

AGENDA

CITY COUNCIL MEETING

City of Junction City
680 Greenwood Street
Virtual Meeting

Tuesday, September 22, 2020
6:30 p.m.

To help prevent the spread of COVID-19, the City of Junction City will be holding public meetings virtually. Everyone is encouraged to attend the meeting online or by phone. Written testimony can be submitted but must be submitted by 4:00 p.m. to the City Recorder on the date of the meeting. To email written testimony send to kvodrup@ci.junction-city.or.us. For City updates and resources on COVID-19, visit www.junctioncityoregon.gov.

To join the City Council meeting via computer, tablet, or smartphone, please go to:

<https://join.freeconferencecall.com/cjcoregon>

You can also dial in using your phone.
United States: (508) 924-2509

(*Estimated Time*)

1. Call to Order and Pledge of Allegiance
(*Mayor Crenshaw*)
2. Changes to the Agenda
(*Mayor Crenshaw*)
3. [Junction City Historical Society Grant Request](#)
(*Director Crocker*) 5 minutes
4. [JC Grange Request](#)
(*Administrator Knope*) 5 minutes
5. [Budget Review and Update](#)
(*Director Crocker*) 15 minutes
6. [Recovery Program Discussion](#)
(*Director Kaping*) 15 minutes
7. Executive Session per ORS 192.660 (2)(f) to Consider Information or Records that are Exempt by Law from Public Inspection. 20 minutes
8. Other Business 5 minutes
9. Adjournment

(Estimated End Time 7:35 p.m.)

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Junction City Historical Society Grant Request

Meeting Date: September 22, 2020
Department: Finance
www.junctioncityoregon.gov

Agenda Item Number: 3
Staff Contact: Mike Crocker
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

Contained in the FY20/21 budget is a grant from the City to the Junction Historical Society in the amount of \$2,000. This agenda item is to present the request from the Historical Society and for staff to receive direction.

BACKGROUND

The City has included grant funds in its budget for the Junction City Historical Society for a number of years. The grant is designated to assist with the cost of utilities for the museum and the attached “grant conditions and agreement” documents the conditions of the grant and use of the funds.

COMMITTEE REVIEW AND/OR RECOMMENDATION

This request has not been reviewed by a committee.

RELATED CITY POLICIES

None

LEGAL REVIEW

Reviewed as a part of the Council packet.

CITY ADMINISTRATOR’S COMMENT

To provide feedback and direction as desired.

COUNCIL OPTIONS

1. **Motion to Approve:** “I make a motion to approve the Junction City Historical Society Grant Conditions and Agreement, direct the Mayor to sign the document and initiate a payment in the amount of \$2,000”
2. **Provide other direction** to staff.

ATTACHMENTS

- A. Junction City Historical Society request
- B. Grant Conditions and Agreement
- C. Budget Worksheet: General Fund, Non-Departmental

FOR MORE INFORMATION

Staff Contact: Mike Crocker
Telephone: 541-998-2153
Staff E-Mail: MCrocker@ci.junction-city.or.us

JUNCTION CITY HISTORICAL SOCIETY

P.O. Box 451
Junction City, OR 97448

September 15, 2020

**Mike Crocker
Finance Director
City of Junction City
P.O. Box 250
Junction City, Oregon 97448**

Dear Director Crocker,

Please let this letter serve as the request for disbursement of the Junction City Historical Society's \$2,000 grant from the City as included in the adopted '20-'21 fiscal year budget.

The Society appreciates the City's continued support in these difficult times.

Thank you,

A handwritten signature in cursive script that reads "Terri Gunter".

**Terri Gunter
Treasurer**

GRANT CONDITIONS AND AGREEMENT

GRANTOR: City of Junction City
GRANTEE: Junction City Historical Society
AMOUNT OF GRANT: \$2,000

RECITALS:

- A. The Junction City Historical Society (“Historical Society”) is a non-profit tax-exempt organization, which operates a historical museum in Junction City.
- B. The Historical Society provides a service to the community that in other circumstances could be provided by the City.
- C. The City of Junction City (“City”) wishes to support the Historical Society in order to provide the educational benefits of a historical museum to the public.

