

# AGENDA

## CITY COUNCIL MEETING

City of Junction City  
680 Greenwood Street  
Virtual Meeting

Tuesday, October 13, 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](mailto:kvodrup@ci.junction-city.or.us). For City updates and resources on COVID-19, visit [www.junctioncityoregon.gov](http://www.junctioncityoregon.gov).

To join the City Council 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

(\*Estimated Time\*)

1. Call to Order and Pledge of Allegiance  
(*Mayor Crenshaw*)
2. Changes to the Agenda  
(*Mayor Crenshaw*)
3. Approval of Minutes – September [8](#) and [22](#), 2020  
(*Mayor Crenshaw*) **5 minutes**
4. Public Comment on Items not Listed on the Agenda  
(*Mayor Crenshaw*) **20 minutes**
5. [JC Grange Request](#)  
(*Administrator Knope*) **10 minutes**
6. Recording Technology for Meetings  
(*Administrator Knope*) **5 minutes**

7. [Master Fee Schedule Annual Review](#) **5 minutes**  
*(Director Crocker)*
8. [Revenue Allocation Review](#) **20 minutes**  
*(Director Crocker)*
9. [Business Pandemic Impact Support Program Update](#) **5 minutes**  
*(Administrator Knope)*
10. Councilor Comments/Questions **10 minutes**
11. Mayor's Comments **5 minutes**
12. Adjournment

**(Estimated End Time 7:55 p.m.)**

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, September 8, 2020, in a virtual meeting format via internet and phone.

**PRESENT:** Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, John Gambee, Dale Rowe and Bill DiMarco; City Administrator, Jason Knope; City Attorney, Carrie Connelly; Police Chief, Bob Morris; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

**1. Call to Order and Pledge of Allegiance**

Mayor Crenshaw called the meeting to order at 6:32 p.m. and led the Pledge of Allegiance.

**2. Changes to the Agenda**

Add Staff Reports before Councilor Comments.

**3. Approval of Minutes – August 11 and 25, 2020**

**MOTION:** Councilor Thomas made a motion to approve the August 11 and 25, 2020 minutes. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**4. Public Comment on Items not Listed on the Agenda**

Mr. Ken Wells, 554 SW Pine Street, Junction City, stated that he thought the Council decision at the August 25<sup>th</sup> meeting not to purchase the property at 350 Holly was a wise decision, especially since they still needed a Facility Plan. He continued that it was nice to have public comment at the first meeting of the month, and he thought it would be good for the Mayor to place it on the agenda for the second meeting of the month. He thanked the Mayor for adding staff reports to the agenda for the virtual meetings, as it was important for the citizens to hear the reports and be educated on things.

Mayor Crenshaw noted that his overall platform as Mayor was to ensure that the public received opportunities to speak, not only during public comment, but anytime the Council made a decision and he hoped that would be a precedent that would be lasting for Mayors to come.

**5. Water and Sewer Rates Resolutions**

**A. Public Comment**

Mr. Sidney Washburne, 520 Timothy Street, Junction City, stated that he knew that everything needed to go up, but he thought they should put this on the back burner, due to the fact that so many people were unemployed and not able to pay their bills.

There were no other public comments.

Mayor Crenshaw asked for a staff report. Director Kaping stated that before the Council were two resolutions for Water and Sewer Rates. In June of 2018, the City hired SCS Engineering (SCS) to do a rate study for Water, Sewer, and Sanitation. SCS made presentations to the Council in October and December 2018. Two options were presented, including a tiered structure and a fixed percentage, and Council chose to go with a fixed percentage. The final study was presented to the Council in January 2019, and two opportunities were held to receive public comments on March 12, 2019 and April 9, 2019. At the April meeting, the Council was unanimous in moving forward, and on May 14, 2019 the Council approved Resolution No. 1212 for Water Rates and Resolution No. 1213 for Sewer Rates.

Director Kaping continued that the annual rate increases should have come to the Council in May, but it was delayed because of COVID. The rate increases were included in the Fiscal Year 2020-2021 budget that the Council adopted in June. The monthly rate increase for an average customer would be approximately \$3.55 for Water and \$2.39 for Sewer. This was presented to the Public Works Committee on August 31, 2020 and they recommended moving it to Council for approval. The Council packet included SCS's recommendations on percentage increases each year over a five-year period.

Mayor Crenshaw clarified that the increases as stated by Director Kaping would be the actual increase per month for the average user. Director Kaping responded that was correct. Mayor Crenshaw asked if Director Kaping had a guestimate for a larger water user.

Director Kaping responded that it would be hard to say, as it depended on how much water they used, but a higher water user would definitely see a higher rate, as well as someone who had a larger meter, such as for commercial accounts.

Councilor Thomas asked about passing the resolutions, but possibly delaying their effective date for three months. Director Kaping responded that this had already been delayed by three months, as the rates should have increased in July.

Councilor Rowe asked Director Kaping to review what the rate increases would cover and the fact that these were not optional as they dealt with Water and Sewer treatment. Director Kaping responded that when they looked at the Water and Sewer Master Plans, it was realized that the City could not raise rates enough to cover all the projects in those plans. So, they looked at an alternate way, which was to establish Public Work's own Project Crew and to pick off some of those projects in house to keep costs down for ratepayers and do smaller rate increases. In addition, the City had a looming big Sewer Treatment project that had to take place that would cost somewhere in the neighborhood of 18 million dollars.

Councilor Rowe noted that in essence, Public Works was saving citizens money in the long range by doing these step by step. Director Kaping responded that was correct.

Councilor Rowe stated that there had been a lot of public interest in the last few months about the quality of the water in Junction City. He asked Director Kaping what Public Works was doing to correct that situation. Director Kaping responded that the Council had budgeted funds for Water Quality projects, which included installation of monitoring stations to gather data and automatic flushing devices to keep water turned over in low flow areas at night. The City also installed two additional water filters in the Water Treatment plant, which had drastically increased the removal rate for iron and manganese.

Councilor Ceniga asked for confirmation that the rate increase estimates were per the monthly bill and not per consumption unit. Director Kaping confirmed it was per monthly bill for the average user, which would be a total of about \$6.00 per month.

Councilor Ceniga noted that Mr. Washburne had brought up that people may be unemployed and unable to pay their bills. She asked if there was a plan to do anything to help with that. Director Kaping responded that the Public Works Committee was currently working on that and it would be discussed at the Council Work Session at the end of this month.

Councilor Ceniga stated that she totally understood that the increases were necessary as things needed to be done and all came with a cost. She asked if SDCs (System Development Charges) could be used for water and sewer infrastructure for new residents. Administrator Knope responded that it depended and was on a case by case basis. If the department was replacing an 8 inch waterline with an 8 inch waterline, the answer would be no, but if the department was replacing a 2 inch waterline with an 8 inch waterline, SDC funding could be used because the capacity had been increased in that 2 inch line.

Councilor Gambie stated that he was really excited that those plans had been rolling out and was fully in support of the acquisition of equipment over the last couple of months to do some of those projects. He asked how this was working in terms of the stated goal of improving the water quality. Director Kaping responded that the plan was working, and he still wanted to collect a little more data before making any drastic changes. Just by changing the way flushing was done and installing automatic flushing devices, they had seen an increase in water quality.

Councilor Thomas asked if citizens should still call Public Works if they were having problems with their water. Director Kaping responded that yes citizens should do that, as Public Works tracked every water complaint.

