

TO: James L. App, City Manager
FROM: Barbara L. Partridge, Director of Library & Recreation Services
SUBJECT: Paso Robles Housing Authority Grant
DATE: July 6, 1999

Needs: For the City Council to consider approving an additional allocation of \$25,500 from the Paso Robles Housing Authority (for a total allocation of \$34,900 for FY99/00) to add hours and part-time staffing for the Oak Park Recreation Program .

Facts:

1. At the June 8, 1999, regular meeting of the Paso Robles Housing Authority, the Board allocated an additional \$25,500 to fund additional program hours and part-time staffing for the City of Paso Robles Oak Park Recreation Program. Total year's allocation to the City will be \$34,900.
2. Although it is the desire of the Board to make an annual allocation in the above amount, the Board further agreed to review the commitment in February 2000 for the following budget year.
3. If the housing Authority Board's review of the allocation results in curtailing or reducing the allocation in subsequent years, the program will revert to the parameters for part-time salaries as set by the General Fund budget for the Oak Park Program. For FY 98/99 that has been \$13,300 from the City's General Fund plus a Housing Authority contribution \$15,400, for a total part-time salary budget of \$28,700.
4. The Housing Authority Board took further action to request entering into an agreement with the Library and Recreation Services to provide increased programming and program hours, both in the afterschool and summer programs.
5. With increased funding, the Oak Park Recreation Program will offer afterschool and summer activities to school age children (4-17 years) in the form of open recreation, study nights, and special events serving approximately 200 per day. Program hours will increase by approximately 3-4 hours each week day, holidays excepted.
6. With Housing Authority funding, staffing levels will be increased to 1-2 part-time positions; thus, 3-4 recreation leaders will be present each program day to lead crafts, games, homework study sessions, events, and supervise free play indoors and outdoors.
7. The Housing Authority Board consensus was that the program and the participants would be well served by increasing program hours and staffing levels.

Analysis &

Conclusion: At the June 8, 1999, meeting of the Paso Robles Housing Authority, the Board approved an allocation of an additional \$25,500 for FY99/00 (for a total allocation of \$34,900 per year) for the Oak Park Recreation Program to increase program hours and part-time recreation program staff. The Board further agreed to review the commitment in February of 2000 for the following budget year. The Board feels that increased staffing is necessary to adequately address the requested increased program hours, approximately 3-4 hours per day increased training needs, in addition to staffing replacement for illness and time off.

Fiscal Impact: Increase in revenues from PR Housing Authority from \$9,400 per year to \$34,900 (an increase of \$25,500) in FY99/00 and allocation to be reviewed in February 1999 for the following budget year to operate the Oak Park afterschool and summer recreation program for children.

- Options:**
- a. Accept the Paso Robles Housing Authority's additional allocation and adopt Resolution No. 99-xxx, approving an increase in funding of \$25,500 for part-time recreation staff for the Oak Park Recreation Program for this fiscal year to increase program hours and part-time staffing.
 - b. Amend, modify or reject above recommendation.

RESOLUTION NO. 99-

A RESOLUTION OF THE CITY COUNCIL TO ACCEPT INCREASED
FUNDING FROM THE PASO ROBLES HOUSING AUTHORITY FOR THE
PURPOSE OF INCREASED PROGRAM STAFF AT THE OAK PARK RECREATION PROGRAM

WHEREAS, the George Stephan Center houses the City's Oak Park Recreation Program; and

WHEREAS, the Paso Robles Housing Authority, at its regular meeting of June 8, 1999, voted to approve allocating \$25,500 in additional funding for extending program hours to the George Stephan Center; and

WHEREAS, the Paso Robles Housing Authority anticipates increased need for recreation leaders to operate programs in the expanded hours; and

WHEREAS, the Paso Robles Housing Authority, at its regular meeting of June 8, 1999, approved a total allocation to the City of Paso Robles in the amount of \$34,900 (an increase of \$25,500) to increase program hours and part-time recreation leaders to the Oak Park Program in the current FY9/00;

PASSED AND ADOPTED by the City Council of the City of El Paso de Robles this 6th day of July, 1999, by the following vote:

AYES:

NOES:

ABSTAIN:

