



MONROE CITY COUNCIL
Finance & Human Resources Committee Meeting
Tuesday, September 11, 2018, 6 P.M.
City Hall, Passport Table

2018 Committee
Councilmembers
Jason Gamble
Kevin Hanford
Kirk Scarboro

AGENDA

- I. **Call to Order** (Councilmember Gamble)
- II. **Approval Minutes** (Meeting of Tuesday, August 8, 2018) [\[Page 2\]](#)
- III. **Unfinished Business**
- IV. **New Business**
 - A. Parks & Recreation Reorganization (P&R/Finance) [\[Page 4\]](#)
- V. **Other**
- VI. **Next Committee Meeting** (October 9, 2018)
- VII. **Adjournment**



MONROE CITY COUNCIL
Finance & Human Resources Committee Meeting
Tuesday, August 14, 2018, 5:30 P.M.

2018 Committee
Councilmembers
Jason Gamble
Kevin Hanford
Kirk Scarboro

Snohomish Fire District No. 7, Station No. 31
Training Room, 163 Village Court, Monroe

MINUTES

I. Call to Order

A regular meeting of the Monroe City Council Finance & Human Resource Committee was held on August 14, 2018, at Snohomish Fire District No. 7, Station No. 31 Training Room. The Meeting was called to order by Councilmember Hanford at 5:36 p.m.

Committee Present: Councilmembers Jason Gamble, Kevin Hanford, and Kirk Scarboro
Mayor Present: Geoffrey Thomas
Staff Present: Elizabeth Adkisson, City Clerk; Becky Hasart, Finance Director; and Deborah Knight, City Administrator
Citizens Present: Heather Rousey, Planning Commissioner

II. Approval Minutes (Meeting of Tuesday, July 10, 2018)

Councilmember Hanford moved to approve the Finance & Human Resources Committee Meeting minutes of Tuesday, July 10, 2018; the motion was seconded by Councilmember Scarboro. Motion carried (3-0).

III. Unfinished Business

A. Debt Policy - Continued (Finance)

Ms. Hasart continued review of the City of Poulsbo Debt Policy as a possible template for the creation of a City of Monroe debt policy; including: debt structuring practices (maturity, debt service structure, price structure, call provisions, bond insurance, tax-exemption, reimbursement resolution); communications; and compliance.

Discussion ensued throughout the review regarding: debt structuring (maturity no longer than 40 years; provisions of RCW 39.46.110); debt service structure (level basis); and tax-exemptions. The Committee recommended bringing forth the draft policy for the full Council's consideration.

IV. New Business

A. EASC WeChat Initiative (Administration)

Ms. Knight provided background information on the Economic Alliance Snohomish County (EASC) WeChat Initiative; including: the WeChat social media application, EASC interest in promoting Snohomish County on WeChat, investment requested, and other interested entities.

General discussion ensued regarding review by the Economic Development Advisory Board (EDAB), the EDAB recommendations, participation deadline, and potential return on investment. The Committee recommended passing on WeChat at this time and bringing back to the EDAB for further discussion in the future.

B. Property Tax/Revenues Discussion (Finance)

Ms. Hasart provided information on property tax and revenues; including: impacts for a one percent property tax increase, assessed values, exceptions, taxing districts, banked capacity, new construction property tax revenues, and EDAB funding recommendations.

Discussion ensued regarding new construction property tax revenues, use of banked capacity, EDAB recommendations, and impacts of a one percent property tax increase. Ms. Hasart noted the presentation would also be provided to the full Council at the Study Session on August 21st.

V. Next Committee Meeting (September 11, 2018)

VI. Adjournment

Councilmember Hanford moved to adjourn the August 14, 2018, Monroe City Council Finance & Human Resource Committee meeting; the motion was seconded by Councilmember Gamble. Motion carried (3-0); the meeting adjourned at 6:50 p.m.



MONROE CITY COUNCIL
Finance & Human Resources Committee Meeting
Tuesday, September 11, 2018, 6:00 P.M.
Agenda Bill

2018 Committee
 Councilmembers
 Jason Gamble
 Kevin Hanford
 Kirk Scarboro

SUBJECT:	<i>Parks & Recreation Reorganization</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/11/2018	Parks & Rec. Finance	Mike Farrell Becky Hasart	Mike Farrell Becky Hasart	New Business A.