Mayor Crenshaw noted that with the current moratorium in not shutting off people's water, technically the City was allowing customers to defer their debt to a later date. He encouraged the Council to consider that to delay implementation of these increases would simply mean a greater increase for the next period; whereas, if they proceeded with this plan and then worked with those who had extraordinary financial needs, that would actually be in the best interest of the City at this time.

Mayor Crenshaw asked if there were additional public comments.

Mr. Washburne asked what Director Kaping was referring to when he talked about night flushing. Director Kaping responded that the automatic flushers were scheduled to run at night, but regular flushing occurred during the day.

B. Resolution No. 1 – A Resolution Establishing Water Rates for the City of Junction City and Repealing Resolution No. 1212.

C. Resolution No. 2 – A Resolution Establishing Sewer Rates and Charges for the City of Junction City and Repealing Resolution No. 1213.

Mayor Crenshaw asked if there were additional public comments. There were none.

**MOTION:** Councilor Rowe made a motion to approve Resolutions No. 1 and No. 2. The motion was seconded by Councilor Stott and passed by unanimous vote of the Council.

**6. Budget Resolution for Oregon Coronavirus Relief Fund Grant**

Director Crocker presented the resolution to recognize funds received from the Oregon Coronavirus Relief Fund Grant and to appropriate \$135,700 to the Economic Development Programs Line item in the Community Development Loan Fund.

Mayor Crenshaw asked if there were any public comments. There were none.

A. Resolution No. 3 – An Appropriation Resolution for the Fiscal Year Commencing July 1, 2020 and Ending June 30, 2021 and Making Appropriations within the Community Development Revolving Loan Fund.

**MOTION:** Councilor Stott made a motion to approve Resolution No. 3. The motion was seconded by Councilor Thomas and passed by unanimous vote of the Council.

**7. Finance Management, Utility Billing, and HR Software RFP**

Director Crocker presented the RFP (Request for Proposal) for Finance Management, Utility Billing, and HR Software. The City had been using Springbrook for over 25 years; the company had been sold a few years ago, and the system and service were no longer proving to be reliable. If Council approved this RFP, staff would issue the RFP and once bids were received staff would prepare recommendations for the Finance and Judiciary Committee to review, before coming to Council for final review and award of purchase.

Mayor Crenshaw asked if there were any public comments. There were none.

**MOTION:** Councilor Stott made a motion to direct City staff to proceed with the RFP process for the Financial Management, Utility Billing, and HR Software. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

**8. Oregon Public Works Cooperative Assistance Agreement**

Director Kaping presented the Oregon Public Works Cooperative Assistance Agreement renewal for a second five-year term. The agreement through ODOT (Oregon Department of Transportation) allowed all Public Works Departments that signed the agreement to assist each other during times of emergency.

Mayor Crenshaw asked if there were any public comments. There were none.

**MOTION:** Councilor Rowe made a motion to approve the Oregon Public Works Cooperative Assistance Agreement and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor DiMarco and passed by unanimous vote of the Council.

**9. Purchase of a Truck from Lane County Auction**

Director Kaping presented the request for Public Works to purchase a truck from Lane County Auction for the Projects Crew. Funds had been budgeted and the Public Works Committee reviewed on August 3<sup>rd</sup> and forwarded to Council for approval.

Mayor Crenshaw asked if there were any public comments. There were none.

**MOTION:** Councilor Stott made a motion to approve the purchase of a truck from the Lane County Auction, not to exceed \$10,000, and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Rowe and passed by a vote of 5 to 1, with Councilors Stott, Ceniga, Gambée, Rowe, and DiMarco voting in favor and Councilor Thomas voting against.

**10. Purchase of a Truck/SUV from Lane County Auction**

Director Kaping presented the request to purchase a truck or SUV from Lane County Auction to replace the current Public Works Director's vehicle, which was at the end of its useful life and would be sold on the public auction site. Funds had been budgeted for this vehicle to be replaced this year, as part of the Vehicle Replacement Program. The Public Works Committee reviewed on August 3<sup>rd</sup> and forwarded to Council for approval.

Mayor Crenshaw asked if there were any public comments. There were none.

**MOTION:** Councilor Stott made a motion to approve the purchase of a truck/SUV from the Lane County Auction, not to exceed \$15,000, and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor Ceniga and passed by unanimous vote of the Council.

**11. Phone System Replacement Project**

Administrator Knope stated that before the Council was a request to approve a contract with Jive Communications (Jive) for a new phone system. The City's current phone system was antiquated and budgeted to be replaced this year. Three quotes were received, and an internal staff phone committee reviewed and recommended Jive. Currently the City was paying \$2,100 a month on the various phone systems and would cost around \$1,250 with Jive, so this would provide a cost savings to the City as well as provide an up to date system; Jive would maintain the equipment, as this was a cloud based system, and the City could get updated phones when needed. This was a three-year contract.

Mayor Crenshaw asked if there were any public comments. There were none.

**Motion:** Councilor Stott made a motion to approve the contract with Jive and direct the City Administrator to sign the necessary documents. The motion was seconded by Councilor Rowe and passed by unanimous vote of the Council.

**12. Business Pandemic Impact Support Program Update**

Councilor Gambée recused himself from this discussion.

Administrator Knope provided an update on the Business Pandemic Impact Support Program. Since July 1<sup>st</sup>, 104 grants had been issued for a total of \$152,000. With the \$135,000 that was put back into the program tonight, that would give the City about \$198,000 to loan out, which should last through the end of the year. Thank you notes were still being received from the business community, who appreciated the assistance.

**13. Staff Reports**

Director Kaping reported that there were three construction projects occurring on the west side of town: 8 duplexes at the Reserve; 126 unit apartment complex called Maple Springs Apartments; and the first phase of 90 homes at Rolling Meadows south of 10<sup>th</sup> Street. Full build out of Rolling Meadows would be 330 lots.

Councilor Thomas asked if the City was equipped to keep up with sewer and water. Director Kaping responded the City was equipped and staff was looking at where to have another well for increased future water capacity. For future sewer capacity, that was one of the things that was currently being considered in the Sewer Plant Upgrade.

Councilor Rowe asked if there was any discussion about annexing Oaklea Drive. Director Kaping responded that because so much was being built on both sides of the road, the county would probably request that the City take Oaklea Drive from 1<sup>st</sup> Street to 18<sup>th</sup> Street at some point.

Councilor Rowe asked if the developer was going to be required to put up fences and curbs/gutters/sidewalks. Director Kaping responded that the current subdivisions did not border Oaklea Drive, so that would come in a different phase. For Reserve Phase II, there

were some requirements to widen Oaklea Drive, which could come back on the horizon fairly soon.

Chief Morris reported that with all the smoke from the wildfires, the department had been inundated with phone calls. Lane County Sheriff's office had virtually all their staff out doing evacuations up the McKenzie and other municipal agencies, including Junction City, were providing back up support for priority one Lane County calls. The department had increased staffing levels during this time, to assist other agencies and provide local coverage.

Councilor Thomas asked about an emergency vet service expenditure of \$4,155 from last month. Chief Morris responded that was for animal abuse/neglect cases. Councilor Thomas asked if the vet bills would be paid back at the end of prosecution. Chief Morris responded yes, and it was the goal to seek restitution.

Councilor Thomas asked where the \$3,800 went from the ambulance that was sold. Administrator Knope responded that it went back into the Police Department Capital Reserve Fund.

