

Connell City Hall
104 E. Adams Street

**City of Connell, Washington
CITY COUNCIL
PRELIMINARY AGENDA**

REGULAR MEETING
October 5, 2015

REGULAR MEETING

6:00 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE/PRESENTATIONS/APPOINTMENTS
5. CONSENT CALENDAR

All matter listed within the Consent Calendar have been distributed to each member of the Connell City Council for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Calendar and placed on the Regular Agenda by request.

- a) Minutes of the Regular Council Meeting September 21, 2015
- b) Check Register October 1 ,2015 for \$228.04
- c) Accounts Payable 10/5/2015 \$85,994.16
- d) Payroll Register 9/30/2015 to 10/5/2015 for \$81,578.44

6. CITIZEN COMMENT/NON-AGENDA ITEMS
7. APPROVAL OF AGENDA

ORDER OF BUSINESS

8. Community Action Committee Presentation, by Cathy Merrill Holle
9. Current 2015 Revenues and 2016 Preliminary Budget Review
10. Water and Sewer Rates 2016-FCS Group Recommendation Discussion
11. COMMITTEE, CITY ADMINISTRATOR, AND DEPARTMENT REPORTS
12. EXECUTIVE SESSION
13. ADJOURNMENT

The public is welcome and encouraged to attend this meeting. The City of Connell wishes to provide reasonable access to all public meetings for individuals with disabilities. Please contact the City Clerk at least three business days prior to the meeting for accommodations to be arranged.

MEETING OF THE CITY OF CONNELL, WASHINGTON
CONNELL, FRANKLIN COUNTY, WASHINGTON

September 21, 2015

The regular semi-monthly meeting, of the Connell City Council was called to order by Mayor Blackwell at 6:00 pm in the City Hall and was opened with the Pledge of Allegiance.

ROLL CALL

PRESENT: Mayor Bruce Blackwell, Mayor Pro Tem Monty Huber, and Councilmember's: Joe Escalera, Kathie Silva, Rhonda Quinton, and Ray Minor.

STAFF: City Attorney Dan Hultgrenn, Fire Chief Chris Schulte, Police Chief Chris Turner, and City Clerk/Treasurer Maria Peña.

VISITORS: Kathy Bingham, Franklin County Graphic and Jeff Uttecht, Department of Corrections/Homeowner.

CONSENT CALENDAR

Motion: Mayor Pro Tem Huber moved to approve the Consent Calendar as presented.

- a) Minutes of the Regular Council Meeting September 8, 2015
- b) Minutes of the Town Hall Meeting September 14, 2015
- c) Accounts Payable September 21, 2015 for \$89,992.14
- d) Payroll Check Register Sept. 15- Sept 20, 2015 for \$65,878.82

Councilmember Quinton seconded motion. Motion carried unanimously.

APPROVAL OF AGENDA

Motion: Councilmember Silva approved agenda as presented. Mayor Pro Tem Huber seconded motion. Motion carried unanimously.

FIRE REPORT –CHIEF CHRIS SCHULTE

Fire Chief Chris Schulte provided Councilmembers with a power point presentation of Washington State fires he had worked on the past few months. Fire Chief Schulte worked on the Wolverine and the Kettle Complex fires.

SHORT PLAT BY CITY-ADJOINING TENNIS COURTS

A Short Plat Application by the City of Connell had been prepared and reviewed. Proper land use procedures have occurred to correctly transition the east portion of the city owned tennis courts parcel #106-680-102 to residential use. The proposed plats involved utility easements, therefore requiring Councils approval.

Motion: Councilmember Silva moved to approve Short Plat Application by the City of Connell to create three lots from Parcel No. 106-680-102; located between Dayton and Ephrata Avenue, and Franklin and Ash Streets (commonly known as City Tennis Court parcel). Councilmember Quinton seconded motion. Motion carried unanimously.

TRI-PARTY AGREEMENT-FENCING/BOUNDARY

The City had been working for the past year to resolve property issues along the eastern border of the Connell Estates mobile home park. Collaborative efforts have now resulted in a Tri-Party Agreement. The agreement provided logical adjustment of property lines,

MEETING OF THE CITY OF CONNELL
Regular Meeting-September 21, 2015

vacation of the alley, and construction of a fence to divided use. This agreement achieves the goal of resolving the encroachment, obtain fair compensation, manage risk and liability, and achieve equitable use. A Fence with gates would be installed along the east boundary of the alley and emergency personal would have access to keys for these gates. The Agreement was between the City of Connell, Connell Estates, LLC, and The Columbia Basin Health Association. The City would not be building the fence. The fence would be built by Connell Estates or Columbia Basin Health Association.

Motion: Councilmember Quinton moved to approve Tri-Party Agreement between the City of Connell, Columbia Basin Health Association, and Connell Estates LLC; and authorize the Mayor to sign all associated documents to implement the agreement. Councilmember Escalera seconded motion. Motion carried unanimously.

COMMITTEE / DEPARTMENT REPORTS

POLICE CHIEF- Chris Turner

- A) All went well with Fall Festival Weekend-No Problems
- B) FEMA Grant-Radio Upgrades- City awarded \$634,000 –City had 25% match

CLERK/TREASURER- Maria Peña

- A) Monthly Finance reports handed out
- B) Budget amendment would be needed for grant

FIRE CHIEF-Chris Schulte

- A) Lamb Weston had Anhydrous Ammonia leak-State Patrol handles Hazmat
- B) Fire at Trailer Park

MEETING ADJOURNED

There being no further business before the City Council of Connell, Mayor Blackwell adjourned the meeting at 6:47 pm.

ATTEST: _____
Rose Courneya, Deputy City Clerk/Treasurer

Bruce Blackwell, Mayor

CHECK REGISTER

City Of Connell
MCAG #: 0286

10/01/2015 To: 10/01/2015

Time: 13:32:03 Date: 10/01/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4040	10/01/2015	Claims	7	34066	U.S. Post Office	228.04	Postage For 10/1/15 Utility Bills
		401 Water Fund				76.01	
		402 Sewer Fund				76.01	
		403 Solid Waste Fund				76.02	
						<u>228.04</u>	Claims: 228.04

WE, the members of the City Council of the City of Connell, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the City of Connell Council. DATED this _____ day of _____ 2015.
ATTEST:

