



## CITY COUNCIL STAFF REPORT

DATE: JULY 2, 2014 UNFINISHED BUSINESS

SUBJECT: FISCAL YEAR 2014-15 BUDGET DISCUSSION ON SUNDAY LIBRARY SERVICE, AND EXTENDED SWIM CENTER HOURS FUNDING

FROM: David H. Ready, City Manager

BY: Chief of Staff/City Clerk

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### SUMMARY

The City Council requested additional information on costs to provide Sunday service at the Palm Springs Library, and extend the weekend pool hours including opening the Swim Center on certain holidays.

### RECOMMENDATION:

Direct staff as appropriate.

### STAFF ANALYSIS:

At the June 4, 2014, budget discussions the City Council requested City Staff provide additional information to provide service on Sunday at the Palm Springs Library, and extend hours of operation on the weekends and certain holidays at the Swim Center.

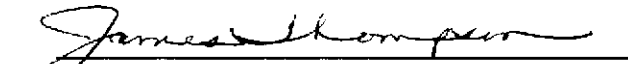
Attached is additional information prepared by the Director of Library Services and the Director of Parks and Recreation as requested by the City Council.

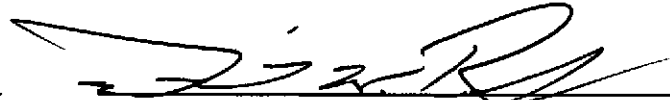
Should the City Council wish to implement either program and/or both programs, the City Council would direct staff to prepare an amendment to the Fiscal Year 2014-15 Budget and Allocated Positions and Compensation Plan.

Since both proposals include changes to scheduling, City Staff would present the information to the affected bargaining units.

FISCAL IMPACT:

As discussed in the attached reports, the estimated cost to increase hours at the Palm Springs Library is \$139,300 per year, and the estimated cost to increase the hours of operation at the Swim Center would be \$13,335 per year.

  
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JAMES THOMPSON  
Chief of Staff/City Clerk

  
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DAVID H. READY  
City Manager

Attachments:

Library Information  
Swim Center Information



# CITY COUNCIL STAFF REPORT

DATE: JULY 2, 2014 UNFINISHED BUSINESS

SUBJECT: REPORT OF SUNDAY HOURS COST ESTIMATE FOR THE PALM SPRINGS PUBLIC LIBRARY

FROM: David H. Ready, City Manager

BY: Palm Springs Public Library

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## SUMMARY

The City Council requested cost estimates to add Sunday hours at Palm Springs Public Library, located at 300 South Sunrise Way.

## RECOMMENDATION:

Consider costs for operating the Palm Springs Public Library on Sundays and direct staff as appropriate.

## STAFF ANALYSIS:

The Palm Springs Public Library currently offers service six days a week, Monday through Saturday for a total of 50 hours each week.

The current library schedule is as follows:

Sunday:	Closed
Monday:	10-6
Tuesday:	10-8
Wednesday:	10-8
Thursday:	10-6
Friday:	10-5
Saturday:	10-5

At the June 4, 2014, City Council meeting, City Staff was directed to research the possibility of opening the Library four hours each Sunday. In order to add Sunday hours, the Library would need to hire two part-time Librarians (20-hours per week), increase hours for a part-time Library Page (4-hours), and increase hours for three part-time Library Assistants (5-hours each). The proposed level of staffing is the minimum number needed to provide operational assistance for Sunday.

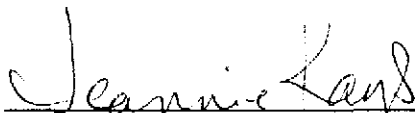
Number of Service Staff Per Day:

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
EXISTING	0	6	8	9	10	8	7
PROPOSED	6	8	9	9	10	8	8


FISCAL IMPACT:

\$131,500 for salaries and benefits per year. Security service costs would increase \$4,000 per year. Janitorial costs would increase \$3,800 per year.

Total estimated cost is \$139,300 per year.

  
\_\_\_\_\_  
Jeannie Kays, Director  
Department of Library

  
\_\_\_\_\_  
James Thompson  
Chief of Staff/City Clerk

  
\_\_\_\_\_  
David H. Ready, City Manager

Attachment:

- Coachella Valley Library Comparisons

## Coachella Valley Library Comparisons

Other Library Comparisons: Cathedral City Library is open Sundays 1 p.m. – 5 p.m. Palm Desert Library is open Sundays 1 p.m. – 5 p.m. La Quinta Library is open Sundays 12 p.m. – 4 p.m. The following libraries in the area are closed on Sundays: Coachella, Desert Hot Springs, Indio, Mecca, Rancho Mirage, and Thousand Palms.

- Cathedral City Library, a 20,000 square foot facility, not a comparable Library, operates 6 days a week, closing on Fridays. They are open Sundays 1 p.m. – 5 p.m. Cathedral City Library is part of the Riverside County Library System. All Riverside County Library locations are outsourced, non-union facilities and are not limited to restrictions for full-time employees who must work 4, 10-hour work days with 3 days off in a row. Cathedral City has about half the circulation and door count as Palm Springs and has 7 full-time equivalent (FTE), made up of 10 full and part-time employees. Their schedule is supplemented by floating staff who work at various branches in Riverside County. Cathedral City schedules 5 employees to work on Sundays: 2 Library Assistants, 2 Pages, and 1 Librarian. Employees in the Riverside County Library System work out of class, working at any service desk as needed.