Attorney Connelly reported that she had worked with various staff members on items that were brought to Council tonight and was currently working with Planning Technician Andrews on the Mobile Food Cart Code draft language. She was working with a number of cities on allowed uses of their CARES Act Grant funding, and she expressed kudos to City staff for acting quickly and proactively setting up its program to be able to hand out that money.

Administration Knope reported that because of air quality issues, court would be cancelled this week and rescheduled to a date later in the month.

#### **14. Councilor Comments/Questions**

Councilor Ceniga asked if there were any updates on the burned building at 7<sup>th</sup> and Ivy. Director Kaping responded that he spoke to someone on site who said a contractor had been acquired and would start working on the building. Councilor Ceniga asked if it had been determined who owned the building. Director Kaping responded that it was owned by the Huntley's, who were not related to Sue Huntley.

Councilor DiMarco gave a shout out to City law enforcement and the fire district, as well as other first responders in the area; he expressed appreciation and thanks for everybody's work.

Councilor Gambie thanked Administrator Knope and each of the department directors for their good work and stated that he was constantly amazed at the level of work they put in to serve citizens and save money. He noted that he could list dozens and dozens of ways Administrator Knope and the department heads saved money or improved services. When the budget got tight, they did not shut areas down, but instead figured out ways to operate at a lower cost, and he thanked staff for that good work.

#### **15. Mayor's Comments**

Mayor Crenshaw referred to the heavy smoke in the area from the wildfires and hoped that everyone was able to stay indoors and avoid the smoke. He recognized the hardships that neighboring communities were going through and hoped that everyone received the warnings on their cell phones. His heart went out to anyone who had lost their home in this event. He hoped that Junction City would survive without any fires and noted that the smoke was definitely upon the City from the many local fires. He hoped that everyone stayed safe and would be able to attend the Council meeting at the end of the month.

#### **16. Adjournment**

As there was no further business, the meeting was adjourned at 8:21 p.m.

ATTEST:

APPROVED:

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Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor

The City Council for the City of Junction City, met in regular session at 6:30 p.m. on Tuesday, September 22, 2020, in a virtual meeting format via internet and phone.

**PRESENT:** Mayor, Mark Crenshaw; Councilors Sandie Thomas, Robert Stott, Andrea Ceniga, John Gambee, Dale Rowe, and Bill DiMarco; City Administrator, Jason Knope; Public Works Director, Gary Kaping; Finance Director, Mike Crocker; and City Recorder, Kitty Vodrup.

**1. Call to Order and Pledge of Allegiance**

Mayor Crenshaw called the meeting to order at 6:35 p.m. and led the Pledge of Allegiance.

**2. Changes to the Agenda**

Remove Item 3 Junction City Historical Society Grant Request, per the request of the Historical Society to postpone this item.

**3. JC Grange Request**

Administrator Knope presented the \$2,500 request from the Junction City Grange to be used as part of a cash match for a \$5,000 State Grange grant application for maintenance to the grange building. This was reviewed by the Finance and Judiciary Committee and they forwarded this item to Council for further consideration. If the Council was interested in funding this request, there was \$7,000 available in the Projects to be Determined line item in State Shared Revenue.

Ms. Rechelle Salgado, JC Grange Representative, shared that she was encouraged to submit this request to the Council, and she provided history of the grange building which was built in 1930. She noted that they had done their due diligence to involve the community in this project, and the grange had served the community by being a great place for people to meet.

Discussion followed and four of the seven Council members were in favor of having staff bring back the grant paperwork for Council consideration.

**4. Budget Review and Update**

Director Crocker stated that the Finance and Judiciary Committee had reviewed this update at their last meeting and asked that it be forwarded to Council. He reviewed the following:

Attachment A – Ending Fund Balances as of 06-30-20

- There were some very healthy increases in many of the funds, and the General Fund showed a surprising year with a higher balance than had been expected. A couple of things contributed to this: Receipt of the Oregon Coronavirus Relief Fund Grant of \$101,000 at the end of June, of which \$67,000 went into the General Fund, and the University of Oregon paid an entire year in advance of \$357,000 for the dispatch contract.

Attachment B – Ending Fund Balance Requirements

- This chart showed the department progress in meeting the minimum fund balance fiscal policy requirement from one year to the next; this was not a reflection of how the departments did on their budget. Good progress was made in many departments and there was still some work to do.

Attachment C – Franchise Fee Revenue

- Franchise fees received had been stable over the last five years; this was a significant budget item with receipts of \$450,000 per year.

Attachment D – Completed Residential Housing Units

- 48 housing units were completed in Fiscal Year (FY) 2019-2020 for a value of 5.8 million dollars.
- 25 housing units were completed in FY 2018-2019 for a value of 5.4 million.
- Four biggest building projects currently underway:
  - Country Crossroads – 140-unit apartments with 17 buildings on 18<sup>th</sup>. 5 buildings were completed last year and 12 were expected to be completed this fiscal year.
  - Maple Springs Apartments – 129 units and building permits were in process.
  - 11<sup>th</sup> Street Duplexes – 16 living units and they had applied for building permits.
  - Rolling Meadows Phase - 90 units and they were in the subdivision application process.

Director Crocker stated that there was a significant amount of development that would be occurring in Junction City this fiscal year and into FY 2021-2022.

Director Kaping noted that the value on the building permits were a reflection of costs to build and not the market or property tax value.

##### **5. Recovery Program Discussion**

Director Kaping stated that the Council discussed a Ratepayers Assistance Program at the July 28<sup>th</sup> Council Work Session and that discussion converted to looking at a Recovery Program. The Public Works Committee reviewed and looked at criteria examples; Community Lending Works used a percentage of loss of income and if a customer had lost more than 20% of their income, they qualified for the program. The Committee discussed using the 20% reduction of income for a one-time credit of \$100 and other ideas but wanted to bring this to the Council for full discussion. Director Kaping added that he viewed a Recovery Program as something that would be at the end of whenever COVID ended.

Director Kaping continued that a few months ago, the Public Works Committee agreed to let staff put out a reminder letter (not a shut off notice) that accounts were past due and to please contact Public Works to make a payment arrangement. The first month the letter was sent out, a total of \$18,496.61 was collected, with 72 customers paying on their accounts and 31 of them paying in full. Another letter was sent out the following month and a total of \$33,047.65 was collected, with 157 customers paying and 67 paying in full. So, in total, \$51,544.26 was collected, just by sending out reminder letters.

Councilor DiMarco asked what the outstanding balance was now. Director Kaping responded that there was still \$34,330.78 past due. Some of those customers regularly received past due notices pre-COVID; some of those were probably not paying because they were not being shut off and some probably needed some help.

Mayor Crenshaw stated that as he recalled from the conversation on the Ratepayers Assistance Program, it was the general consensus of the Council that now was not the right time to develop that, but the conversation shifted to recognizing that the City would need a recovery period from the indebtedness of households. He wanted to make sure that was what they were talking about this evening, to create a plan to make the utilities portion of the City's budget whole and create a way for the indebtedness to be recovered. His thoughts were not to issue anyone a credit but consider a reasonable period of time for them to make their account whole. The City could use funds that had been set aside to make the City's Utility account whole and then those would be repaid as households paid on their accounts. Director Kaping responded that one way to approach that would be if the City was still \$30,000 in the hole towards the end of this fiscal year, \$30,000 of the \$60,000 that had been set aside could be used to make the fund whole again, but those customers would still end up paying those bills and that money would go back into the City's accounts.

