

A G E N D A

**Finance/Judiciary Committee
and Possible Quorum of the Budget Committee and/or City Council
City of Junction City
680 Greenwood Street**

Virtual Meeting

**Thursday, September 3, 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 Committee 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

1. Call to Order
2. Changes to the Agenda
3. Approval of Minutes – August 6, 2020
4. JC Grange Funding Request
5. Budget Review & Update
6. Master Fee Schedule Review
7. Revenue Allocation Review
8. Phone System Replacement Project
9. Other Business
10. Adjournment

Next standing meeting scheduled for Thursday, October 1st, 2020 at 6:30 pm.

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

PRESENT WERE: By Phone: Chair Bill DiMarco, Councilor Sandie Thomas, Councilor Dale Rowe, City Administrator Jason Knope, and Finance Director Mike Crocker. City Municipal Judge Ashlee Wiese attended for agenda item 4.

1. Call to Order

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

2. Changes to the Agenda

None

3. Approval of Minutes

The Committee minutes for July 2, 2020 were approved.

4. Judge Annual Update

Judge Wiese attended the meeting to give an update to the Committee on Court operations. The Court has been closed since March 17th due to the pandemic and reopened July 9th.

Extensions to pay have been granted until August 31st and expire on that date. She stated that we have had a high appearance rate since reopening. Social distancing has been working well on court days and smoothly as people check in, move through security and into the court room. Today with 19 on the docket, court was done by noon. Court for next week was scheduled to be cancelled due to the festival. The additional court time made available is not needed for any backlog. The entire backlog is now cleared for criminal cases.

She stated that Admin and Court staff have been amazing. Sanitizing has been done to keep up safety.

The Committee thanked Judge Wiese for her update and the service provided by her and the Court.

Chairman DiMarco asked about any technology upgrades since the last update. Judge Wiese stated that upgrades are completed. The Court Clerk is now doing e-citations. Chairman DiMarco asked about the recruiting for Court Appointed attorneys. Judge Wiese

stated the Court only had one to serve our Court, but now has three attorneys, thanks to assistance from the City Administrator.

5. Finance Software RFP Review

Finance Director Crocker presented a draft Request for Proposals for financial, utility billing and human resources software.

The purpose of the software RFP is to solicit proposals from qualified firms for a full range of financial management, utility billing and human resources applications that include software, implementation services, ongoing training, and technical support. Ideally, staff would like to acquire these software modules as one integrated solution from one vendor. Staff expects to achieve substantial gains in productivity, efficiency, and accuracy through the implementation of a new system. In addition, staff seeks to minimize internal support costs by utilizing technology.

The RFP anticipates a complete proposal that includes project planning, implementation, training and on-going support and updates. The budgeting for the project is included in the FY20/21 budget in the capital projects funds. About half of the budgeting is in the Finance Capital Projects Fund. The City has been using Springbrook for about 25 years.

The RFP document is well developed and was based on good examples found from other Oregon Cities and Counties. The sections of the RFP include legal and practical parameters, product requirements, the proposal format, evaluation outline and a sample contract. The dates can be adjusted if the Committee and Council choose to move forward.

The City Administrator stated that there will be additional hardware required to meet the vendor's requirements. Councilor Rowe asked if one vendor will be able to supply the entire package needed. Finance Director Crocker stated that most of these software packages supplied by the larger vendors will have an integrated package with all the needed modules. Councilor Rowe asked about the internal review process. City Administrator Knope stated that staff will begin the process to review the RFP responses. The IT department will review the RFP responses for the IT requirements. City Administrator Knope stated that the current system is still based on Windows 95.

The Committee discussed the importance of using a USA based company and the ability to service the City. Councilor Thomas asked about how many companies there may be who could respond to the RFP. City Administrator Knope responded that there should be at least four that we know of now.

The Committee agreed unanimously to forward the draft RFP and goods and services contract to the City's Legal Counsel for review and then to Council if Legal Counsel has no substantive changes.

6. Salary Compensation Survey Results Review

City Administrator Knope began the discussion for the Salary Compensation Survey Results Review. This is the presentation of the Salary Survey for non-represented positions that the Committee directed staff to conduct.

In September, the City asked Portland State University (PSU) to complete a total compensation survey of the management positions within the City. This was prompted by several compression issues within the current pay scale. Due to staffing changes and the impacts of COVID, PSU was delayed in completing the project. The survey was finalized in June of 2020.

The survey is different from typical surveys due to the fact that it takes into account all aspects of compensation including wages, insurance, time off, and other perks that the City may provide. With the exception of Eugene and Springfield, the other agencies that were used were similar size to the City.

While PSU completed what was asked of them, staff is recommending that the City contract with PSU to modify their report to include the positions of Deputy Chief (new position), Dispatch Supervisor, City Planner and Library Director. The Planner and Dispatch Supervisor positions are inactive positions that may be used in the near future for the City, and staff would like to make sure those positions are correct as well. The Deputy Chief position was based on a percentage increase above the Sergeant position. Due to the fact that the Sergeant position has the most compression issues, staff would like to make sure the Deputy Chief position is correct as well.

He stated that there were differences compared to other similar sized cities. The differences may relate back 10 years ago when management staff did not get cola increases to help balance the budget. The City Administrator would like the committee to consider the findings at a future meeting.

He stated that he would like the Committee to allow staff to have PSU add the above positions to the study. Councilor Thomas asked what the cost would be. City Administrator Knop responded that the cost would be about \$2,800 and would be covered in the Administration budget.

Councilor Rowe stated that the document was very thorough and professional. He was concerned that Eugene and Springfield were included. Administrator Knope stated that a version without Eugene and Springfield could be done.

The Committee directed staff to request the cost to add the four positions and return to Committee with the cost.

Councilor DiMarco asked the City Administrator if there would be a long term discussion. City Administrator Knope stated that it would be helpful to have something decided before the next budget cycle.

7. Other Business

City Administrator stated that the MTM property behind the Pitney has become available. There would be a benefit to the City and it would be worth the City looking at the options. Councilor Thomas asked what our interest may be. Administrator Knope responded that the unique property may assist the City with additional office space, needs for Community Services, or other needs. The Committee directed Administrator Knope to move forward and get more information on the property.

Chairman DiMarco asked Finance Director Crocker how the additional ending fund balance realized in the General Fund at the end of June could be utilized. Director Crocker responded that since it wasn't known when the budget was developed, and it was not included in the appropriations. One item that increased the general fund ending fund balance was the University of Oregon paid over \$300,000 for one year of dispatch services, which was expected to be received one month at a time.

8. Adjournment

As there was no further business, the meeting was adjourned at 7:43 p.m.

Respectfully Submitted:



Mike Crocker, Finance Director

FINANCE & JUDICIARY COMMITTEE

AGENDA ITEM SUMMARY



JC Grange Funding Request

Meeting Date: September 3, 2020
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 4
Staff Contact: Jason Knope
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

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

BACKGROUND

Staff has been contacted by the local grange with a request for assistance. The Grange is in the process of putting together a grant application to help fund a project to repaint/make repairs to the exterior of the building.

The Grange is applying for a \$5,000 grant and is asking the City to provide an additional \$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.

Staff is seeking direction from the Committee as to how it would like to proceed.

RELATED CITY POLICIES

None.

COMMITTEE OPTIONS

Provide staff direction as desired.

ATTACHMENTS

1. Email dated August 24, 2020

FOR MORE INFORMATION

Staff Contact: Jason Knope
Telephone: 541-998-2153
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:

Proposal

DATE 8/21/2020	ESTIMATE NO 3317
-------------------	---------------------

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

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 coating. 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 TOTAL 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			TOTAL \$23,971.00

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

-Rechelle
 Sent from my iPhone

On Aug 24, 2020, at 10:07 AM, Rechelle-Grange Secretary <rechellejgrange@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

FINANCE & JUDICIARY COMMITTEE

AGENDA ITEM SUMMARY



Budget Review & Update

Meeting Date: September 3, 2020
Department: Finance
www.junctioncityoregon.gov

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

ISSUE STATEMENT

The Committee asked staff to bring information on several topics related to the budget which include:

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.

RELATED CITY POLICIES

Fiscal Policy for Budget

COMMITTEE OPTIONS

1. Request additional information from staff
2. Further direction to staff

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

FINANCE & JUDICIARY COMMITTEE

AGENDA ITEM SUMMARY



Master Fee Schedule Review

Meeting Date: September 3, 2020
Department: Finance
www.junctioncityoregon.gov

Agenda Item Number: 6
Staff Contact: Mike Crocker
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

The purpose of a Master fee Schedule is to summarize the fees and charges for various City services such as utilities, building permits, court fees, and community services. It is a comprehensive list that the City makes available to the public. A master fee schedule is typically reviewed on a periodic or annual basis as recommended by best practices. The master fee schedule is a compilation of fees only. It serves as a central reference for fees across all departments and does not take the place of any fee-setting procedure or process in any department.

BACKGROUND

In December 2013, Council included a “Master Fee Schedule” on the list of items in the Long Range Financial Plan. The last revision of the schedule was in 2018.

RELATED CITY POLICIES

None

LEGAL REVIEW

None

COMMITTEE OPTIONS

- A. Provide direction to staff with changes to the document or process.
- B. Forward to Council with recommendation to adopt

ATTACHMENTS

- A. 2020 Master Fee Schedule Draft

FOR MORE INFORMATION

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

Master Fee Schedule

The City Of Junction City



Draft 8/25/20

2020

Table of Contents

Administration	5
Licenses	5
Measure 37 Claims.....	5
Photocopies	5
Private Security	5
Public Records.....	5
Rotational Tow List	5
Permits.....	6
Electrical Permit	6
New Residential Single or Multi-family Dwelling.....	6
Services or Feeders Installation, Alteration, and/or Relocation.....	6
Temporary Services or Feeders Installation, Alteration, and/or Relocation	6
Branch Circuits	7
Miscellaneous	7
Limited Energy Permits (Residential).....	7
Limited Energy Permits (Commercial)	7
Mechanical Permit.....	8
Residential Equipment/System Fees	8
Commercial Mechanical Permits	9
Other Inspection Fess	10
Plumbing Permit	10
New Single and Two-Family Dwelling	10
Site Utilities	10
Fixtures or Items	10
Sewer	12
Water Service.....	12
Storm & Rain Drain	12
Miscellaneous Permits	12
Appeal of a Civil Administrative Penalty.....	12

Medical Gas Systems (Based on Total Valuation).....	12
Residential Fire Suppression Permit (Multipurpose or Continuous Loop System).....	13
Residential Fire Suppression Permit (Stand Alone System).....	13
Phased Projects.....	13
Deferred Submittals.....	13
Manufactured Home Placement Permit.....	13
Set Up Permit.....	13
Permanent Steps & Skirting.....	13
Plumbing Permit.....	13
Electrical Permit.....	13
State MH Fee.....	13
Appeal Fee.....	13
Community Services.....	14
Community Center.....	14
Library.....	14
Pool.....	14
Franchise Fees.....	16
Cable.....	16
Communications.....	16
Electricity.....	16
Gas.....	16
Municipal Court.....	17
Changed/Altered Pay Agreement.....	17
Warrant.....	17
Suspension.....	17
Re-open Case- For Each Charge.....	17
Show Cause.....	17
NSF Check Return.....	17
Discovery.....	17
Minor in Possession Deferment.....	17
Marijuana Deferment.....	17
Traffic Deferment.....	17

Park Rentals	18
Park Rentals	18
Planning and Development Fees	19
Other Charges	20
Police.....	21
Dog Control	21
Utilities	22
Sanitation	22
Garbage Dumpsters	22
Will Call Dumpster	23
Infectious Waste Disposal.....	23
Removal of Garbage and Refuse.....	23
Removal of Contaminated Load.....	24
Sewer	25
Residential Sewer Rates.....	25
Commercial Sewer Rates	25
Water	26
Residential Water Rates.....	26
Commercial Water Rates	26
Outside City Limits Water Rates	27
Multi-Family Unit Water Raters.....	27
Water Meter Installation	27
System Development Charges	28