Councilmember

Councilmember

Mayor

Finance Director

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 10/05/2015

Time: 16:24:04 Date: 09/30/2015
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14356	10/05/2015	10/05/2015	1974	140.01	Pool Controller Ck
14350	10/05/2015	10/05/2015	74	306.00	5 Charges For Fuel Consumed, 1 Office Depot
14378	10/05/2015	10/05/2015	74	388.36	Public Works Visa Card Purchases
14379	10/05/2015	10/05/2015	74	-322.24	Police Dept. Visa Card Purchases
14387	10/05/2015	10/05/2015	74	833.14	City Hall Visa Card Purchases
14388	10/05/2015	10/05/2015	74	346.31	City Admin Visa Card Purchases
14375	10/05/2015	10/05/2015	79	19,538.59	Sanitaition For 10/1/15
14359	10/05/2015	10/05/2015	140	302.00	Soil Test
14383	10/05/2015	10/05/2015	3189	41.63	Tri City Line
14407	10/05/2015	10/05/2015	4306	50.00	Refund Of Holding Fee Event For Comm Center (10/17/15)- Cancelled By Customer
14373	10/05/2015	10/05/2015	4300	752.64	Repair Of Pressure Washers
14351	10/05/2015	10/05/2015	170	121.61	NAPA - Battery, Battery Charger
14360	10/05/2015	10/05/2015	170	654.90	Parts & Supplies
14362	10/05/2015	10/05/2015	656	1,262.54	Well Oil
14377	10/05/2015	10/05/2015	4302	1,256.74	#082 Repairs
14354	10/05/2015	10/05/2015	2070	633.46	DARE Supplies
14361	10/05/2015	10/05/2015	229	54.00	CPL 317002,04,05,06,07
14363	10/05/2015	10/05/2015	3047	45.00	W.W. Internet
14364	10/05/2015	10/05/2015	269	82.00	Clothing Allowance
14357	10/05/2015	10/05/2015	284	3,700.00	Inmate Housing & Medical
14382	10/05/2015	10/05/2015	289	48.00	Pharmacy Building Ad
14385	10/05/2015	10/05/2015	298	2,754.13	County Criminal Victim Assessment
14376	10/05/2015	10/05/2015	4303	565.87	Officer Robertson Jumpsuit
14365	10/05/2015	10/05/2015	2514	4,698.55	Electrical Work
14355	10/05/2015	10/05/2015	315	70.00	Car Wash
14389	10/05/2015	10/05/2015	4305	900.00	Deposit Refund-Comm Center Event Held On (9/19/15)
14366	10/05/2015	10/05/2015	2215	992.84	Water Parts
14386	10/05/2015	10/05/2015	4304	8,362.25	Equipment/parts For New Float
14367	10/05/2015	10/05/2015	364	393.75	Park Parts
14347	10/05/2015	10/05/2015	3351	65.77	Oil Change And Air Filter
14368	10/05/2015	10/05/2015	3083	249.46	Part For LS 5
14369	10/05/2015	10/05/2015	384	87.41	Pioneer Park BR Repair
14380	10/05/2015	10/05/2015	400	2,752.50	Professional Services
14348	10/05/2015	10/05/2015	4296	226.21	Refund Of Overpayment Of Final Utility Bill
14371	10/05/2015	10/05/2015	3891	1,070.18	Street Sweeping Parts
14370	10/05/2015	10/05/2015	521	90.03	JLopez Clothing Allowance
14372	10/05/2015	10/05/2015	2467	30,256.22	New Pumps For LS 7 & Start Up
14349	10/05/2015	10/05/2015	520	274.24	Various Supply Order

ACCOUNTS PAYABLE

City Of Connell
MCAG #: 0286

As Of: 10/05/2015

Time: 16:24:04 Date: 09/30/2015
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14352	10/05/2015	10/05/2015	Schulte, Chris	48.82	5 - 27 Gallon Storage Totes For Fire Department, Purchased At Costco With Employee's American Express Card.
14381	10/05/2015	10/05/2015	Shred-it	46.76	Shredding Services
14374	10/05/2015	10/05/2015	Stellar Indl. Supply Inc	94.48	Sewer Parts
14358	10/05/2015	10/05/2015	Sure Brands Group, LLC	26.00	Fingerprinting Supplies
14353	10/05/2015	10/05/2015	Washington State Patrol, Budget and Fiscal Service	534.00	3rd Qtr ACCESS User Fee
14384	10/05/2015	10/05/2015	Wesley Group, The	1,200.00	Labor Relations
Report Total:				85,994.16	

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Connell and that I am authorized to authenticate and certify to said claim.

() Finance Director () Auditing Officer _____ Date: _____
 () Deputy Finance Director

CHECK REGISTER

City Of Connell
MCAG #: 0286

09/30/2015 To: 10/05/2015

Time: 16:23:59 Date: 09/30/2015
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4001	09/30/2015	Payroll	7	EFT		1,636.09	
4002	09/30/2015	Payroll	7	EFT		1,427.67	
4003	09/30/2015	Payroll	7	EFT		1,117.37	
4004	09/30/2015	Payroll	7	EFT		1,479.44	
4005	09/30/2015	Payroll	7	EFT		2,572.89	
4007	09/30/2015	Payroll	7	EFT		1,730.10	
4008	09/30/2015	Payroll	7	EFT		1,406.92	
4009	09/30/2015	Payroll	7	EFT		1,613.03	
4010	09/30/2015	Payroll	7	EFT		1,151.00	
4011	09/30/2015	Payroll	7	EFT		1,945.72	
4012	09/30/2015	Payroll	7	EFT		1,356.04	
4013	09/30/2015	Payroll	7	EFT		1,299.35	
4014	09/30/2015	Payroll	7	EFT		1,675.18	
4015	09/30/2015	Payroll	7	EFT		1,056.27	
4016	09/30/2015	Payroll	7	EFT		1,512.88	
4017	09/30/2015	Payroll	7	EFT		1,973.60	
4018	09/30/2015	Payroll	7	EFT		1,664.77	
4019	09/30/2015	Payroll	7	EFT		2,298.04	
4020	09/30/2015	Payroll	7	EFT		2,029.17	
4021	10/05/2015	Payroll	7	EFT	Community First Bank	11,098.41	941 Deposit For 09/30/2015 - 09/30/2015
4022	10/05/2015	Payroll	7	EFT	Department Of Retirement	7,584.22	09/30/2015 To 09/30/2015 - PERS 2; 09/30/2015 To 09/30/2015 - LEOFF 2; 09/30/2015 To 09/30/2015 - Deferred Comp; 09/30/2015 To 09/30/2015 - PERS 3
4023	10/05/2015	Payroll	7	EFT	MT457-306685	400.00	09/30/2015 To 09/30/2015 - ICMA-457
4006	09/30/2015	Payroll	7	34058		1,098.92	
4024	10/05/2015	Payroll	7	34059	AFLAC	434.34	09/15/2015 To 09/30/2015 - AFLAC Addtl (AT); 09/15/2015 To 09/30/2015 - AFLAC Pre-Tax
4025	10/05/2015	Payroll	7	34060	AWC Employee Benefits Trst	19,797.10	09/15/2015 To 09/30/2015 - AWC; 09/15/2015 To 09/30/2015 - AWC Dental; 09/15/2015 To 09/30/2015 - AWC-Life
4026	10/05/2015	Payroll	7	34061	American Legal Services	14.48	09/15/2015 To 09/30/2015 - ALS
4027	10/05/2015	Payroll	7	34062	Colonial Life	358.34	09/15/2015 To 09/30/2015 - Colonial Life Prctax; 09/15/2015 To 09/30/2015 - Colonial Life-aftertax
4028	10/05/2015	Payroll	7	34063	NW Admin. Transfer Acct.	9,221.10	09/15/2015 To 09/30/2015 - NW Administrator
4029	10/05/2015	Payroll	7	34064	Teamsters Local Union # 839	351.00	09/15/2015 To 09/30/2015 - Union # 839
4030	10/05/2015	Payroll	7	34065	WSECU	275.00	09/30/2015 To 09/30/2015 - WSECU
						<hr/>	
001 General Fund						54,021.98	
101 Street						3,078.66	
401 Water Fund						10,026.29	
402 Sewer Fund						11,604.30	
403 Solid Waste Fund						2,847.21	
						<hr/>	

81,578.44 Payroll: 81,578.44



City of Connell

**EASTERN
WASHINGTON'S
HARVESTLAND**

MEMORANDUM

DATE: OCTOBER 5, 2015
TO: MAYOR & COUNCIL
FROM: JED CROWTHER
RE: **Benton Franklin Community Action Committee**

Cathy Merrill Holle, Manager Resource Development, Benton Franklin Community Action Connections, will give a presentation on their services as “the community leader in providing pathways out of poverty in Benton and Franklin counties.” Basic info is attached for review.