Mayor Crenshaw noted that the direction he wanted to persuade the Council would by no means be a completion of this discussion, as they were not even ready to start a Recovery Process and were not out of the woods for the losses of income that some of our community members were enduring. He continued that the greatest concern with a credit or forgiveness of debt was that some customers could take advantage of that, not leaving the monies available for those in need; therefore, he would discourage forgiving any of the debt. He thought they should simply create a viable plan for those citizens to reasonably reduce debt overall, hopefully to zero. Then at a later date, they could consider the outcome of uncollected debt.

Director Kaping provided the example of making the City's Utility Account whole in May with set aside City funding and then nothing would be deducted from the customer's bill; they would still owe on their account balance and would need to pay that. Mayor Crenshaw responded that was what he was thinking; they would basically move funds for budgetary purposes and then the actual indebtedness could then be spread out over time, depending on the account balance.

Director Kaping noted that right now, Public Works did offer those payment plans to current customers that were behind. A payment agreement was prepared that said they were going to pay extra on their bill each month, varying from \$20 to \$100 a month or whatever they could afford, to start catching up on their bill.

Mayor Crenshaw noted that if they would have shut people off a while back, the customers would not have been able to build up as much in debt as some of them had. He asked if Director Kaping had an example of the highest level of indebtedness so far. Director Kaping responded that one customer had not paid since February and currently owed \$900.

Mayor Crenshaw asked if the Council had any more direction on where potentially to take this program. Director Kaping noted that he could provide examples of what worked and provided the example of a business that owed \$6,000. Public Works set up a payment arrangement for him and he was able to catch up and completely pay off his debt within two years. So, this program worked; they just needed to get customers to participate.

Mayor Crenshaw stated that in listening to Director Kaping's comments, there may not actually be a need for this discussion or need for anything additional to the program. His concern basically was if there were too many large bills of indebtedness, that would create too much of a short fall in the Utility Budget that they might end up having to adjust rates again for everyone else.

Director Kaping stated that they could assess that as the year moved on and referred to the \$60,000 set aside for some kind of relief, recovery, or however the Council wanted to title it. They could watch this throughout the year and see if it got better or worse. Over the last few months, he had seen that it was getting better as more people were going back to work and people were finally collecting unemployment. For the majority of responsible people, they wanted to pay their bills, catch up, and sign a payment arrangement that got them back on the right track. If he could just continue doing what Public Works had been doing over the last couple of months, he thought they were going to see that number continue to drop every month.

Councilor Rowe expressed his agreement with Mayor Crenshaw and Director Kaping and stated that they should leave the money in the line item in case they needed it. He thought they should table the Recovery Program until perhaps the first of the year and see where they were and if they did need to transfer money budgetarily. He thought this was good news and thanked Director Kaping for the fine work and good report.

Councilor Gambie echoed Councilor Rowe's comments and noted that he appreciated finding out that the balance was down to around \$30,000. He asked what that the past due normally was per month, pre-COVID. Director Kaping responded that they had past dues down to \$5,000 per month. He added that he and the previous Public Works Director (Administrator Knope), helped get that back on track; they just needed to get through COVID.

Councilor Thomas thanked Director Kaping for all his work and said that she thought putting this on the back burner was a good idea at this time.

Mayor Crenshaw noted that he thought the direction was clear for Director Kaping to keep doing what he was doing and they would discuss the need for a Recovery Program as they got closer to being out of the situation that they were in.

**6. Executive Session per ORS 192.660(2)(f) to Consider Information or Records that are Exempt by Law from Public Inspection.**

Mayor Crenshaw called Executive Session at 7:43 p.m. Regular session reconvened at 8:23 p.m.

**7. Other Business**

**MOTION:** Councilor Stott made a motion to have HBH Engineering petition the Environmental Quality Commission in the amount not to exceed \$79,723.00 and authorize the Public Works Director to sign the necessary documents. The motion was seconded by Councilor DiMarco.

Mayor Crenshaw asked if there were any public comments. There were none.

**VOTE:** The motion passed by unanimous vote of the Council.

Mayor Crenshaw noted that this was money well spent by the City of Junction City and could potentially save million of dollars on the Wastewater Treatment Facility.

Mayor Crenshaw noted that he did want to give an opportunity to any members of the public to give testimony on items other than what they had talked about this evening, and he opened the floor for public comments. There were no comments.

**8. Adjournment**

As there was no further business, the meeting was adjourned at 8:35 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Kitty Vodrup, City Recorder

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Mark Crenshaw, Mayor

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## JC Grange Request

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Meeting Date: October 13, 2020  
Department: Administration  
[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Agenda Item Number: 5  
Staff Contact: Jason Knope  
Contact Telephone Number: 541-998-3125

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### **ISSUE STATEMENT**

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

### **BACKGROUND**

At the last Council Meeting, staff was directed to bring back grant paperwork for the JC Grange's request for Council review. Since the last meeting, staff has since learned that the funding that the Grange is requesting is actually in the amount of \$1,650 and is intended to be used for materials needed for the project. The Grange has already submitted their request to the State for grant funds on September 1<sup>st</sup>, 2020.

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.

### **COMMITTEE REVIEW AND/OR RECOMMENDATION**

This item was not reviewed by any committee.

### **RELATED CITY POLICIES**

None

### **LEGAL REVIEW**

This item was reviewed by the City Attorney's office as part of their normal packet review.

### **CITY ADMINISTRATOR'S COMMENT**

I am recommending that the Council approve the request for financial assistance as presented.

### **COUNCIL OPTIONS**

The Council can, at its pleasure:

1. Approve the agreement. Motion: "I make a motion to approve the grant agreement with the JC Grange and authorize the Mayor to sign the necessary documents."
2. Provide other direction to staff.

**ATTACHMENTS**

A. JC Grange Grant Agreement

**FOR MORE INFORMATION**

Staff Contact: Jason Knope  
Telephone: 541-998-3125  
Staff E-Mail: [jknope@ci.junction-city.or.us](mailto:jknope@ci.junction-city.or.us)

## **GRANT CONDITIONS AND AGREEMENT**

**GRANTOR:** City of Junction City (“City”)  
**GRANTEE:** Junction City Grange #744 (“Grange”)  
**AMOUNT OF GRANT:** \$1,650

### **RECITALS:**

- A. The Grange is a non-profit tax-exempt organization, which has operated facilities in Junction City for \_\_\_\_ years.
- B. The Grange provides a unique service to the community by providing a public meeting and gathering space that otherwise could and likely would have to be provided by the City.
- C. The City of Junction City (“City”) wishes to support the Grange in order for it to conduct needed facility improvements and maintenance, which will improve its community service, plus City ambiance and aesthetics.

### **AGREEMENT:**

- 1. Grange accepts a One Thousand Six Hundred and Fifty Dollars (\$1,650) grant provided by the City, subject to the following conditions:
  - a. The grant fund shall be expended only for facilities maintenance. City is not requiring such maintenance and, if undertaken, Grange is solely responsible for soliciting and entering into Project contracts, to which City shall not be a party. City shall not be responsible for any supervision, oversight or inspection of the Project.
  - b. Grange shall keep accurate records of all expenditures of grant funds, and shall provide them to City or City’s auditor, upon request.
  - c. Grange shall maintain its non-profit and tax-exempt status through the end of the grant term and shall provide documentation of the continuation of such status to the City or its auditor upon request.

e. Upon approval of the Council, after receipt and review of Grange receipts of appropriate Project costs incurred, the grant payment will be made to the Grange. Grant funds may be expended by the Grange during City's fiscal year 20/21, ending June 30, 2021 as outlined above.