Administration

Item	Fee	Set By
Licenses		
Business License-Itinerant	\$25 application/\$25 per month	JCMC 5.35
Business Licenses-Temporary	\$25 application/\$20 per month	JCMC 5.35
Garbage Hauling License	\$40 per month	JCMC 8.05
Lien Search Fees	\$25	Res. 985
Liquor License	\$10 (new and renewal)	NA
Social Gaming License	\$50/annually	JCMC 5.25/Res. 903
Measure 37 Claims	\$500 Base Processing Fees	JCMC 2.75/Res. 846
Photocopies	\$0.25 per copy	Res. 265
Private Security		
Premises Security Employers	\$250/One-time fee	JCMC 5.30
Private Security Agencies	\$250/Annually	JCMC 5.30
Public Records		Res. 826
Copies	\$0.25 per copy	Res. 826
Fax	\$0.75 per page	Res. 826
CD's	\$5 per item	Res. 826
Photograph Copies	Actual cost for copying/delivering	Res. 826
Requiring Attorney Time	City's cost for attorney fees	Res. 826
Oversized Documents/Others	Per OAR 166-10-0016 or City's actual cost	Res. 826
More than 30 min. of staff time	Staff's time is based on hourly wage/benefits	Res. 826
Rotational Tow List	\$75 application/renewal	Res. 945
Room Tax	8%	Res. 240

Permits

Item	Fee	Set By
Commercial & Residential Permits	Based on total valuation	JCMC 15.05/Res 1171
State surcharge of 12% added to the total and a plan check fee which is 65% of the permit fee		

Electrical Permit

Item	Fee	Set By
New Residential Single or Multi-family Dwelling		
1,000 sq. ft. or less	\$117	JCMC 15.05/Res 1171
Each additional 1,500 sq. ft. or portion	\$21	JCMC 15.05/Res 1171
Limited Energy (Residential)	\$27.50	JCMC 15.05/Res 1171
Limited Energy (Non-Residential)	\$27.50	JCMC 15.05/Res 1171
Each Manufactured or Modular Dwelling, Service, and/or Feeder	\$69	JCMC 15.05/Res 1171
Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$87	JCMC 15.05/Res 1171
201 amps to 400 amps	\$103	JCMC 15.05/Res 1171
401 amps to 600 amps	\$172	JCMC 15.05/Res 1171
601 amps to 1,000 amps	\$224	JCMC 15.05/Res 1171
Over 1,000 amps or volts	\$516	JCMC 15.05/Res 1171
Reconnect Only	\$69	JCMC 15.05/Res 1171
Temporary Services or Feeders Installation, Alteration, and/or Relocation		
200 amps or less	\$69	JCMC 15.05/Res 1171
201 amps to 400 amps	\$95	JCMC 15.05/Res 1171
401 amps to 600 amps	\$138	JCMC 15.05/Res 1171
601 amps to 1,000 amps	\$200	JCMC 15.05/Res 1171

Item	Fee	Set By
Over 1,000 amps or volts	\$465	JCMC 15.05/Res 1171
Branch Circuits		
Branch Circuits with Service or Feeder Fee, each Branch Unit	\$4.40	JCMC 15.05/Res 1171
Branch Circuits without Service or Feeder Fee, each Branch Unit	\$59	JCMC 15.05/Res 1171
Each Additional Branch Circuit	\$4.40	JCMC 15.05/Res 1171
Miscellaneous		
Pump or Irrigation Cycle	\$69	JCMC 15.05/Res 1171
Sign or Outline Lighting	\$69	JCMC 15.05/Res 1171
Signal Circuit(s) or Limited Energy Panel, Alteration, or Extension	\$69	JCMC 15.05/Res 1171
Each Additional Inspection	\$60.50	JCMC 15.05/Res 1171
Limited Energy Permits (Residential)		
Fee for All Systems*	\$27.50	JCMC 15.05/Res 1171
Limited Energy Permits (Commercial)		
Audio and Stereo Systems	\$27.50	JCMC 15.05/Res 1171
Boiler Controls	\$27.50	JCMC 15.05/Res 1171
Clock Systems	\$27.50	JCMC 15.05/Res 1171
Data Telecommunication Installation	\$27.50	JCMC 15.05/Res 1171
Fire Alarm Installation	\$27.50	JCMC 15.05/Res 1171
HVAC	\$27.50	JCMC 15.05/Res 1171
Instrumentation	\$27.50	JCMC 15.05/Res 1171
Intercom and Paging Systems	\$27.50	JCMC 15.05/Res 1171
Landscape Irrigation Control	\$27.50	JCMC 15.05/Res 1171
Medical	\$27.50	JCMC 15.05/Res 1171
Nurse Calls	\$27.50	JCMC 15.05/Res 1171
Outdoor Landscape Lighting	\$27.50	JCMC 15.05/Res 1171

Item	Fee	Set By
Protective Signaling	\$27.50	JCMC 15.05/Res 1171
State surcharge of 12% added to the total		

**These include audio and stereo, burglar alarm, garage door opener, heating, ventilation, air conditioning, and vacuum systems*

Mechanical Permit

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
Residential Equipment/System Fees		
Heating/Cooling		
Furnace Add-On Air Conditioning	\$19	JCMC 15.05/Res 1171
Gas Heat Pump	\$15.40	JCMC 15.05/Res 1171
Duct Work	\$15.40	JCMC 15.05/Res 1171
Hydronic Hot Water System	\$15.40	JCMC 15.05/Res 1171
Residential Boiler	\$11	JCMC 15.05/Res 1171
Unit Heaters (fuel-type, not electric), in-wall, in-duct, suspended, etc.	\$11	JCMC 15.05/Res 1171
Flue/Vent for any of the Above	\$11	JCMC 15.05/Res 1171
Other Fuel Appliances		
Water Heater	\$11	JCMC 15.05/Res 1171
Gas Fireplace	\$11	JCMC 15.05/Res 1171
Flue Vent for Water Heater or Gas Fireplace	\$11	JCMC 15.05/Res 1171
Log Lighter (gas)	\$11	JCMC 15.05/Res 1171
Wood/Pellet Stove	\$11	JCMC 15.05/Res 1171
Wood Fireplace/Insert	\$11	JCMC 15.05/Res 1171
Chimney/Liner/Flue/Vent	\$11	JCMC 15.05/Res 1171
Environmental Exhaust and Ventilation		

Item	Fee	Set By
Range Hood/Other Kitchen Equipment	\$11	JCMC 15.05/Res 1171
Clothes Dryer Exhaust	\$11	JCMC 15.05/Res 1171
Single-Duct Exhaust	\$7.40	JCMC 15.05/Res 1171
Attic/Crawl Space Fans	\$7.40	JCMC 15.05/Res 1171
Other	\$6.30	JCMC 15.05/Res 1171
Fuel Piping		
First Four	\$5.90	JCMC 15.05/Res 1171
Each Additional	\$1.10	JCMC 15.05/Res 1171
Furnace, etc.	\$15.40	JCMC 15.05/Res 1171
Gas Heat Pump	\$15.40	JCMC 15.05/Res 1171
Wall/Suspended/Unit Heater	\$15.40	JCMC 15.05/Res 1171
Water Heater	\$11	JCMC 15.05/Res 1171
Fireplace	\$11	JCMC 15.05/Res 1171
Range	\$11	JCMC 15.05/Res 1171
Barbecue	\$11	JCMC 15.05/Res 1171
Clothes Dryer (gas)	\$11	JCMC 15.05/Res 1171
Commercial Mechanical Permits (Based on total valuation)*		
\$1 to \$5,000	\$79.75 minimum fee	JCMC 15.05/Res 1171
\$5,001 to \$10,000	\$79.75 for the first \$5,000 (plus \$1.67 for each additional \$100 or fraction thereof, up to and including \$10,000)	JCMC 15.05/Res 1171
\$10,001 to \$25,000	\$163.25 for the first \$10,000 (plus \$1.69 for each additional \$100 or fraction thereof, up to and including \$25,000)	JCMC 15.05/Res 1171
\$25,001 to \$50,000	\$416.75 for the first \$25,000 (plus \$1.60 for each additional	JCMC 15.05/Res 1171

Item	Fee	Set By
	\$100 or fraction thereof, up to and including \$50,000)	
\$50,001 and up	\$816.75 for the first \$50,000 (plus \$1.32 for each additional \$100 or fraction thereof)	JCMC 15.05/Res 1171
Other Inspection Fess		
Inspections Outside of Normal Business Hours	\$68.75/Hour/Two Hour Minimum	JCMC 15.05/Res 1171
Inspections for Which No Fee is Indicated	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res 1171
Additional Plan Review	\$68.75/Hour/Half Hour Minimum	JCMC 15.05/Res 1171

**25% plan review fee required on all commercial permits*

Plumbing Permit

Item	Fee	Set By
State surcharge of 12% added to the total and a minimum permit fee of \$79.75		
New Single and Two-Family Dwelling		
Single Family Residential (SFR) 1 Bath	\$274.10	JCMC 15.05/Res 1171
SFR 2 Bath	\$385	JCMC 15.05/Res 1171
SFR 3 Bath	\$438.90	JCMC 15.05/Res 1171
Each Additional Bath/Kitchen	\$274.10	JCMC 15.05/Res 1171
Site Utilities		
Catch Basin or Area Drain	\$18.30	JCMC 15.05/Res 1171
Drywell, Leach Line, or Trench Drain	\$18.30	JCMC 15.05/Res 1171
Manholes	\$18.30	JCMC 15.05/Res 1171
Rain Drain Connector	\$18.30	JCMC 15.05/Res 1171
Fixtures or Items		
Absorption Valve	\$18.30	JCMC 15.05/Res 1171
Clothes Washer	\$18.30	JCMC 15.05/Res 1171
Dishwasher	\$18.30	JCMC 15.05/Res 1171

Item	Fee	Set By
Drinking Fountain	\$18.30	JCMC 15.05/Res 1171
Ejectors/Sump	\$18.30	JCMC 15.05/Res 1171
Expansion Tank	\$18.30	JCMC 15.05/Res 1171
Fixture/Sewer Cap	\$18.30	JCMC 15.05/Res 1171
Floor Drain/Floor Sink/Hub	\$18.30	JCMC 15.05/Res 1171
Garbage Disposal	\$18.30	JCMC 15.05/Res 1171
Hose Bib	\$18.30	JCMC 15.05/Res 1171
Ice Maker	\$18.30	JCMC 15.05/Res 1171
Interceptor/Grease Trap	\$18.30	JCMC 15.05/Res 1171
Primer	\$18.30	JCMC 15.05/Res 1171
Roof Drain (commercial)	\$18.30	JCMC 15.05/Res 1171
Sink/Basin/Lavatory	\$18.30	JCMC 15.05/Res 1171
Tub/Shower/Shower Pan	\$18.30	JCMC 15.05/Res 1171
Urinal	\$18.30	JCMC 15.05/Res 1171
Water Closet	\$18.30	JCMC 15.05/Res 1171
Water Heater plus a Mechanical Permit	\$18.30	JCMC 15.05/Res 1171
Laundry Tray	\$18.30	JCMC 15.05/Res 1171
Washing Machine	\$18.30	JCMC 15.05/Res 1171
Floor Drain/Floor Sink (2", 3", or 4")	\$18.30	JCMC 15.05/Res 1171
MFG Home New Water Service	\$51	JCMC 15.05/Res 1171
MFG Home New San./Storm Sewer	\$51	JCMC 15.05/Res 1171
Roof Drains	\$18.30	JCMC 15.05/Res 1171
Other Fixtures	\$18.30	JCMC 15.05/Res 1171

Item	Fee	Set By
Sewer		
1 st 100'	\$60.50	JCMC 15.05/Res 1171
Each Additional 100'	\$51	JCMC 15.05/Res 1171
Water Service		
1 st 100'	\$60.50	JCMC 15.05/Res 1171
Each Additional 200'	\$51	JCMC 15.05/Res 1171
Storm & Rain Drain		
1 st 100'	\$60.50	JCMC 15.05/Res 1171
Each Additional 100'	\$51	JCMC 15.05/Res 1171
Commercial Backflow Prevention Device	\$51	JCMC 15.05/Res 1171
Residential Backflow Prevention Device	\$30.30	JCMC 15.05/Res 1171
Catch Basin	\$18.30	JCMC 15.05/Res 1171
Inspection of Existing Plumbing or Specially Requested Inspections	\$68.75	JCMC 15.05/Res 1171
Rain Drain, Single Family Dwelling	\$71.75	JCMC 15.05/Res 1171
Grease Traps	\$18.30	JCMC 15.05/Res 1171