BFCAC will provide updated survey results for the Connell area at Monday Council meeting. Mayor Blackwell and Councilmember Minor serve on Benton Franklin Community Action Committee, together with regional elected officials, to evaluate needs and to find solutions.



**'COMMUNITY ACTION CONNECTIONS' (CAC)
BENTON FRANKLIN COMMUNITY ACTION COMMITTEE
BIO SHEET**

AGENCY NAME: 'COMMUNITY ACTION CONNECTIONS' (CAC)
BENTON FRANKLIN COMMUNITY ACTION COMMITTEE (BFCAC)

LOCATION: 710 W. Court Street – Pasco, WA 99301
720 W. Court Street – Pasco, WA 99301 mail address
424 6th Street – Prosser, WA 99350
Connell Community Center – Connell, WA 99326
Mid-Columbia Library – Benton City, WA 99320

PHONES:

(509) 545-4042 Pasco Office	(509) 786-3379 Prosser Office
(509) 521-0721 Connell or Benton City Outreach	1-800-583-1112 Agency – Wide Toll Free

FAXES:

(509) 544-9196 Administration	(509) 545-1449 Child Care Services
(509) 545-6736 Housing Services	(509) 546-9817 Weatherization
(509) 786-3359 Prosser Office	(509) 544-9598 Emergent/Energy Services

SERVICE HOURS:

**Monday – Friday
8:00 AM to 12:00 Noon – 1:00 PM to 5:00 PM
Rural Area offices hours vary call first.**

MEMBER CONTACT (S):

**Judith A. Gidley, Executive Director
Nell Shelton, Finance Director
Sergio Alvarez, Information Systems (IT) Director
Dave Odom, Weatherization Services Director
Rebecca Hildman, Child Care Support Services and HBE Director
Cathy Merrill Holle, Manager Resource Development
Home Base Connection Center
Dalia Ochoa, Emergent/Energy Services Manager
Melissa Hess, Housing Services Manager**

EMAIL:

www.bfcac.org (WEB Site)	cmerrillholle@bfcac.org
jgidley@bfcac.org	dodom@bfcac.org
nshelton@bfcac.org	mhess@bfcac.org
salvarez@bfcac.org	dochoa@bfcac.org
bhildman@bfcac.org	

AGENCY SUMMARY:

'Community Action Connections' Benton Franklin Community Action Committee (BFCAC) is a certified 501(c) 3 private non-profit corporation established in 1966 to assist low-income families/ individuals to identify options and alternatives for self-sufficiency and independence by improving their chances for filling their employment, housing and childcare needs.

CAC provides services under approximately thirty-two (32) different contracts and networks with community partners to provide a wide variety of services in Benton and Franklin Counties. Services in Walla Walla, Columbia, Adams, Grant, Klickitat and Skamania, Counties located in South Central Washington and Yakima, Kittitas, Okanogan, Chelan, Douglas, Whitman, Garfield and Asotin are funding specific.

CAC uses funding to provide a range of services and activities, which have a measurable and potentially major impact on reducing the causes of poverty. Income eligibility guidelines, age, residence and geographical area requirements vary from program to program. Please refer all potential applicants to our offices for eligibility screening; CAC screens applicants in, not out.

VISION STATEMENT

'Community Action Connections' Benton Franklin Community Action Committee is the community leader in providing pathways out of poverty in Benton and Franklin counties.

MISSION STATEMENT

The mission of 'Community Action Connections' Benton Franklin Community Action Committee is to empower families and individuals to improve their quality of life through the promotion of greater self-sufficiency.

VALUES STATEMENTS

1. As an advocate for individuals and families, CAC is and must remain the conscience of our communities regarding poverty issues.

- We promote partnerships, collaborations and coalitions in delivery of services.
- We promote understanding of the underlying causes and issues of poverty as the first step in the problem-solving process.
- We define the issues and solutions in the problem-solving process.
- We speak out on the issues of poverty.

2. As a leading community services agency, CAC values people.

- We identify community needs and motivate the community to respond to needed change.
- We provide people the tools to solve their own problems, rather than solve their problems for them.
- We treat people equally, with dignity, courtesy, compassion, respect, and patience.
- We safeguard client confidentiality.
- We believe people deserve a chance to succeed and empower them to accept personal responsibility in taking advantage of that chance.

3. As a non-profit corporation, CAC values responsible stewardship of the funds and resources entrusted and available to us.

- We subscribe to the highest standards of fiscal accountability.
- We strive to instill confidence in the public through good stewardship of our funds.
- We conserve resources.

4. As an employer, CAC values our employees.

- We respect the needs of our employees' and their families.
- We offer employment opportunities that are personally fulfilling.
- We offer fair wages and competitive benefits.
- We provide a safe, positive, harmonious and respectable work environment.
- We value tenure/longevity, creativity, dedication, diversity, honesty and hard work.
- We promote equal opportunity and celebrate diversity.
- We expect our employees to adhere to the highest standards of personal and professional conduct and ethics.
- We treat each employee with respect.

Our agency is governed by a tripartite Board of Directors comprised of not more than 18 or less than 12 members, who reside in Benton and Franklin Counties.

One third elected public officials and
 One third shall represent the poor and
 One third shall represent the private sector.

Chairman: Doug Kellogg
 Vice-Chair: Clifton Watson
 Secretary: Karla Carlisle
 Treasurer: Judy Mahan

Our Board serves as the catalyst for our mission to make the entire community more responsive to the needs and interest of the poor by mobilizing resources and bringing greater organizational sensitivity.

Our agency's goals are achieved through programs we currently have available and the continuing development of innovative projects and programs for the future.

It all begins with a common vision. Behind our agency's effort to improve the quality of life is our vision for the future of what could be. That vision is and must continue to be pursued by our agency with energy, patience, tenacity and determination. It is one thing to have a vision, but the most difficult thing of all is to fulfill it. Our staff workforce is clearly customer-driven, possess a strong work ethic and truly care about the families they serve.

