

The Community Services Committee of the City Council for the City of Junction City met on Tuesday, March 3, 2020, 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 – February 4, 2020

CONSENSUS: The Committee consensus was to approve the February 4, 2020 minutes.

4. FY 20-21 Budget Review

Administrator Knope reviewed the Fiscal Year 2020-2021 budget for Community Services. He noted that the only staff change was allocating more of Manager Moran's wages into Community Services, since she was spending more of her time there. 30% of her overall time was split out amongst all the Community Services Divisions.

Viking Sal Senior Center Fund

- Line 16 Property Taxes. Last year was \$65,000 and this year proposing \$80,700. Community Services as a whole received a certain percentage of the property taxes and then that was allocated out to the different divisions. Last year, more was shifted to the Library to get it out of the hole and up to its minimum fund balance. Now that the Library was out of the hole, more property taxes would be shifted to the various divisions.
- Line 27 Total Personnel Services. Going from \$66,800 to \$77,600. Normal increases plus a bit of Manager Moran's time.
- Line 37 IT Service Charges. Went from \$1,300 to \$2,800. This reflected the Senior Center's portion of the new full time IT staff member.
- Line 52 Nutrition Program. Went from \$10,000 to \$11,000 to reflect popularity of the lunch program.
- Line 62 Transfer to Community Services Capital Project. In current budget, transferring \$8,700, but decreasing to \$2,500 in proposed budget, which was the normal transfer amount. Last year, the Community Services Administration Fund was dissolved and all divisions within Community Services received extra one time funds for capital projects.
- Line 67 Ending Fund Balance. Beginning Fund Balance was \$40,000 and Ending Fund Balance \$41,600, so they would have a balanced budget.

Chair Ceniga noted that the lunches were really good and well attended. Administrator Knope added that it was nice to see the program cover its expenses too.

Councilor Thomas asked if the Meals on Wheels Program was also under the Nutrition Program. Administrator Knope responded that Meals on Wheels was on Line 9 IGA LCOG

(Lane Council of Governments). The City provided the space for LCOG to run their program out of the Senior Center, so LCOG paid a facility and equipment rental.

Councilor Stott asked about the status of the Senior Center building. Administrator Knope responded that the City leased that building from the Scandinavian Festival Association (SFA) for one dollar a year. Staff was working with SFA on revisions to the lease and that would be coming before Committee soon. At some point, it might work well for the City to relocate the Senior Center to a City facility and create a space that was more customized to what the seniors would want.

Library

- Line 1 Beginning Fund Balance. Happy to report that the Library would be beginning the year with a positive fund balance of \$28,300.
- Line 11 Property Taxes. Dropped from \$189,000 to \$133,000, which was closer to what they would normally see.
- Line 22 Personnel Services. Normal increase in 1 FTE salary, plus some of Manager Moran's time.
- Line 28 Books. Increased from \$10,000 to \$12,200.
- Line 36 IT Service Charges. Went from \$7,300 to \$11,700. Library had a higher charge than some of the other divisions, because it had three employee terminals as well as 8 to 10 public workstations.
- Line 58 Transfer to Community Services Capital Projects. Proposed budget went from \$11,000 to \$8,000. Staff met with the Library Board and the board asked that \$2,800 of that \$8,000 be put back into Line 28 Books, which would increase that line from \$12,200 to \$15,000 and Line 58 would become \$5,200.
- Line 64 Ending Fund Balance. \$34,000 and would be above the minimum fund balance. Starting with \$28,000 and ending with \$34,000, so Library was in good shape and balanced.

Councilor Thomas asked if there was anyone at the Library that applied for grants. Administrator Knope responded that Library Staff member Freda Darling did apply for grants and an example of one was from the Oregon State Library Ready to Read Grant that the City received.

Councilor Thomas shared that the Monroe Library was partially funded by grants. Councilor Stott noted that the Monroe Library was a county library. Administrator Knope added that it was also partially funded through donations.

Pool

- Line 13 Property Taxes. Went from \$83,000 to \$116,000.
- Line 24 Personnel Services. Went up due to continuing increases in the minimum wage and part of the allocation of Manager Moran's salary.
- Line 34 IT Service Charges and Line 45 Building Maintenance Charges. Increased.
- Line 56 Transfer to Community Services Capital Projects. Went from \$40,000 to \$10,000. More was transferred last year, due to the collapse of the Community Services Administration Fund and because the pool had outstanding projects.

Chair Ceniga asked if all the pool projects had been completed. Superintendent Tracer responded not yet, as they were still working on the mechanical room.

- Line 62 Ending Fund Balance. \$64,800. Started with \$61,100, so fund was balanced.

Community Center

- Line 18 Property Taxes. Went from \$100,200 to \$147,800. This was due to realignment now that the library was back in a positive position.
- Line 29 Personnel Services. Small change to add some of Manager Moran's time.
- Line 38 IT Service Charges and Line 50 Building Maintenance Charges. Increased due to having full time IT staff and building maintenance needs.
- Line 53 Nutrition. \$5,000. New line item that was tied to the Summer Program. The school would no longer be running their Summer Lunch Program, so staff was working with Food for Lane County to provide these lunches. This funding would allow the City to supplement the required lunches, if needed.
- Line 67 Ending Fund Balance. \$52,400. Seeing growth here and fund was balanced.

