

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, November 8, 2018, in City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Chair Bill DiMarco, Councilor Dale Rowe, Councilor Jack Sumner, City Administrator Jason Knope, and Finance Director Mike Crocker. Councilor Rob Stott, and Councilor elect Andrea Ceniga were in the audience, Councilor Elect Ceniga left at 7 pm.

1. Call to Order

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

2. Approval of Minutes for October 4, 2018.

Consensus: By a consensus of the Committee, the October 4, 2018 minutes were approved as written.

3. Changes to the Agenda

None.

4. Comprehensive Plan Review Discussion

City Administrator stated that staff has reached out to planning firms and is comfortable with a budget of \$5,000 to 10,000. He stated that he had reached out to the Oregon Department of Land Conversation & Development (DLCD) and invited Patrick Wingard, the South Willamette Valley Regional Representative with DLCD, to attend the Committee meeting. He stated that grants may be available for the City's project and discussed how DLCD may be of assistance.

Mr. Wingard stated that he forwarded a template scope of work to the City Administrator. The program and DLCD assistance was further discussed.

The Committee expressed interest in the grant programs and exploring how it may benefit the City. Councilor Sumner asked if the funds for this project could be taken from current appropriations. City Administrator Knope stated that the \$5,000 to \$10,000 would cover the development of the scope of work from the current budget.

5. Street Tree Code Review

City Administrator Knope began the discussion and presented the street trees code section, chapter 12.35. A number of citizens have expressed concerns with this code. When staff reviewed this code, it was discovered that the last time the code was reviewed was in the late 1990's. The City's liability was also discussed.

Councilor DiMarco asked staff if there is an example program for addressing properties with missing sidewalks and tree issues, and discussion followed.

Councilor Rowe asked what staff thought needed to be done. City Administrator Knope responded that the code needs to be updated, but the code itself is not an issue for staff. The concern is with how the code is applied.

City Administrator stated that there seems to be three items to be discussed:

1. Updating the code
2. Discussion regarding a mechanism to help citizens deal with problems
3. Direction on how to address code violations, complaint driven or otherwise.

City Administrator Knope stated that staff could come back with information for topics 2 and 3, but it would be after January. Staff could bring back information for updating the code to the meeting next month.

The Committee agreed with the City Administrator's suggestions. He also requested that the Police Chief and the Public Works Director be invited to the code update and enforcement discussion. Councilor DiMarco requested that items 2 and 3 be added to the forecaster.

6. Staff Reorganization Discussion

City Administrator Knope began the discussion. There is an interest in bringing on a receptionist to be shared by Public Works and Building and Planning. He stated that the Utility Billing Clerk does not have time to assist with administrative tasks in Public Works. This may also allow Public Works to extend the hours available to the public. Councilor Rowe asked if the receptionist would do any utility billing duties. City Administrator Knope responded that the person would not, but would accept payments and basic server orders, as well as answer some questions.

Councilor Rowe asked if the receptionist might do permit technician duties in the future. City Administrator Knope responded that this may be explored in the future.

Councilor Rowe asked what the time frame might be. City Administrator Knope stated he could bring back more information, and it would be a good time to pursue this, and a good time for the building official to train.

City Administrator Knope discussed the Human Resources position with the Committee. The HR position recruitment has been very successful. He stated that it would make sense to make the position a director position and have the ability to be AIC for the City Administrator.

He stated that the City could take back some of the work done by our insurance agent and use those savings of \$25,000 to 30,000 to help pay for this change. Those duties could be done by the current HR staff who has the needed skills and background.

Councilor Rowe stated that this change would make sense and stated he would be in favor. Councilor DiMarco asked if the savings from the insurance agent contract will be enough to pay for the change. The City Administrator responded that the savings should pay for the change.

The Committee recommended that the City Administrator bring the job description to Council in December. Staff will bring back additional information back to Committee in December for the receptionist position.

7. Other Business

None.

8. Adjournment

As there was no further business, the meeting was adjourned at 7:50 p.m.

Respectfully Submitted:



Mike Crocker, Finance Director