Miscellaneous Permits

Item	Fee	Set By
Appeal of a Civil Administrative Penalty	\$250.00	JCMC 15.05/Res 1171
Medical Gas Systems (Based on Total Valuation)		
\$1 to \$5,000	\$79.75/Minimum	JCMC 15.05/Res 1171
\$5,001 to \$10,000	\$72.50 for the first \$5,000 and \$1.67 for each additional \$100 or fraction thereof, to and including \$10,000	JCMC 15.05/Res 1171
\$10,001 to \$25,000	\$163.25 for the \$10,00 and \$1.69 for each additional \$100 or fraction thereof, to and including \$25,000	JCMC 15.05/Res 1171

Item	Fee	Set By
\$25,001 to \$50,000	\$416.75 for the first \$25,000 and \$1.60 for each additional \$100 or fraction thereof, to an including \$50,000	JCMC 15.05/Res 1171
\$50,000 and up	\$816.75 for the first \$50,000 and \$1.32 for each additional \$100 or fraction thereof	JCMC 15.05/Res 1171
Residential Fire Suppression Permit (Multipurpose or Continuous Loop System)		
0 to 2,000 Sq. Ft.	\$126.50	JCMC 15.05/Res 1171
2,001 to 3,600 Sq. Ft.	\$176.00	JCMC 15.05/Res 1171
3,601 to 7,200 Sq. Ft.	\$242.00	JCMC 15.05/Res 1171
7,201 Sq. Ft. and Greater	\$339.90	JCMC 15.05/Res 1171
Residential Fire Suppression Permit (Stand Alone System)		
0 to 2,000 Sq. Ft.	\$206.25	JCMC 15.05/Res 1171
2,001 to 3,600 Sq. Ft.	\$255.75	JCMC 15.05/Res 1171
3,601 to 7,200 Sq. Ft.	\$321.00	JCMC 15.05/Res 1171
7,201 Sq. Ft. and Greater	\$419.65	JCMC 15.05/Res 1171
Phased Projects	\$200.00 plus 10% of the total project building permit fee not to exceed \$1500 for each phase	JCMC 15.05/Res 1171
Deferred Submittals	65% of the building permit fee, but no less the \$200	JCMC 15.05/Res 1171
Manufactured Home Placement Permit		
Set Up Permit	\$115.50	JCMC 15.05/Res 1171
Permanent Steps & Skirting	\$11.00	JCMC 15.05/Res 1171
Plumbing Permit	\$157.08	JCMC 15.05/Res 1171
Electrical Permit	Separate	JCMC 15.05/Res 1171
State MH Fee	\$30 .00	JCMC 15.05/Res 1171
Appeal Fee	\$250.00	JCMC 15.05/Res 1135

Community Services

Community Center

Item	Fee	Set By
Fees for the Community Center are divided into three areas heavily subsidized, partially subsidized, and self-supported activities.		JCMC 3.25/Res.1016

Library

Item	Fee	Set By
Late Fees*	\$0.10 per item per day maximum of \$2 per item	JCMC 3.25/Res. 1072
Duplicate Library Card	\$2	JCMC 3.25/Res. 1072
Non-resident Borrowers' Card	\$50/household/year \$30/household/6 months	JCMC 3.25/Res. 1072
	\$40/household/year for seniors (60+) \$25/household/6 months	JCMC 3.25/Res. 1072
Printer and Copier Charges:		
Black and White Copies and Prints	\$0.10/page	JCMC 3.25/Res. 1072
Minimum Replacement Charges for Lost Material	Replacement Cost	JCMC 3.25/Res. 1072

**Charged for each item, by the day, beginning the day after due*

Pool

Item	Fee	Set By
Daily Admission	\$2/child/resident \$2.50/child/nonresident	JCMC 3.25/Res. 1096
	\$3.50/adult /resident \$4.50/adult/nonresident	JCMC 3.25/Res. 1096
	\$1.50/senior/resident \$2.50/senior/nonresident	JCMC 3.25/Res. 1096
	\$8/group (up to 5)/resident \$10/group (up to 5)/nonresident \$1/additional/resident \$2/additional/nonresident	JCMC 3.25/Res. 1096
Summer Pass	\$60/child resident \$70/child nonresident	JCMC 3.25/Res. 1096
	\$75/adult/resident \$80/adult/nonresident	JCMC 3.25/Res. 1096

Item	Fee	Set By
	\$50/senior/resident \$60/senior/nonresident	JCMC 3.25/Res. 1096
	\$85/group/resident \$100/group/nonresident	JCMC 3.25/Res. 1096
Junior Swim Team	\$40/1 st child \$35/2 nd child \$30/3 rd child Free/4 th child Free/5 th child	JCMC 3.25/Res. 1096
High School Swim Team	\$30	JCMC 3.25/Res. 1096
Swim Lessons	\$35/resident \$40/nonresident	JCMC 3.25/Res. 1096
Pool Rental	\$60/per hour/1-40 participants \$75/per hour/41-80 participants \$90/per hour/ 80-120 participants	JCMC 3.25/Res. 1096

Franchise Fees

Cable

Item	Fee	Set By
Comcast	5% of gross revenues	Ord. 1217

Communications

Item	Fee	Set By
Qwest Corporation	7% of gross revenues	Ord. 1119
MCI Telecommunications/Verizon	\$5000/Annual fee	Ord. 954

Electricity

Item	Fee	Set By
Pacific Power	5% of gross revenues	Ord. 1200
Emerald People's Utility District	5% of gross revenues	Ord. 1201
Blachly-Lane Electric Cooperative	5% of gross revenues	Ord. 1253

Gas

Item	Fee	Set By
Northwest Natural Gas	5% of gross revenues	Ord. 1122

Municipal Court

Item	Fee	Set By
Changed/Altered Pay Agreement	\$30	Court Order 13-2
Warrant	\$50	JCMC 3.15
Suspension	\$15	Court Order 13-2
Re-open Case- For Each Charge	\$80	Court Order 13-2
Show Cause	\$25/admission/conviction	Court Order 13-2
NSF Check Return	\$30	Court Order 13-2
Discovery	<p>\$.25 a page; minimum \$5.00 Hourly rate: \$25/hour applies to 30 minutes or more of staff time.</p> <p>\$5.00 certified plus copying fee</p> <p>\$2.00 fax copies plus cost of postage</p>	JCMC 15-1
Minor in Possession Deferment	\$100	Court Order 13-2
Marijuana Deferment	\$200	Court Order 13-2
Traffic Deferment	\$100	Court Order 13-2
Motion for Orders Setting Aside a Conviction	\$100.00/hourly rate: \$25/hour applies to 30 minutes or more of staff time.	
Jury Trial Payment		
Jurors who hear case	\$10/day	JCMC 1.20
Other	\$5/day	JCMC 1.20

(Court Updated: 5/31/19)

Park Rentals

Park Rentals		
Dutch Field	\$25 deposit/\$35 resident/\$50 Non-resident	JCMC 3.25/Res. 1035
Laurel Park Gazebo	\$25 deposit/\$35 resident/\$50 Non-resident	JCMC 3.25/Res. 1035
Private/Public Schools	No Charge. Time and materials charged if not cleaned	JCMC 3.25/Res. 955

Planning and Development Fees

Item	Fee	Set By
Annexation and Withdrawal	\$1,000	Res. 1053
Appeal to Planning Commission	\$375	Res. 1053
Appeal to City Council	\$1,060	Res. 1053
Transcripts	Cost up to \$500 plus ½ the cost over \$500	Res. 1053
Change of Use Request	\$80	Res. 1053
Conditional Use Permit	\$650	Res. 1053
Development Review (new development)	\$1,070	Res. 1053
Development Review (remodel or addition)	\$250	Res. 1053
DMV Dealer License – Zoning Approval	\$25 (new location)	Res. 1053
	\$10 (renewal)	Res. 1053
Extraterritorial Extension of Water, Storm water, or Sewer	\$1,000	Res. 1053
Extraterritorial Extension Connection	\$350	Res. 1053
Final Partition Plat	\$745	Res. 1053
Final Subdivision Plat	\$1,760	Res. 1053
Floodplain Permit	\$100	Res. 1053
Minor Variance	\$325	Res. 1053
Modification to Subdivision Ordinance	\$565	Res. 1053
Non-Conforming Use Confirmation	\$130	Res. 1053
Partition Improvement Plans	\$270	Res. 1053
Pre-Application Conference, Consultation, or Research	\$45/hr for planner	Res. 1053
	\$60/hr for public works director	Res. 1053
	\$100/hr for both	Res. 1053
Preliminary Partition	\$1,335	Res. 1053
Preliminary Subdivision	\$1,100+\$45/lot for each beyond 4	Res. 1053
Property Line Adjustment	\$230	Res. 1053
Rezone	\$1,065	Res. 1053
Sign Permit*	\$75	Res. 1053
Stream Corridor Wetland District	\$1,630	Res. 1053
Subdivision Improvement Plans	\$1,030	Res. 1053
Temporary Use Permit	\$650	Res. 1053
Vacation (other)	\$635	Res. 1053
Vacation (right-of-way)	\$1,200	Res. 1053
Variance (public hearing)	\$650	Res. 1053
Written Code Interpretation (Planning Commission)	\$225	Res. 1053
Written Code Interpretation (Staff)	\$85	Res. 1053
Zoning Compliance Analysis	\$85	Res. 1053
All direct costs for contracted city staff shall be charged monthly to the applicant in the amount billed to City. Contracted staff includes, but are not limited to, city engineer, city attorney,		

building inspector, traffic consultant, and wetlands specialist. Direct costs 30 days past due shall be charged 9% interest in addition to the amount billed to the City.

**Does not include building or electrical permit fees*

Actual Costs will be charged for the Following Applications

Item	Fee	Set By
Comprehensive Plan Amendment*	\$950	Res. 1053
Expedited Land Division	\$2,350	Res. 1053
Planned Unit Development	\$4,000	Res. 1053
Site Plan Review	\$1,550	Res. 1053
Text Amendment to Zoning or Subdivision Regulations	\$950	Res. 1053
Any other land use application or development permit not listed above		

**Does not include any required fees for co-adoption by Lane County*

Other Charges

Item	Fee	Set By
City of Junction City map 8"x10"	\$1	Res. 1053
Comprehensive Plan Map	\$5	Res. 1053
Municipal lien search per address or tax lot number	\$25	Res. 985
Zoning map	\$5	Res. 1053
DMV Dealer Certification Location Approval & Renewal	\$30 (new) and \$10 (renewal)	Res. 1053

Police

Item	Fee	Set By
Fingerprinting	\$25	JCMC 3.10/Res. 1009
Police Reports		
Up to 4 pages	\$10	JCMC 3.10/Res. 1009
Each page after first	\$1	JCMC 3.10/Res. 1009
Records Check	\$10	JCMC 3.10/Res. 1009
Road Crew Program Fee	\$50	JCMC 3.10/Res. 1009
Jail Booking Fee	\$50	JCMC 3.10/Res. 1009

Dog Control

Item	Fee	Set By
Dog License	\$12/unneutered \$8/neutered \$5/senior citizen owner (55+)	JCMC 3.10/Res. 1009
3 Year Dog License Fee	\$30/unneutered \$18/neutered \$10/senior citizen owner (55+)	JCMC 3.10/Res. 1009
Duplicate License	\$3	JCMC 3.10/Res. 1009
Noncommercial Kennel	\$25	JCMC 3.10/Res. 1009
Commercial Kennel	\$50	JCMC 3.10/Res. 1009
Impoundment	\$20	JCMC 3.10/Res. 1009
Daily Care	\$5	JCMC 3.10/Res. 1009
Watchdog Permits	\$15	JCMC 3.10/Res. 1009

