

The Community Services Committee of the City Council for the City of Junction City met on Tuesday, February 5, 2019, at 6:30 p.m. in the Council Chambers, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Chair Andrea Ceniga, Councilor Rob Stott, and Councilor Sandie Thomas; City Administrator, Jason Knope; HR/Admin Services Manager, Stephanie Moran; and Public Works Superintendent, Jeremy Tracer.

1. Call to Order

Chair Ceniga called the meeting to order at 6:30 p.m.

2. Changes to the Agenda

None.

3. Approval of Minutes

The Committee consensus was to approve the minutes for October 2, 2018 minutes.

4. New Business**1. Departmental Reorganization Discussion**

Administrator Knope presented Community Services reorganization options:

Parks – Create a Parks and Open Spaces Division

- This was presented to the Public Works Committee last night, as Public Works was responsible for Parks Maintenance and Community Services was responsible for Parks Programming.
- This division would take care of parks maintenance, open spaces, and stormwater. Would be supervised by Public Works Treatment staff.
- Eliminate the two Parks Seasonal positions.
- Hire two full time Parks Open Spaces Workers. One of those would be moving the Utility Laborer position to Parks and then hiring an additional Parks worker.
- Would continue hiring two high school street seasonal workers.
- Would gain year-round ability to address parks maintenance and work towards complying with state rules and regulations on stormwater.

Community Center and Senior Center

The Community Services Director had resigned to take another job a few month ago, and the Community Services Coordinator had provided notice that she would be leaving the City at the end of February. With these changes and the vacancy created by the Senior Center Coordinator's retirement, staff had reviewed efficiency of operations and recommended:

- Eliminate the Community Services Director and Coordinator positions.
- Administrator Knope and HR and Admin Services Manager Moran would provide management oversight of Community Services.
- Hire a ¾ FTE (Full Time Equivalent) Senior Center Aid. Tere Andrews had been doing a great job of temporarily filling in at the Senior Center.
- Hire a ¾ FTE Community Center Aide. It was noted this position and the ¾ Senior Center Aide position would be 30 hours per week positions, plus benefits.

Library

Increase the Library Aide position from .68 FTE to 1 FTE. In the interim, the Library Aide's hours had been temporarily increased.

Administrator Knope noted that these changes would put Community Services in a much better financial position, erasing the Library deficit, getting the programs back up to the minimum fund balances, and continuing service operations, while having funding left over to assist with programming. His intent was to hire the two $\frac{3}{4}$ Admin Aide positions at the Community Center and Senior Center before July, as there was funding available.

It was noted that the City of Monroe had a nice library that had been funded by grants and fundraising and it was asked if the City's library would ever be expanded. Administrator Knope added that at some point in the future, staff would be bringing discussion on Community Services facility needs to the Committee.

CONSENSUS: The Committee consensus was in support of the reorganization plan and hiring the two $\frac{3}{4}$ FTE Senior Center and Community Center Aide positions.

2. Pool Shell Resurfacing Bid Award

Public Works Superintendent Jeremy Tracer stated that he had contacted three contractors and two had submitted bids to do the pool shell resurfacing. It would take 3 to 4 weeks to do the work, which would include grinding down the plaster, sandblasting, bringing drains and other up to current code, and then replastering and refinishing. The bid also included adding an access panel with a prefilter basket to clean out leaves, goggles, etc. before going to the mechanical prefilter. Anderson Pool had indicated that they could do the work before the pool season began.

Administrator Knope added that \$140,000 was in the current budget for this project and the work had been deferred for a few years. It was noted that plastering should be done every 10 to 15 years and the last time the pool was plastered was 2001. Up to three layers of plastering could be done, before needing to be ground down; therefore, the next few times of plastering would be cheaper, as grinding down to the base would not need to be done again until after three layers were built up.

CONSENSUS: The Committee consensus was to recommend that the Council award the bid to Anderson Pool.

5. Continued Business**1. Update on the Reserve – Future Parkland**

Administrator Knope noted that the next step in the process was to develop a Request for Proposal (RFP) for an archeologist to do Cultural Studies work at the Reserve Parkland site.

Administrator Knope asked for Committee direction on who they wanted to review the RFPs and if the Committee would like consultants to present the RFPs in person.

CONSENSUS: The Committee consensus was that RFPs would come back directly to the Committee for review. No Selection Committee needed and no need to have consultants

present the RFPs. If the Committee had additional questions, they could ask consultants to attend a future meeting.

Administrator Knope noted that for a timeline example, he could bring the final RFP to the Committee in March, take the RFP to Council in March to get authorization to issue the RFP, and Committee could review the RFPs in May.

CONSENSUS: The Committee consensus was in favor of that timeline example.

Administrator Knope asked if the Committee wanted to use the score sheet and point values assigned, as provided in the RFP example.

CONSENSUS: The Committee consensus was in favor of using the score sheet and point values assigned.

Administrator Knope stated that he would fill in the timelines and other items as directed from the Committee and bring the RFP back for Committee review. Once Committee was satisfied with the RFP, it would go to Council for authorization to issue the RFP.

6. Department Updates

Administrator Knope reviewed:

Senior Center

The City leased the Senior Center building from the Scandinavian Festival Association, and the lease included that the City would be responsible for building maintenance. Staff was looking at needed repair work to address dry rot and other issues and would be bringing back a scope of work and cost estimates to a future Committee meeting.

Community Center

The project to remove the Community Center roll up doors had been placed on hold, as the original project proposal cost was more than what was in the budget.

It was asked if the Senior Center could be relocated to the Community Center. Administrator Knope responded that staff was looking at addressing Community Services facilities and one thought had been to expand the Community Center to the north to be able to accommodate all the Senior Center programs and services.

It was asked what the Quonset Hut was used for. Administrator Knope responded that it was used for police impound and vehicle storage, but 2/3rds of the steel beams on the south side had rusted away. A different location for those things would need to be found, so the building could be removed.

7. CSC Agenda Forecaster Review

Administrator Knope stated that he would bring the Agenda Forecaster to next month's meeting, to make sure the forecaster reflected what the Committee would like to see.

8. Other Business

None.

9. Adjournment

As there was no further business, the meeting was adjourned at 7:25 p.m.

Respectfully Submitted,

Kitty Vodrup
City Recorder