- La Quinta Library, a 20,000 square foot facility, is open 12 p.m. – 4 p.m. on Sundays. La Quinta has 12.375 FTE, made up of 18 full and part-time employees. They schedule 7 employees to work on Sundays: 3 Library Assistants, 2 Pages, and 2 Librarian. Employees in the Riverside County Library System work out of class, working at any service desk as needed. La Quinta Library is a part of the Riverside County Library System.

- Palm Desert Library, a 20,000 square foot facility, is a comparable library to the Palm Springs Public Library. Palm Desert Library, with comparable circulation and door count, has 19 full-time equivalent (FTE) employees, made up of 24 full and part-time employees. Palm Desert Library is open 7 days a week. Palm Desert schedules 6 employees to work on Sundays: 3 Library Assistants, 1 Page, and 2 Librarians. Staff work on an 8-hour day basis, with many part-time employees scheduled to work on Sundays. Palm Desert Library is a part of the Riverside County Library System.

- In the past, Rancho Mirage Library, another comparable library, was open 12 p.m. – 4 p.m. on Sundays, only during the “season” of October-April. Rancho Mirage scheduled 8-9 employees to work on Sundays: 3 Library Assistants, 3-4 Librarians (including 1 full-time Librarian per City labor rules), and 2 Pages. Rancho Mirage is an independent, city-run Library and is subject to various collective bargaining unit rules and similar costs to the City of Palm Springs. Rancho Mirage Library determined that there was not enough use of the library to justify the cost of remaining open on Sundays.

Palm Springs Library’s full-time equivalent is 14.4, with 18 full and part-time employees, including a PC/Network Administrator who works behind the scenes and does not

interact with the public at a service desk. For a 4-hour Sunday, the Library would schedule a staff of 6 employees: 3 Library Assistants, 1 Page, and 2 Librarians.

Since Palm Springs Public Library is a cooperating library system in the State of California, any resident of California may obtain a free library card from Palm Springs Public Library, Riverside County Library System and/or Rancho Mirage Public Library. Palm Springs Library card holders are able to visit other libraries in the area at no charge, simply by obtaining a library card from the other cooperating library. If Palm Springs Library remained closed on Sundays, residents could visit a nearby library that is open and obtain a library card from that system.



## MEMORANDUM

DATE: June 17, 2014  
SUBJECT: SWIM CENTER EXTENDED/HOLIDAY HOURS  
TO: Jay Thompson, Chief of Staff/City Clerk  
FROM: Vicki Oltean, Director, Parks & Recreation

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Following are the cost estimates to extend the hours at the Swim Center to allow pool patrons more of an opportunity to utilize the pool later in the evenings and on weekends.

	<u>Current Hours</u>	<u>Proposed Hours</u>
Monday – Friday	11 a.m. – 6:30 p.m.	11:00 a.m. – 7:00 p.m.
Saturday & Sunday	7:00 a.m. – 3:00 p.m.	7:00 a.m. – 5:00 p.m.

Extending the weekday hours by 30 minute has no additional cost as staff is scheduled until 7:30 p.m. for Piranhas and high school teams.

For the weekend, we would need to have staff stay for an additional 2 hours at an annual cost of \$5,860.70 (based on 103 days x 2 hrs./day x \$28.45/hr. – Step 5 w/benefits.). Cost would fluctuate with staff increases.

### Holiday Hours:

Swim Center would be open on the following City Holidays: Martin Luther King Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day and Friday after Thanksgiving. Swim Center would be closed on Thanksgiving, Christmas Eve, Christmas Day and New Year's Day. Hours of operation would be 9:00 a.m. to 5:00 p.m.

Supervisor – 7 days x 9 hrs./day x \$43.53 (Step 5 overtime rate w/benefits) = \$2,742.39  
Lifeguards – 7 days x 9 hrs./day x 2 x \$37.55 (Step 5 over rate w/benefits) = \$4,731.30

Total costs to cover holiday hours would be \$7,473.69.

Total annual cost estimate to extend hours of operations on the weekends and be open on certain City Holidays at the Swim Center would be \$13,334.39.

Swim Center Extended Hours

June 17, 2014

Memorandum – Page 2

Let me know if you need anything else.



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Vicki Oltean, Director  
Parks and Recreation

Attachments:

1. Current Staff schedules.
2. Current Work Schedule approved by GU.





## Recreation – Swim Center Work Schedule

Position	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Aquatics Supervisor	C	X	X	X	A	D	C
Lifeguard	C	A	A	A	X	X	X
Lifeguard	X	X	X	B	B	A	C
Lifeguard	X	D	D	D	D	X	X
Lifeguard	X	X	E	E	E	E	X
Lifeguard (.75)	F	B	B	X	X	X	X
Lifeguard (.50)	X	E	X	X	X	B	F

Legend:     A = 5:00 AM – 3:30 PM  
               B = 9:00 AM - 7:30 PM  
               C = 6:00 AM – 4:30 PM  
               D = 5:30 AM – 4:00 PM  
               E = 8:00 AM – 6:30 PM  
               F = 7:00 AM – 5:30 PM

**HOLIDAY HOURS:**

G = 8:00 AM – 5:00 PM  
 H = 8:30 AM – 5:30 PM

Notes:       All lunches are thirty (30) minutes unless otherwise noted.  
               All staff have built in breaks throughout the day depending on rotation  
               schedule between guards out on deck and checking locker rooms and  
               assisting in the office.