AGREEMENT:

- 1. Historical Society accepts the Two Thousand Dollar (\$2,000) grant provided herein, subject to the following conditions:
 - a. The grant fund shall be expended only for the payment of utility charges, facilities maintenance and artifact acquisition.
 - b. Historical Society shall keep accurate records of all expenditures of grant funds, and shall provide them to City or City’s auditor, upon request.
 - c. Historical Society shall maintain its non-profit and tax-exempt status through the end of the grant term and shall provide documentation of the continuation of such status to the City or its auditor upon request.
 - d. Historical Society shall maintain public hours for its museum of two (2) hours per week and an additional four (4) hours per month, excluding weeks in which there are City holidays.

e. Upon approval of the full Council, the grant payment will be made to the Historical Society. Grant funds may be expended, by the society, during fiscal year 20/21 ending June 30, 2021 for the same purposes as set forth above.

2. City may, but shall have no obligation, to make further grants to Historical Society in the future.

GRANTOR:
City of Junction City

GRANTEE:
Junction City Historical Society

By: _____
Mark Crenshaw, Mayor

By: _____

Date: _____

(printed name and title)

Date: _____

City of Junction City
Fiscal Year 2020-21 Budget

Attachment 'C'

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	Description	2020-21 Proposed	2020-21 Approved	2020-21 Adopted
General Fund - Non-Departmental							
1	001-320 Resources						
2	1,906,573	1,887,743	1,986,000	400100 Beginning Fund Balance	1,964,300	1,964,300	1,964,300
3							
4	001-320 Resources - Property Taxes						
5	2,458,665	2,627,639	2,763,000	400200 Current Year Taxes	3,023,900	3,023,900	3,023,900
6	3,730	2,644	2,600	400220 Low Rent Housing, In Lieu of Tax	3,000	3,000	3,000
7	47,404	100,032	80,000	400300 Previously Levied Taxes	80,000	80,000	80,000
8	2,509,798	2,730,315	2,845,600	Total Property Taxes	3,106,900	3,106,900	3,106,900
9	(2,509,798)	(2,638,294)	(2,733,000)	409360 Allocated to Departments	(2,984,000)	(2,984,000)	(2,984,000)
10	-	92,020	112,600	Non-Allocated	122,900	122,900	122,900
11							
12	001-320 Resources - General						
13	8,378	8,378	8,400	401200 Verizon Franchise	8,400	8,400	8,400
14	59,668	50,167	53,600	401300 Natural Gas Franchise	53,700	53,700	53,700
15	11,128	9,127	16,000	401400 Telephone Franchise	9,000	9,000	9,000
16	70,508	65,151	70,000	401500 Comcast Cable Franchise	74,200	74,200	74,200
17	70,302	70,882	75,000	401600 EPUD Franchise	79,000	79,000	79,000
18	231,517	139,327	84,000	401700 Pacific Power Franchise	43,800	43,800	43,800
19	97,012	98,705	96,900	402200 State Liquor Tax	122,100	122,100	122,100
20	7,567	7,000	8,400	402300 Cigarette Tax	7,000	7,000	7,000
21	12,088	17,404	23,000	408000 Transient Room Tax	23,000	23,000	23,000
22	568,168	466,141	435,300	Total General Resources	420,200	420,200	420,200
23	(523,018)	(466,141)	(426,600)	409350 Allocated to Departments	(407,800)	(407,800)	(407,800)
24	45,150	-	8,700	Non-Allocated	12,400	12,400	12,400
25							
26	001-320 Resources - Other						
27	7,916	2,241	2,600	409000 Other Receipts	2,000	2,000	2,000
28	34,862	50,917	39,300	400400 Investment Interest	42,500	42,500	42,500
29	3,850	-	-	407250 Building Rentals	-	-	-
30	16,567	17,064	17,000	401750 Cell Tower Lease	17,000	17,000	17,000
31	400	-	-	402860 Donations	-	-	-
32	838	558	500	401800 Licenses, Fees, & Permits	500	500	500
33	1,049	1,118	1,200	402775 Animal Regulation Fees	1,200	1,200	1,200
34	65,482	71,898	60,600	Total - Other Resources	63,200	63,200	63,200
35							
36	001-320 Resources - Transfers In						
37	-	21,829	-	400549 Transfer from Building Reserve	-	-	-
38	-	21,829	-	Total - Transfers In	-	-	-
39							
40	2,017,205	2,073,489	2,167,900	Total Non-Dept Resources	2,162,800	2,162,800	2,162,800
41							
42	001-320 Materials & Services						
43	3,895	1,806	25,000	611771 Professional Services	20,000	20,000	20,000
44	-	1,215	1,500	628651 Lane Council of Gov Dues	-	-	-
45	2,327	2,469	2,800	629001 League of Oregon Cities Dues	-	-	-
46	159	48	1,000	641134 Council Projects/Programs	1,000	1,000	1,000
47	-	4,139	5,000	647030 Council Travel and Training	1,000	1,000	1,000
48	5,011	3,746	5,000	647032 Travel & Training	-	-	-
49	15	517	1,000	647050 Public Relations	1,000	1,000	1,000
50	382	1,492	4,100	648800 Employee Recognition	-	-	-
51	2,000	2,000	2,000	702000 Grant to Historical Museum	2,000	2,000	2,000