All employees who represent our agency share the same objective; to gain maximum knowledge to better enable them to provide optimum services to the individuals we serve. Each employee strives to improve the lives of those families they serve through the basic ingredients of support, dedication, honesty, and sincerity.

REFERENCES:

<p>Benton County Commissioners Benton County Courthouse PO Box 190 Prosser, WA 99350 Jim Beaver, Chair (509) 786-5600 commissioners@co.benton.wa.us</p>	<p>Franklin County Commissioners Franklin County Courthouse 1016 N. 4th Avenue Pasco, WA 99301 Bob Koch, Chair (509) 545-3535 bkoch@co.franklin.wa.us</p>
<p>State of Washington Department of Commerce Attention: Diane Klonz 1011 Plume Street SE - PO Box 42525 Olympia, WA 98504-2525 (360) 725-4142 Diane.klonz@commerce.wa.gov</p>	<p>WA State Association of Community Action Agencies Attention: Merritt Mount PO Box 7130 Olympia, WA 98507 (360) 588-4442 mm@wapartnership.org</p>
<p>Christensen, King & Associates Attention: Robert McBride 1334 Jadwin Richland, WA 99352 (509) 943-1040 Robert@ckacpa.com</p>	<p>Superintendent of Public Instruction Attention: Adele Roberts Child and Adult Care Food Program Old Capital Building – PO Box 47200 Olympia, WA 98504-7200 – (360) 753-3580 Adele.roberts@k12.wa.us</p>
<p>WA State Department of Social and Health Services Kennewick Community Services Office (CSO) Attention: Jeff Pierce, Administrator 1120 North Edison Avenue Kennewick, WA 99336 (509) 735-7119 pierce@dshas.wa.gov</p>	
<p>U.S. Interagency Council on Homelessness Attention: Paul Carlson, Regional Coordinator R-10 909 1st Avenue Seattle, WA 98104 (206) 220-5362 paul.Carlson@hud.gov</p>	<p>Domestic Violence Services of Benton and Franklin Counties Dan Asperi, Executive Director 3311 W. Clearwater, Suite C140 Kennewick, WA 99336 Kelly.a@dvsbf.org (509) 735-1295</p>
<p>City of Richland</p>	<p>City of Pasco</p>

Attention: Michelle Burden CDBG/HOME Administrator 505 Swift Boulevard – PO Box 190 Richland, WA 99352 (509) 942-7580 mburden@ci.richland.wa.us	Attention: Angie Pitman, Urban Development Coordinator 525 North Third Avenue – PO Box 293 Pasco, WA 99301 (509) 543-5739 Pitmana@pasco-wa.gov
City of Kennewick Attention: Carol Evans, CDBG/HOME Coordinator 210 West 6th Avenue – PO Box 6108 Kennewick, WA 99336-0108 (509) 585-4279 carol.evans@ci.kennewick.wa.us	US Department of Housing and Urban Development Seattle Regional Office Seattle Federal Building Attention: John W. Peters, Director Office of Community Planning and Development 909 First Avenue, Suite 300 Seattle, WA 98104-1000 Contact: Davis Foster at (206) 220-5368

LIST OF GRANTS AND PROGRAMS:

- **Washington State Department of Commerce (COM)**
 - Community Services Block Grant (CSBG) Funding, providing the following services:**
 - Employment and Training**
 - Education**
 - Money Management**
 - Housing Assistance**
 - Nutrition**
 - Self-Sufficiency**
 - Linkages**
 - Emergency Health Prescriptions**
 - Emergency Services**
- **Community Voice Mail (CVM) – Department of Commerce (COM)**
- **Child Care Micro Loan (Revolving)**
- **Low Income Home Energy Assistance Program (LIHEAP)**
- **Washington Consumer Energy Fund (WCEF)**
- **Basic Food Education and Outreach Services (People for People)**
- **Caring Neighbors Big Bend Electric**
- **Kennewick Kares (City of Kennewick)**
- **Helping Hands**
 - Benton PUD**
 - Franklin PUD**
 - Cascade Natural Gas**
 - City of Richland**
- **Navigator In-Person Assister Program (WA Health Benefits Exchange)**
- **CDBG Rural Outreach Non-Entitlement Areas (Benton & Franklin Counties DHS)**
- **Bateman I and II Homeless Prevention Project (HUD)**
- **Home CHOICES I and 2 Homeless Prevention Project (HUD)**
- **TBRA (Tenant Based Rental Assistance Program) COM**
- **Emergency Solutions Grant (ESG) Housing (Benton & Franklin Counties DHS)**
- **Benton and Franklin Counties Homeless Housing Assistance Act 2163 – ‘HOME BASE’ (Benton & Franklin Counties Department of Human Services)**
- **Benton and Franklin Counties Affordable Housing Assistance Act 2060 – ‘HOME BASE’ (Benton & Franklin Counties Department of Human Services)**
- **‘Second Chances Center’ a Day Shelter for Families with Children**
- **Washington Family Fund (Building Bridges)**
- **Community Trade and Economic Development Housing Improvement Division**
 - **State Energy Matchmaker Program**
- **HUD HOME Repair and Rehabilitation Program (RRP)**
- **Bonneville Power Administration Low Income Weatherization Program**
- **Benton and Franklin County PUD Weatherization Audits**
- **DOE Weatherization Assistance Program (Department of Energy)**
- **WA State Division of Early Learning (DEL)**
 - Homeless Child Care Program**
 - Child Care Provider STARS Training**
 - DASA Training**
- **Superintendent of Public Instruction (SPI) — USDA Nutrition**
 - Child and Adult Care Food Program**





MEMORANDUM

DATE: OCTOBER 5, 2015
TO: MAYOR AND COUNCILMEMBERS
FROM: MARIA PENA, CITY CLERK TREASURER
RE: 2015 YEAR END AND 2016 BUDGET DISCUSSION

Attached to your Agenda packet you will find the preliminary budget for fiscal year 2016 for your review and discussion. You will also find current revenues and expenditures for 2015. We will hold a Public Hearing on revenue sources and property taxes on October 19th.

Here is what I have calculated for 2015

Year End:

- 001 General Fund – With the exception of the Homeland Security Grant, General Fund revenues and expenditures will be close to expected. Revenues were projected at \$2,065,600 and expenditures were projected at \$2,219,440, leaving a \$153,840 deficit.
- 002 Reserve Fund – Revenues are coming in as projected and expenditures slightly higher than projected.
- 101 Street Fund - Street Fund revenues for operations are as expected with the street operating expenditures coming in slightly less than projected, hopefully this will continue and the operating transfer from the General Fund will be less than projected. Revenues for the street reserve are slightly lower than projected for the Natural Gas tax and the Columbia Ave BST has been put on hold until next year. I also don't believe we will be receiving any more STP Allocations.
- 104 Fund – Revenues are coming in as projected. On the expenditure side the float project will not be completed in 2015. A request for the remaining amount will need to be submitted to the Hotel/Motel Committee in 2016, approximately \$9,840.
- 111 General Support Fund – Interest revenues are slightly higher than projected. Expenditures were as budgeted.
- 300 Fund – The REET revenues are lower than they were at this time last year. I expect that overall revenues will be lower than projected.
- 401 Water Fund – On the revenue side revenues are higher than projected and expenditures are currently lower than projected.
- 402 Sewer Fund – Revenues are coming in higher than projected and expenditures are coming a little under what was projected.
- 403 Solid Waste – It looks like revenues for this fund will be pretty close to what was projected and expenditures are coming in slightly lower than expected. I still expect that we may have a deficit for this fund. I had office staff work on payroll allocations and

have made some changes for 2016. We will still need to maintain a close watch on this fund.

