

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, April 4, 2019, in City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Chair Bill DiMarco, Councilor Sandie Thomas, Councilor Dale Rowe, City Administrator Jason Knope, Finance Director Mike Crocker and HR Manager Stephanie Moran.

Councilor Rob Stott was in the audience.

1. Call to Order

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

2. Approval of Minutes for March 7, 2019.

Consensus: By a consensus of the Committee, the March 7, 2019 minutes were approved.

3. Comp Plan Map Update Project

This is an update on the Comp Plan Map Update project. City Administrator presented the update on this project. 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 the Committee is satisfied, the RFP would then go to Council for consideration prior to it being published. The language incorporates language to allow for an advisory committee. The Committee discussed a committee makeup that would include Council and Planning Commission members. Councilor Rowe asked when the Comp Plan was last updated. Chairman DiMarco responded that it was approved by Council in 2013. The Committee discussed reaching out to the School District for possible involvement in the process. The next step would be to refine and fill in the parameters in the RFP and bring it back to the Committee in May.

The Committee directed City Administrator Knope to draft a letter for Committee review to the Junction City School Board. The letter would be from Council to the School Board.

The Committee agreed to have the City Administrator complete the draft RFP and bring it back to the Committee in May.

4. Salary Compression/Salary Survey Project

This is an update on the Salary Compression/Salary Survey Project. City Administrator Knope stated that staff has reached out to Portland State University

to develop a scope of work based on what the Committee wanted to see for a study on the non-represented. Information on a study was presented to the Committee for review.

The information from PSU stated:

“The City of Junction City is seeking an in-depth compensation study that involves an assessment of up to 10 unique positions in up to 10 comparator jurisdictions and necessitate the acquisition of rich content and data.”

The cost would be in the range of \$10,000 for PSU. City Administrator Knope stated that the next step would be to develop the agreement with PSU.

Admin Services/HR Manager Moran stated that the state is directing employers to have these comp studies done. Administrator Knope stated that the studies done by PSU have been of good quality. He stated that any changes would be targeted for FY20/21. Councilor Rowe asked how long it would take to complete the study. Administrator Knope stated that it could be from 1 to 4 months. Administrator Knope stated that the study looks at all compensation and benefits and not just salary.

The Committee was in favor of having staff move forward.

5. City Computer Update Project

Administrator Knope began the discussion. This is an initial presentation of a proposed project to update the City’s computer system.

In November 2018 the City had an external assessment done of the City’s computer and network systems. From that assessment, a project is being proposed to address these issues. Attached to this AIS is a report outlining the proposed project. At this time, staff is not asking for any action from the Committee.

He stated the project to make upgrades and correct problems could be broken into several phases. The first phase may be to address the basic system issues and allocate staffing.

Councilor Rowe asked about how involved a staff IT person would be in correcting issues from the study. Administrator Knope stated that any consultants would help train IT staff and facilitate other staff training. Councilor Thomas asked about funding for this project. Administrator Knope responded that some funds have already been put aside for this project.

The Committee agreed with the staff recommendations.

6. Community Facilities Financing Discussion

Administrator Knope began the discussion. The Committee asked at the last meeting for some funding sources. Administrator Knope reviewed areas in the Community Development Revolving Loan Fund and the State Revenue Sharing Fund that could be used.

The Committee discussed having the request from the Scandinavian Festival come back to this Committee. Administrator Knope stated that an agreement similar to the JC Historical Society agreement may be good. Councilor Rowe asked if this would be a grant or a loan. The Committee agreed it would be a grant.

The Committee directed staff to continue with this project.

Administrator Knope asked if the committee would be interested in formalizing a city grant program.

7. Department of Revenue Intergovernmental Agreement

Finance Director Crocker presented the Oregon Department of Revenue Intergovernmental agreement. The agreement is for the purpose of submitting court collection accounts to the State to be deducted from tax refunds and forwarded to the Court for payment on delinquent accounts. Many cities in the state utilize this service.

The Committee directed staff to forward the agreement to Council subject to legal review.

8. Other Business

Administrator Knope asked the Committee to review a draft agenda for the April 11, 2019 Budget Committee meeting. The Committee approved the draft agenda.

9. Adjournment

As there was no further business, the meeting was adjourned at 7:25 p.m.

Respectfully Submitted:



Mike Crocker, Finance Director