

**Park Advisory Board
Meeting Minutes
October 6, 2022
Meeting called to order 5:30 PM**



I. ATTENDANCE:

A. Park Board Members Present:

Board Member, Don Mitchell
Board Member, Lori Wood
Board Member, Jacob Powers
Board Member, Michelle Musgrave
Board Member, Gregory Webb

B. Staff Present:

J.C. Kennedy, Parks & Recreation Director

II. Agenda Approval: A Motion to approve the Agenda was made by Mr. Mitchell. Second by Mrs. Wood. Agenda Approved.

III. September 8, 2022 Minutes: Motion to approve the minutes was made by Mrs. Wood. Second by Mr. Webb. Minutes approved.

IV. 2023 Preliminary FTE & PT Staffing Budget Proposal Overview: Mr. Kennedy provided an overview of the staffing request proposed for the 2023 budget. Full Time Employees: Our staffing request includes a base Cost of Living Allowance adjustment of 3% this is based on prior contracts negotiated with the union.

Mr. Kennedy also informed the board that he is requesting pay adjustments for 3 positions. The proposed changes are requested to provide more equitable pay for the positions identified compared to other positions within the City.

AHPR FTE STAFFING PROJECTION 2023

Guest Services Coordinator: Requesting increase to better reflect actual responsibilities of position compared to comparable position within City. The comparable utilized within the organization is the Public Works Administrative Assistant Position. Similar duties and responsibilities with more expected. Guest Services Coordinator is required to work evenings and weekend shift. Guest Services Coordinator is also required to train and supervise Part Time Staff. Original staffing projection when opening facility had two Guest Services Coordinators the second was eliminated and never funded placing more responsibilities on the single coordinator and supervisor positions.

2022 Base Salary Comparisons

Public Works Administrative Assistant = \$3,749 - \$4,611

Guest Services Coordinator = \$3,025 - \$3,612

Aquatics Coordinator: Requesting Salary Increase to better reflect actual responsibilities of position compared to comparable position within City Increase to better reflect actual responsibilities of position compared to comparable position within City. The comparable utilized within the organization is the Public Works Maintenance Worker Position. Aquatics Coordinator required to be familiar maintenance of Pool mechanical and troubleshooting issues to assure public safety. Aquatics Coordinator is required to work evenings and weekend shift. Aquatics Coordinator is also required to train and supervise Part Time Staff. Original staffing projection when opening facility had two Aquatics Coordinators the second was eliminated and never funded placing more responsibilities on the single coordinator and supervisor positions.

2022 Base Salary Comparisons

Public Works Maintenance Worker = \$3,748 - \$4,613

Aquatics Coordinator = \$3,025 - \$3,612

Facilities Maintenance Technician: Requesting increase requested to better reflect actual responsibilities of position compared to comparable position within City. The comparable utilized within the organization is the Public Works Maintenance Worker Position. Maintenance Tech is required to be familiar maintenance of AHRC mechanical and troubleshooting and address issues as they arise in the absence of the Supervisor. Maintenance Tech is required to work evenings and weekend shift. Maintenance Tech is also required to train and supervise Part Time Staff. Original staffing projection when opening facility had two Maintenance Tech positions the second was eliminated due to COVID and never backfilled placing more responsibilities on the single tech and supervisor positions. I am also requesting a change in position title to include Parks. COVID forced us to utilize Mr. Spillman for more grounds maintenance responsibilities both at the Parks and at the Center. With the lack of staffing support continuing to cross train will serve the department better.

2022 Base Salary Comparisons

Public Works Maintenance Worker = \$3,748 - \$4,613

Facilities Maintenance Worker = \$3,025 - \$3,612

Facilities Maintenance Technician changes to Parks & Facilities Maintenance Technician

Making this change would trigger changes to job descriptions and initiate more cross training between Parks & Facilities Maintenance duties. It creates 2 Parks & Facilities Maintenance Technician Positions. Mr. Spillman who currently works at the Rec Center and has cross trained to fill in for the position vacated by Mr. Eaton at the Parks on his weekend shift. We are proposing that the budget allocation will be split 50/50 between the two budgets 032/076 for these positions.

This change still leaves one of the Facilities Maintenance Technician positions vacant so we would still be down one FTE from our Pre-Covid staffing pattern.

AHPR PART TIME STAFFING PROJECTION 2023

Starting in 2021 State Law required minimum wage to be tied to the regional cost of living increase. Washington State Department of Labor & Industries confirmed that

the minimum wage will increase to \$15.74 from \$14.49 effective January 1, 2023.
Mr. Kennedy provided an overview of the 2023 budget request to the Board.

