

The Finance and Judiciary Committee for the City of Junction City met at 6:34 p.m. on Thursday, July 9, 2015 in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Chairman Bill DiMarco, Councilor Karen Leach, Councilor Steven Hitchcock, City Administrator Jason Knope, City Planner Cogburn, City Recorder Vodrup, and Finance Director Mike Crocker.

I. Changes to the Agenda

Director Crocker noted that the Committee should discuss the date for the next Committee meeting in August since the normal date falls during the Festival.

II. Approval of minutes July 9, 2015.

Minutes were approved as presented.

III. Building Official Discussion

Chairman DiMarco stated that due to the contract signed with Claire and the complex nature of this topic, this discussion will be on an advisory basis. Planner Cogburn, stated that the handout lays out 5 scenarios for the building official and inspection services. He has contacted multiple jurisdictions including Sweet Home which has a unique combination utilizing an outside provider and internal staff. He provided a copy of the Sweet Home Contract for review. Administrator Knope stated that the Sweet Home model allows them to retain a contractor to provide the Building Official position as needed. Under this model, some services would be provided by a staff member, but an outside provider could be available and utilized as needed. Chairman DiMarco stated his concern with control for the building official function and that Claire Company has had control under the current contract. Councilor Karen Leach expressed concern with how long the City may be able to keep a staff building inspector busy. Administrator Knope discussed that a staff inspector would not be able to provide all inspection types.

Administrator Knope stated that the scenarios provided were to give the Committee options for consideration. Various combinations utilizing staff positions and outside contractors were discussed.

An RFP was discussed and how it might be structured. Director Knope mentioned that builders and City customers are more concerned with the customer service and turn around time for inspection services. Director Knope asked if of the options, there any that the Committee doesn't like.

An RFP was discussed for the same contract model that the City currently has would allow the City to dictate the form and content of the contract. Chairman DiMarco stated that it may take a year or two to determine the correct structure needed.

Administrator Knope recapped the Committee's direction:

1. Staff will bring some suggested modifications to the current contract
2. Further analysis will be done by staff on the hybrid options
3. Staff will bring documentation from customers who have had concerns with the current building inspection services.

IV. Other Business

Legal Services: Administrator Knope distributed three RFP's, two for legal services and one for an audit services. The information is for consideration, no decision is requested at this time. Both legal services RFP's contain language on retainer and hourly based services. A variety of legal service types was discussed and consideration for specialized legal services rather than one firm for all services. The advantages of utilizing specialists was discussed. City Administrator Knope discussed Request for Proposals and Requests for Quotes. He stated that he will need to reach out to another attorney for assistance, probably through the League of Oregon Cities. He requested that the Committee review the examples for feedback on their preferred format.

Auditor Services: The example auditor RFP is also provided for consideration. The City has not completed an RFP in recent years. Costs have not been looked at in a number years.

V. Records Management Policy

City Recorder Vodrup presented the State Retention requirements. These are the minimum requirements. Council at its September 27, 2014 goal session implemented a City wide moratorium on records destruction. It was noted that it would be beneficial to have a city records policy and consider if the City should have longer requirements. Each City department was contacted for information on current practice. Some departments keep records longer than the State requirements. Some records are scanned and the originals kept. The Police department has stated that they do not destroy any records.

Administrator Knope asked where minutes are listed in the State requirements. Audio minutes requirements were noted. No specific City requirements exist currently for audio minutes. Conversion to digital formats of various records was also discussed. Administrator Knope suggested that the conversion of various records would be beneficial as a discussion with Council. Councilor Hitchcock discussed security and

work flow in relation to records storage. Follow-up: Staff will schedule a demo for the State RMS system for August or September. Staff will bring back information on the conversion of various records to digital.

VI. Other Business

Social Media Policy: Administrator Knope presented a draft social media policy. This includes how an employee used Facebook, Twitter and other social media while on City time and not on City time. Staff has reviewed this policy. The presented draft is for review and is modeled after the City of Seattle's policies which has a good selection of policies and is available on their website. He pointed out the employee sign off on the last page.

IPADs for Council (Resource Cabinet for Council): Administrator Knope provided two tablets for the Committee to view and the resources that would be available digitally on the tablets. He recommended that the Council review the tablets at a work session. The Committee recommended that Council review the use of the tablets by Council at an upcoming work session.

VII. PROBATION SERVICES CONTRACT

Director Crocker presented the current Probation Services contract as well as information on the services provided. He stated that due to the lower amount of Court activity over the last year, the utilization of this service has been low. The current contract is due to expire September 23, 2015. There are savings for the City when a court defendant has an ankle bracelet and is not required to be in the jail. The current contract was initially reviewed by legal counsel as well as CIS for insurance requirements. The quarterly report is also provided with the case load for probation services. The recommendation by the Committee is to forward the contract to Council with the recommendation to renew.

VIII. AGENDA FORECASTER REVIEW

The agenda was reviewed. No needed changes were noted.

IX. UPDATES

The date for the next Committee meeting was proposed for Monday, August 10, 2015.

X. ADJOURNMENT

The meeting was adjourned at 8:08 pm.

**CITY OF JUNCTION CITY
FINANCE/JUDICIARY COMMITTEE
MEETING MINUTES**

**JULY 9, 2015
APPROVED**

ATTEST:

Mike Crocker, Finance Director