- 414 DWSRF – Is right on track. Transfers are made to this fund from the water fund for loan payment. It is a pass through fund.
- 415 Water/Sewer Bond Reserve – No activity as it is to be used for final bond payments.
- 416 Water/Sewer Bond Redemption –Transfers are made into this fund from the water fund for bond payments. It is a pass through fund. For this year we paid down additional principal for the USDA Bonds instead of the Farm Bonds.

For the 2016 Budget:

Work is still being finalized and an updated memo will be provided on Friday.



MEMORANDUM

DATE: OCTOBER 5, 2015
TO: MAYOR & COUNCIL
FROM: JED CROWTHER
RE: **Water and Sewer Rates 2016 – FCS Group Recommendation**

FCS Group presented a recommendation for water and sewer rate increases on Jan 21, 2014. In turn, Council implemented 5% water rate increase and 3% sewer rate increase for 2015.

Now, consistent with 5-yr projections by FCS for additional water and sewer rate increases, water rate increase of 3% for 2016 and sewer rate increase of 3% for 2016 is recommended. FCS gave specific yearly recommendations and impact to a sample monthly bill (*attached*).

Action by Council would be needed soon, in order to provide proper notification and invoicing. In this way, water rate increases would be implemented for businesses and residents alike, with payments to begin on the January 2016 yearly cycle.

Again, it is always difficult to increase rates, and it is appropriate to consider impact to citizens. However, incremental increases are necessary to cover costs, as documented by the FCS report. This method – to adjust gradually – adds predictability and avoids higher “spikes” in rates.

As a City, we strive to provide services economically and efficiently. Costs must be passed on to users of our water and sewer systems. A draft Resolution will be prepared for the next Council meeting to implement water rate increase of 3% for 2016 and sewer rate increase of 3% for 2016. We welcome input and discussion.

SCHEDULE I – WATER

Connection/Disconnection Charges:

New Connection	Actual Cost of meter, material, parts and labor pertaining to the connection and service, surface restoration plus an amount equal to 20%.
Unpaid Charges – Service Turn-Off	
Delinquency Charge	\$15.00
Reconnect Fee	\$30.00
Special or Emergency Turn-on/Off	\$75.00 – if outside of normal working hours

Table A – Basic Water Service Charge:

Meter Size (in inches)	Multi-residential Dwelling Units - Monthly Base Rate (per dwelling unit)	Department of Corrections	All Others – Monthly Base Rate (per meter)
3/4 or less	13.23 \$12.84		18.94 \$18.38
1	13.23 \$12.84		18.94 \$18.38
1 - 1/2	13.23 \$12.84	321.55	18.94 \$18.38
2 or less	13.23 \$12.84	\$312.18 each meter	18.94 \$18.38
3	70.31 \$68.26	1005.65	100.47 \$97.55
4	114.27 \$110.94	\$976.36 each meter	163.29 \$158.53
6	219.75 \$213.35		313.92 \$304.78
8	395.59 \$384.06	4625.25	565.06 \$548.60
10	703.05 \$682.57	\$4,490.54 each meter	1003.56 \$974.33

“Dwelling units” as used within “Table A” includes each unit, space, or lot for rent or lease in a park for mobile homes, recreational vehicles and trailers whether or not actually rented. To compute the monthly base water service charge for structures designed and used for multifamily or multi-occupant separate dwelling or sleeping units, such as apartment houses, condos, duplexes, mobile homes, trailer courts, mobile home parks, recreational vehicle parks, motels, hotels, and similar multi-occupancy dwelling structures, served with one or more meters, the per unit residential base rate for the diameter of the service meter, set forth in Table A, is multiplied by the total number of separate dwelling units (whether or not actually occupied), and the product thereof is the monthly base rate for such structure or structures.

Table B – Water Use Charge:

In addition to the base service charge in Table A – users shall also pay the following Water use Charge:

Department of Corrections	91 \$.88 per 100 Cu. Ft.
All other users:	
First 1,000 Cu. Ft.	1.02 \$.99 per 100 Cu. Ft.
Any quantity of water used, over first 1,000 Cu. Ft., per month	1.23 \$1.19 per 100 Cu. Ft.

Gallage Rate: For water users having a water meter that registers water use in gallons, the rate in Table B shall be applied by converting gallons to cubic feet at the rate of seven and one-half gallons per cubic feet.

Table C – System Participation Fees:

Meter Size (in inches)	System Participation Fee
3/4	\$1,183.00
1	\$2,000.00
1 - 1/2	\$4,000.00
2	\$6,500.00
3	\$13,000.00
4	\$20,000.00
Larger than 4	Negotiated

Table D – Miscellaneous Service Fees:

Industrial and Agriculture Irrigation Rates	Negotiated
Service Outside City Limits	Twice the adopted rate applicable to meter size within City limits plus \$15.00 per month per user
Obstructed Meters	\$25.00
Customer Request for Reread and no Error Found	\$25.00
Service Charge for service calls outside of regular hours if result of improper operation or maintenance of customer	\$75.00 per hour with two hour minimum
Failure to Appear at Requested Appeal Hearing	\$50.00
Wasting Water Penalty	\$30.00

Bulk Water:

Hook-Up Fee	\$30.00 (due prior to hook-up)
Refundable Deposit	\$600.00 (due prior to hook-up)
Usage Fee	\$10.00 per day for the first 500 gallons \$.25 per 100 gallons in excess of 500 gallons

SCHEDULE H – SEWER

Table A – Basic Sewer Service Charge

<u>Classification</u>	<u>Rate</u>
Single-Family Residential Unit	\$43.26 44.56
Multiple-Family Residential Units (including duplexes, triplexes, and apartments)	\$43.26 per single-family unit 44.56 44.56 14.88
Non-Residential (including commercial, motels, hotels, and industrial; excluding schools and negotiated rates)	\$43.26 plus \$14.44 multiplied by the number of customer ERU's (equivalent residential unit) minus one ERU.
Schools	235 \$2.29 per student per month for twelve months per year computed on attendance during the school year, and certified by the school superintendant to the Clerk-Treasurer in October each year; ensuing monthly billings are adjusted each January.
Department of Corrections	Negotiated rate.