Utilities

Sanitation

Item	Fee	Set By
One-Stop per Week Service (Residential)*		
35 Gallon Container	\$17.80/month	JCMC 8.05/Res. 1214
65 Gallon Container	25.85/month	JCMC 8.05/Res. 1214
95 Gallon Container	33.89/month	JCMC 8.05/Res. 1214
One-Stop per Week Service (Commercial)*		
35 Gallon Container	\$17.80/month	JCMC 8.05/Res. 1214
65 Gallon Container	\$25.85/month	JCMC 8.05/Res. 1214
95 Gallon Container	\$33.89/month	JCMC 8.05/Res. 1214
Yard Debris 95 Gallon Container	\$1.54/month	JCMC 8.05/Res. 1214
Garbage Dumpsters		
1 Yard Dumpster	\$90/month/1 pickup per week \$164/month/2 pickups per week \$246/month/3 pickups per week \$328/month/4 pickups per week \$410/month/5 pickups per week	JCMC 8.05/Res. 1214
1.5 Yard Dumpster	\$135/month/1 pickup per week \$246/month/2 pickups per week \$369/month/3 pickups per week \$492/month/4 pickups per week \$615/month/5 pickups per week	JCMC 8.05/Res. 1214
2 Yard Dumpster	\$164/month/1 pickup per week \$295/month/2 pickups per week \$443/month/3 pickups per week \$590/month/4 pickups per week \$738/month/5 pickups per week	JCMC 8.05/Res. 1214
3 Yard Dumpster	\$221/month/1 pickups per week \$394/month/2 pickups per week \$590/month/3 pickups per week \$787/month/4 pickups per week \$984/month/5 pickups per week	

Item	Fee	Set By
4 Yard Dumpster	\$295/month/1 pickup per week \$525/month/2 pickups per week \$787/month/3 pickups per week \$1,050/month/4 pickups per week \$1,312/month/5 pickups per week	JCMC 8.05/Res. 1214
6 Yard Dumpster	\$369/month/1 pickup per week \$640/month/2 pickups per week \$960/month/3 pickups per week \$1,279/month/4 pickups per week \$1,599/month/5 pickups per week	JCMC 8.05/Res. 1214
8 Yard Dumpster	\$431/month/1 pickup per week \$746/month/2 pickups per week \$1,119/month/3 pickups per week \$1,492/month/4 pickups per week \$1,866/month/5 pickups per week	JCMC 8.05/Res. 1214
Will Call Dumpster		
Delivery Fee	\$25	JCMC 8.05/Res. 1214
1 Yard Dumpster	\$22.55	JCMC 8.05/Res. 1214
1.5 Yard Dumpster	\$33.83	JCMC 8.05/Res. 1214
2 Yard Dumpster	\$45.10	JCMC 8.05/Res. 1214
3 Yard Dumpster	\$67.65	JCMC 8.05/Res. 1214
4 Yard Dumpster	\$90.20	JCMC 8.05/Res. 1214
6 Yard Dumpster	\$135.30	JCMC 8.05/Res. 1214
8 Yard Dumpster	\$176.30	JCMC 8.05/Res. 1214
Infectious Waste Disposal		
Handling Fee	\$25	JCMC 8.05/Res. 1214
10 Gallon Container	\$16	JCMC 8.05/Res. 1214
20 Gallon Container	\$18	JCMC 8.05/Res. 1214
35 Gallon Container	\$20	JCMC 8.05/Res. 1214
Removal of Garbage and Refuse		
Open Bed Truck and One Man	\$38.20/hour	JCMC 8.05/Res. 1214
Open Bed Truck and Two Men	\$49.27/hour	JCMC 8.05/Res. 1214

Item	Fee	Set By
Packer 20 Yards and Under One Man	\$49.27/hour	JCMC 8.05/Res. 1214
Packer 20 Yards and Under Two Men	\$60.26/hour	JCMC 8.05/Res. 1214
Front-end Loaders and One Man	\$60.26/hour	JCMC 8.05/Res. 1214
Front-end Loaders and Two Men	\$71.33/hour	JCMC 8.05/Res. 1214
Chipping Fee	\$85/hour	JCMC 8.05/Res. 1214
Brush Pickup/Hauling Fee	\$81/hour	JCMC 8.05/Res. 1214
Removal of Contaminated Load		
Recycle and Yard Debris 95 Gallon Containers	\$33.89	JCMC 8.05/Res. 1214
1 Yard Dumpster	\$48.20	JCMC 8.05/Res. 1214
1.5 Yard Dumpster	\$59.45	JCMC 8.05/Res. 1214
2 Yard Dumpster	\$70.73	JCMC 8.05/Res. 1214
3 Yard Dumpster	\$93.30	JCMC 8.05/Res. 1214
4 Yard Dumpster	\$115.83	JCMC 8.05/Res. 1214
6 Yard Dumpster	\$160.93	JCMC 8.05/Res. 1214
8 Yard Dumpster	\$201.93	JCMC 8.05/Res. 1214
Other Sanitation Fees		
Late Fee	\$10.00	JCMC 8.05/Res. 1214
Door Knocker Fee	\$15.00	JCMC 8.05/Res. 1214
Deposit – Sanitation Only	\$25.00	JCMC 8.05/Res. 1214
Deposit All Services (Water, Sewer, Sanitation)	\$100.00	JCMC 8.05/Res. 1214
Recycling Surcharge – Residential & Commercial	\$1.07 / Month	JCMC 8.05 / Res. 1188

**Additional stops shall be computed at the monthly rate multiplied by the number of stops in the week*

Sewer

Item	Fee	Set By
Residential Sewer Rates		
½' Meter Size	37.58	JCMC 13.10/Res. 1213
1' Meter Size	93.96	JCMC 13.10/Res. 1213
Usage Rate	\$3.38/per 100 cubic ft.	JCMC 13.10/Res. 1213
Flat Rate, No Meter	\$35.07	JCMC 13.10/Res. 1213
Commercial Sewer Rates		
Up to ¾' Meter Size	\$37.58	JCMC 13.10/Res. 1213
1' Meter Size	\$93.96	JCMC 13.10/Res. 1213
1 ½' Meter Size	\$187.91	JCMC 13.10/Res. 1213
2' Meter Size	\$300.66	JCMC 13.10/Res. 1213
3' Meter Size	\$563.73	JCMC 13.10/Res. 1213
4' Meter Size	\$939.56	JCMC 13.10/Res. 1213
6' Meter Size	\$1,879.11	JCMC 13.10/Res. 1213
8' Meter Size	\$3,006.58	JCMC 13.10/Res. 1213
10' Meter Size	\$4,321.96	JCMC 13.10/Res. 1213
Flat Rate, No Meter	\$61.70	JCMC 13.10/Res. 1213
Usage Rate	\$3.38/per 100 cubic ft.	JCMC 13.10/Res. 1213
Connection Costs		
Single Family Dwelling	\$75	JCMC 13.20/Ord 997
Mobile/Manufactured Home	\$75	JCMC 13.20/Ord 997
Manufactured Home Park	\$75	JCMC 13.20/Ord 997
Other Sewer Fees		
Late Fee	\$10.00	JCMC 13.10/Res. 1213
Door Knocker Fee	\$15.00	JCMC 13.10/Res. 1213

Item	Fee	Set By
Deposit – Sewer Only	\$25.00	JCMC 13.10/Res. 1213
Deposit – All Services (Water, Sewer, Sanitation)	\$100.00	JCMC 13.10/Res. 1213
Base and Usage rates for sewer service to properties outside of the Junction City limits	One and one-half times the residential and commercial rates	JCMC 13.10/Res. 1213

Water

Item	Fee	Set By
Residential Water Rates		
5/8" Meter Size	\$10.26	JCMC 13.05/Res. 1212
1" Meter Size	\$25.64	JCMC 13.05/Res. 1212
1 1/2" Meter Size	\$51.28	JCMC 13.05/Res. 1212
2" Meter Size	\$82.04	JCMC 13.05/Res. 1212
3" Meter Size	\$153.90	JCMC 13.05/Res. 1212
Usage Rate	\$2.61/per 100 cubic ft.	JCMC 13.05/Res. 1212
Commercial Water Rates		
5/8" Meter Size	\$10.26	JCMC 13.05/Res. 1212
1" Meter Size	\$25.64	JCMC 13.05/Res. 1212
1 1/2" Meter Size	\$51.28	JCMC 13.05/Res. 1212
2" Meter Size	\$82.04	JCMC 13.05/Res. 1212
3" Meter Size	\$153.83	JCMC 13.05/Res. 1212
4" Meter Size	\$256.38	JCMC 13.05/Res. 1212
6" Meter Size	\$512.77	JCMC 13.05/Res. 1212
8" Meter Size	\$820.43	JCMC 13.05/Res. 1212
10" Meter Size	\$1,179.37	JCMC 13.05/Res. 1212
Usage Rate	\$2.61/per cubic ft.	JCMC 13.05/Res. 1212

Item	Fee	Set By
Fire Sprinkler Service	\$5/month/per inch-diameter of waterline riser or \$20/month/minimum (whichever is greater)	JCMC 13.05/Res. 1212
Outside City Limits Water Rates		
5/8" Meter Size	\$15.39	JCMC 13.05/Res. 1212
1" Meter Size	\$38.46	JCMC 13.05/Res. 1212
1 1/2" Meter Size	\$76.92	JCMC 13.05/Res. 1212
2" Meter Size	\$123.06	JCMC 13.05/Res. 1212
3" Meter Size	\$230.74	JCMC 13.05/Res. 1212
Usage Rate	\$3.91/per 100 cubic ft.	JCMC 13.05/Res. 1212
Multi-Family Unit Water Rates		
5/8" Meter Size	\$10.26	JCMC 13.05/Res. 1212
1" Meter Size	\$25.64	JCMC 13.05/Res. 1212
1 1/2" Meter Size	\$51.28	JCMC 13.05/Res. 1212
2" Meter Size	\$82.04	JCMC 13.05/Res. 1212
3" Meter Size	\$153.83	JCMC 13.05/Res. 1212
4" Meter Size	\$256.38	JCMC 13.05/Res. 1212
6" Meter Size	\$512.77	JCMC 13.05/Res. 1212
8" Meter Size	\$820.43	JCMC 13.05/Res. 1212
Usage Rate	\$2.61/per 100 cubic ft.	JCMC 13.05/Res. 1212
Water Meter Installation		
3/4" I-Pearl	\$750	JCMC 13.05/Res. 1212
1" I-Pearl	\$925	JCMC 13.05/Res. 1212
1 1/2" Omni and Larger Meter	Cost of the meter, materials, and labor plus a 5% service fee	JCMC 13.05/Res. 1212
Other Water Fees		

Item	Fee	Set By
Disconnect/Reconnect During Hours of 8 am and 4 pm, Monday through Friday	\$25	JCMC 13.05/Res. 1212
Disconnect/Reconnect after 4 pm or on Saturday, Sunday, or a holiday (after hours call out)	\$75 per call out	JCMC 13.05/Res. 1212
Tampering Charge (reconnection without City permission)	\$50	JCMC 13.05/Res. 1212
Customer Damaged City Facilities	Actual Cost	JCMC 13.05/Res. 1212
Returned Check Charge	\$20.00	JCMC 13.05/Res. 1212
Bulk Rates	\$0.02 per gallon	JCMC 13.05/Res. 1212
Late Fee	\$10.00	JCMC 13.05/Res. 1212
Door Knocker Fee	\$15.00	JCMC 13.05/Res. 1212
Deposit for Water Only	\$25.00	JCMC 13.05/Res. 1212
Deposit for All Services (Water, Sewer, and Sanitation)	\$100.00	JCMC 13.05/Res. 1212

System Development Charges

Item	Fee	Set By
Water (Meter Size)		
3/4"	\$1,100	JCMC 13.35/Res. 851
1"	\$1,958	JCMC 13.35/Res. 851
1 1/2"	\$4,400	JCMC 13.35/Res. 851
2"	\$7,700	JCMC 13.35/Res. 851
3"	\$17,600	JCMC 13.35/Res. 851
4"	\$31,240	JCMC 13.35/Res. 851
6"	\$70,400	JCMC 13.35/Res. 851
8"	\$125,158	JCMC 13.35/Res. 851
Sewer (Meter Size)		
3/4"	\$8,934.61	JCMC 13.35/Res. 911

Item	Fee	Set By
1"	\$15,903.84	JCMC 13.35/Res. 911
1 1/2"	\$35,738.42	JCMC 13.35/Res. 911
2"	\$62,542.23	JCMC 13.35/Res. 911
3"	\$142,953.66	JCMC 13.35/Res. 911
4"	\$253,743.27	JCMC 13.35/Res. 911
6"	\$571,814.65	JCMC 13.35/Res. 911
8"	\$1,016,579.48	JCMC 13.35/Res. 911
Streets	\$111.60/price per Trip End	JCMC 13.40/Res. 851
Parks (Single Family) (Duplex Per Unit)	\$2,044	JCMC 13.40/Res. 1018
Parks (Multi-Family)	\$1,173/per unit	JCMC 13.40/Res. 1018
Administrative Charges	5% of net system development or \$100 whichever is greater	
Multiple-family dwellings are subject to SDC fees for each unit		

FINANCE & JUDICIARY COMMITTEE

AGENDA ITEM SUMMARY



Revenue Allocation Review

Meeting Date: September 3, 2020
Department: Finance
www.junctioncityoregon.gov

Agenda Item Number: 7
Staff Contact: Mike Crocker
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

The revenue allocations for property taxes and general revenues are allocated to the governmental services departments based on percentages prescribed by Council. The fiscal policy adopted by Council requires a review of the allocations at least every five years.