2. City may, but shall have no obligation to, approve future grants to Grange, subject to Grange's prior written request and mutually agreed to terms and conditions.

**GRANTOR:**  
City of Junction City

**GRANTEE:**  
Junction City Grange #744

By: \_\_\_\_\_  
Mark Crenshaw, Mayor

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(printed name and title)

Date: \_\_\_\_\_

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Recording Technology for Meetings

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Meeting Date: October 13, 2020  
Department: Administration  
[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Agenda Item Number: 6  
Staff Contact: Jason Knope  
Contact Telephone Number: 541-998-3125

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### **ISSUE STATEMENT**

There are no packet documents for this item.

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Master Fee Schedule Annual Review

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Meeting Date: October 13, 2020  
Department: Finance  
www.junctioncityoregon.gov

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

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### 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 will make available to the public. Master fee schedules are normally reviewed on a periodic or annual basis as recommended by best practices. The master fee schedule is a compilation of fees only, it is not part of any rate setting process. 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 2019.

### COMMITTEE REVIEW AND/OR RECOMMENDATION

The Master Fee Schedule was reviewed by the Finance Judiciary Committee at its September 3<sup>rd</sup>, 2020 meeting. The consensus of the Committee was to forward the Master Fee Schedule to Council for review and adoption.

### RELATED CITY POLICIES

None

### LEGAL REVIEW

Reviewed as a part of the Council packet.

### CITY ADMINISTRATOR’S COMMENT

To provide feedback and direction as desired.

### COUNCIL OPTIONS

**1. Motion to Approve:** “I make a motion to adopt the City of Junction City 2020 Master Fee Schedule”.

**2. Provide direction** to staff for the Master Fee Schedule process.

**ATTACHMENTS**

A. Master Fee Schedule 2020 Draft

**FOR MORE INFORMATION**

Staff Contact: Mike Crocker

Telephone: 541-998-2153

Staff E-Mail: [MCrocker@ci.junction-city.or.us](mailto:MCrocker@ci.junction-city.or.us)

# Master Fee Schedule

The City Of Junction City



9/21/20

2020

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# 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
<b>Branch Circuits</b>		
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
<b>Miscellaneous</b>		
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
<b>Limited Energy Permits (Residential)</b>		
Fee for All Systems*	\$27.50	JCMC 15.05/Res 1171
<b>Limited Energy Permits (Commercial)</b>		
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		
<b>Residential Equipment/System Fees</b>		
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
<b>Fuel Piping</b>		
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
<b>Commercial Mechanical Permits (Based on total valuation)*</b>		
\$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

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
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 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res 1171
Each Additional 100'	\$51	JCMC 15.05/Res 1171
Water Service		
1 <sup>st</sup> 100'	\$60.50	JCMC 15.05/Res 1171
Each Additional 200'	\$51	JCMC 15.05/Res 1171
Storm & Rain Drain		
1 <sup>st</sup> 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

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## 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 <sup>st</sup> child \$35/2 <sup>nd</sup> child \$30/3 <sup>rd</sup> child Free/4 <sup>th</sup> child Free/5 <sup>th</sup> 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

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# Franchise Fees

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## 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	\$ .25 a page; minimum \$5.00 Hourly rate: \$25/hour applies to 30 minutes or more of staff time.  \$5.00 certified plus copying fee  \$2.00 fax copies plus cost of postage	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

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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

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# 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***

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
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**

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
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

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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

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
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
<b>Residential Sewer Rates</b>		
¾" Meter Size	39.46	JCMC 13.10/Res. 1247
1' Meter Size	98.66	JCMC 13.10/Res. 1247
Usage Rate	\$3.55/per 100 cubic ft.	JCMC 13.10/Res. 1247
Flat Rate, No Meter	\$39.46	JCMC 13.10/Res. 1247
<b>Commercial Sewer Rates</b>		
Up to ¾" Meter Size	\$39.46	JCMC 13.10/Res. 1247
1' Meter Size	\$98.66	JCMC 13.10/Res. 1247
1 ½' Meter Size	\$197.31	JCMC 13.10/Res. 1247
2' Meter Size	\$315.69	JCMC 13.10/Res. 1247
3' Meter Size	\$591.92	JCMC 13.10/Res. 1247
4' Meter Size	\$986.54	JCMC 13.10/Res. 1247
6' Meter Size	\$1,973.10	JCMC 13.10/Res. 1247
8' Meter Size	\$3,156.91	JCMC 13.10/Res. 1247
10' Meter Size	\$4,538.10	JCMC 13.10/Res. 1247
Flat Rate, No Meter	\$98.66	JCMC 13.10/Res. 1247
Usage Rate	\$3.55/per 100 cubic ft.	JCMC 13.10/Res. 1247
<b>Connection Costs</b>		
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
<b>Other Sewer Fees</b>		
Late Fee	\$10.00	JCMC 13.10/Res. 1247
Door Knocker Fee	\$15.00	JCMC 13.10/Res. 1247

Item	Fee	Set By
Deposit – Sewer Only	\$25.00	JCMC 13.10/Res. 1247
Deposit – All Services (Water, Sewer, Sanitation)	\$100.00	JCMC 13.10/Res. 1247
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. 1247

## Water

Item	Fee	Set By
<b>Residential Water Rates</b>		
1/2" & 5/8" Meter Size	\$10.93	JCMC 13.05/Res. 1246
1" Meter Size	\$27.31	JCMC 13.05/Res. 1246
1 1/2" Meter Size	\$54.61	JCMC 13.05/Res. 1246
2" Meter Size	\$87.37	JCMC 13.05/Res. 1246
3" Meter Size	\$163.90	JCMC 13.05/Res. 1246
Usage Rate	\$2.78/per 100 cubic ft.	JCMC 13.05/Res. 1246
<b>Commercial Water Rates</b>		
1/2" & 5/8" Meter Size	\$10.93	JCMC 13.05/Res. 1246
1" Meter Size	\$27.31	JCMC 13.05/Res. 1246
1 1/2" Meter Size	\$54.61	JCMC 13.05/Res. 1246
2" Meter Size	\$87.37	JCMC 13.05/Res. 1246
3" Meter Size	\$163.83	JCMC 13.05/Res. 1246
4" Meter Size	\$273.04	JCMC 13.05/Res. 1246
6" Meter Size	\$546.10	JCMC 13.05/Res. 1246
8" Meter Size	\$873.76	JCMC 13.05/Res. 1246
10" Meter Size	\$1,256.00	JCMC 13.05/Res. 1246
Usage Rate	\$2.78/per cubic ft.	JCMC 13.05/Res. 1246

