

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, November 26, 2013, in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT:** Mayor, David Brunscheon; Councilors Karen Leach, Bill DiMarco, Jim Leach, Randy Nelson, Steven Hitchcock, and Herb Christensen; City Attorney, Carrie Connelly (attended regular session only); City Administrator, Melissa Bowers; Police Chief, Mark Chase; Public Works Director, Jason Knope; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

**WORK SESSION****I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**II. LONG TERM FINANCIAL PLAN UPDATE**

Administrator Bowers reviewed that the information in the packet was a compilation of work from the Executive Team for a Long Range Financial Plan and projected timeline to address the 17 budget weaknesses list and develop a five year financial forecast.

Director Crocker provided a review of documents:

- Fiscal Environment Analysis (17 items originally called Weaknesses List): This is one section of the Long Range Financial Plan.
- Five year Financial Forecast Tasks and Timeline: Other section of Long Range Financial Plan. The timeline to accomplish this forecast is December 2014.
- Table of Contents for Five Year Financial Forecast.
- Sample Schedule with 5 years of historical data for a fund.
- Chart that shows concurrent tasks/projects.

After review, the Council consensus was to have staff prepare a resolution to adopt the Long Range Financial Plan and present at a future Council meeting. The Council expressed appreciation to staff for their hard work on this.

**III. WORK SESSION ADJOURNMENT**

The work session adjourned at 6:48 p.m.

**REGULAR SESSION****I. CALL TO ORDER**

Mayor Brunscheon called the meeting to order at 7:00 p.m.

**II. CHANGES TO THE AGENDA**

None.

**III. PUBLIC COMMENT ON ITEMS NOT LISTED ON THE AGENDA**

None.

**IV. SEWER SECOND OPINION WORK UPDATE**

Director Knope reviewed the request from staff and the City Engineer to hold a work session on the sewer second opinion work to receive information and to obtain Council direction on how to proceed.

The Council consensus was to hold a joint work session with the Treatment Stakeholder Subcommittee in the Council Chambers on Thursday, December 5, 2013 at 6:30 p.m.

**V. FINANCE COMMITTEE BUDGET POLICIES RECOMMENDATION**

Director Crocker stated that before the Council was the final draft and recommendation from the Finance and Judiciary Committee for the expanded budget policies. This came out of Council Goal #6, which was to establish budget policies that the Finance and Judiciary Committee recommends to Council by 12-31-13. Administrator Bowers recommended amending the language in Policy #4 to read: "The City will finance all current *operating* expenditures with current *operating* revenues. The City will avoid budgetary practices that balance current expenditures through the obligation of future resources. *Any year end operating surpluses will be calculated as ending fund balanced and become part of the beginning balance in the following year.*"

**MOTION:** Councilor K. Leach made a motion to adopt the expanded budget policies as brought to Council by the Finance and Judiciary Committee and incorporating the City Administrator's suggested changes, replacing the Operating Budget policy previously adopted by the City Council on December 11, 2012. The motion was seconded by Councilor Hitchcock.

In response to a question on if these policies should be adopted by resolution, Attorney Connelly noted that they could be adopted by resolution, but they could also be adopted by motion and they would continue beyond the terms of the sitting Council and until amended in the same manner that they were adopted.

**VOTE:** Passed by unanimous vote of the Council.

**VI. RATEPAYER ASSISTANCE PROGRAM INCOME LIMITS**

Director Crocker stated that before the Council was the Ratepayer Assistance Program income limits, which is brought to the Council for consideration each year. Junction City bases the income limits on the state low income energy assistance program, which are published each fall. The City is still receiving applications for the FY 13/14 program and it appears that usage will be similar to last year at \$20,000.

After discussion, it was noted that it would be beneficial to review the program and look at:

- What are other cities doing for comparable programs and funding amounts?
- What other local programs are available for utility assistance?
- If the City wishes to continue the program, what will the funding source be?

**A. RESOLUTION No. 1 – A RESOLUTION ESTABLISHING FISCAL YEAR 2013/14 INCOME LIMITS AND BENEFIT TIERS FOR THE CITY OF JUNCTION CITY'S RATEPAYER ASSISTANCE PROGRAM.**

**MOTION:** Councilor Christensen made a motion to approve Resolution No. 1. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**VII. WATER PLANT ELECTRICAL BID AWARD**

Director Knope reviewed that three bids were submitted for the Water Plant Electrical Work, which included lighting, electrical, and the set up and reuse of two generators that the City currently owns. The Sanitation, Recycling, and Water Committee reviewed and recommended awarding to JC Electric.