- Discussion:** 09/11/2018
Attachments:
1. PROS Plan Department Organization Functions
 2. Existing & Proposed Department Organizational Functions Charts

REQUESTED ACTION: None - information only. No action is required for this item.

DESCRIPTION/BACKGROUND

Staff are preparing a preliminary 2019 budget proposal for the Mayor’s and ultimately Council’s consideration that continues to be built around making the City of Monroe **Safer, Stronger, Smarter and Strategic**, and to address items identified in our **Six Year Strategic Plan**.

The current Parks, Recreation & Open Space (PROS) Plan adopted by Council during the 2015 Comp Plan update provides both an illustration of the current organizational chart in Parks and the proposed Parks organizational plan that was identified to accommodate the Park Development Objectives (needs and levels of service) Council desires for the community. (Attachment 1)

The Parks & Recreation Department continues to experience the tremendous growth which was anticipated by the PROS plan in areas such as events, activities, planning, projects, trails and parks maintenance and development. The department’s work load is at the level at which the PROS plan anticipated the need for the expanded organizational structure.

Staff are proposing two new FTE (Full Time Equivalent) positions for 2019 to professionally address and hold accountable several key department functions in **Park Planning** and in **Recreation** (*Special Events Management/Tourism Promotion*) that currently are not functionally assigned but being worked on by various City staff as time permits. (Attachment 2) This proposed change to the organizational structure of the department would also align with the adopted PROS plan.

The proposal for two new positions along with a suggested funding stream was presented to the Monroe Park Board at their August 16, 2018, regular meeting. The Parks Board voted unanimously to support this 2019 budget proposal for recommendation to the City Council.

Cost:

The cost for the two proposed positions is estimated at \$241,500 per year, inclusive of benefits. It is estimated that an additional \$8,500 per year would be needed for other ancillary costs. The total proposed 2019 budget request would be \$250,000.

Funding Source:

Because these costs would be ongoing in nature in the General Fund, it is recommended that an ongoing General Fund funding source be used to sustain this level of service. The City can either cut other services in order to fund this request or it can utilize a portion of its \$641,000 banked property tax capacity. It was recommended to and unanimously supported by the Parks Board that staff recommend using \$250,000 of banked property tax capacity to fund this budget proposal.

Skyhawks Sports Camp
 YMCA Youth & Family Activities
 YMCA Senior Aquatics/ Exercise
 Boys & Girls Club Activities
 Soccer Camp
 Basketball Camp
 Baseball Camp
 Music In the Park

Tennis Camp
 Summer Nights Entertainment Series
 Community Events
 Monroe Fair Parade
 Miracle Field Sports ("Inclusive Recreation & Sports")
 National Night Out Against Crime
 Fun Run/ Walks
 Wake Board Events

NOTE: A monthly activities schedule is maintained by the Parks & Recreation Department indicating various activities and the parks/ facilities used.

1.3 Department Organization & Budget

The Monroe Parks and Recreation Department currently administers park management activities, facility repairs, and minor capital improvements. The Department administers maintenance services for parks, median strips, open space areas, and pocket parks scattered throughout the city. Maintenance activity is provided jointly by Public Works Department and the Parks and Recreation maintenance staff.

Among their principal functions, the Director and staff participate in public meetings, administer budgets and coordinate park usage and recreation activities with various user groups, local schools, community groups, sports leagues, individuals and non-profit organizations.

At present the Department's organization and budget is structured along functional lines of responsibility with shared personnel from other departments. The following figures indicate the organizational structure of the Parks and Recreation Department for 2014.