Table B – System Participation Fees

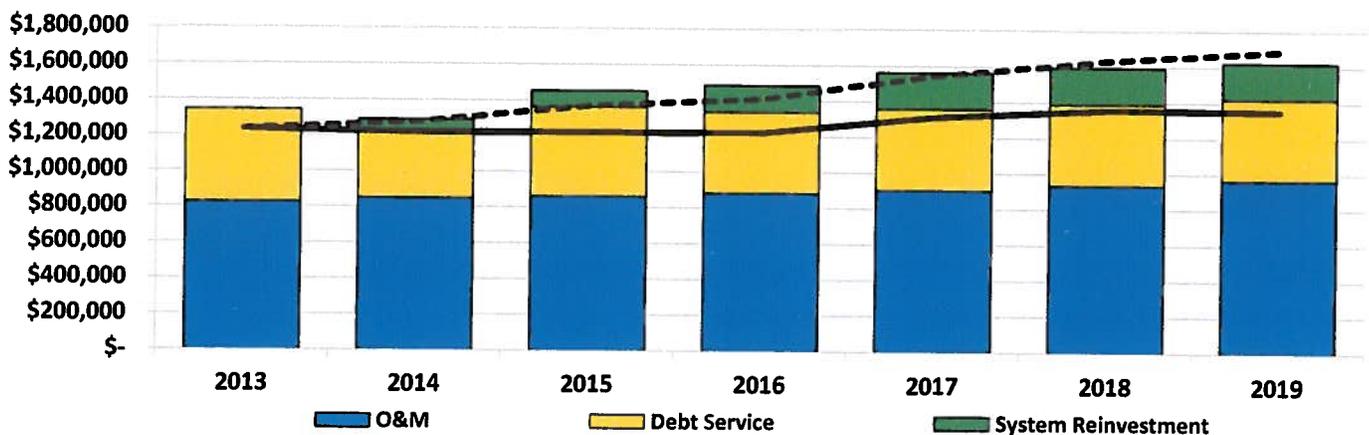
Fees are based on Equivalent Residential Unit (ERU). Unless specifically provided otherwise, fees for connections involving more than one ERU are charged according to the number of ERU's calculated for the service to the new connection. Industry standards for calculating appropriate ERU base values related to specific types of use such as those contained within the *Criteria for Sewage Works Design (the "Orange Book")* published by the Washington State Department of Ecology may be used by applicants in determining system participation fees.

<u>Classification</u>	<u>Rate</u>
Single-Family Residential Unit	\$1,164.00
Multiple-Family Residential Units (including duplexes, triplexes, and apartments)	\$1,164.00 for first unit, plus \$582.00 for each additional unit.
Non-Residential , (including commercial and schools; excluding negotiated rates and hotels/motels)	\$1,164.00 plus \$291.00 multiplied by the number of customer ERU's minus one ERU (based on designed occupancy load).
Hotels and Motels	\$1,164.00 plus \$291.00 for each lodging room, lot, or space.
Department of Corrections, Light and Heavy Industrial	Negotiated impact fee

Miscellaneous Service Charges:

Sewer Permit/Inspection Application	\$50.00 (due at time of application)
New Connection (where City performs connection)	Actual costs to the City for parts, materials, and labor pertaining to connection and service plus 20% for administration and overhead.
Unpaid Charges – Water Service Turn-off:	
Delinquency Charge	\$15.00
Service Re-connect	\$30.00

Water Revenue Requirement Forecast

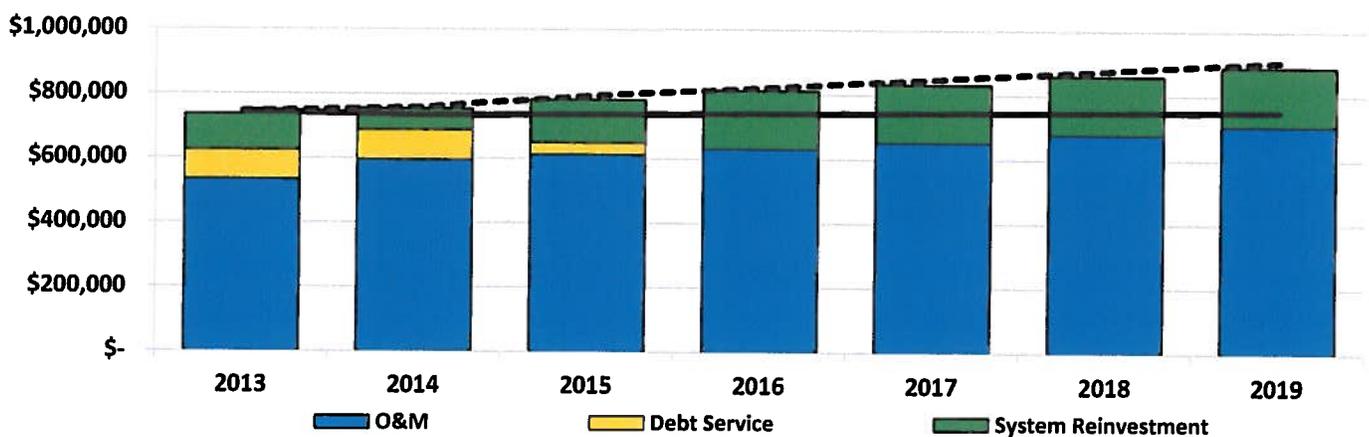


Proposed Water Rate Strategy	2014*	2015	2016	2017	2018	2019
Annual Rate Increases	7.0%	5.0%	3.0%	3.0%	3.0%	4.0%

- Revenue at existing rates is not sufficient to cover operation and maintenance (O&M) costs and debt service
 - ✓ Repayment of Farm Bonds via Riddell contract payments is expected to offset debt service from planned 2015 Bond ⇒ neutral overall impact to annual debt service burden
- Rate increases will be needed to cover costs and provide funding for infrastructure replacement (system reinvestment)

**2014 rate increase is assumed to be effective for 8 months of 2014.*

Sewer Revenue Requirement Forecast



Proposed Sewer Rate Strategy	2014*	2015	2016	2017	2018	2019
Annual Rate Increases	5.0%	3.0%	3.0%	3.0%	3.0%	3.0%

- Revenue at existing rates is sufficient to cover operation and maintenance (O&M) costs and debt service while providing some funding for system reinvestment
- Rate increases will be needed to keep revenues consistent with costs and continue to provide funds for system reinvestment

**2014 rate increase is assumed to be effective for 8 months of 2014.*

Recommendations

Recommended Rate Strategy	Existing	Proposed	Projected				
	Jan – Apr 2014	May – Dec 2014	2015	2016	2017	2018	2019
Water Rate Increase		7.0%	5.0%	3.0%	3.0%	3.0%	4.0%
Sewer Rate Increase		5.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Sample Monthly Bill @ 7 ccf							
Water	\$22.53	\$24.11	\$25.31	\$26.07	\$26.85	\$27.66	\$28.77
Sewer	<u>40.00</u>	<u>42.00</u>	<u>43.26</u>	<u>44.56</u>	<u>45.89</u>	<u>47.27</u>	<u>48.69</u>
Total	\$62.53	\$66.11	\$68.57	\$70.63	\$72.75	\$74.93	\$77.46
Change		\$3.58	\$2.47	\$2.06	\$2.12	\$2.18	\$2.52
Percent Change		5.7%	3.7%	3.0%	3.0%	3.0%	3.4%