Community Services Capital Project Fund

- These were all driven by the CEP (Capital Expenditure Plan) projects.
- Each division had their own section, and in each section there was a line for Software Upgrades. This was for each division's portion of the City's main software; the City was currently using Springbrook and would be going out to bid for a software upgrade.

Administrator Knope left the meeting.

5. Laurel Park Asphalt Replacement

Superintendent Tracer presented three bids to replace the asphalt parking on Kalmia Street at Laurel Park. The sidewalk and asphalt parking would be moved approximately 6 feet, to allow regular vehicles to be able to park without having the end of the vehicle be in the street. Would change to straight ahead and not angled parking, which would hopefully add one additional parking space. Public Works would be doing the excavation work in house, which would save \$10,000. Staff recommended using Western Asphalt. Because of the dollar amount, it was not required that this go before Council.

CONCENSUS: The Committee consensus was in favor of having Western Asphalt do the asphalt replacement work and for staff to proceed. No need to forward to Council for approval.

6. Laurel Park Sidewalk Replacement

Superintendent Tracer stated that he had contacted three vendors and two bids had been submitted to replace the sidewalk on the eastern (Kalmia Street) and southern sides at Laurel park. The eastern sidewalk would be moved in 6 feet, and Public Works would be doing the excavation work and rock prep, which would save \$5,000 to \$6,000. Staff recommending using AB Utility Contractors.

CONCENSUS: The Committee consensus was in favor of having AB Utility Contractors do the sidewalk replacement work and for staff to proceed. No need to forward to Council for approval.

7. Laurel Park Lighting

Superintendent Tracer presented three bids to do lighting at Laurel Park. Staff recommended using EC Electric. They had provided a light pollution map and proposed using Lithonia lights, as they were a well known brand, had a good warranty, and the recommended package had

lights that could be dimmed, and shades could be installed if needed. The bid did not include having an electrician do the wiring, which would cost an additional \$1,000. Public Works would be doing the excavation.

CONCENSUS: The Committee consensus was in favor of having EC Electric do the Laurel Park lighting work and for staff to proceed. No need to forward to Council for approval.

8. Laurel Park Security Camera Install

Superintendent Tracer stated that he had contacted three vendors and two bids had been submitted to install security cameras at Laurel Park. Staff recommended using Integrated Electronic Systems. There would be five cameras – 1 facing Dutch’s Field, 2 facing the skatepark, 1 facing the gazebo/bathrooms, and 1 inside the breezeway. Three additional cameras could be added to this system.

Chair Ceniga asked if staff would be installing signs that there were cameras. Superintendent Tracer responded yes. He added that in the next few months he hoped to bring back a proposed sign plaque that would cover all the rules for the park.

CONCENSUS: The Committee consensus was in favor of having Integrated Electronic Systems install security cameras and for staff to proceed. No need to forward to Council for approval.

9. Parks Update

Park at the Reserve

Superintendent Tracer stated that he and Director Kaping met with the Homeowners Association (HOA) at the Reserve and provided some conceptual drawings for a park. The HOA reviewed and submitted one conceptual drawing that they liked with some minor changes, and Superintendent Tracer had the City engineer make the changes to the conceptual drawing (Superintendent Tracer handed out this drawing). He noted that Public Works would be doing most of the work at this park. He asked if the Committee would like him to proceed with getting bids so they would have some hard numbers on potential park costs.

Chair Ceniga asked if the requested water fountain would be put in. Superintendent Tracer responded that he had told the HOA that he could not guarantee a water fountain.

Chair Ceniga asked for confirmation that there could be no digging on site. Superintendent Tracer responded that there would be a little bit of digging, but most of this area would have to be filled in to bring it up to grade, as this area was slightly lower than the surrounding area. There would be no digging required for the paths.

Councilor Stott noted that a water fountain would be something that could be vandalized. Superintendent Tracer responded that was correct.

Chair Ceniga asked if there would be lighting at this park. Superintendent Tracer responded that there was proposed lighting.

Councilor Thomas asked if the City was required to put in this park. Superintendent Tracer responded that the City was not required to do this but putting in a smaller park in this area had been talked about for a long time.

Councilor Stott asked about the budget for this park. Superintendent Tracer responded that it would be funded out of Parks SDCs.

Chair Ceniga asked if the only parking would be on the street for this park. Superintendent Tracer responded that was correct.

CONCENSUS: The Committee consensus was in favor of having staff obtain bids on this park and to bring back to the Committee next month.

10. Agenda Forecaster Review and Discussion

Manager Moran presented the agenda forecaster. She asked about the Community Center Doors, which had been on the forecaster for a long time.

Councilor Stott noted that he thought that was going to be done a long time ago. Manager Moran responded that she thought the cost had been more than the previous Community Services Manager had estimated. She added that she would follow up with Administrator Knope on how he wanted to proceed.

Chair Ceniga asked if the cultural study was still in progress. Superintendent Tracer responded that it was, and he believed that they would need to go out for an RFP (Request for Proposal).

Councilor Stott added that he would like to see that on the agenda for April.

11. Other Business

None.

12. Adjournment

As there was no further business, the meeting was adjourned at 7:57 p.m.

Respectfully Submitted,

Kitty Vodrup
City Recorder