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Fire Sprinkler Service	\$5/month/per inch-diameter of waterline riser or \$20/month/minimum (whichever is greater)	JCMC 13.05/Res. 1246
Outside City Limits Water Rates (Residential & Commercial)		
5/8" Meter Size	\$16.31	JCMC 13.05/Res. 1246
1" Meter Size	\$40.96	JCMC 13.05/Res. 1246
1 1/2" Meter Size	\$81.92	JCMC 13.05/Res. 1246
2" Meter Size	\$131.10	JCMC 13.05/Res. 1246
3" Meter Size	\$245.74	JCMC 13.05/Res. 1246
Usage Rate	\$4.16/per 100 cubic ft.	JCMC 13.05/Res. 1246
Multi-Family Unit Water Rates		
5/8" Meter Size	\$10.93	JCMC 13.05/Res. 1246
1" Meter Size	\$27.31	JCMC 13.05/Res. 1246
1 1/2" Meter Size	\$54.61	JCMC 13.05/Res. 1246
2" Meter Size	\$87.37	JCMC 13.05/Res. 1246
3" Meter Size	\$163.90	JCMC 13.05/Res. 1246
4" Meter Size	\$273.04	JCMC 13.05/Res. 1246
6" Meter Size	\$546.10	JCMC 13.05/Res. 1246
8" Meter Size	\$873.76	JCMC 13.05/Res. 1246
Usage Rate	\$2.78/per 100 cubic ft.	JCMC 13.05/Res. 1246
Water Meter Installation		
3/4" I-Pearl	\$750	JCMC 13.05/Res. 1246
1" I-Pearl	\$925	JCMC 13.05/Res. 1246
1 1/2" Omni and Larger Meter	Cost of the meter, materials, and labor plus a 5% service fee	JCMC 13.05/Res. 1246
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. 1246
Disconnect/Reconnect after 4 pm or on Saturday, Sunday, or a holiday (after hours call out)	\$75 per call out	JCMC 13.05/Res. 1246
Tampering Charge (reconnection without City permission)	\$50	JCMC 13.05/Res. 1246
Customer Damaged City Facilities	Actual Cost	JCMC 13.05/Res. 1246
Returned Check Charge	\$20.00	JCMC 13.05/Res. 1246
Bulk Rates	\$0.02 per gallon	JCMC 13.05/Res. 1246
Late Fee	\$10.00	JCMC 13.05/Res. 1246
Door Knocker Fee	\$15.00	JCMC 13.05/Res. 1246
Deposit for Water Only	\$25.00	JCMC 13.05/Res. 1246
Deposit for All Services (Water, Sewer, and Sanitation)	\$100.00	JCMC 13.05/Res. 1246

### 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) Updated annually on January 1 <sup>st</sup> )		
3/4"	\$9,082.92	JCMC 13.35/Res. 911

<b>Item</b>	<b>Fee</b>	<b>Set By</b>
Shared Meter – Multi-Family	\$7,266.09/Unit	JCMC 13.35/Res. 911
1”	\$16,167.84	JCMC 13.35/Res. 911
1 ½”	\$36,331.68	JCMC 13.35/Res. 911
2”	\$63,580.43	JCMC 13.35/Res. 911
3”	\$145,326.69	JCMC 13.35/Res. 911
4”	\$257,955.41	JCMC 13.35/Res. 911
6”	\$581,306.77	JCMC 13.35/Res. 911
8”	\$1,033,454.70	JCMC 13.35/Res. 911
Streets (Number of Trip Ends determined by Institute of Transportation Engineers Trip General Manual, 7 <sup>th</sup> Ed.)	\$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	

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Revenue Allocation Review

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Meeting Date: October 13, 2020  
Department: Finance  
www.junctioncityoregon.gov

Agenda Item Number: 8  
Staff Contact: Mike Crocker  
Contact Telephone Number: 541-998-2153

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### 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.

### COMMITTEE REVIEW AND/OR RECOMMENDATION

This presentation was reviewed by the Finance Judiciary Committee on September 3<sup>rd</sup>, 2020 and forwarded to Council.

### RELATED CITY POLICIES

Fiscal policy for Revenue Allocations adopted January 8, 2019.

### LEGAL REVIEW

Reviewed as a part of the Council packet.

### CITY ADMINISTRATOR'S COMMENT

I am recommending that the Council does not make any changes to the current allocation structure at

this time. This will allow staff and Committee time to work through the Court Department's budget as well as evaluate the impact of the 50% franchise fee to the Streets Fund.

## **COUNCIL OPTIONS**

No action required

## **ATTACHMENTS**

- A. 5 year allocations history charts
- B. Ending Fund Balance Requirements Charts
- C. Discussion points
- D. 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](mailto:MCrocker@ci.junction-city.or.us)

Budgeted Revenue Allocations					Attachment 'A'		
<b>Property Taxes: %'s</b>							
	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 (1)	2.00%	2.00%	2.00%	2.00%	2.00%		
Community Services							
Viking Sal Senior Center	2.22%	1.88%	0.00%	2.35%	2.65%		
Community Center	1.35%	1.39%	1.39%	3.59%	4.85%		
Community Services - Admin	5.91%	7.20%	7.20%	--	--		
Pool	2.77%	2.88%	2.43%	3.00%	3.83%		
Parks	4.35%	6.55%	6.55%	6.28%	6.28%		
Library	5.40%	2.10%	4.43%	6.78%	4.39%		
Total Community Services	22.00%	22.00%	22.00%	22.00%	22.00%		
Total All	100%	100%	100%	100%	100%		
(1) Building & Planning were combined for FY16/17, 17/18 & 18/19							

Budgeted Revenue Allocations					Attachment 'A'		
<b>Property Taxes: \$'s</b>							
	Property Taxes						
<b>Budgeted Revenue</b>	<b>FY16/17</b>	<b>FY17/18</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>		
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 (1)	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'		
<b>General Revenue: %'s</b>							
	General Revenue						
<b>Allocation %'s</b>	<b>FY16/17</b>	<b>FY17/18</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>		
Police	24.81%	74.00%	74.00%	74.00%	74.00%		
Court	6.40%	2.00%	2.00%	2.00%	2.00%		
Building & Planning (1)	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	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>		
Streets (pre-departmental)	--	10.00%	20.00%	30.00%	40.00%		

Budgeted Revenue Allocations					Attachment 'A'	
<b>General Revenue: \$'s</b>						
	General Revenue					
<b>Allocation %'s</b>	<b>FY16/17</b>	<b>FY17/18</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>	
Police	128,800	377,200	350,400	322,200	308,100	
Court	33,200	10,200	9,500	8,700	8,300	
Building & Planning (1)	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	
<b>Total Department Allocations</b>	<b>511,600</b>	<b>509,700</b>	<b>473,600</b>	<b>435,300</b>	<b>416,200</b>	
Non-Departmental	7,500	-	-	-	4,000	
Streets	-	44,000	89,000	131,600	178,800	
<b>Total General Revenue</b>	<b>519,100</b>	<b>553,700</b>	<b>562,600</b>	<b>566,900</b>	<b>599,000</b>	

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)
<b>General Fund Departments</b>							
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
<b>General Dept Fund Totals</b>		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)
<b>Community Services Funds</b>							
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)
<b>Utilities &amp; Streets</b>							
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)
<b>Internal Service Funds</b>							
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

**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. <sup>(b)</sup>

#### 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. <sup>(j)</sup>

#### 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. <sup>(b)</sup>

#### 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. <sup>(b)</sup>

#### 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. <sup>(b)</sup>

#### 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

# JUNCTION CITY COUNCIL AGENDA ITEM SUMMARY



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## Business Pandemic Impact Support Program Update

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Meeting Date: October 13, 2020  
Department: Administration  
[www.junctioncityoregon.gov](http://www.junctioncityoregon.gov)

Agenda Item Number: 9  
Staff Contact: Jason Knope  
Contact Telephone Number: 541-998-3125

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### ISSUE STATEMENT

This is an update on the City's Business Pandemic Impact Support Program.