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



JC Grange Request

Meeting Date: September 22, 2020
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 4
Staff Contact: Jason Knope
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a request from the JC Grange to the City to help with a funding assistance request as part of a grant application to the State Grange to perform maintenance at the local facility.

BACKGROUND

Staff has been contacted by the JC Grange with a request for financial assistance. The Grange is in the process of putting together a \$5,0000 grant application to the State Grange office to help fund a project to repaint/make repairs to the exterior of the building.

The Grange is asking the City to provide financial assistance in the amount of \$2,500 in cash to help with the matching portion of the grant. The attached email explains the project in greater detail.

Funding for this type of request can be funded from the State Revenue Sharing Fund. There is \$7,000 remaining in the "Projects TBD" line. This was the line used to fund the request from the Scandinavian Festival for similar projects.

COMMITTEE REVIEW AND/OR RECOMMENDATION

This item was reviewed by the Finance & Judiciary Committee and it was the consensus of the Committee to forward this item to Council for review.

RELATED CITY POLICIES

None

LEGAL REVIEW

This item was reviewed by the City Attorney's office as part of their normal packet review.

CITY ADMINISTRATOR'S COMMENT

I am recommending that the Council approve the request for financial assistance as presented.

COUNCIL OPTIONS

The Council can, at its pleasure:

1. Direct staff to prepare the necessary paperwork and bring it back to Council for approval.
2. Provide other direction to staff.

ATTACHMENTS

A. JC Grange email dated August 24, 2020

FOR MORE INFORMATION

Staff Contact: Jason Knope
Telephone: 541-998-3125
Staff E-Mail: jknope@ci.junction-city.or.us

From: [Rechelle-Grange Secretary](#)
To: [Jason Knope](#)
Subject: Re: Request For Guidance on Junction City Grange Request For Financial Aid To Paint Exterior
Date: Monday, August 24, 2020 12:21:38 PM

Here is the worksheet I was referring to:

One Way Painting CCB#109504
 93949 Pitney Lane
 Junction City, OR 97448
 (541)998-8261 Phone/ Fax
 one-waypainting@comcast.net

Proposal
 DATE: 8/21/2020 ESTIMATE NO: 3317

NAME / ADDRESS:

DESCRIPTION	QTY	COST	PROJECT
Junction City Grange Exterior Repair Proposal Scope of work: Hand wash entire exterior. Remove all loose paint. Prime with universal bonding primer where needed. Caulk all horizontal cracks, windows, door joints, gutters, fascias and gables. Protect all surfaces not receiving coatings. Repaint all exterior previously primed surfaces using Sherwin Williams Super Paint. (20 Gallons) All surfaces shall have two coats minimum after primer. Notes: Lead safe practices and procedures compliant with the EPA and OSHA guidelines will be observed. We highly recommend painters and downspouts to be replaced. Contact Jeremy Brown at 541.514.4028 with questions. • Super Paint Low Sheen Luster " #300/5 gallons = \$1,200 for 20 coats. • Multi Purpose Primer #30x5 = 180 for 5 coats. \$1,380 Paint	100 x 50 x 18 Exterior 4 people x 5 hours = 20 hrs 10 people x 5 hours = 50 hrs 10 people x 5 hours (5 gallons) = 50 hrs 10 people x 5 hours = 50 hours	23,971.00	Grange Repair prop. TOTAL 23,971.00
*** Volunteer Contribution 206 hours @ \$25.43/hour = \$5,238.58 Thank you for the opportunity to bid Additional Volunteer Needs: 4 work Parties @ Grange w/ Lunch provided by Volunteers. 2 volunteers per work party x 2 hours = 16 total hours 1 Volunteer each work party providing child care = 20 hours	TOTAL 206	\$5,238.58	TOTAL \$23,971.00