BACKGROUND

In FY16/17, the property tax revenue and general revenue, which includes franchise fees and miscellaneous taxes in the General Fund, were first allocated to individual governmental services departments. A set of allocation percentages was used at the time based on the previous year's experience. In the following year, FY17/18, Council allocated 10% of the franchise fees in the General Fund to the Streets Fund, with an increase of 10% each year for five years. The Streets allocation will reach 50% in FY21/22.

On January 8, 2019, Council adopted a fiscal policy for Revenue Allocations. (see attachment 'C') The fiscal policy states that Council will review the allocations at least every five years.

RELATED CITY POLICIES

Fiscal policy for Revenue Allocations adopted January 8, 2019.

COMMITTEE OPTIONS

1. Request additional information from staff
2. Forward to Council with a recommendation

ATTACHMENTS

- A. 5 year allocations history charts
- B. Discussion points
- C. Fiscal Policy for Revenue Allocations

FOR MORE INFORMATION

Staff Contact: Mike Crocker

Telephone: 541-998-2153

Staff E-Mail: mcrocker@ci.junction-city.or.us

Budgeted Revenue Allocations					Attachment 'A'		
Property Taxes: %'s							
	Property Taxes						
Allocation %'s	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21		
Police	74.00%	74.00%	74.00%	74.00%	74.00%		
Court	2.00%	2.00%	2.00%	2.00%	2.00%		
Building & Planning	2.00%	2.00%	2.00%	2.00%	2.00%		
Community Services							
Viking Sal Senior Center	2.22%	1.88%	0.00%	2.35%	2.35%		
Community Center	1.35%	1.39%	1.39%	3.59%	3.59%		
Community Services - Admin	5.91%	7.20%	7.20%	--	--		
Pool	2.77%	2.88%	2.43%	3.00%	3.00%		
Parks	4.35%	6.55%	6.55%	6.28%	6.28%		
Library	5.40%	2.10%	4.43%	6.78%	6.78%		
Total Community Services	22.00%	22.00%	22.00%	22.00%	22.00%		
Total All	100%	100%	100%	100%	100%		

Budgeted Revenue Allocations					Attachment 'A'	
Property Taxes: \$'s						
	Property Taxes					
Budgeted Revenue	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	
Police	1,819,600	1,879,600	1,921,700	2,063,600	2,253,100	
Court	49,200	50,800	51,900	55,800	60,900	
Building & Planning	49,200	50,800	51,900	55,800	60,900	
Community Services						
Viking Sal Senior Center	54,700	47,800	-	65,500	80,700	
Community Center	33,200	35,300	36,100	100,200	147,800	
Community Services - Admin	145,300	182,900	187,000	-	-	
Pool	68,000	73,200	63,100	83,800	116,700	
Parks	107,000	166,500	170,100	175,100	191,200	
Library	132,700	53,200	115,000	189,000	133,600	
Total Community Services	540,900	558,900	571,300	613,600	670,000	
Total Allocated	2,458,900	2,540,100	2,596,800	2,788,800	3,044,900	
Contingency	-	-	-	56,800	62,000	
	2,458,900	2,540,100	2,596,800	2,845,600	3,106,900	

Budgeted Revenue Allocations					Attachment 'A'		
General Revenue: %'s							
	General Revenue						
Allocation %'s	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21		
Police	24.81%	74.00%	74.00%	74.00%	74.00%		
Court	6.40%	2.00%	2.00%	2.00%	2.00%		
Building & Planning	20.61%	2.00%	2.00%	2.00%	2.00%		
Community Services							
Viking Sal Senior Center	0.00%	2.22%	0.00%	2.95%	2.95%		
Community Center	0.00%	1.35%	1.35%	4.31%	4.31%		
Community Services - Admin	11.87%	5.91%	5.91%	--	--		
Pool	1.87%	2.77%	1.50%	1.50%	1.50%		
Parks	17.95%	4.35%	1.20%	1.20%	1.20%		
Library	15.05%	5.40%	12.04%	12.04%	12.04%		
Total Community Services	46.74%	22.00%	22.00%	22.00%	22.00%		
Non-Departmental	1.44%	--	--	--	--		
Total Department Allocations	100.00%	100.00%	100.00%	100.00%	100.00%		
Streets (pre-departmental)	--	10.00%	20.00%	30.00%	40.00%		

Budgeted Revenue Allocations					Attachment 'A'		
General Revenue: \$'s							
	General Revenue						
Allocation %'s	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21		
Police	128,800	377,200	350,400	322,200	308,100		
Court	33,200	10,200	9,500	8,700	8,300		
Building & Planning	107,000	10,200	9,500	8,700	8,300		
Community Services							
Viking Sal Senior Center	-	11,300	-	12,800	12,300		
Community Center	-	6,900	6,400	18,800	17,900		
Community Services - Admin	61,600	30,100	28,000	-	-		
Pool	9,700	14,100	7,100	6,500	6,200		
Parks	93,200	22,200	5,700	5,200	5,000		
Library	78,100	27,500	57,000	52,400	50,100		
Total Community Services	242,600	112,100	104,200	95,700	91,500		
Total Department Allocations	511,600	509,700	473,600	435,300	416,200		
Non-Departmental	7,500	-	-	-	4,000		
Streets	-	44,000	89,000	131,600	178,800		
Total General Revenue	519,100	553,700	562,600	566,900	599,000		

Discussion Points:

- Why: Why do we want to change the revenue percentage allocations?
- Need: Do we need to change them?
- Indication: What is the indication that there is a need to make a change?
- Basis: What is the basis of the percentage allocations?

Basis for allocations and need for change could be indicated by:

- Council direction on what services to fund
- Direction of department's ending fund balance

and maintained for services provided that benefit specific individuals or organizations. User fees and charges will be set at a sufficient level to recover the full cost of service whenever practical to minimize subsidization by taxpayers. The City will systematically review user fees and charges to take into account the effects of additional service costs and inflation. ^(b)

4. **Revenue – Allocations**

Allocations are set by Council for general revenues which include property taxes, state shared revenue, other taxes, franchise fees, and other general fund revenues as the Council may choose to include. Allocation rates are set by percentage of total revenue by class for each department and Community Services division. Allocations will be reviewed by Council at least every 5 years. ^(j)

5. **Expenditures**

Expenditures will be controlled through appropriate internal controls and procedures. Management must ensure expenditures comply with the legally adopted budget. Each department manager or director will be responsible for the administration of his/her department budget. The City will make every effort to control expenditures to ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient. ^(b)

6. **Purchasing**

All purchases of goods, services and capital improvements must comply with the City's purchasing policies, guidelines and procedures, and with state laws and regulations. ^(b)

7. **Capital Improvement Plan (CIP) Policies**

The City will monitor and periodically assess the City's capital equipment and infrastructure, setting priorities for its renovation and replacement based on needs and available resources. The City will develop a multi-year program for capital improvements that will be reviewed as part of the annual budget process. Projects in the CIP will be labeled as either funded or unfunded in the current budget process. ^(b)

8. **Cash Management and Investment Policies**

All City funds shall be invested to provide safety of principal, a sufficient level of liquidity to meet cash flow needs and the maximum yield possible.

Scope: The provisions of this Investment Policy shall apply to all investable funds of the City of Junction City, except for deferred compensation fund assets, pension fund assets, and assets of restricted trust and escrow funds. Included under the

FINANCE & JUDICIARY COMMITTEE

AGENDA ITEM SUMMARY



Phone System Replacement Project

Meeting Date: September 3, 2020
Department: Administration
www.junctioncityoregon.gov

Agenda Item Number: 8
Staff Contact: Jason Knope
Contact Telephone Number: 541-998-2153

ISSUE STATEMENT

This is a presentation of the results from the phone system upgrade project.

BACKGROUND

The City's current phone system has been in service since 2008. At the time the system was purchased, it was discontinued by the manufacturer. Over the past several years, various components of the system has failed and the City is unable to obtain parts to make repairs. As a part of the approved Fiscal Year 20/21 budget, funds were set aside to replace the system.

Staff has contacted three vendors to obtain quotes for replacing the system. As part of the project, the City will be replacing 40 phones and adding 5 new phones. This project will replace all of the hardware and Century Link as the service provider. The City currently pays over \$2,000 per month to Century Link for services.

The quotes from the vendors are attached to this AIS. Staff reviewed the quotes and looked at demos from the vendors. In the end, staff is recommending that the City chooses Jive as the phone system provider. This is primarily due to the following:

1. The monthly cost (\$1,243.53 per month) is significantly lower than what the City currently pays.
2. Jive is part of the GoTo family of products. The City currently uses GoToMeeting for virtual meetings. This would let the City drop its current licenses and save \$75 per month.
3. The City's current conference phones would gain additional features by using Jive.

Due to the fact that this is a three-year contract, it will require Council approval. Staff is seeking authorization to move this forward to Council for final approval.

RELATED CITY POLICIES

None.

COMMITTEE OPTIONS

Provide staff direction as desired.

ATTACHMENTS

1. LogMeIn USA, Inc Order Form
2. Phone System Quotes

FOR MORE INFORMATION

Staff Contact: Jason Knope
Telephone: 541-998-2153
Staff E-Mail: Jknope@ci.junction-city.or.us



LogMeIn USA, Inc.
333 Summer Street
Boston, MA 02210

ORDER FORM

CONTACT INFORMATION.

<p>Customer: City of Junction City Address: PO Box 250, Junction City, Oregon United States, 97448-0250</p> <p>Main Contact: Jason Knope Email: jknope@ci.junction-city.or.us Phone: +15412280271 VAT/TVA/ABN Number:</p>	<p>LogMeIn Representative:</p> <p>Name: Travis Gilbert Email: travis.gilbert@logmein.com Phone: Fax:</p> <p>QUOTE OR OID #: Q-386358 UID #: Opp ID #: 2008125201333</p> <p>Quote Date: 08-14-2020</p> <p>Quote Expiration Date: 09-12-2020</p>
---	--

BILLING INFORMATION.

<p>Payment Method: Credit Card</p>

AGREEMENT.

<p>EXCEPT AS EXPRESSLY SET FORTH HEREIN, BY SIGNING AND RETURNING THIS ORDER TO LOGMEIN, YOU CONFIRM THIS IS AN ORDER FOR THE LMI SERVICE(S) LISTED HEREIN AND AGREE TO THE TERMS OF SERVICE https://www.logmeininc.com/legal/terms-and-conditions WHICH APPLY TO YOUR CONTINUED USE OF ALL SERVICES AND SHALL PREVAIL OVER ANY TERMS OTHERWISE REFERENCED IN A PURCHASE ORDER.</p>

<p>Supplemental Terms: Notwithstanding anything to the contrary in the Agreement, the following supplemental Terms apply:</p>
--

<p>Purchase Order Process: If the order is in excess of 25K USD, or this order's currency equivalent, LogMeIn requires a PO with the executed order in the name of the contracting entity noted above. Please complete: Require a PO? Requires a PO, see below: Customer PO#: _____ PO Expiration Date (if applicable): _____</p>
--

SIGNATURES. By signing below, the signatory represents it is legally authorized to enter into the Agreement and agrees to be bound to all terms contained in the Agreement.