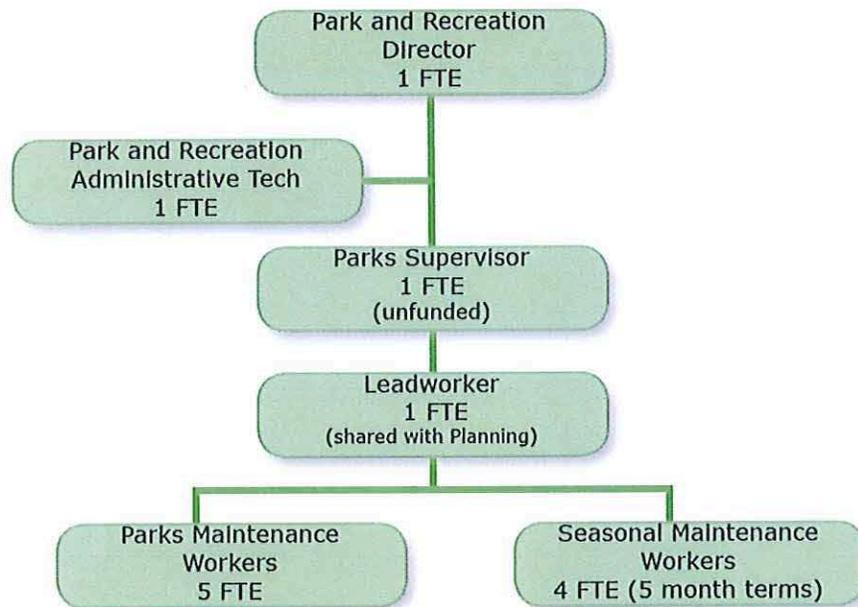


Figure I-D: Parks and Recreation Department Existing Organization 2014

SOURCE: Monroe Department of Parks & Recreation

The primary functions of the Parks and Recreation Department are administrative, program management, planning, and operations and maintenance. The service requirements of these functions will change as additional parks are developed, as seasons change and as populations change in terms of numbers and recreation participation preferences. In Section an organization chart for the department as it is currently structured has been provided.

Employee classifications, job descriptions, pay scales and benefits will need to be formulated and adopted through departmental and city management evaluations, and City Council adoption procedures. The following are job description summaries for a Parks & Recreation Department as provided by the Association of Washington Cities (AWC).

- **Parks & Recreation Director** – Plans, organizes, directs and controls the functions of a parks and recreation department. Develops and implements policies, procedures and practices related to acquisition, development, construction, restoration and maintenance of parks, cemeteries, recreation facilities, fairs, and development of recreation programs. Typically requires a minimum of a four year degree and 5-8 years of experience, including some management experience.
- **Administrative Tech** – Independently performs a variety of responsible secretarial and administrative duties typically required by a department head. Requires an advanced ability to use office software and extensive knowledge of the department's services, policies and practices. Types, proofreads, and edits content of documents; schedules meetings. Using initiative and independent judgment relieves superior of administrative details. May direct the work activities of lower classified clerical employees. Typically requires 3-4 years experience.
- **Recreation Coordinator** – Plans, organizes, leads and instructs assigned recreational, sport, social or cultural activities such as craft programs, dance instruction, sports tournaments, swimming, excursions, social events and other related functions for individuals and groups of all ages. Performs independently in accordance with departmental policies and procedures under general supervision. Directs work activities of part time and contract instructors, seasonal workers and volunteers. Typically requires four year degree and two years of experience.
- **Park Maintenance Supervisor** – Plans, schedules and monitors the work of crews performing the maintenance of public parks and the repair of related equipment. Coordinates, schedules and supervises maintenance and construction work in the parks and other recreation sites. May operate all types of equipment and accomplish the more complex problems subordinate employees cannot resolve. Typically requires 3-4 years of experience.
- **Parks Leadworker and/ or Supervisor** - Leads and supervises Park staff, participates in construction, maintenance and repair of the City's grounds, facilities, and landscaped areas within City Parks and right-of-way. The Parks Lead Worker/ Supervisor also plans, coordinates, assigns, and supervises work of crews involved in the Parks Division. Washington Class C Drivers license is required. Having or able to obtain a Class B Commercial Drivers License (CDL) within the first year of employment is preferable. Must obtain a Washington State issued pesticide applicator license or Pest Inspectors license, within the first year of employment. Knowledge of computer maintenance systems is desirable
- **Maintenance Worker** – Performs entry-level manual labor in the parks division requiring entry level skills in the use of hand tools and the operation of simple power tools. Typically works as a

crew member under frequent supervision in installation, repair and maintenance work in areas of assignment. May operate light equipment on occasion.