-Rechelle
Sent from my iPhone

On Aug 24, 2020, at 10:07 AM, Rechelle-Grange Secretary <rechellejcgrange@gmail.com> wrote:

Thank you so much, Jason! I have one more piece to cost out before I can show total project numbers - which is for the replacement lumber and caulking.
 I got signatures for volunteer pledges yesterday and charted out the need for volunteer hours to 206 hours for the work we will do before the professional painters mask & paint.
 I can send you my worksheet so you can see what I'm talking about once I get home from work for lunch.
 To summarize, I think the request to Junction City might be about \$2,500, our volunteer hours calculated at \$25.43 per hour comes to almost \$5,300 (which is being submitted for the matching grant of \$5,000 from the Oregon State Grange), for a total project of \$12,800.

Does that make sense?

I will send the paint bid we received with my notes for volunteer tasks and hour estimates when I go home for lunch. We are planning to use the \$5,000 to pay the paint contractor for the 2 line items the volunteers aren't doing.

-Rechelle

Sent from my iPhone

On Aug 24, 2020, at 9:48 AM, Jason Knope <jknope@ci.junction-city.or.us> wrote:

Hi Rechelle,

I think that this email will work fine for your request. I just have one clarification request. What percentage of match is it? 100%? The reason I am asking is so I know what the total dollar amount the Grange would like to see.

Thanks,

Jason

From: Rechelle JCgrange <rechellejcgrange@gmail.com>

Sent: Saturday, August 22, 2020 11:06 AM

To: Jason Knope <jknope@ci.junction-city.or.us>

Cc: spelkey@comcast.net; rechellejcgrange@gmail.com

Subject: Request For Guidance on Junction City Grange Request For Financial Aid To Paint Exterior

Dear Jason,

Bill DeMarco encouraged me to reach out to you about guidance for requesting financial aid from the City of Junction City to repair and paint the exterior of the Junction City Grange #744 located at 1420 Kalmia Street, across the street from Laurel Park. It has been about 14 years since the building had a fresh coat of paint.

The Junction City Grange was built in 1930, and is documented in "*Early Days of Junction City Oregon*" by Chris T. Wilde, 1978; 2nd Edition, 2012 © by Junction City Historical Society. Several years ago, our members rallied with members of the community to raise funds to replace the failing roof and preserve the beautiful original hardwood flooring in the main hall upstairs. Last year, the exterior staircase was replaced through an Eagle Project conducted by Levi Salgado (my youngest son!).

This month, I am preparing to submit for a matching grant of \$5,000 from the Oregon State Grange to help with costs to repair deteriorated fascia boards, hopefully replace the basement entrance door, and to paint the entire exterior of the Grange.

Can you please give me guidance how to go about requesting financial aid

from the City of Junction City for this project?

I was thinking we could ask the City for help in the purchase costs of primer, paint, and replacement lumber, and then I would request the matching funds from the Oregon State Grange to help pay for a professional to lead our volunteers on the prep work and to paint the areas that would be a safety hazard for our volunteer crews to do because of the height of the building past the second story windows.

The information given to me about gallons of primer and paint required for the paint job in 2006 indicate that it will take about a gallon of primer to coat repaired areas and the newly built exterior staircase, and that it will take about 20 gallons of exterior paint for the building. I called Sherwin Williams and got pricing for 1 gallon of multi-purpose primer (\$35.94) and 20 gallons of Luster Super Paint (\$296.65/5 gallons) for a total cost estimate of paint at \$1,222.54. I need one of our members to give me an estimate of lumber needed for the necessary repairs to sections of the fascia boards that have deteriorated, and then I can get pricing for that as well.