### BACKGROUND

The program continues to be a popular program. Since July 1, 2020 the City has awarded 150 grants through the end of September. Attached to this AIS is the summary graph and funding issued worksheets for the Council's review.

At this point, there is approximately \$150,000 left in available funding after Council approved the supplemental budget allocating reimbursement funds into this program. Based on current activity levels, staff anticipates that this funding will last to the end of the calendar year. However, please keep in mind that changes in activity levels could alter that projection.

### COMMITTEE REVIEW AND/OR RECOMMENDATION

This item was not reviewed by any committee.

### RELATED CITY POLICIES

None

### LEGAL REVIEW

This item was reviewed by the City Attorney's office as part of their normal packet review.

### CITY ADMINISTRATOR'S COMMENT

None – Informational Item Only

### COUNCIL OPTIONS

- The Council can, at its pleasure:
1. None – Informational Item Only.

### ATTACHMENTS

- A. Business Pandemic Impact Support Program Summary Graph
- B. Business Pandemic Impact Support Program Funding Issued Summary

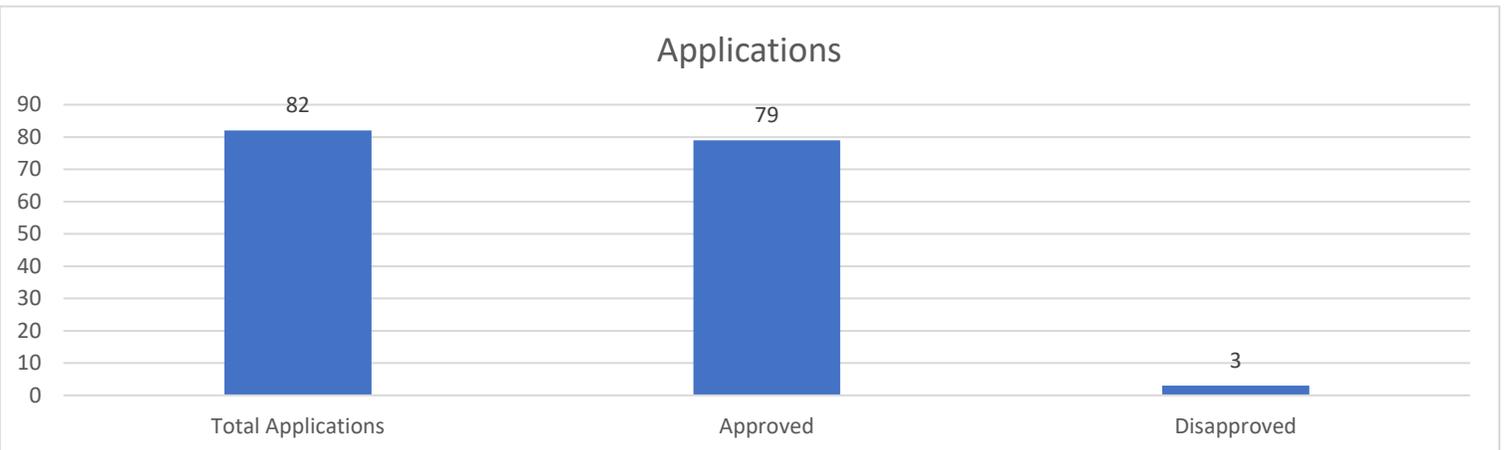
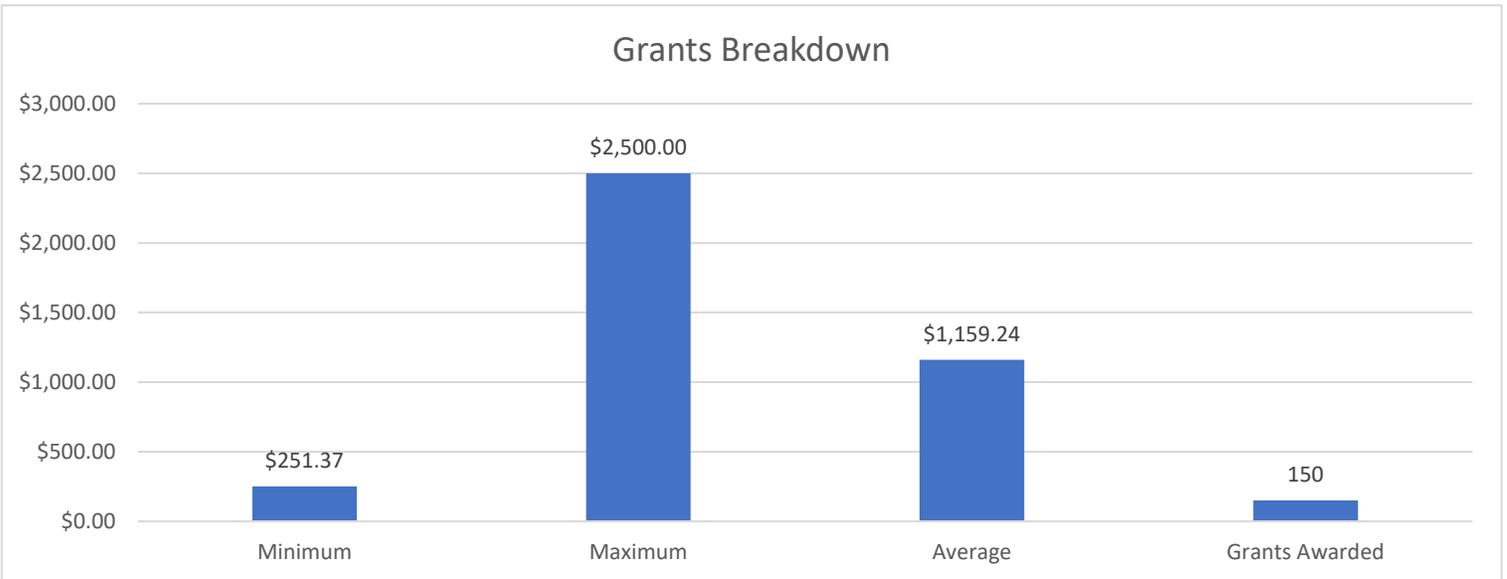
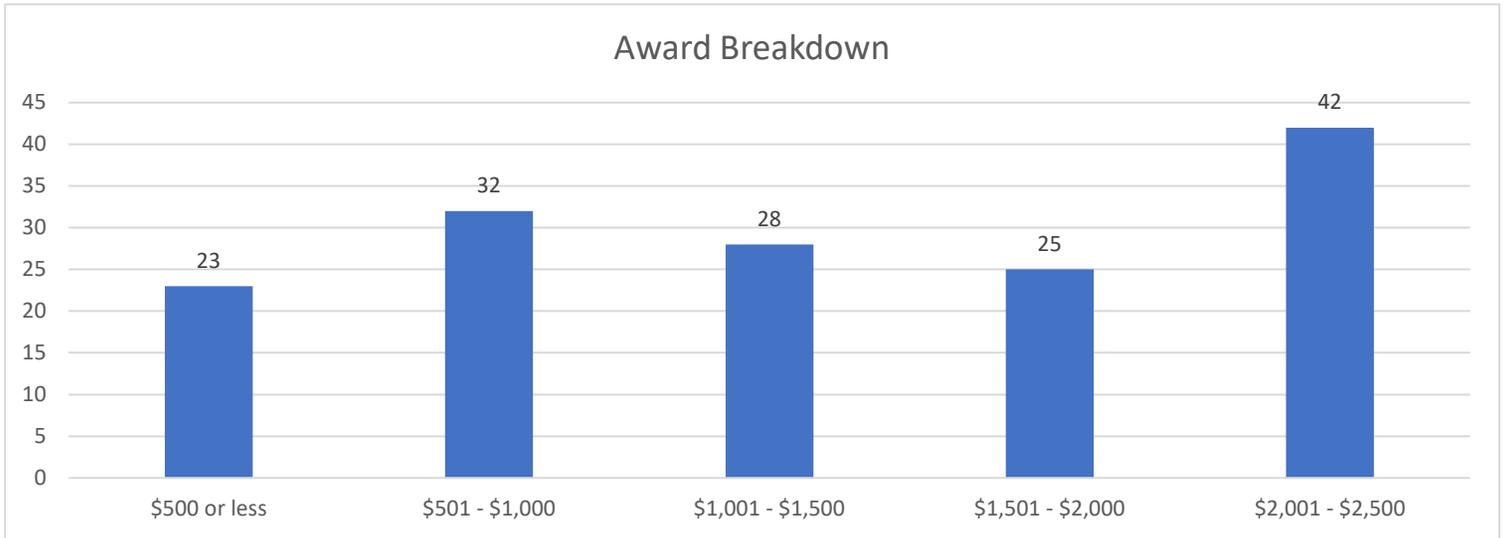
### FOR MORE INFORMATION

