

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, February 7, 2019, in City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Chair Bill DiMarco, Councilor Dale Rowe, Councilor Sandie Thomas, City Administrator Jason Knope, and Finance Director Mike Crocker. Councilor Stott was in the audience.

1. Call to Order

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

2. Chamber of Commerce Funding Request

City Administrator Knope presented the Tri-County Chamber of Commerce funding request. A short review of the purpose of the funds and source of the funds was given by the City Administrator.

The consensus of the Committee was to direct staff to forward the Chamber's request to Council.

3. Salary Compression Issue/Compensation Survey

City Administrator Knope presented the agenda item. He reviewed the salary compression in relation to the Police Sergeant positions. He stated that the problem was compounded when the police association contract was approved. He stated that there was a time in the past when the non-represented group passed on a COLA to help the budget. He suggested that an outside consultant be utilized for any compensation study that may be done.

The Committee's consensus was to direct the City Administrator to bring back a draft RFP.

4. Comp Plan Map Update Project

City Administrator Knope began the discussion of the comp plan map update project. The plan is now over 5 years old and should be updated every 5 years. Staff has been working with DLCDC to come up with a draft scope of work language that could be used as part of an RFP to hire a consultant to update the City's Comp Plan. The draft language was provided to the Committee. Staff is recommending that the Committee take a phased approach to the Comp Plan Map update. To do this staff is suggesting that the City put language into the RFP that would give the City the flexibility to work with the Consultant to develop two or more subsequent projects to complete this work.

The Committee directed the City Administrator to bring back to Committee a draft RFP for review.

5. Archive & Records Management Discussion

City Administrator Knope introduced the discussion. The current archive site is the old “digester” building, which is used for physical of historical and archived records. There is a need for better facilities, which could be a shared facility. The scope of the records was reviewed. Councilor DiMarco brought up the volume of records stored by the Junction City Historical Society.

Councilor Rowe asked what the potential for the archive program might be. City Administrator responded that there are digital storage needs and well as physical records.

The consensus of the Committee was to direct Administrator Knope to bring back additional information.

6. Planning Department Reorganization

City Administrator discussed the Planning Department Reorganization. He stated that the Planning department is estimated to have a funding gap in the upcoming budget year. Based on current FY19/20 budget projections, the Planning department will have an approximate \$70,000 shortfall. While there is some fund balance within the fund, it is not enough to keep the department from going negative. As part of the budget prep, staff looked at the following options:

1. Let the fund run in a deficit
2. Find one-time funding sources from the City’s budget
3. Combine the Planner position with another position to utilize additional funding sources
4. Look for grants to help fund the Planner position.
5. Reduce the position to fit within funding expectations.
6. Change the position to a lesser position that still meets the basic needs of the City.

Councilor DiMarco asked if anything had changed in the budget that highlighted the funding of the Planning function. City Administrator Knope responded that the changes with Building, the Claire contract, the past Department of Corrections work and Public Works has changed the planning needs for the City.

The appropriate level of planning services was discussed and how the City would meet the needs of the developers and other customers. Possible budget options were also discussed.

The consensus of the Committee was to direct the City Administrator to include the proposal in the current budget in progress and bring back a draft job description for a planning tech.

7. Internal Services Department Reorganization

The City Administrator Knope began the discussion on a potential reorganization within the Internal Services Department.

Currently there is an opportunity to review the staffing and organization of the Internal

The Committee directed the City Administrator to move forward and bring back additional information to the next meeting.

8. Other Business

None.

9. Adjournment

As there was no further business, the meeting was adjourned at 08:20 p.m.

Respectfully Submitted:



Mike Crocker, Finance Director