<p>CUSTOMER: City of Junction City</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p style="text-align: center;">Customer Authorized Signatory</p> <p>Date: _____</p>	<p>If Billing Contact is different than above, please provide:</p> <p>Billing Address:</p> <p>Billing/Invoicing Contact: Telephone: Email:</p>
--	--

The dates shown are based on the date the quote was created by the rep and these dates will adjust based on the date the contract is signed			
Service Start Date	08-14-2020	Billing Start Date	10-13-2020
Number of Free Months	2	First Invoice Date	11-01-2020
Contract End Date	08-31-2023		

SERVICES & FEE SUMMARY. Estimated taxes and fees are included where indicated below.

TODAY'S TOTAL:					
Name	Quantity	MSRP	Discount	Jive Price	Total
Voice Number DID - Configuration/Port Fee	45	USD 5.00	USD 5.00	USD 0.00	USD 0.00
Taxes and Fees:					USD 0.00
TOTAL AMOUNT:					USD 0.00

MONTHLY TOTALS:						
Name	Contract Terms (Months)	Quantity	MSRP	Discount	Jive Price	Total Price
Connect Bundle: Jive + GoToMeeting Pro	36	45	USD 21.95	USD 2.00	USD 19.95	USD 897.75
Voice - Standard DID - Monthly Charge	36	45	USD 5.00	USD 4.50	USD 0.50	USD 22.50
Yealink SIP-T48S 16-line IP Phone with 7 inch Color Touch Screen (w/Power Supply) [Rental]	36	40	USD 8.95	USD 3.00	USD 5.95	USD 238.00
Yealink W60 Package - Includes W56H Handset and W60B Base Station (W60P) [Rental]	36	5	USD 6.35	USD 2.10	USD 4.25	USD 21.25
Taxes and Fees:						USD 64.03
TOTAL AMOUNT:						USD 1,243.53

ENHANCED AUDIO SERVICES			
Audio Services ¹	Location of Originating Call	Toll Free Rate ² (Per Minute)	Call Me ² (Per Minute)
Supplemental Terms	¹ Enhanced Audio Services are billed monthly in arrears. Any change to the Enhanced Audio Services purchased hereunder are effective as of your next billing cycle. ² The rates specified above are for the locations listed. All other calls will be billed based on the current regional standard rates set forth in the administration center and/or My Account page of the Customer portal. Standard rates are subject to change without notice. We reserve the right to revise the rates set forth above once per year at any time after the Initial Term and upon 30 days' prior written notice.		

ENHANCED AUDIO SERVICES			
Audio Services ^{1,3}	Location of Originating Call	Toll Free Rate ² (Per Minute)	Call Me ² (Per Minute)

Supplemental Terms	<p>¹ Enhanced Audio Services are billed monthly in arrears. Any change to the Enhanced Audio Services purchased hereunder are effective as of your next billing cycle.</p> <p>² The rates specified above are for the locations listed. All other calls will be billed based on the current regional standard rates set forth in the administration center and/or My Account page of the Customer portal. Standard rates are subject to change without notice. We reserve the right to revise the rates set forth above once per year at any time after the Initial Term and upon 30 days' prior written notice.</p> <p>³ Your per minute usage of the Audio Service will be applied against your Fee Commitment charge, and any additional usage in a month will be at the rates specified. For the first two (2) billing cycles of your first purchase of Audio Services, the Fee Commitment will be waived and you will pay only for actual minutes used during that period ("Ramp Up Period").</p>
---------------------------	---

ENHANCED AUDIO SERVICES		
Audio Services¹	Location of Originating Call	Toll Free Rate² (Per Minute)
Supplemental Terms	<p>¹ Enhanced Audio Services are billed monthly in arrears. Any change to the Enhanced Audio Services purchased hereunder are effective as of your next billing cycle.</p> <p>² The rates specified above are for the locations listed. All other calls will be billed based on the current regional standard rates set forth in the administration center and/or My Account page of the Customer portal. Standard rates are subject to change without notice. We reserve the right to revise the rates set forth above once per year at any time after the Initial Term and upon 30 days' prior written notice.</p>	

AUDIO SERVICES: In the Americas, LogMeIn Audio, LLC and Grasshopper Group, LLC are the telecommunications providers for Audio Services, and are responsible for the rates and terms thereof.			
Audio Service²	Location of Originating Call	Toll Free Rate^{1,3} (Per Minute)	Toll Rate¹ (Per Minute)
Supplemental Terms	<p>¹ The rates specified above are for the locations indicated. All other calls will be billed based on the current regional standard rates set forth in the administration center and/or My Account page of the Customer portal. Standard rates are subject to change without notice. We reserve the right to revise the rates set forth above once per year at any time after the Initial Term and upon 30 days' prior written notice.</p> <p>² Your per minute usage of the Audio Service will be applied against your Fee Commitment charge, and any additional usage in a month will be at the rates specified. For the first two (2) billing cycles of your first purchase of Audio Services, the Fee Commitment will be waived and you will pay only for actual minutes used during that period ("Ramp Up Period").</p> <p>³ Any Join.me+Toll Free services are calculated and billed independently of other Audio Services.</p>		

PROPOSAL DETAILS

Quote #: Q-386358

Contract Term: 36

Prepared for:

City of Junction 2
 Jason Knope
 jknope@ci.junction-city.or.us
 +15412280271
 Contract Term: 36

Billing Address:

PO Box 250
 Junction City, Oregon 97448-0250
 United States

Prepared by:

Forestel
 Kevin Perry
 503-650-0024
 kevin@forestel.com

If you need assistance with this quote or any product offerings, please contact your Partner, or the Partner Success Team at 888.990.4262.

MONTHLY CHARGES	QTY	MSRP	DISCOUNT	QUOTED PRICE	SUB TOTAL
Connect Bundle: Jive + GoToMeeting Pro	35	\$21.95	\$70.00	\$19.95	\$698.25
Voice - Standard DID - Monthly Charge	35	\$5.00	\$157.50	\$0.50	\$17.50
Yealink SIP-T46S IP Phone (w/Power Supply) [Rental]	15	\$6.70	\$33.00	\$4.50	\$67.50
Yealink SIP-T48S 16-line IP Phone with 7 inch Color Touch Screen (w/Power Supply) [Rental]	20	\$8.95	\$60.00	\$5.95	\$119.00

* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.

Savings	Sub Total
\$320.50	\$902.25
Estimated Taxes*	\$49.99
Monthly Total	\$952.24

TODAY'S TOTAL	QTY	MSRP	DISCOUNT	QUOTED PRICE	SUB TOTAL
Voice Number DID - Configuration/Port Fee	35	\$5.00	\$175.00	\$0.00	\$0.00

* Taxes are estimated based on the zip code provided and are subject to Local, State, and Federal laws.

Savings	Sub Total
\$175.00	\$0.00
Estimated Taxes*	\$0.00
Today's Total	\$0.00

Today's Total

Monthly Total

\$0.00**\$952.24**

Hardware Specs

PRODUCT NAME	IMAGE	DESCRIPTION
Yealink SIP-T46S IP Phone (w/Power Supply) [Rental]		The SIP-T46S IP phone is the ultimate communications tool for busy executives and professionals. In addition to offering better overall performance than the T46G, this device has a faster interface with a rich, high-resolution TFT color display. Choice of power options - Can be powered via Power over Ethernet (PoE). Can also be powered by OPTIONAL universal power supply. Power supply is only needed if PoE is not available on your network.
Yealink SIP-T48S 16-line IP Phone with 7 inch Color Touch Screen (w/Power Supply) [Rental]		



Service Order

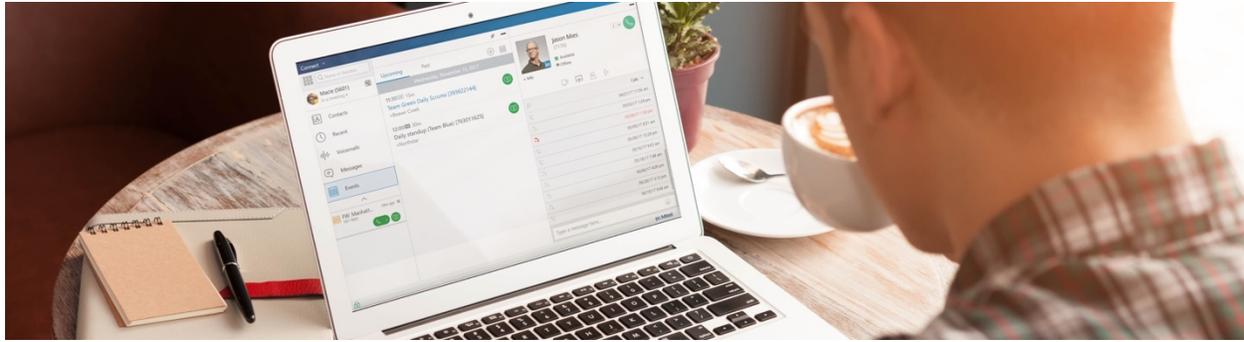
Prepared for Junction City- OR

August 17, 2020

Prepared by:
Kevin Smith

kevin.smith@mitel.com

Quote# 11761344



For more than 45 years, Mitel has been trusted by businesses around the world to help them navigate the communications and technology challenges they face in a rapidly evolving marketplace. Our broad, built-in-house portfolio gives you the power to choose the solution right for you and the flexibility to consume it at a pace that fits your unique business needs.

MiCloud Connect Benefits

All-in-one, seamless communications

MiCloud Connect delivers a complete communications and collaboration solution with Mitel-built telephony, collaboration, contact center and IP phones so you can communicate seamlessly from a single provider.

Intuitive user experience

Spend less time figuring out how to make the software work and more time being productive. MiCloud Connect's easy-to-use interface streamlines the user experience with integrated features such as cross-launching, single click-to-join buttons and consolidated views.

Robust management portal

Manage your communications in house or have a partner do it for you. The MiCloud Connect Portal gives you real-time tools to manage users, permissions, billing and insights – no telecom experience needed! Plug-and-play provisioning makes it easy to get new locations and users up and running fast.

Reliability you can count on

Deployed out of highly secure, Tier 4 data centers with several layers of redundancy and encryption, so you don't have to worry about a thing. We back our reliability with 99.995% uptime and SLAs with financial penalties if we don't deliver. MiCloud Connect also supports HIPAA and SOC2 compliance for businesses who need to protect sensitive data.

Simple, flexible pricing

What you buy today isn't what you're stuck with tomorrow. MiCloud Connect's flexible service plans give you the power to add functionality, mix and match profiles and upgrade permissions as business needs change.

Help within arm's reach

With Mitel, you can always rest assured knowing you have access to help 24/7. Use our online knowledge base, chat with us or leverage the help button within our service to get your questions answered fast. With years of cloud migration expertise, we'll make your transition effortless and minimize disruption to your business.

Additional Services & Products

IP phones

Our modern, built-in-house IP phones provide a purpose-built, integrated experience and give us full control over functionality and user experience. With the 6900 series phones, you'll get cordless and

Bluetooth options, plus our MobileLink functionality so you can talk in ways that you prefer, from anywhere, easily. Choose from three expansive models and a large assortment of accessories to increase mobility, streamline workflows and enhance productivity.

Native integrations and advanced apps

MiCloud Connect offers a wide-variety of native integrations so users can work in the systems they prefer, stay proactive and deliver positive customer experiences. Our native solutions with leading third-party providers minimize professional services and get you up and running fast. Choose the right one for your specific users so they can work from the systems they already do such as CRMs, ERPs, calendars, web dialers and more.

Enhance your customer experience

Engage with your customers when and how they want to communicate with phone, email, chat, SMS and social media capabilities. Whether you're looking for an integrated contact center or the flexibility of an over-the-top solution, we have you covered.