I am cc'ing our Maintenance Manager, Steve Pelkey on this email, as he is helping me project the scope of work for this project, and will be managing our volunteer crews for the work.

Thank you so much for any guidance you can offer to help me be successful in my request on behalf of the Junction City Grange.

I look forward to hearing from you!

Best Regards,
Rechelle Salgado,
Secretary & Rental Committee Administrator
Junction City Grange #744
RechelleJCgrange@gmail.com

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Budget Review and Update

Meeting Date: September 22, 2020
Department: Finance
www.junctioncityoregon.gov

Agenda Item Number: 5
Staff Contact: Mike Crocker
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

The Finance Judiciary Committee asked staff to bring information on several budget related topics to their Committee meeting on September 3rd. Topics and related information included the following:

1. Ending fund balance results at June 30, 2020
2. Franchise fees performance
3. Housing activity in the City

BACKGROUND

Ending budgeted fund balance policies are included in the City's Fiscal Policies adopted in 2019. The policies cover accumulated fund balances and operating fund balances.

COMMITTEE REVIEW AND/OR RECOMMENDATION

This presentation was reviewed by the Finance Judiciary Committee on September 3rd, 2020 and forwarded to Council.

RELATED CITY POLICIES

Junction City Fiscal Policies for Fund Balances

LEGAL REVIEW

Reviewed as a part of the Council packet.

CITY ADMINISTRATOR'S COMMENT

For the Council to proceed as desired.

COUNCIL OPTIONS

No action required

ATTACHMENTS

- A. Ending Fund Balances June 2020
- B. Ending Fund Balance Requirements chart
- C. Franchise Fees Revenue
- D. Housing activity FY18/19 & FY19/20

FOR MORE INFORMATION

Staff Contact: Mike Crocker
Telephone: 541-998-2153
Staff E-Mail: MCrocker@ci.junction-city.or.us

Ending Fund Balances

Attachment 'A'

June 2020

Fund	Budget	Actual YTD
General Fund	2,074,200	2,985,931
Water Fund	306,400	278,702
Sewer Fund	610,100	756,217
Sanitation Fund	376,500	458,105
Street Fund	370,200	572,584
Viking Sal Senior Ctr Fund	37,000	29,765
Health Insurance Fund	38,400	53,949
Community Center Fund	27,100	52,846
PW Admin Fund	51,600	94,258
Internal Services Fund	21,400	105,644
State Revenue Sharing Fund	13,500	44,967
Capital Projects Fund	58,900	60,841
Comm SvcCapital Projects Fund	75,600	239,060
Sewer Capital Projects Fund	1,454,700	2,510,368
Water Capital Projects Fund	126,200	150,723
Sanitation Cap Projects Fund	51,500	127,305
Streets Capital Projects Fund	361,200	430,293
Internal Services Cap Projects	2,900	2,876
Police Capital Projects Fund	87,300	109,631
Building Replacement Reserve	31,300	81,359
Bike Path Reserve Fund	12,200	53,079
Park System Development Fund	227,900	733,243
Special Police Programs Fund	2,500	19,219
Prairie Road Street Imprv Fund	47,600	265,705
Community Dev Revolving Loan	358,400	1,046,656
Water System Development Fund	30,500	124,240
Sewer System Development Fund	2,889,000	3,998,091
Street System Development Fund	1,286,000	1,548,713
	11,030,100	16,934,370

Ending Fund Balance Requirements
FY19/20 and FY20/21

Attachment 'B'