Duane J. Picanco, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk

**CITY OF PASO ROBLES AND PASO ROBLES HOUSING
AUTHORITY AGREEMENT**

***OAK PARK RECREATION PROGRAM BUDGET ALLOCATIONS FOR
STAFFING***

BUDGET:

The Housing Authority Board unanimously approved at its regular meeting on June 8, 1999 to allocate a total of \$34,900 annually beginning with fiscal year 1999/2000, to be applied to part time staffing costs for the Oak Park Recreation Program. Added to the City's allocation of \$11,100, the total budget for part time staffing of the Oak Park Recreation program will be \$46,000, beginning July 1, 1999.

PROGRAM:

- A. **School Year:** Afterschool program (2:00pm to 6:00pm) Monday through Friday. Study Nights 6:00pm - 9:00pm Monday through Thursday. Friday evening Movie Nights or substitute event 6:00pm-9:00pm. 7 hours daily total program time Monday - Friday. 40 weeks.
- B. **Summertime:** 7 hours daily program time Monday - Saturday. 12 weeks (Includes swim lesson and open swim coordination).
- C. **Year Round Event Schedule:** One 5 hour evening/weekend event per week/ 50 weeks
- D. **Volunteer Recruitment** - target of recruitment and training of 10 volunteers for study nights, daily activities and events.

STAFFING:

(Note: The Recreation Coordinator in charge will also be staffing the program, but not always on site)

- A. **SCHOOL YEAR**
Afterschool Program:
1 Staff Asst. I @ 4 hours per day
1 Staff Asst. I @ 3 hours
1 Staff Asst. II @ 4 hours
1 Staff Asst. II @ 3 hours
TOTAL = \$22,800

Study Nights:
1 Staff Asst. II
TOTAL = \$4300

Friday Nights: 3 hours 6:00 - 9:00pm/40 weeks
1 Staff Asst. I / 3 hours
1 Staff Asst. II/ 3 hours
TOTAL = \$2000

TOTAL SCHOOL YEAR PROGRAMS Mon. - Fri. \$29,100

B. SUMMER STAFFING:
Monday through Saturday
1 Staff Asst. I / 7 hours
1 Staff Asst. II/ 5 hours
1 Staff Asst. I / 7 hours
1 Staff Asst. II / 3 hours

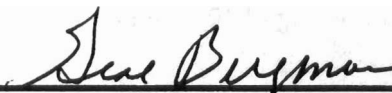
TOTAL SUMMER PROGRAMS Mon. - Sat. \$12,800

C. WEEKEND PROJECTS/EVENTS
5 hours a week year round / 50 weeks
1 Staff Assistant I
1 Staff Assistant II

TOTAL WEEKEND PROJECTS/EVENTS \$4100


GRAND TOTAL \$46,000

Agreed this day _____ of _____, 1999



Gene Bergman - Director Paso Robles Housing Authority

Barbara Partridge - Director Department of Library and Recreation Services



Chet Dotter - Chair, Paso Robles Housing Authority Board

16-4

HOUSING AUTHORITY OF THE CITY OF PASO ROBLES
MONTHLY BOARD MEETING -JUNE 9, 1999

PRESENT: CHAIRMAN: MR. CHET DOTTER
VICE CHAIR: MR. LEO FISHER
COMMISSIONERS: MR. JOE DUTRA
MS. VICKY JEFFCOACH
MS. GLADYS MOORE
MR. RICHARD STAINBROOK
SEC/DIR: MR. GENE BERGMAN
RECORDER: MS. BLAIR LOWERY
ABSENT: MR. BOB VELASQUEZ
GUEST: MS. BARBARA PARTRIDGE

1 THE MEETING WAS CALLED TO ORDER AT 6:05 PM BY THE CHAIRMAN, MR. DOTTER. MS. JEFFCOACH MOVED TO ACCEPT THE MINUTES OF THE LAST MEETING AS MAILED. SECONDED BY MR. STAINBROOK, PASSED.

2. THE RENT ROLL, CHECKS WRITTEN AND MONTHLY REPORT WAS REVIEWED. MR. DUTRA MOVED TO ACCEPT AS PRESENTED, SECONDED BY MS. JEFFCOACH. PASSED.