- **Park Planner** – Researches and analyzes technical data to apply planning and zoning regulations to complex and/or highly sensitive development, construction, and land use issues. Supervises short and long-term planning projects and programs. Participates in the departmental goals and objectives. Provides staff support for a variety planning boards, commissions and committees. May supervise lower-level employees. Typically requires a four year degree and four years of experience.

Building on the current structure, the following functional organization chart is suggested to meet the Department’s needs over time.

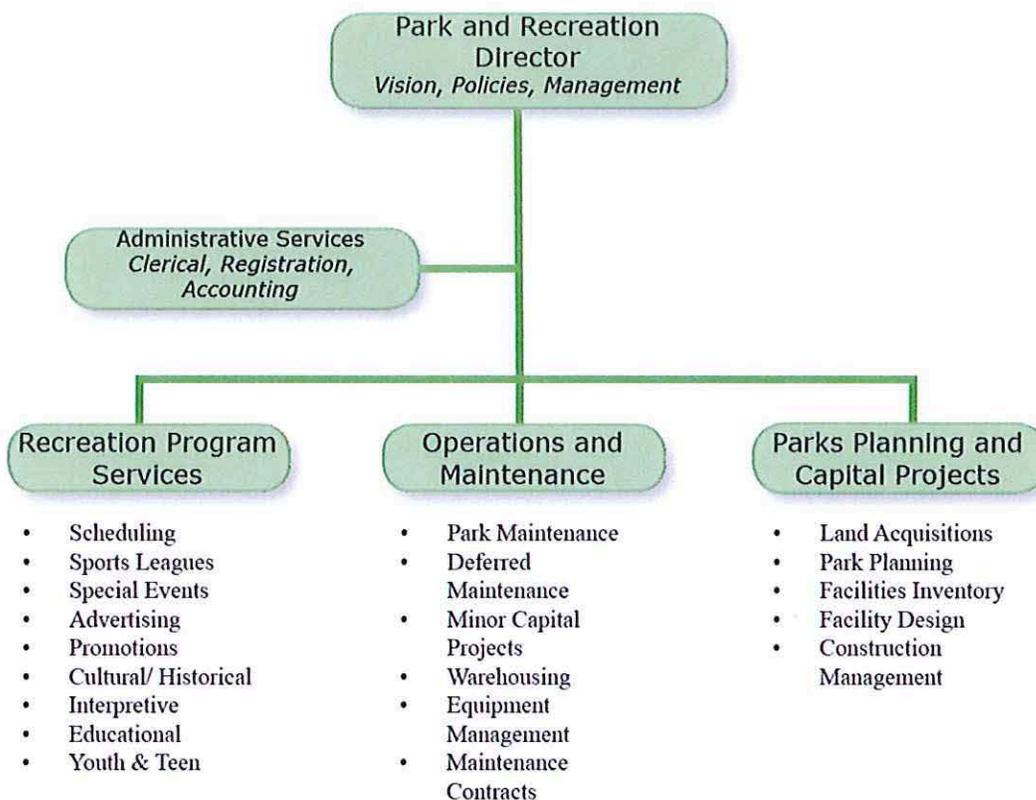


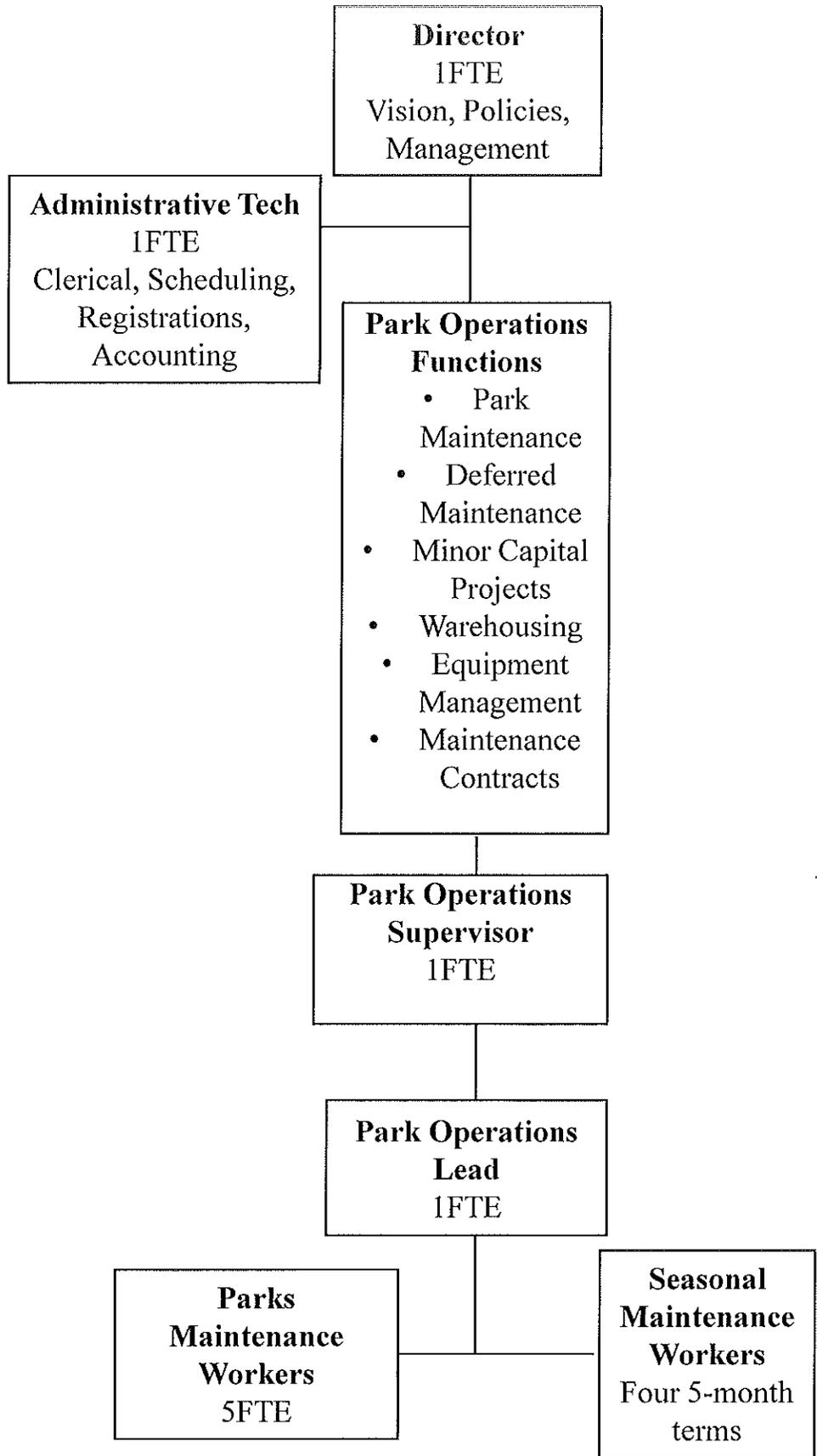
Figure 4-C: Parks and Recreation Department Functional Organization Chart

4.4 Recreational Program Services

Recreation program services create opportunities for public participation in a range of activities, which will enhance participation, access and use of facilities. By organizing recreation programs and sponsoring quality recreation classes, activities and events on a scheduled basis, either directly or through partnerships, the Parks Department will significantly improve its value to the community.

The objective of the Department’s recreation services is to organize and administer quality recreation activities and encourage community participation in outdoor and indoor leisure experiences. The functional objectives for a recreation program services are listed below.

- Other Department Functions**
- Special Events
 - Advertising/Promotions
 - Arts/Cultural/Historical
 - Interpretive/Educational
 - Recreation Contracts
 - Land Acquisitions
 - Park Planning
 - Facilities Inventory
 - Facility Design
 - Capital Improvement Projects Management
 - Construction Management
 - Grant Writing/Management
 - Tourism Marketing
 - Regional Recreation, & Trails Planning
 - Regional Tourism Planning
 - Park Board Staff Liaison
 - Volunteer Management



2019 Proposed Department Functions Chart