	Fiscal Policy	FY19/20			FY20/21		
		6/30/20 (Budget)	Required EFB	Over (Under)	6/30/21 (Budget)	Required EFB	Over (Under)
General Fund Departments							
Finance	15%	11,100	38,685	(27,585)	47,200	39,885	7,315
Court	15%	(47,900)	32,730	(80,630)	(49,600)	34,740	(84,340)
Admin	15%	25,400	84,915	(59,515)	148,700	81,045	67,655
Non-Dept (1)	35%	1,960,000	1,683,710	276,290	1,913,900	1,794,345	119,555
Building	15%	94,100	49,215	44,885	280,400	59,760	220,640
Police	15%	9,100	429,270	(420,170)	38,500	452,115	(413,615)
Pool	15%	37,700	18,075	19,625	64,300	22,365	41,935
Library	15%	22,100	22,980	(880)	31,300	26,685	4,615
Parks	15%	87,500	24,585	62,915	136,800	24,405	112,395
General Dept Fund Totals		2,199,100	2,384,165	(185,065)	2,611,500	2,535,345	76,155

Notes:

(1) Non-Departmental is 35% of the total General Fund budgeted PS & MS.

Ending Fund Balance Requirements
FY19/20 and FY20/21

Budget Analysis

Attachment 'B'

	Fiscal Policy	FY19/20			FY20/21		
		6/30/20 Est EFB	Required EFB	Over (Under)	6/30/21 (Budget)	Required EFB	Over (Under)
Community Services Funds							
Community Center	15%	27,100	24,540	2,560	51,100	27,060	24,040
Senior Center	15%	37,000	16,800	20,200	40,300	19,170	21,130

Ending Fund Balance Requirements Budget Analysis
 FY19/20

Attachment 'B'

	Fiscal Policy	FY19/20			FY20/21		
		6/30/20 (Budget)	Required EFB	Over (Under)	6/30/21 (Budget)	Required EFB	Over (Under)
Utilities & Streets							
Water	25%	306,400	259,700	46,700	333,100	282,050	51,050
Sewer	25%	610,100	308,250	301,850	555,800	336,925	218,875
Sanitation	25%	376,500	253,475	123,025	426,600	268,700	157,900
Streets	15%	370,200	54,420	315,780	561,500	53,625	507,875

Ending Fund Balance Requirements
FY19/20

Budget Analysis

Attachment 'B'

	Fiscal Policy	FY19/20			FY20/21		
		6/30/20 (Budget)	Required EFB	Over (Under)	6/30/21 (Budget)	Required EFB	Over (Under)
Internal Service Funds							
Internal Services Fund	15%	21,400	70,140	(48,740)	85,400	77,175	8,225
PW Administration	15%	51,600	90,480	(38,880)	103,500	93,885	9,615

Fiscal Year 2019/2020					
Completed Residential Housing Units (Certificates of Occupancy issued)					
Permit Type	Type of Work	C of O Issued	Work Description	Housing Units	Value of Work
Commercial Structural	New	5/28/20	3-story 6 unit apartments	6	\$681,564
Commercial Structural	Alteration	11/19/19	Convert office to 4 apts	4	\$107,000
Commercial Structural	New	5/28/20	3-story 12 unit apartments	12	\$1,369,421
Commercial Structural	New	5/28/20	3-story 6 unit apartments	6	\$681,564
Commercial Structural	New	5/28/20	3-story 12 unit apartments	12	\$1,369,421
Residential 1 & 2 Family Dwelling	New	3/30/20	New Single Family Dwelling	1	\$200,000
Residential 1 & 2 Family Dwelling	New	2/26/20	New Single Family Dwelling	1	\$200,000
Residential 1 & 2 Family Dwelling	New	12/6/19	New Single Family Dwelling	1	\$281,294
Residential 1 & 2 Family Dwelling	New	7/29/19	New Single Family Dwelling	1	\$200,000
Residential 1 & 2 Family Dwelling	New	5/27/20	New Single Family Dwelling	1	\$245,131
Residential 1 & 2 Family Dwelling	New	1/16/20	New Duplex Dwelling	2	\$295,000
Residential 1 & 2 Family Dwelling	New	7/22/19	New Single Family Dwelling	1	\$239,563
				48	\$5,869,959

