\$5,200), plus his markup. This results in a decrease in the contract price of \$8,375.000.

1. A MOTION TO ADJUST A SALARY

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

DISCUSSION _____

ACTION TAKEN _____

NOTES:

REQUEST FOR COUNCIL ACTION

For Meeting of: December 6, 2016

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ACTION REQUESTED

By motion, adjust the salary of the Police Operations Commander to reflect the same percentage increases that uniformed Police Officers will receive (3% in 2017) effective January 1, 2017.

BACKGROUND

See attached memorandum.

RECOMMENDATION

By motion, authorize the salary increase for the Police Operations Commander by adjusting the salary by 3% effective January 1, 2017.

FISCAL IMPACT

\$ _____

BARS Code Number

SUBMITTED BY

Karen Sires

Name

Human Resources Manager

Title

Administration

Department

ATTACHMENTS FOR COUNCIL REVIEW/ACTION

- 1. Memorandum dated November 29, 2016 from Human Resources Mgr. Karen Sires

REVIEWED BY

Initial Date

Department Head _____

City Supervisor MW 11/28/16

City Attorney (As To Form) smj 11/29/16



CITY OF PULLMAN

Administration/Finance

325 S.E. Paradise Street, Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

MEMORANDUM

TO: Mayor and City Supervisor

FROM: Karen Sires, Human Resources Manager

RE: Police Compression

DATE: November 29, 2016

With the ratification of the 2017 collective bargaining agreement with the Police Guild, the salaries for uniformed personnel have been increased by 3% in 2017. The issue of compression between the Police Sergeants and the Police Commander continues to be a significant issue. Effective January 1, 2017 a top step Police Sergeant makes \$7,880 and the Operations Commander makes \$7,894.

Although there continues to be compression between the individual positions in the Police Department, the City is not in a financial position to address them all; however, the disparity between the Police Sergeant and the Police Commander, requires an adjustment. The most appropriate and defensible way to address the issue would be to adjust the Police Operations Commander's salary by the same percentage given to the Police Sergeants. This adjustment would provide a small difference between the two positions but would at least put the Operations Commander's base pay above that of a sergeant. The increase, however, would be an ongoing issue as the Guild receives raises and the non-represented Commander does not.