

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, April 23, 2020, as a virtual meeting by conference call, Junction City, Oregon.

**PRESENT WERE:** By Phone: Chair Bill DiMarco, Councilor Sandie Thomas, Councilor Dale Rowe, and City Administrator Jason Knope.

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

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

### **2. Business Pandemic Impact Support Program Review**

City Administrator Knope discussed the program to assist local businesses as a grant type program that will target smaller businesses in Junction City. This grant program was developed to help provide support to the local business community during the COVID-19 pandemic. It does not require the applicant to repay the funds if awarded and program conditions are met. This program has a limited scope and is intended to supplement, not replace, other available federal, state, and local programs.

It intended to have a quick turnaround for funding the qualified businesses. The funding would come from the economic development program section of the Community Development Revolving Loan Fund. The economic development program is separate from the loan program in the fund. The funds in the economic development section is not designated for any other projects at this time. The intent is to keep the program simple for applicants and have a quick turnaround. It is meant to help those who have been closed due to the pandemic or their revenue is very low. Also, non-profits and churches would be part of the program. Local businesses in Junction City are the intent of the program.

Councilor Thomas asked to clarify that the funds are not funds from the RLF loan program. City Administrator Knope confirmed that they were not.

Councilor Rowe asked how much of the \$136,500 budgeted amount on the economic development program might be used? City Administrator Knope responded that the preference would be for Council to allow the entire amount to be used.

The draft document with the comments by legal was reviewed by City Administrator with the Committee.

Eligible expenses include:

- Rent, lease, or mortgage bills

- Utility Bills o Water
- Sewer
- Garbage
- Electricity
- Gas
- Telecommunications (including phone, internet, and security subscriptions)
- Building insurance premiums or Renter's Insurance premiums

The qualifications were discussed and various options. The intent is for a clear set of guidelines that staff can use to process the requests.

The Committee discussed the intent of the program which is to help small businesses and the appropriate language to define the language in the requirements.

Eligible expenses would be from April 1st forward. April 1st is the first month following the Governor's order. The businesses would make a request each month.

The cap in this draft is \$3,000. The Committee discussed an appropriate monthly cap for the payments. Councilor Rowe asked how many businesses in Junction City may qualify under the program. City Administrator Knope stated that this is unknown at this time. He also stated that there is a loan program being considered as a separate program. The Committee directed staff to change the monthly limit to \$2,500.

The Committee changed the language to one application per business per month. The end date of the program was changed to read 30 days following when executive order 20-12 ends. Language is included to refer applications to Council if a request is greater than the program award limit.

The program application instructions were reviewed by the City Administrator. He suggested taking it to the next Council meeting and applications would begin to be processed a week following Council approval.

The Committee directed City Administrator Knope to include the grant program documents in the Council packet next week.

### **3. Adjournment**

As there was no further business, the meeting was adjourned at 7:27 p.m.

Respectfully Submitted:



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Mike Crocker, Finance Director