3. RECREATION PROGRAM - MS. PARTRIDGE WAS INTRODUCED AND WAS PRESENT TO ANSWER QUESTIONS REGARDING THE RECREATION PROGRAM.

MR. DOTTER REPORTED TO THE BOARD, THAT AFTER SEVERAL MEETINGS BETWEEN HIMSELF, LEO FISHER, GENE BERGMAN, BARBARA PARTRIDGE AND CHARLOTTE GORTON, THE HIRING OF A RECREATION LEADER BY THE HOUSING AUTHORITY WOULD PROVE TO BE UNMANAGEABLE. MS. PARTRIDGE WORKED UP A PROPOSAL THAT WOULD COVER THE ADDITIONAL ITEMS THAT THE COMMISSIONERS WOULD LIKE TO SEE ADDRESSED IN THE PROGRAM. THEY ARE AS FOLLOWS:

- A. STUDY NIGHTS FOUR TIMES A WEEK. 3 HOURS INCLUDING SET UP AND PROGRAM TIME.
- B. VOLUNTEER RECRUITMENT - 4 HOURS PER WEEK.
- C. MONDAY AFTER SCHOOL PROGRAM
- D. SUMMER EXPANSION OF HOURS. TO INCLUDE MONDAY AND SATURDAY AND AN ADDITIONAL 3 HOURS PER DAY.
- E. COORDINATE SWIM LESSONS.

THE CURRENT PROGRAM IS AS FOLLOWS:

- 1. REC CENTER OPEN 4 DAYS A WEEK 2:30-6:30
- 2. SUMMER PROGRAM TUESDAY - FRIDAY 1PM TO 5PM
- 3. MONDAY DANCE PROGRAM 3:30PM TO 8:30PM
- 4. RAISE FUNDS FOR JR. LEADERSHIP PROGRAM AND EXTRA ACTIVITIES 5 HOURS PER WEEK.

MR. DUTRA MOVED TO DISCONTINUE THE RECRUITMENT FOR A FULL-TIME RECREATION LEADER BY THE HOUSING AUTHORITY. MR. FISHER SECONDED, PASSED. MS. JEFFCOACH ABSTAINED FROM THE VOTE.

MR. FISHER MOVED TO AUTHORIZE THE MONEY NECESSARY TO EXPAND THE PROGRAM TO INCLUDE NEW ITEMS A-E. THE FUNDING FROM THE HOUSING AUTHORITY WILL BE:

PREVIOUS COMMITMENT TO MAINTAIN CORE PROGRAM	\$ 9,400
PREVIOUS COMMITMENT TO MAINTAIN CORE PROGRAM	\$ 6,000
NEW MONEY FOR EXPANDED PROGRAM ITEMS A-E	<u>\$20,000</u>
TOTAL MONEY FROM HOUSING AUTHORITY	\$35,400

THIS COMMITMENT WILL BE REVIEWED AGAIN IN FEBRUARY 2000 FOR THE NEXT YEAR BUDGET. MR. DUTRA SECONDED, PASSED. MS. JEFFCOACH ABSTAINED FROM THE VOTE.

5. MR. BERGMAN REPORTED TO THE COMMISSIONERS HIS PROGRESS ON THE BIDS FOR CONCRETE AND PAINTING.

A. CONCRETE - MR. BERGMAN CONTACTED A COMPANY FROM SAN LUIS OBISPO, MUFF COMPANY, TO GRIND THE SIDEWALKS THAT HAVE RAISED. THOSE THAT HAVE RISEN TO MUCH OR ARE IN TO BAD OF CONDITION WILL BE REPLACED FOR A TOTAL AMOUNT OF \$9,550.00 THIS IS LESS THAN THE AMOUNT BUDGETED IN THE GRANT. MR. STAINBROOK MOVED TO ACCEPT THE BID FROM MUFF COMPANY IN THE AMOUNT OF \$9,550.00 SECONDED BY MR. FISHER PASSED.

