

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

**PRESENT WERE:** Chair Bill DiMarco, Councilor Sandie Thomas, City Administrator Jason Knope, and Finance Director Mike Crocker. Councilor Dale Rowe was excused. Councilor Rob Stott was in the audience. Guests included Cindy Decker, Kathy Campbell and Jessica La Farga with Habitat for Humanity, Matt Nelson with the Scandinavian Festival Association, and Planning Commission members Jeff Haag and Jim Hukill.

### **1. Call to Order**

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

### **2. Approval of Minutes for December 6, 2018 and February 7, 2019.**

**Consensus:** By a consensus of the Committee, the December 6, 2018 and February 7, 2019 minutes were approved.

### **3. Community Facilities Financing Discussion**

Chairman DiMarco introduced the discussion item. City Administrator Knope discussed possible available budget which included funds in the State Revenue Sharing Fund and the Community Development Revolving Loan Fund, RMTP funds.

Matt Nelson with the Scandinavian Festival discussed some of the facilities needs for the association. He also discussed upcoming events in the City and mentioned that RMTP funds may be a good use of these funds. The upcoming World Track championships will be coming to Eugene the same weekend as the Scandi Run.

The Committee and the City Administrator discussed using the Projects To Be Determined line in the State Revenue Sharing Fund and Mr. Nelson agreed to bring back bids to the Finance/Judiciary Committee some of their projects. Mr. Nelson discussed other improvements the Association would like to make on the Association's property.

### **4. Comp Plan Map Update Project**

City Administrator Knope presented the agenda item. This is an update on the Comp Plan Map Update Project. The RFP as requested by the Committee was provided. Staff has been working with the City Attorney's office to put together a draft Request for Proposals (RFP) for the Committee to review. Staff is looking for feedback and direction on the Proposal.

The next step in the process is, once Committee is satisfied, the RFP would then go to Council for consideration prior to it being published.

Chairman DiMarco asked if staff had a suggestion on how to choose the consultant for the project. He also gave some history on the process the City went through during the last update. Mr. Haag discussed some of the needs that may need to be considered in an upcoming update. Chairman DiMarco mentioned that Habitat has been priced out of the market for available building lots. Some of the challenges for affordable and Habitat were discussed. The cost of land and the related fees were discussed by the group.

City Administrator Knope reviewed possible directions for the process and possible items that may need to be addressed.

Chairman DiMarco suggested that the a request could be made to the DLCCD local representative to come back to the next Committee meeting and that the group attending, should return for the next meeting. City Administrator Knope stated that the RFP is structured to address a housing needs analysis, but still enable the City to address other items if it is needed.

Mr. Haag suggested that the available land inventory could be reviewed to determine the current need.

The Committee directed staff to contact the DLCCD representative for the next Committee meeting.

## **5. Draft FY19/20 Budget Review**

City Administrator Knope began the discussion and the review of Administration, Finance, Court, Capital Projects Fund, and the Internal Services Department. He reviewed the positions that staff is planning to include in the proposed budget. The expected allocations for property taxes and general revenue were reviewed. The department's budget worksheets were reviewed. The CEP documents for the departments were also included in the packet.

Chairman DiMarco asked if the Court and City Hall security projects are included in the upcoming budget. City Administrator Knope stated that they were not included.

The Community Development Revolving Loan fund was reviewed. Members of the audience inquired about the purpose of the fund.

The Internal Services Department was reviewed. City Administrator Knope stated that the Current Maintenance Coordinator is retiring, and the mechanic position will be replaced with a needed IT position for the City.

State Revenue Sharing Fund, the Building Replacement Fund and the Health Insurance Funds were reviewed.

The Building Department was reviewed. The Building Department will be presented as a separate department in the upcoming proposed budget. The planning services will be included in the Public Works Administration section.

The Planning function budget and related personnel costs for a planning tech were reviewed. Part of the cost for the Planning Tech will be shared with Public Works Administration. Mr. Hukill asked what the savings is for having a Planning Tech instead of the Planner. The savings will be the personnel costs and the amount of personnel costs shared with Public Works Administration. There is also \$20,000 that will be in the Non-Departmental section of the General Fund budgeted for professional services. City Administrator Knope was asked to review the planning work load and what the planning needs are for the City. The level of customer service for planning services was also discussed.

#### **6. Other Business**

None.

#### **7. Adjournment**

As there was no further business, the meeting was adjourned at 9:40 p.m.

Respectfully Submitted:

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Mike Crocker, Finance Director