

The City Council for the City of Junction City, met for a work session at 6:30 p.m. on Tuesday, February 23, 2016, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT: Mayor, Michael Cahill; Councilors Karen Leach, Jim Leach, Randy Nelson, and Herb Christensen; (Excused Absences: Councilors Bill DiMarco and Steven Hitchcock); City Administrator, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

1. Call to Order and Pledge of Allegiance

Mayor Cahill called the meeting to order at 6:30 p.m. and led the Pledge of Allegiance.

2. Enterprise Zone Discussion – Harrisburg Administrator Brian Latta

Administrator Latta shared that in 2005 Harrisburg consulted with the City of Junction City and they decided to expand Harrisburg's Enterprise Zone to include Junction City. Enterprise Zones, by state statute, are limited in number as to how many there can be throughout the state; however, Enterprise Zones were allowed to expand with no limitations on the zones being contiguous. The legislature was looking at modifying how many zones could be in the state, but Administrator Latta was unsure of that outcome.

Enterprise Zones are designated areas within each City, which would allow new or existing manufacturing businesses located in those areas to receive tax breaks from 3 to 5 years, if they meet specific criteria on certain types of investments that lead to job creation. The tax break is only for the portion of the investment and does not include the general property tax. Business Oregon tracks all of the Enterprise Zones throughout the state.

Administrator Latta is the zone manager for both cities, and the current Enterprise Zone will expire on June 30, 2016. Harrisburg would like to renew their portion of the zone, as it is a positive incentive for commercial development. The intent to renew the zone needed to be submitted to Business Oregon in April, and the City of Harrisburg had some questions for the City of Junction City:

- Would Junction City like to renew their portion of the zone?
- If Junction City would like to renew the zone, would they like to keep the same zone areas or modify those?
- If Junction City would like to renew, would they like to appoint a City staff member, such as the City Planner or City Administrator to serve as co-zone manager to deal directly with business in Junction City and Lane County?

The Council consensus was to discuss with the full Council at the next regular meeting.

3. Budget Discussion

Administrator Knope noted that at the last meeting, the Council requested that staff provide some additional budget information. Director Crocker reviewed various charts and documents, which included how much in property taxes other cities use for the police departments, what general services other cities provide out of their General Fund, and a sample of what the budget document would look like when using the "bucket concept." The bucket concept would be where each department in the General Fund would have their own fund with beginning fund balance and ending fund balance and be able to roll over any savings back into their own department fund, instead of having that roll over into the overall General Fund pot.

It was noted that using the bucket concept did not address the issue of expenditures being higher than revenues in the General Fund, but would be an incentive for department heads to more effectively manage and save for their departments. The \$500,000 in Franchise fees could be used to supply beginning fund balances for departmental funds, but the goal would be to eventually use those Franchise Fees for streets. The budget exercise is where the Council could eventually make changes to ensure the budget is balanced going forward, so the City is not facing the same budget issues each year.

Concerns were expressed on being able to balance the Fiscal Year 2016-17 budget. It was noted that the Council could choose to act on the budget reduction exercise whenever they wanted and that the current budget was not sustainable going forward. A few Council members expressed their desire to resolve this sooner, while a few were okay with waiting a year or two.

Concerns were expressed on the practice of delaying the hiring of staff to make up for budget shortfalls, when the position was in the budget. It was noted that the comparable chart on other cities and what services they provide with General Fund dollars showed that Junction City offered more services than most communities.

The Council discussed the variance between the standards various cities used to set the number of police officers needed. Mayor Cahill stated that it would be beneficial to have staff gather the Uniform Crime Reporting data on personal and property crimes for each of the comparable cities. Also noted was that it would be important to find out what the community wanted in regards to Public Safety.

The Council consensus was for staff to include the Uniform Crime Reporting information into one of the graphs and to use the bucket concept example as presented to prepare the Fiscal Year 16-17 budget.

4. HR Discussion

Administrator Knope presented a job description for a Human Resources Assistant. The position would be under the Finance Director.

The Council consensus was to have staff bring a resolution to the next Council meeting to create the position.

Administrator Knope added that because space was already tight at City Hall, there was a bit of a challenge in finding a place for this new position. One option was to create some offices at the new Public Works building and move the Planning Department down to that location.

The Council was in favor of this idea and asked that Administrator Knope bring back some plans to a regular Council meeting.

5. City Administrator Evaluation

Administrator Knope presented examples of City Administrator evaluation forms that have been used over the years. The Council consensus was to review with the full Council at the next meeting.

6. SEI Electronic Filing Update

Recorder Vodrup reviewed the process for filing the annual Statement of Economic Interest forms. The state has gone to an electronic filing system this year.

7. 2015 Administrative Task List Review

a. #12 – Records Update

Recorder Vodrup provided an update on the records project, which included organizing, scanning, electronic archiving and other work on contracts, resolutions, City Retention Schedule, Agility Program, Citywide Records Management Policy, Long Term Storage of Documents, and Electronic Storage of Records. A lot of the items had been completed, and it was planned that the City Retention Schedule would be reviewed at the March 22, 2016 Council Work Session.

b. #56 – Minutes Policy

Recorder Vodrup reviewed a draft Minutes Guidelines and Standards for the City. The Finance and Judiciary Committee reviewed and recommended taking to the full Council. This policy provides guidelines for all minute takers in the City to ensure that the minutes meet all requirements of the state and City and are in a consistent format.

The Council expressed positive comments, and the policy would be adopted by the City Administrator via an ARSOP (Administrative Rules and Standard Operating Procedures).

c. Other Updates

Administrator Knope presented Item #42, a draft Social Media and City Website Policy. The Finance and Judiciary Committee reviewed and recommended taking to the full Council. This provides guidelines on how employees should use Social Media, when working in their official capacity.

The Council expressed positive comments, and the policy would be adopted by the City Administrator via an ARSOP.

Administrator Knope reviewed the Administrative Task List. To date, 23 items have been completed, 23 items are in progress, and 18 items are pending.

8. Other Business

Councilor J. Leach asked about the status of the vendors removing equipment on the old water tower. Administrator Knope responded that legal counsel was working on the T-Mobile contract and staff was working with Unwiredonline on options for possibly relocating their facilities.

Councilor K. Leach noted that a citizen had said they were impressed with the way the Council handled the Vista Dale LID issue.

Mayor Cahill shared that he spoke with some Vista Dale property owners and they were very happy with how things went at the meeting and how they were treated by the Council.

Mayor Cahill stated that LCOG would be awarding a Career Public Safety Award to former Fire Chief Carl Perry for his 40 years of public service. The Mayor added that a project to create a safety barrier on Highway 99 around the golf course/Milliron Road area was on the list for possible funding through ODOT – STIP funds.

9. Adjournment

As there was no further business, the meeting was adjourned at 8:10 p.m.

ATTEST:

APPROVED:

Kitty Vodrup, City Recorder

Michael J. Cahill, Mayor