- Adopt 2014 Rate Increases (*Effective with May 2014 billing*)
 - ✓ Water: 7.0%
 - ✓ Sewer: 5.0%
- Review Utility Financial Status Regularly

Recommendations

Recommended Rate Strategy	Existing		Projected						
	Jan – Apr 2014	May – Dec 2014	2015	2016	2017	2018	2019		
Water Rate Increase		7.0%	5.0%	3.0%	3.0%	3.0%	3.0%	4.0%	
Sewer Rate Increase		5.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
Sample Monthly Bill @ 7 ccf									
Water	\$22.53	\$24.11	\$25.31	\$26.07	\$26.85	\$27.66	\$28.77		
Sewer	<u>40.00</u>	<u>42.00</u>	<u>43.26</u>	<u>44.56</u>	<u>45.89</u>	<u>47.27</u>	<u>48.69</u>		
Total	\$62.53	\$66.11	\$68.57	\$70.63	\$72.75	\$74.93	\$77.46		
Change		\$3.58	\$2.47	\$2.06	\$2.12	\$2.18	\$2.52		
Percent Change		5.7%	3.7%	3.0%	3.0%	3.0%	3.4%		

Adopt 2014 Rate Increases (Effective with May 2014 billing)

- Water: 7.0%
 - Sewer: 5.0%
- Review Utility Financial Status Regularly

CITY OF CONNELL
PARKBOARD MEETING
August 25, 2015
Minutes

Call to Order: 7:03 p.m.

Roll Call:

Present: Chair Jaeniffer Kaiser, Vice Chair Dave Gribble, Board Members Helen Tobin, Carol Lindner, Manny Choi

Staff: City Administrator Jed Crowther, Jeri Reinauer, Park and Rec. secretary, Public Works Supervisor Ed Brown

Visitor: Dorothy Krein

Introduction of new Board Member: City Administrator Jed Crowther introduced newly appointed Board Member Kyung "Manny" Choi. The Board welcomed him.

Approval of Minutes:

Motion: Board Member Tobin moved to approve the July 28, 2015 minutes as written. Motion seconded by Vice Chair Gribble. Motion carried.

Public Works Report:

Public Works Supervisor Ed Brown reported on the parks.

Striker Park:

Staff started excavation but got called off the project. They are working on 2 soccer fields with one set of Goals. Possibly get a "junior set".

Clark Street Park:

There are new soccer nets.

Soccer net frames keep cracking so staff will use electric conduit to repair.

Restrooms keep getting vandalized. Staff will be putting up cameras to monitor the area.

Slide is broken so it will need to be replaced next year.

Pioneer Park:

After the Fall Festival is over staff will be changing the grade to the pool storage for better drainage.

Three doors have been ordered which includes item on Sarah's list.

Red Slide: Was not sealed properly. Will seal properly next Spring.

Started closing up and doing maintenance on the pool.

Heritage Park:

Staff will pull the horseshoe pits and put in a playground.

Plan to put fence along gravel road for safety. Maybe even some speed bumps.

Discussion as to where the playground should be installed. Vice Chair Gribble ask that it be put where there is some shade. It was decided that VC Gribble and Board member Lindner will meet with PW Supervisor Ed Brown after hours the following Thursday to decide on the best placement for the playground equipment.

Columbia Park:

This is a problem park as it is constantly getting vandalized. There have even been fires started there. Sgt. Brad Quinton has been working with area parents to help keep an eye on things.

P W Staff will bring back stuff that was previously damaged as the situation gets better.

Irrigation issues will be finished in the Spring.

Eventually putting the Basketball court back.

The Board gave PW Supervisor Brown "kudos" for the good job he has been doing with the parks.

Pool Manager Report:

Included in the Agenda is an email from Pool Manager Sarah Kroontje advising Jed of what she has done recently and a few items that need to be fixed.

CA Crowther informed the Board the performance evaluations were conducted twice during the summer. Board member Tobin asked if Pool Manager Kroontje had been taught how to do the evaluations. CA Crowther said that she had participated in them in prior years.

Former staff member Dorothy Krein asked if she could share some concerns with the Board.

Dorothy and Board Member Tobin described how the Red Cross Swim program works.

Red Cross is very strict about trained teachers following their program and the City signed a contract with the Red Cross so the City needs to follow the rules. Board member Tobin said that it is easier to stick with Red Cross because its program is all set up. The new program that Ms. Brutzman is setting up in the Tri-Cities is too new and not proven.

Red Cross training is in the Spring and the city needs to sign people up early before the classes get filled.

Dorothy said that she quit because she feels that she was called a thief by staff at the City regarding the CPR dummies. She said she had worked with the city for a very long time and she is very upset about this and the fact that no one from the City asked her why she quit or apologized and asked her to come back. She probably would have come back.

CA Crowther presented a plaque with appreciation for Dorothy's 35 years of service to the City.

Board Member Tobin and CA Crowther discussed what happened with the scheduling of the swim lessons during the third week when they were short-handed of teachers.

Discussion by the Board regarding how the Pool Manager and Park and Rec. Director jobs will be handled next year.

Concerns from this year and suggestions for the future:

Music blaring during swimming.

Whistles not being blown loud enough to be heard over noise.

Need more professionalism and more organization.

More management at the pool.

Did anyone follow up on the Pool Manager's Inservice Training?

Board Member Tobin said she sees the Park & Rec. Director being in charge of the swim lessons and the swim team. They would also oversee the pool manager and make sure the Pool manager is trained on how to do things. ie: the Red Cross program.

CA Crowther said he will email the Park and Rec. Director and the Pool Manager job descriptions to the Board.

It was asked if \$130.00 was budgeted for the Swim Team for 2016. Chair Kaiser said that the Swim Team can do some fund raising etc. and maybe make it more of a summer activity like in the past. There needs to be safety training for the coaches.

Park and Rec. Program update:

There will be a movie September 11th at the park.

There will be the Harvest Trot and 3 on 3 basketball during the Fall Festival.

City Administrator update:

CA Crowther said he has been working on the Pool Policy and will scan and have Jeri email the policy out to the Board so they can go through it before the next Park and Rec. Meeting.

There was discussion regarding asking Dorothy to come back and what her pay should be.

Other Business

The next Park and Rec. meeting will be held September 29, 2015.

Adjournment

Meeting adjourned 8:26 p.m.

**CITY OF CONNELL
PARK BOARD MEETING
September 29, 2015
Minutes**

Call to Order: 7:00 p.m.

Attendance:

Present: Chair Jaeniffer Kaiser, Vice Chair Dave Gribble, Board Members Helen Tobin, Carol Lindner, Manny Choi
Staff: Jed Crowther
Visitor: Joe Williams

Approval of Minutes:

Motion: Board Member Tobin moved to approve the August 25, 2015 minutes as written. Motion seconded by Board Member Choi. Motion passed unanimously.

DISCUSSION ITEMS

Structural Staffing Review – Parks & Recreation Director

Jed introduced the aim to outline tasks and set expectations for the Parks and Recreation Director position.