Staff Contact: Jason Knope  
Telephone: 541-998-3125  
Staff E-Mail: [jknop@ci.junction-city.or.us](mailto:jknop@ci.junction-city.or.us)



## Business Pandemic Impact Support Program

Fiscal Year 2020-2021 Summary





**Business Pandemic Impact Support Program**  
*Funding Issued to Date*

App #	April	May	June	July	August	September	October	Total
1				\$ 1,110.99	\$ 1,148.16	\$ 1,089.39		\$ 3,348.54
2								\$ -
3				\$ 2,500.00				\$ 2,500.00
4								\$ -
5			\$ 1,785.65	\$ 1,985.37				\$ 3,771.02
6								\$ -
7				\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		\$ 7,500.00
8								\$ -
9	Withdraw Application							
10				\$ 1,742.07	\$ 1,929.87	\$ 1,928.16		\$ 5,600.10
11				\$ 2,498.96	\$ 2,498.96	\$ 2,425.04		\$ 7,422.96
12				\$ 700.00	\$ 1,165.00	\$ 438.75	\$ 438.75	\$ 2,742.50
13								\$ -
14								\$ -
15				\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		\$ 7,500.00
16			\$ 1,024.63	\$ 948.78	\$ 1,106.52	\$ 1,090.46		\$ 4,170.39
17								\$ -
18				\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 10,000.00
19								\$ -
20				\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		\$ 7,500.00
21				\$ 2,152.19	\$ 618.85			\$ 2,771.04
22								\$ -
23				\$ 857.71	\$ 1,416.05			\$ 2,273.76
24								\$ -
25				\$ 1,747.05	\$ 1,998.48			\$ 3,745.53
26				\$ 739.33	\$ 848.31	\$ 848.31		\$ 2,435.95
27			\$ 251.37	\$ 266.82	\$ 286.63	\$ 290.73		\$ 1,095.55

App #	April	May	June	July	August	September	October	Total
28				\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		\$ 7,500.00
29				\$ 361.11	\$ 363.12	\$ 345.31		\$ 1,069.54
30								\$ -
31			\$ 600.00	\$ 600.00	\$ 600.00			\$ 1,800.00
32				\$ 2,140.76	\$ 1,837.73	\$ 2,270.43		\$ 6,248.92
33				\$ 768.93	\$ 770.07			\$ 1,539.00
34								\$ -
35								\$ -
36		\$ 1,950.26	\$ 1,951.15		\$ 1,951.86			\$ 5,853.27
37								\$ -
38								\$ -
39						\$ 1,917.55		\$ 1,917.55
40		\$ 2,500.00	\$ 1,875.00	\$ 2,500.00	\$ 2,364.54	\$ 2,500.00	\$ 2,395.37	\$ 14,134.91
41		\$ 2,307.06	\$ 2,406.32	\$ 2,344.88		\$ 1,796.37	\$ 1,802.76	\$ 10,657.39
42								\$ -
43		\$ 878.13	\$ 900.67	\$ 845.90	\$ 840.16			\$ 3,464.86
44			\$ 2,001.88	\$ 1,842.52	\$ 1,845.02	\$ 1,796.33		\$ 7,485.75
45								\$ -
46		\$ 1,787.73		\$ 1,400.00	\$ 1,400.00			\$ 4,587.73
47				\$ 800.00	\$ 800.00			\$ 1,600.00
48								\$ -
49			\$ 950.00	\$ 1,751.98				\$ 2,701.98
50								\$ -
51			\$ 1,518.67	\$ 1,094.96				\$ 2,613.63
52								\$ -
53								\$ -
54								\$ -
55								\$ -
56	\$ 703.75	\$ 638.75	\$ 1,568.75	\$ 1,773.75	\$ 1,465.00			\$ 6,150.00
57			\$ 332.62	\$ 451.62	\$ 339.36			\$ 1,123.60
58								\$ -

App #	April	May	June	July	August	September	October	Total
59			\$ 1,889.55	\$ 1,554.94	\$ 2,500.00			\$ 5,944.49
60			\$ 2,500.00	\$ 2,500.00				\$ 5,000.00
61		\$ 372.00	\$ 499.00		\$ 499.00	\$ 499.00		\$ 1,869.00
62								\$ -
63								\$ -
64				\$ 2,169.11	\$ 1,913.70			\$ 4,082.81
65								\$ -
66								\$ -
67				\$ 754.36		\$ 801.69		\$ 1,556.05
68				\$ 475.00	\$ 1,110.64			\$ 1,585.64
69				\$ 2,500.00				\$ 2,500.00
70	\$ 461.09	\$ 555.87	\$ 531.08	\$ 501.17				\$ 2,049.21
71		\$ 1,600.00						\$ 1,600.00
72	\$ 600.00							\$ 600.00
73	\$ 363.07	\$ 363.07	\$ 367.93	\$ 680.75				\$ 1,774.82
74	\$ 1,050.73	\$ 882.57	\$ 1,044.48	\$ 1,059.75	\$ 1,204.47			\$ 5,242.00
75	\$ 1,181.13	\$ 1,073.74	\$ 1,061.02	\$ 1,050.01	\$ 1,072.83	\$ 1,078.67		\$ 6,517.40
76	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00		\$ 15,000.00
77	\$ 503.41	\$ 492.47	\$ 465.97	\$ 412.28				\$ 1,874.13
78	\$ 1,152.19	\$ 969.05	\$ 1,026.43	\$ 969.48	\$ 1,000.25			\$ 5,117.40

Grand Total	\$ 173,885.35
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Original Funding Allocated	\$ 350,000.00
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Remaining Funds	\$ 176,114.65
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