

The Community Services Committee of the City Council for the City of Junction City met on Tuesday, March 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; and Public Works Director, Gary Kaping.

1. Call to Order

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

2. Changes to the Agenda

None.

3. New Business**1. Fiscal Year 19/20 Budget Review**

Administrator Knope presented:

Positions

- Library Aide position increasing from .68 FTE (Full Time Equivalent) to 1 FTE.
- Adding ¾ FTE Senior Center Aide and ¾ FTE Community Center Aide.
- Keeping the pool staff the same (13 to 15).

Community Services Administration Fund

- Proposing to close this fund, with the elimination of the Community Services Director and Community Services Coordinator positions.
- There was a \$100,000 balance in the fund, which would be transferred in varying amounts to each of the Community Services divisions. Staff recommended that Parks and Pool receive a large portion of this balance, to address deferred maintenance.
- The 22% of property taxes and general revenue for Community Services had went into this fund and were then transferred out to the divisions. With the collapse of this fund, property taxes and general revenue would go directly into each division.

Parks

- Budget included creation of the Parks and Open Spaces Division, which would be a combination of the Parks Department and the Stormwater Treatment division within Public Works.
- Eliminate Parks Seasonal positions and create two FTE Parks and Open Spaces positions (one of these would be moving the Utility Laborer position to a Parks and Open Spaces position). Supervised by Public Works Stormwater Treatment employee.
- Personnel Services increased from \$37,400 to \$75,400.
- Administrative Charges increased, as number of employees in department increased.
- New line item was Parks Programming for HR/Admin Manager Moran to use for special parks events/programs.
- Parks Maintenance increased from \$1,000 to \$9,000 to put more focus on parks.
- The transfer to the Community Services Capital Projects Fund for Parks increased by (\$22,500 to \$62,500) as staff recommended putting the \$40,000 one-time transfer from the

Community Services Administration Fund in this reserve fund. No specific projects in mind, but Public Works Superintendent Jeremy Tracer was preparing a list of parks projects.

- Contingency decreased to normal range, as was artificially inflated last year as an extra cushion.
- Parks System Development Fund was where the collection of Parks System Development Charges (SDCs) were held; when anyone built a home, they had to pay a Parks SDC. These funds could only be used for expansion or capacity building projects. It was noted that these funds could not be used to replace existing playground equipment. \$470,000 had been appropriated in this fund with no specific projects in mind, but was available in case it was needed for the new subdivisions, possible work at the Reserve, etc.
- Fund balanced.

Director Kaping left the meeting.

Community Center

- Wages, Materials and Services, and Admin Charges increased, with the addition of the Community Center Aide.
- Special Events increased from \$300 to \$1,100, to add more programs/activities.
- Instructor Fees was a pass-through line item where the City collected and paid fees on behalf of instructors who offered classes at the Community Center. Staff had concerns about this system and would be bringing this discussion to the Committee at a future meeting.
- \$5,000 was being transferred to the Capital Projects fund.
- Contingency was increased as a cushion, as hoped to have more activity.
- Fund Balanced.

Library

- Anticipating the Beginning Fund Balance to be negative \$63,700, but that was a great improvement from the current budget Beginning Fund Balance of negative \$117,800.
- The property tax allocation received increased from \$115,000 to \$189,000, to get the Library out of the hole and on solid funding ground. In following fiscal years, this allocation would return to its typical amount of closer to \$115,000.
- Personnel Services increased with adding more hours to Library Aide position, but also looking to bump the Library Aide to a new range of Library Coordinator, as the position was taking on more responsibilities.
- Contingency almost doubled, to assist with unplanned expenditures.
- The Ending Fund Balance in the proposed budget would be a positive \$22,100, so the fund would be balanced.

Pool

- No fee increases.
- Normal growth in Personnel Costs; however, Administrator Knope wanted to flag this area for the Committee because as the minimum wage continued to go up, this would impact the pool significantly in future years and could become an issue for the pool.
- Building Maintenance Charges decreased, as it was anticipated that the new shell liner and the mechanical room project would decrease some of the annual building maintenance costs.

- Contingency was doubled, in case it was needed.
- Fund Balanced.

Senior Center

- Personnel Services and admin charges increased, with addition of Admin Aide.
- Staff had spent time reviewing the budget with the Senior Advisory Board, to inform them on the budget and how it works.
- It was noted that any major building work like replacing a wall or the roof for the Senior Center would be funded out of capital projects. The smaller day to day items would come out of the Building Maintenance line item.
- Transfer of \$8,700 into the Senior Center Capital Projects Fund. Staff was working on creating a Capital Expenditure Plan for the Senior Center.
- Increased contingency from \$900 to \$2,300.
- Fund balanced.

Community Services Capital Projects Fund

- Included reserve funds for each of the departments/divisions within Community Services, and each department was tracked individually so there would be a running account of their Beginning and Ending Fund Balances.
- Community Center – Total resources of \$35,100 with \$34,000 allocated for CEP Projects to address the roll up doors on the building.
- Viking Sal Senior Center – Total resources of \$19,200 with \$19,000 allocated for CEP Projects for some of the deferred maintenance on building.
- Pool – Total resources of \$77,700 and \$70,000 allocated for CEP projects for deferred maintenance.
- Library – Total resources of \$39,100 and \$30,000 allocated for CEP projects.

Community Services Projects

- Administrator Knope presented a new Capital Expenditure Projects document for Fiscal Year 2019-20 for all the Community Services Departments.
- It was noted that some project work would be done by employees and others would be contracted out, depending on the project.

4. Department Updates

Administrator Knope noted that Community Services Coordinator Gina Moore's last day with the City was February 28th, and Manager Moran had been covering at the Community Center. Manager Moran would soon be starting recruitment for lifeguards, and the creation of the Senior Center Aide and Community Center Aide positions would go before Council at the March meeting.

5. CSC Agenda Forecaster Review

Administrator Knope presented the forecaster. There were no new business items, and only things on the forecaster were the budget and Cultural Studies at the Reserve. He noted that the Request for Proposal (RFP) for the Cultural Studies was almost complete and would soon be ready for Committee to have a final look to make sure everyone was comfortable before going forward.

Administrator Knope asked if the Committee had any items to add to the forecaster.

CONSENSUS: The Committee did not have items to add, at this time.

6. Other Business

None.

7. Adjournment

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

Respectfully Submitted,

Kitty Vodrup
City Recorder