Trusted by Leading Companies & Analysts



MiCloud Connect Service Plans

Features	Essentials	Premier	Elite
Direct Dial (DID) Phone Number	✓	✓	✓
Minutes Per Month (domestic outbound)	Unlimited	Unlimited	Unlimited
PBX Features (different for each plan)	✓	✓	✓
Admin Portal	✓	✓	✓
Desktop Client *features provided by this app	✓	✓	✓
Voicemail / Voicemail-to-Email*	✓	✓	✓
Audio Conferencing*	8 Party	25 Party	100 Party
Web Conferencing / Desktop Sharing*	4 Party	25 Party	100 Party
Video Conferencing*†‡	8 Party	50 Party	100 Party
Instant Messaging (IM)*	✓	✓	✓
Presence / Availability State*	✓	✓	✓
Peer-to-Peer Video Calling*	✓	✓	✓
Softphone*	✓	✓	✓
Outlook® & G Suite Integration	✓	✓	✓
Find Me Call Routing / Mobile Extension*	✓	✓	✓
Mitel Teamwork / Business SMS	✓	✓	✓
Web Dialer	✓	✓	✓
Connect for Mobile (Android & iOS)	✓	✓	✓
Voicemail-to-Email Transcription	\$	✓	✓
Salesforce® & Other CRM Integrations	\$	✓	✓
¹ On-Demand Call Recording	n/a	✓	✓
Operator*	n/a	n/a	✓
¹ Always-On Call Recording	\$	\$	✓
² Archiving (7 years for IMs, audio/web conferences & call recordings)	\$	\$	✓
³ Email-to-Fax	\$	\$	\$
³ MiCloud Connect Contact Center	\$	\$	\$

† Designates total number of participants on MiTeam Meetings, maximum number of on-screen video participants is 16

‡ During the Coronavirus pandemic Mitel has waived restrictions on participants in a video meeting. Mitel will send a notification before these restrictions are reapplied.

¹ On-Demand and Always-On Call Recording cannot co-exist for the same user (must select one)

² For users without Archiving feature, Mitel provides access to instant messages for 18 months, audio and web conference recordings for 3 months and call recordings for 1 year

³ MiCloud Connect Contact Center is purchased separately. MiCloud Connect Fax is also purchased separately per fax number and is not dependent on any type of profile

Service Order

Customer: Junction City- OR

Install Sites

1. 680 Greenwood, Junction City, Oregon, 97448, USA

Date: August 17, 2020
 Initial Service Term
 (or Service Renewal
 Term, as applicable): 36 months

Total Profiles 35
 (Entitlements):
 Total Agents:

680 Greenwood, Junction City, Oregon, 97448, USA						
Service Monthly Commitment						
	Regular Price	Qty	Extended Regular Price	Discounted Price Per Unit	Discount	Total
Mitel Services						
Profiles						
MiCloud Connect Essentials Profile	\$29.99	35	\$1,049.65	\$18.00	\$419.65	\$630.00
MiCloud Connect Premier Profile	\$37.99	0	\$0.00	\$28.49		\$0.00
MiCloud Connect Elite Profile	\$54.99	0	\$0.00	\$41.24		\$0.00
Options						
MiCloud Connect Email-Fax Box (includes 500 pages)	\$10.00	3	\$30.00	\$5.00	\$15.00	\$15.00
Hardware						
6930 IP Phone Rental - Promotional Discount	\$0.00	15	\$0.00	\$0.00		\$0.00
6940 IP Phone Rental	\$11.00	20	\$220.00	\$5.00	\$120.01	\$100.00
BT Speakerphone Rental	\$6.00	0	\$0.00	\$3.00		\$0.00
Integrated DECT Headset (NA) Rental	\$6.00	0	\$0.00	\$3.00		\$0.00
AC Adapter L6 48V NA Rental	\$0.75	35	\$26.25	\$0.00	\$26.25	\$0.00
Implementation Services						
JumpStart	\$0.00	35	\$0.00	\$0.00		\$0.00
Service Monthly Commitment Total:						\$745.00

One-Time Charges						
	Regular Price	Qty	Extended Regular Price	Discounted Price Per Unit	Discount	Total
Mitel Services						
Profiles						
Options						
MiCloud Connect Email-Fax Box (includes 500 pages)	\$3.00	3	\$9.00	\$0.00	\$9.00	\$0.00
Hardware						
Implementation Services						
JumpStart	\$50.00	35	\$1,750.00	\$0.00	\$1,750.00	\$0.00
One-Time Total:						\$0.00

Business Terms and Conditions (“Business Terms”):

1. This Service Order is Mitel Confidential Information and is valid for acceptance by Customer for thirty (30) days from the date issued.
2. All products and services described in this Service Order are subject to the Global Terms of Service (“GTOS”) detailed at <https://www.mitel.com/legal/mitel-cloud-services-terms-and-conditions>, and incorporated herein by reference. Execution of this Service Order by Customer shall constitute Customer’s acceptance of such GTOS and notice to Mitel to proceed as described in this Service Order.

Activation and Customer Responsibilities

3. The Service Activation Date is expected to be within [60 Days] of your execution of this Service Order and Customer agrees to promptly assist Mitel, as detailed in this Service Order, to meet this timeframe. If Customer fails to provide prompt assistance, Mitel will make Entitlements available to Customer for use relying upon, (i) industry knowledge, (ii) any business requirements document prepared for or by Customer, and (iii) any other available information. Once an Entitlement has been made available to Customer for use, Mitel will commence billing for that Entitlement.

Initial Order for Cloud Services and Entitlements

4. If this is Customer’s initial order for Cloud Services or Entitlements, this Service Order determines the minimum Cloud Services and Entitlements for which Customer is contracting during the Service Term. During the Service Term, Customer shall not decrease Cloud Services or Entitlements below the quantity contracted in this Service Order. In the event Customer decreases Cloud Services or Entitlements during the Service Term below the minimum set by this Service Order, Customer shall be subject to Early Termination Fees as described in Section 7.7 of the GTOS.

Increases, Decreases and Changes to Cloud Services and Entitlements Following Initial Order

5. As per section 7.3 of the GTOS, Customer shall be entitled to increase the Cloud Services and Entitlements at Mitel’s list price, or as otherwise accepted by Customer in the online self-provisioning portal at the time such Cloud Services and Entitlements are added. A one-time implementation fee of \$50.00 will be assessed per Entitlement added.
6. If Customer adds Cloud Services or Entitlements through any means other than self-provisioning, such as through a new service order or a change order, then those additions shall be added to Customer’s total number of Cloud Services and Entitlements to set the new minimum Cloud Services and Entitlements for which Customer is contracting during the Service Term. However, in the event Customer uses self-provisioning to increase Entitlements and Cloud Services, Customer may decrease those services that Customer self-provisioned, provided they are not decreased below the minimum set in this Service Order. Any Cloud Services and Entitlements in effect at the time of renewal will become the new minimum for which Customer is contracting.
7. If this Service Order adds or changes Customers existing Cloud Services or Entitlements then those added or changed Cloud Services or Entitlements shall be coterminous with the end of Customers then current service term, notwithstanding the Service Term identified on this Service Order.

Charges and Fees

8. Implementation Packages include Local Number Porting (LNP) for the first two (2) invoices for each Site. LNP for each additional invoice is \$250 USD per Site.
9. Customer acknowledges that the Service Fees described in this Service Order do not include, and Customer is responsible for:
 - a. Taxes, Fees, and Surcharges. Any and all applicable taxes, fees and surcharges including, without limitation, those described at: <https://oneview.mitel.com/s/article/Taxes-Fees-and-Surcharges>.
 - b. Shipping. Shipping costs for Hardware, which shall be invoiced separately.
 - c. Usage. Calls outside contiguous United States and Canada, premium-rate telephone numbers (e.g., Directory assistance calls, 900 numbers, etc.) and toll-free inbound calls are billed on a usage basis.
10. Customer will be invoiced in advanced for non-usage-based Service Fees and in arrears at the end of each month for usage-based Service Fees.

General Terms

11. Any capitalized terms not defined herein have the meaning ascribed to them in the GTOS.
12. Provided that Customer executes this Service Order prior to expiration of the offer as described in Section 1 of these Business Terms, Customer shall be entitled to the promotional discount on (i) the 6930 Hardware rentals as described in this Service Order during the Initial Service Term (“Hardware Promotional Pricing”); and (ii) Essentials profiles as described on this Service Order during the Service Term. Customer acknowledges that the Hardware Promotional Pricing will not apply to Add-Ons or Renewal Service Terms. During Renewal Service Terms, or for Add-Ons pursuant to this Service Order, Customer shall be entitled to a discount equal to 39.98% off Mitel list price for 6930 Hardware rentals.

Implementation

For a full description of the Implementation Services included in JumpStart, please reference the [JumpStart Service Description](#).

Agreed and Accepted

Customer

Authorized Signature*

Date

Name and Title

*I confirm I am authorized to sign on behalf of Customer.

EMERGENCY SERVICES NOTICE

Definitions. Terms not otherwise defined in this notice are as defined in the Global Terms of Service located at: <https://www.mitel.com/legal/mitel-cloud-services-terms-and-conditions>.

Limitations Relative to Enhanced Emergency Services; Cost. Because of the unique nature of VoIP telephone calls, Emergency Services through your Cloud Services will be handled differently than traditional phone service. You acknowledge and agree that the Emergency Services provided hereunder have limitations relative to the enhanced (or similar) emergency services that are available on most traditional telephone services. Subject to the limitations set out herein, Emergency Services can be accessed, free of charge.

Emergency Services Devices and Initiation: Emergency services will only function if your User(s) are using an approved device, equipment or software and after your Service Order has been processed and you have received an emergency service confirmation. If your Users use non-approved equipment or software or attempt to call Emergency Services prior to confirmation, the Emergency Services may fail or may be forwarded to a non-public, backup emergency answering service.

Emergency Services Registration. You acknowledge and agree that it may not be possible for emergency operators and authorities to identify the actual location of a User(s) who dials Emergency Services through the Cloud Services. Where you purchase Entitlements that include our SIP Services, we will register the following as the addresses where your Users will use Cloud Services and to which Emergency Services should be dispatched by default: (i) the address(es) listed on your Service Order, and (ii) if an online portal is made available with the Cloud Services, the address(es) entered in the online portal. It is your responsibility to ensure that such default address(es) are accurate and, if changed, that you notify us of such changes either through our online portal, where available, or by contacting our support organization at least ten (10) days in advance. If emergency addresses registered are not accurate, emergency personnel (e.g. police, fire, ambulance) may be sent to the wrong address. In certain cases, an Emergency Services call may be routed to a telephone emergency dispatch center that may not normally receive Emergency Services calls from the User's registered location instead of a "traditional" wireline Emergency Services dispatch center. In this case, emergency personnel may not have the User's registered location and/or phone number on file. Regardless of whether an emergency address has been registered, Users dialing Emergency Services should always be prepared to state their location and phone number promptly and clearly to ensure that emergency operators have complete and accurate information. This is particularly important as in certain circumstances technical limitation may prevent this information from being made available to the dispatch center. If the User's registered address is different than the User's actual location, delays in handling of Customer's emergency call may be introduced and, consequently, result in fire, police or emergency personnel either not being able to find a User(s) location or significantly delay response time. Finally, you may incur additional costs, fines or other penalties, including service provider charges, resulting from improper dispatch of Emergency Services or calls to emergency service dispatchers where you and/or your Users have failed to update us with the User's correct address.

Emergency service limitations: Emergency Services will not function if (a) a VoIP device fails or is not configured properly, (b) the Cloud Services are not working for any reason including without limitation a power outage, broadband service outage, network congestion, suspension or disconnection of your Cloud Services, broadband connection failure, use of a non-native telephone number, electrical power loss, or your failure to meet our minimum technical service requirements, if applicable, or (c) where your Entitlements do not include our SIP Services, failure or disconnection of third party SIP Services. Following a power outage, you or your Users may need to reset or reconfigure your equipment prior to being able to use the Cloud Services, including dialing Emergency Services. Emergency operators and/or authorities may be unable to identify a User's phone number in order to call them back if (a) their call is unable to be completed, is dropped or is disconnected, (b) the User is unable to communicate their phone number, or (c) the Cloud Services are not operational for any reason. In such circumstances, and provided the Cloud Services are available, the User should redial Emergency Services. For technical reasons, including network congestion, it is possible that Emergency calls will produce a busy signal or will take longer to connect when compared with traditional emergency calls. When calling Emergency Services Users should not hang up until told to do so by emergency operators as emergency operators and authorities may also be unable to hold the line open in the event the User hangs up. You further acknowledge and agree (and you will cause your Users to do same) that we do not have any control over whether, or the manner in which, emergency calls using the Cloud Services are answered or addressed by any local emergency response center and we rely on third parties to assist us in routing emergency calls to local emergency response centers. Emergency services are available only within the jurisdiction in which the User is registered and the Cloud Services cannot be used to make emergency calls outside of same.