B. PAINTING THE MAINTENANCE BUILDING. MR. BERGMAN CONTACTED A PAINTER THAT HAD PICKED UP A PACKET AND SPOKE WITH HIM, BUT HAD NOT RETURNED IT. THE PAINTER QUOTED MR. BERGMAN A PRICE OF \$4,000 WHICH WAS WITH IN THE AMOUNT BUDGETED. MR. FISHER MOVED TO AWARD THE BID TO NEW WEST PAINTING IN THE AMOUNT OF \$4,000 SECONDED BY MR. DUTRA PASSED

6. COMMUNITY CENTER ADDITION. MR. BERGMAN GAVE A REPORT ON THE ADDITION TO THE COMMUNITY CENTER. THE MAJORITY OF THE INSTALLATION HAS BEEN COMPLETED WITH ONLY A FEW ITEMS LEFT TO BE COMPLETED BY THE CONTRACTOR. THE ELECTRICAL AND PLUMBING CONTRACTOR HAVE NEARLY COMPLETED THEIR WORK IN HOOKING UP THE SYSTEMS. THE CARPET INSTALLATION WILL TAKE PLACE BY THE END OF THE WEEK AND HAS BEEN UPGRADED FROM WHAT WAS INSTALLED IN THE ORIGINAL SECTION. THERE HAD BEEN DISCUSSION REGARDING THE PURCHASE OF A WASHER AND DRYER TO BE INSTALLED IN THE COMMUNITY CENTER, BUT NO ACTION WAS EVER TAKEN. MR. DUTRA MOVED TO AUTHORIZE THE PURCHASE AND INSTALLATION OF A STACKABLE WASHER /DRYER COMBINATION. SECONDED BY MS. MOORE, PASSED. MS. JEFFCOACH ABSTAINED.

THE PAVING HAS BEEN COMPLETED IN 2 WEEKS AND THE RESULTS ARE ACCEPTABLE.

AN UPDATE ON THE PROGRESS MADE WITH STOVE AND REFRIGERATOR REPLACEMENT. 42 OF THE 52 STOVES HAVE BEEN INSTALLED AND THE FINAL 9 REFRIGERATORS ARE COMING. AS PER THE SUGGESTION OF THE BOARD SEVERAL OF THE REFRIGERATORS ARE A LARGER SIZE FOR THE BIGGER FAMILIES.

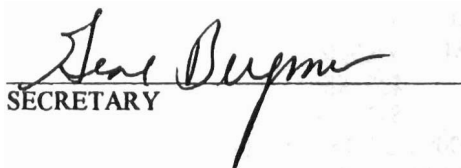
7. A DETAILED INSPECTION WILL TAKE PLACE ON JUNE 15, 1999 BY A SUBCONTRACTOR HIRED BY HUD. THE INSPECTOR WILL BE REVIEWING OFFICE RECORDS, SHOP, GROUNDS AND INSPECT THE INSIDE OF 27-30 UNITS PICKED AT RANDOM. INSIDE CHECK WILL BE FOR HAZARDS, STOVE OPERATION AND WATER LEAKS.

MR. DUTRA SUGGESTED A BBQ FOR THE COMPLEX. THE HOUSING AUTHORITY WILL PROVIDE THE FOOD. THE DATE OF SEPTEMBER 18, 1999 WAS TENTATIVELY PLANNED. MR. BERGMAN, MS. JEFFCOACH AND MS. MOORE WILL COORDINATE THE EVENT.

MS. JEFFCOACH NOTIFIED THE BOARD THAT SHE SPOKE WITH A REPRESENTATIVE WITH THE CONFEDERATE AIR FORCE - YOUNG EAGLES PROGRAM. THEY WOULD TO TAKE THE JR. LEADERS ON A FLIGHT. ALL 50 PARTICIPANTS WILL HAVE AN OPPORTUNITY TO GO UP IN AN AIRPLANE. THIS WILL BE DONE ON A ROTATION AND IT TO PROMOTE INTEREST IN THE AEROSPACE INDUSTRY; IN DESIGN, FLIGHT AND MAINTENANCE AREAS.

ARRANGEMENTS HAVE BEEN MADE TO TAKE THE SMALLER CHILDREN TO THE LIBRARY THIS SUMMER.

8. THE MEETING WAS ADJOURNED AT 7:20 PM


SECRETARY

CHAIRMAN