Recreation Center 032

	Hourly	Total Hours Per Week	Wages Per Week	Per Month	Annual
Guest Services PT	\$17.67	148.5	\$2,624.00	\$10,495.98	\$136,447.74
Child Watch PT	\$17.67	78	\$1,378.26	\$5,513.04	\$71,669.52
Custodian PT	\$17.64	74	\$1,305.36	\$5,221.44	\$67,878.72
Head Life Guards PT	\$19.33	86	\$1,662.38	\$6,649.52	\$86,443.76
Lifeguards	\$17.67	256.25	\$4,527.94	\$18,111.75	\$235,452.75
Fitness Floor Attendant	\$17.64	25	\$441.00	\$1,764.00	\$22,932.00
Group Fitness/Personal Trainer	\$24.30	35	\$850.50	\$3,402.00	\$44,226.00
Recreation	\$17.64	6458 Annual Hrs	NA	NA	\$113,919.12
Estimated PT Minimum Wage added			January 1st - December 31st		\$778,969.61
			Estimated Benefits 12%		\$93,476.35
			GRAND TOTAL		\$872,445.96

Parks 076

	Hourly	Total Hours Per Week	Wages Per Week	Per Month	Annual
Parks Maintenance Worker (3)	\$18.77	30	\$1,689.30	\$7,601.85	\$45,611.10

Mr. Kennedy stressed that the request outlined is intended to get the department closer to being back to pre-covid staffing levels and that it is not by any means what is actually needed to get our maintenance standards up to where the department would like to see it. It is a small step back in the right direction to provide a higher level of service to residents.

Pre Covid Parks Part Time Staffing Levels: \$47,430

- Parks Part Time Budget: \$23,400
- Salaries & Wages Roadway: \$12,690
- Water / Reclamation Plant \$11,340

Mr. Kennedy also provided the results of the RFP that was issued as a comparison of what it would cost if the City had an outside contractor would have the part time staffing levels.

Comparison for Parks Maintenance is the bid we received from Senske Services for a 5 month mowing/trimming services. RFP 2022-03 submitted June 24, 2022.	
Division 1: Park Properties to be Maintained	
DIVISION 1 TOTAL LUMP SUM BASE BID =	\$280,339.28
DIVISION 2: Right of Ways/Pathways/Medians/Sidewalks/Utility Easements	
DIVISION 2 TOTAL LUMP SUM BASE BID =	\$74,932.05
DIVISION 3: Public Buildings	
DIVISION 3 TOTAL LUMP SUM BASE BID =	\$25,138.67

TOTAL \$380,410.00

V. Sunset Park Pathway Reconstruction Proposal Consideration: Mr. Kennedy informed the Board that he followed up on the request presented at the September meeting to make redoing the pathway at Sunset Park a priority. After meeting with the Cities Landscape Architect and walking the site SPVV presented a Scope of Work for consideration. The main issues discussed during the walkthrough were centered on the lack of ADA access to many of the site amenities, the issues caused by tree roots and the general poor state of the pathway system overall. Taking into consideration the costs associated with meeting the goals of the recommendation is based on a complete overhaul of the existing system.

SPVV's proposal addresses the project from the Schematic Design through Closeout phases with the assumption that the project will follow a normal design process; including our review at the close of each phase of work and that construction documents will be sent out to bid for construction in a single phase of work.

The Board asked Mr. Kennedy to move this forward for City Council consideration.

VI. Department Update: Mr. Kennedy provided an update on various issues and projects the department is working on.

- **Site Furnishings Shorty Combs & Landreth Park Improvements Projects**
Wabash informed us that the first shipment (Landreth Park) has shipped, and that they anticipate the second shipment (Shorty Combs) to ship this week. The shipment for Landreth is set to be delivered on Friday October 7th.
- Mr. Kennedy informed the Board that the City Council has authorized the purchase of a Leaf Vacuum System and that the order has been placed with hopes of accepting delivery in time to put the equipment to work this season. Council authorized the re-allocation of a portion of the ARPA funding approved to purchase a truck for the Parks Division.
- **September Revenue Report**
Mr. Kennedy briefly reviewed the report that was forwarded with the highlight being actually hitting the recovery membership revenue threshold for the second month in a row since the pandemic.

Mr. Kennedy also informed the board that the Guest Services Position has been filled by Mr. Marquis Allen. Marquis has been working in a Part Time capacity with the department for a few years. Marquis was born in Airway Heights and grew up participating in the programs offered by the department. His promotion will provide a great help for that Division and provide for a higher level of customer service for guests and allow for better staff coverage.

There are still two positions that are vacant within the department. The Parks Maintenance Worker position and a Facilities Maintenance Technician. Both positions were eliminated during Covid.

VII. Adjourn: A motion to adjourn the meeting was made by Mr. Powers. Second by Mrs. Wood. **Meeting adjourned at 6:03 pm.**