**MOTION:** Councilor Nelson made a motion to award the Water Plant Electrical work to Junction City Electric in the amount of \$78,301 and to authorize the City Administrator to sign the necessary documents, after legal review. The motion was seconded by Councilor K. Leach and passed by unanimous vote of the Council.

**VIII. SANITATION CONTAINER PURCHASE REQUEST**

Director Knope reviewed that before the Council was the Sanitation Department's annual request to purchase new containers. Needed are extra yard debris carts and replacement dumpsters.

**MOTION:** Councilor Hitchcock made a motion to authorize staff to purchase garbage containers from OTTO Environmental in the amount of \$16,821.50 and authorize the City Administrator to sign the necessary documents. The motion was seconded by Councilor Christensen and passed by unanimous vote of the Council.

**IX. PROBATION OFFICER POSITION**

Director Crocker stated that the FY 2013/2014 budget included an increase in the Probation Officer hours from .2 FTE (8 hours per week) to .5 FTE (20 hours per week). The court bailiff was hired on a temporary basis to go through probation records, and after review of probation needs and having conversations with City staff, Judge Loomis recommended hiring a Probation Officer at .375 FTE (15 hours per week).

Discussion followed on the Council's desire to give staff the discretion to hire up to a .5 FTE, if needed.

**MOTION:** Council Hitchcock made a motion to accept the City’s Municipal Judge’s recommendation to fill the Probation Officer position between .375 FTE and .5 FTE. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**X. STAFF REPORTS**

Chief Chase reported that sector meetings have been occurring and 35 people attended a recent meeting. Issues have ranged from police addressing speeding vehicles on Kalmia to the department citing dogs that defecate in yards. Sector 1 will meet on December 3<sup>rd</sup> and Sector 4 on December 11<sup>th</sup>. He will be taking the COPS Grant Award to the Public Safety Committee on December 3<sup>rd</sup>.

Attorney Connelly noted that Administrator Bowers was working with the consultants to obtain answers to the Council questions.

Administrator Bowers reported that she was working on the TSP with ODOT and the consultants on answering the questions that were presented at the last two Council meetings. She anticipates the consultant preparing information on the work that has been done to date and ODOT and the consultant preparing responses to the questions in time for the Dec. 10<sup>th</sup> meeting. Portland State University, which releases the certified population estimates, released the 2013 estimate, which is 5550. This is an increase of 105 from the 2012 certified estimate of 5445.

**XI. COUNCILOR COMMENTS/QUESTIONS**

Councilor J. Leach wished everyone a Happy Thanksgiving.

Councilor Nelson wished a Happy Thanksgiving and safe holiday to Junction City, the fastest growing city in Lane County.

Councilor DiMarco asked if the Council would be receiving a draft of the TSP document. Administrator Bowers responded that it was planned to have that included in the December 10<sup>th</sup> Council packet.

Councilor Christensen wished everyone a Happy Thanksgiving.

Councilor K. Leach wished everyone a Happy Thanksgiving and asked everyone to remember the Sharing Tree, which was not a City project, but was located in the Community Center. She thanked staff for their hard work and Director Knope for his work on the code enforcement and scheduling the work session.

**XII. MAYOR’S COMMENTS**

Mayor Brunscheon encouraged everyone to participate in the Sharing Tree. As of Monday, there were still 175 tags on the tree. He noted that the 2<sup>nd</sup> monthly Council meeting in December was scheduled on Christmas Eve. Council consensus was not to meet on that night.

Mayor Brunscheon thanked Public Works for putting up the Christmas lights around town and wished everyone a Happy Thanksgiving and safe travels. He added that on Tuesday, Dec. 3<sup>rd</sup> from 3 p.m. to 6 p.m. there was going to be an Oregon Passenger Rail Corridor forum and Councilors were invited to attend.

**XIII. OTHER BUSINESS**

None.

**XIV. ADJOURNMENT**

As there was no further business, the meeting was adjourned at 7:52 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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David S. Brunscheon, Mayor