Helen Tobin said it was important for service in this position to be “main job and main focus”, instead of second fiddle, left-over time or resources.

Joe Williams asked if the position could become more full-time, in order to attract top quality applicants; and for goals/tasks to be identified; i.e. to keep the community center full. He said that by expanding class offerings, pursuing business sponsorships, and achieving better scheduling and communication, it could justify more hours.

Jed said that hours are structured for part-time position; primarily a summer peak season and low winter hours. He said that parks and pool are constrained by revenue and budget. He acknowledged that promotion and participation had grown, but not enough to cover the gap in program costs, still operating at a loss. He said that recreation provides an amenity for our community, but must be balanced to some extent by cost recovery.

Jed said the position had increased to year-round focus, by allocating certain limited hours through fall/winter. This incremental step added stability and continuity, but expansion of the position to full-time was unlikely.

Helen discussed challenges and trade-offs; that it is difficult to pay enough to support community programs; with never enough to come from city taxpayer money alone. In her view, levy lid lift dollars, approximately \$51,000 per year, hadn't been directed primarily to benefit parks and pool.

Pool Manual

Chairman Kaiser directed the Board to consider and discuss the Pool Manual. Board Members said that the policy was too lengthy and unclear; that it needed to be more concise, especially for lifeguard-specific duties.

Helen said that segments for purpose, operation, chain of command, and safety should be outlined clearly. Ideas were given to organize content and eliminate duplication. Helen and Jed will work on drafting revisions.

Dave Gribble said Pool Manual should maintain appropriate liability features; to be careful what was taken out.

Manny Choi asked for clarity on pool name; currently referenced by three different titles.

The Board agreed on: Pioneer Park Pool.

Board Members inquired about performance evaluation procedures and score cards.

Jed will begin a draft revision of Pool Manual policy, with review by Helen; ultimately to present to Park Board.

Job Description – Park & Recreation Director Position

Job description had been recently updated to clearly outline expectations; approved on 3-17-2014 (*attached*).

The Park & Recreation Director position listing includes an organizing role to assist the Swim Team Coach. Action could involve parent meetings and fundraisers.

Joe asked about adding the role to recruit sponsorships and donations from local businesses. Likewise, in turn, Helen suggested the wording; “seeking partnerships for community programming”.

Joe explained that local businesses had been contacted during the past two years, and had given generously. His desire for the next Parks and Recreation Director was to continue the pattern and outreach for sponsorships, and to build on progress achieved. The need for those serving in this position to be proactive and creative. Perhaps to set the expectation for minimum number or level of specific events; for example, to continue Triathlon, Harvest Trot, etc.

Jed said specific expectations would be outlined at hiring, in conjunction with the basic job description.

Joe said the foundation for parks and recreation programs is in place ready-to-go; with stats and how-to booklet. Next, it would be for the City to decide which programs to keep and emphasize.

Helen suggested building baseline plus 3-4 more activities; in order to allow flexibility and creativity for new hire.

Jed said that Amy had created a good record and contractor list; with direction to continue successful programs.

Dave asked to clarify if Parks & Recreation Director / Pool Manager positions were to be combined, or separate. **Board consensus** was to maintain the positions separate.

Advertising for Parks & Recreation Director

Park Board recommended re-listing the position now, in order to allow for initial training and preparation, including becoming aware of Red Cross requirements and Water Safety Instructor class; to contact Val Brutzman. The position would maintain seasonal hours as currently established.

Joe offered free mentoring and transition; he emphasized the need for computer and social media skills.

For timeline, an ad would be published on Oct 8, and posted on-line. Applications must be received by Oct 23. Park board members requested participation in interview procedures, to be conducted in early November.

Fall Festival

Helen said Fall Festival went great. She said Ed Brown and Les Guilford are awesome. She gave appreciation for Public Works and to the City for “the best partnership we’ve had in years”. She mentioned that for next year, more electrical and water outlets at start of the trail in Pioneer Park would be helpful. For Cinema in the Park, she recommended Saturday night might be a better fit, rather than Friday.

Frisbee Golf Course

Local Boy Scouts are enhancing the Frisbee golf course by removing sod and placing bark around the t-boxes. Jon Coulson is creating an entrance sign to highlight the course and to promote increased participation.

Carol Lindner said the hardware store had stored the Frisbee discs to be available for rental on weekends.

Joe said that they had tried to conduct two instructional tournaments this summer, but received no turnout. He suggested contacting the Frisbee Golf Association of Tri-Cities to make known the Connell course.

Next Meeting

No October meeting. Scheduling for November to be determined; likely for Park Board to assist in interviews.

Adjournment

Meeting adjourned at 8:09 p.m.

City of Connell, Washington

Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position.

TITLE

Parks & Recreation Director

DEPARTMENT

Parks & Recreation

CLASS/EXEMPT STATUS

Non-Exempt

DIVISION

Parks

SUPERVISOR

City Administrator

CLASSIFICATION RANGE

Position Definition:

• **JOB FUNCTIONS/DUTIES**

- Plan, organize and implement recreational and wellness programs for diverse populations in the community, including swim lessons, pool rentals, etc.
- Plan, organize and assist the Swim Team coach to manage the Connell Swim Team program.
- Assist in recruiting, training, supervising, directing and evaluating seasonal staff, instructors, volunteers and participants.
- Record activity and statistical data of programs for evaluation and identifies methods or areas for improvement.
- Maintain inventory of supplies, equipment and materials in support of athletic and recreational programs.
- Work within Parks & Recreation budget and plan for following season.
- Enforces City policies, procedures and park rules for staff, instructors, volunteers and provides for maintenance needs for compliance with health and safety codes
- Attend Park Board meetings to report on community programming.
- Advertise Parks and Recreational programs and activities using various outlets such as the local newspaper, flyers, City website/calendar and City Facebook page.

Miscellaneous

Perform additional duties as directed by management.

• **POSITION REQUIREMENTS**

- High school graduate or equivalent AND
- Must have CPR & First Aid Certification

EXPERIENCE

- Two (2) years experience in recreational activity planning or equivalent.

• **KNOWLEDGE, SKILLS, ABILITIES, AND SPECIAL REQUIREMENTS**

KNOWLEDGE

- Computer experience
- Customer services concepts and principles
- Business English, spelling and arithmetic..
- Knowledge of liability wavers for activities

SKILLS AND ABILITIES

- Effectively communicate orally and in writing.
- Plan and organize daily activities and duties with minimal supervision and direction.
- Resolve conflicts and issues with staff, public and other stakeholders appropriately and timely.
- Establish and maintain effective working relationships with staff, public, city officials, consultants and other public or private organizations.

SPECIAL REQUIREMENTS

- Successfully pass a modified background investigation
- Possess a valid Washington State Drivers license.
- Occasionally lifting of up to 25 pounds of supplies and equipment.

PREPARED BY	DATE	SUPERVISOR	DATE	REVIEWED BY	DATE	MAYOR APPROVAL	DATE
						<i>3</i> <i>PA [Signature]</i>	<i>3-17-14</i>