Fiscal Year 2018/2019					
Completed Residential Housing Units (Certificates of Occupancy issued)					
Permit Type	Type of Work	C of O Issued	Work Description	Housing Units	Value of Work
Residential 1 & 2 Family Dwelling	New	4/30/19			\$160,991
Residential 1 & 2 Family Dwelling	New	7/16/18	New Single Family	1	\$221,906
Residential 1 & 2 Family Dwelling	New	8/16/18	New Single Family	1	\$212,726
Residential 1 & 2 Family Dwelling	New	7/13/18	New Single Family	1	\$238,293
Residential 1 & 2 Family Dwelling	New	7/17/18	New Single Family	1	\$195,643
Residential 1 & 2 Family Dwelling	New	8/1/18	New Single Family	1	\$220,803
Residential 1 & 2 Family Dwelling	New	7/25/18	New Single Family	1	\$220,240
Residential 1 & 2 Family Dwelling	New	8/3/18	New Single Family	1	\$228,418
Residential 1 & 2 Family Dwelling	New	8/9/18	New Single Family	1	\$221,293
Residential 1 & 2 Family Dwelling	New	9/19/18	New Single Family	1	\$221,293
Residential 1 & 2 Family Dwelling	New	8/16/18	New Single Family	1	\$220,544
Residential 1 & 2 Family Dwelling	New	9/5/18	New Single Family	1	\$229,963
Residential 1 & 2 Family Dwelling	New	9/19/18	New Single Family	1	\$254,537
Residential 1 & 2 Family Dwelling	New	9/4/18	New Single Family	1	\$230,032
Residential 1 & 2 Family Dwelling	New	9/4/18	New Single Family	1	\$226,535
Residential 1 & 2 Family Dwelling	New	10/8/18	New Single Family	1	\$246,901
Residential 1 & 2 Family Dwelling	New	9/5/18	New Single Family	1	\$224,639
Residential 1 & 2 Family Dwelling	New	10/8/18	New Single Family	1	\$311,203
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$172,916
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$178,096
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$178,096
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$172,826
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$172,916
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$178,096
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$178,096
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$178,096
Residential 1 & 2 Family Dwelling	New	7/6/18	New Townhome	1	\$172,916
				25	\$5,489,917

JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



Recovery Program Discussion

Meeting Date: September 22, 2020
Department: Public Works
www.junctioncityoregon.gov

Agenda Item Number: 6
Staff Contact: Gary Kaping
Contact Telephone Number: 541-998-3125

ISSUE STATEMENT

This is a discussion on the possibility of creating a recovery program for utility bills.

BACKGROUND

At the July 28th Council work session there was discussion of the City creating a recovery program. Staff is looking for some input from the Council on what that program should look like.

Staff understood that some members of the Council would like some kind of donation option set up to give people the ability to donate and help fund this program. Staff is hoping for a little more input on this. Is this something the Council would like to see on the water bill, on the web site, in a flyer that could go out with the bills, or something different.

Staff was asked to look into any other programs that might be out there like this. Staff reached out to Lane County and Community Lending Works. Lane County did not respond.

Community Lending Works said that the criteria they use for qualifying for assistance is a certain percentage of loss in income. They require people to provide income verification. They asked to have a pay stub from February prior to the pandemic and then a paystub from March or April showing that have had a 20% loss in income due to the COVID pandemic. From that you could establish a percentage that you would like to use and determine if you would like the assistance to be a 1 time a year assistance or a monthly assistance or some other form of assistance.

Staff has budgeted money in this year's budget to help seed a program. We can use \$40,000.00 from the Sewer Capital Plan, \$10,000.00 from the Water Capital Plan, and \$10,000.00 from the Sanitation Capital Plan. This would not cause any problems in these funds.

At the August 31st Public Works Committee, the Committee wanted to have people qualify by providing proof of income prior to COVID-19 and post COVID-19 to prove they have lost at least 20% of there income. If they had, the Committee wanted to provide \$100.00 to help them with their water, sewer, and sanitation bill.

Staff is looking forward to the Council's input on a recovery program.

COMMITTEE REVIEW

The Public Works Committee reviewed this at the August 31, 2020 meeting. The Committee wanted to send this to Council for discussion.

RELATED CITY POLICIES

None.

LEGAL REVIEW

This item was reviewed as a part of the packet.

CITY ADMINISTRATOR’S COMMENT

Provide direction to staff as how the Council would like to proceed.

COUNCIL OPTIONS

The Council can, at its pleasure:

- None

ATTACHMENTS

- NONE

FOR MORE INFORMATION

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