Inform other users: You are responsible for notifying, and you agree to notify, any User or potential Users of your Cloud Services of the nature and limitations of Emergency Services on the Cloud Services as described herein.

Acceptance of Limitations. You acknowledge that you have received the information regarding the limitations of our Emergency Services, understand them, and assume the risks associated with such limitations. Where your Entitlements do not include our SIP Services, you should consult your SIP Services provider to further understand Emergency Service limitations.

Agreed and Accepted Customer

Authorized Signature*

Date

Name and Title

*I confirm I am authorized to sign on behalf of Customer.

Authorized Contacts for Junction City- OR:

Good communication is the foundation of a great relationship. We ask that you tell us about your team so that we may begin our relationship communicating with the correct individuals. Your team may include people inside and outside your organization. Mitel partners often fill these roles for their clients.

There are five roles that must be assigned to one or many individuals on your Mitel account. Each role conveys a specific set of permissions and responsibilities for installing and managing your Mitel service. For more information on the specific roles and the permissions conveyed please visit:

Roles:

<https://oneview.mitel.com/s/article/Account-AuthorizedContacts>

Full Name	Email Address	Role <small>Please enter either DM/Super User, PM, Billing, Technical or Emergency</small>

For Role: Please enter one of DM Super user, PM, Billing, Technical or Emergency (we can make this a drop down in DocuSign) Confirm with Canidium if this is possible in CPQ.

By signing below, I authorize the listed individuals to perform the assigned roles for the indicated locations both current and future and authorize Mitel to contact the listed individuals. I understand as the default Decision Maker I can change or rescind role assignments at any time within my Mitel portal or by contacting Mitel.

Further, I understand that depending on the specific role designed I am granting the assignee access to data within our corporate phone system including, but not limited to, billing data, call detail records, call recordings, as well as authorization to make changes to call routing, configurations and contracted services.

**Agreed and Accepted
Customer**

Authorized Signature*

Date

Name and Title

*I confirm I am authorized to sign on behalf of Customer.

Junction City- OR
 August 17, 2020
 Initial Service Term
 (or Service Renewal
 Term, as applicable): 36 months
 Quote#: 11761344

Summary by Services	Monthly	One-time
Circuits	\$	\$
Profiles	\$630.00	\$
Options	\$15.00	\$0.00
MiCloud Connect CX	\$	\$
Implementation Services	\$0.00	\$0.00
Hardware	\$100.00	\$0.00
Third Party Applications	\$	\$
	\$745.00 Monthly Charges	\$0.00 One-Time Charges

Summary by Location	Monthly	One-time
680 Greenwood, Junction City, Oregon, 97448, USA	\$745.00	\$0.00
	\$745.00 Monthly Charges	\$0.00 One-Time Charges

**Agreed and Accepted
 Customer**

 Authorized Signature*

 Date

 Name and Title

*I confirm I am authorized to sign on behalf of Customer.

CONFIDENTIALITY & COPYRIGHT STATEMENT: This quote tool includes information and pricing that is highly confidential data. The tool, information, and pricing (i) is not intended for distribution except as expressly permitted herein; (ii) is and remains the proprietary property of Mitel Networks Corporation on behalf of itself or its subsidiaries or divisions (collectively "Mitel"); (iii) may not be copied except as may be necessary to fulfill the intended purpose of the tool; and (iv) is the copyright of Mitel and/or its licensor(s), with all rights reserved to the copyright owner. Any breach of confidential data or unauthorized use (of any kind) of the tool, information, or pricing will be considered an infringement of rights and may result in termination of any Mitel agreement.

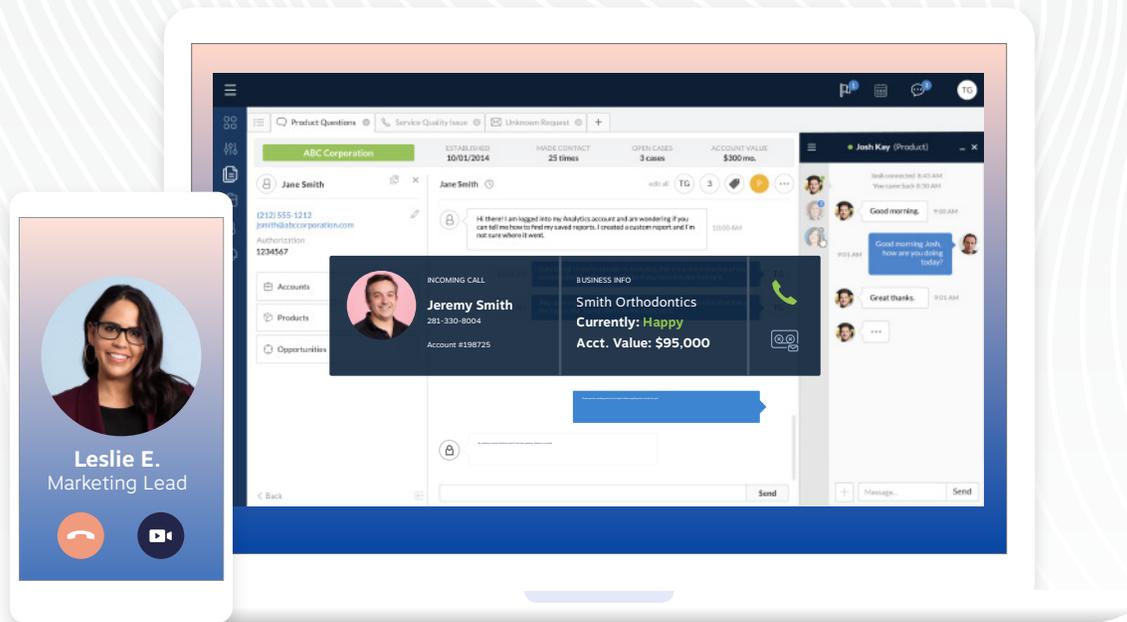
Customer Responsibilities:

No.	Project Activity	Customer Responsibility
1	Project Staffing & Resourcing	Staff the following roles / resources to support the activation of Mitel services: Executive Sponsor, Project Manager, IT Support
2	Project Kick-Off	Attend the <i>project kick-off</i> meeting hosted by Mitel
3	Business Requirements Document (BRD)	<ol style="list-style-type: none">1. Confirm core requirements as described in BRD2. Identify any material gaps otherwise requirements are deemed confirmed
4	Network Reliability Assessment	Ensure LAN meets / exceeds the minimum standards required to work effectively with Mitel products as defined in the Mitel Network Best Practices Guidance for Mitel MiCloud Connect at the following URL: https://oneview.mitel.com/s/article/Network-Best-Practices-for-Mitel-MiCloud-Connect
5	User Acceptance Testing (UAT)	<ol style="list-style-type: none">1. Identify business use cases for UAT2. Perform testing against use cases to confirm functional map3. Complete UAT at least 1 week prior to <i>go-live</i> in accordance with the Mitel project plan
6	Phone Number Porting	<ol style="list-style-type: none">1. Identify numbers to port and ensure <i>active</i> status with current provider2. Provide documentation to complete Transfer Request3. Assist and engage to resolve port delays that require customer involvement with current provider
7	Transition to Support	Complete all relevant Mitel training at least 1 week prior to <i>go-live</i>

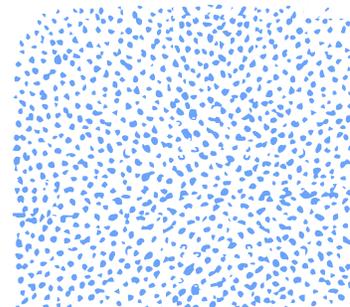


Your Nextiva Communication Suite Proposal

Get ready— you're about to
grow fearlessly.



[nextiva.com](https://www.nextiva.com)



Why do companies choose Nextiva?

Expect more from your business communication. Supercharge your business with a truly unified and integrated platform. Powerful phone service, sales pipeline management, customer relationship management, marketing engagement tools, and more.

The new way of working is Nextiva.



Amazing Service®

Our support team is made up of knowledgeable, friendly, and patient HUMANS based at our offices.



Customers of All Sizes

Large and small companies in 25+ industries across the U.S. trust Nextiva as their business lifeline.



Our Platform, NextOS

Our revolutionary platform allows you to conduct business from anywhere, and makes managing your business communications easier than ever.



Reliable & Secure

All of your data is protected by multiple layers of security and monitoring. With the highest uptime in the industry, you're always available.



Seamlessly Unified Communication

Communication, customer engagement, and collaboration tools— all (finally) working together.



Cost Savings

Slash your current business communication bills by almost 50%. Also get add-on features at no extra cost.

The Nextiva advantage



Network Reliability

The Nextiva network is one of the most advanced in the world of cloud-based business communications. Our network design increases service resiliency through redundancy, ensuring all calls are delivered fast and smoothly. Check out DownDetector.com and see how Nextiva is the best performing network since 2016 among UCaaS providers.

Awards and Recognition

Nextiva is no stranger to being recognized by the press, analysts, and awards. Forbes, Entrepreneur, Inc. and other publications have shared the Nextiva story, and we were recently named a notable vendor in the Gartner UCaaS Worldwide Magic Quadrant Midmarket Contextualization Report.



Competitive Rankings

Among cloud communications providers for businesses, Nextiva consistently ranks above the competition. On average, our customers have much better experiences than those of other providers. Take a look at the reviews on [GetVoIP](https://GetVoIP.com), [G2 Crowd](https://G2Crowd.com), and [Comparably](https://Comparably.com) to start.

Company Culture

Nextiva employees are the heart of providing customers Amazing Service. When employees are satisfied and engaged, the result is deeper customer connections and an elevated customer experience. Nextiva is committed to creating an engaging and fun environment that boosts employee satisfaction, and therefore provides customers with better service.



Your Nextiva Quote

Customer
Jason Knope
Junction City

Quote ID
13975183

Quote Date
08/14/2020

Quote Expires
09/14/2020

Sales Agent
Kevin Perry
n@n.com
503-744-4264

Nextiva, Inc.
8800 E. Chaparral Rd
Suite 300
Scottsdale, AZ 85250

Item Name	Quantity	One Time	Monthly
AP Nextiva Business Phone Service Professional \$22.95 36 Month 1 Nextiva Business Phone Service Professional: Base User	1	\$0.00	\$22.95
AP Nextiva Business Phone Service Professional \$22.95 36 Month - Discount		\$0.00	(\$5.00)
DaaS Nextiva X-885 36 Month \$4.00 DaaS Nextiva X-885 36 Month \$4.00	20	\$0.00	\$80.00
Nextiva Business Phone Service Professional: Additional User Nextiva Business Phone Service Professional: Additional User	34	\$0.00	\$780.30
Nextiva Business Phone Service Professional: Additional User - Discount		\$0.00	(\$170.00)
Nextiva X-835 Nextiva X-835 Deskset SIP Phone, PoE	15	\$2,249.85	\$0.00
Nextiva X-835 - Discount		(\$2,249.85)	\$0.00
	* Sub Total	\$0.00	\$708.25
	Ground Shipping	\$185.00	\$0.00
	Estimated Taxes and Fees		
	State E911 (VoIP)	\$0.00	\$35.00
	State P.U.C. Fee NF	\$0.00	\$1.36
	State RSPF Surcharge	\$0.00	\$3.50
	Federal FUSF (VoIP)	\$0.00	\$41.27



Federal FCC Regulatory Fee (VoIP)	\$0.00	\$0.50
E911 Fee	\$0.00	\$35.00
Regulatory Recovery Fee	\$0.00	\$52.49
Total Taxes and Fees	\$0.00	\$169.12
<hr/>		
Recurring Monthly Charge		\$877.37
* Total Due Today	\$1,062.37	

* Subject to applicable federal, state, and local taxes, surcharges and fees

Trusted by businesses just like yours

Nextiva provides business communication solutions for companies of all sizes and in all industries

