

The Finance and Judiciary Committee for the City of Junction City met at 6:30 p.m. on Monday, August 10, 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, and Finance Director Mike Crocker.

I. Changes to the Agenda

None were noted.

II. Approval of minutes July 9, 2015.

Minutes were approved as presented with one change for a typo.

III. Court Activity Level

City Administrator Knope presented a report of Court activity. He noted that court activity has dropped in the last year by a significant amount. He expressed concern that we won't meet the budgeted levels for the current year and the Court can only process the citations that are forwarded to them. The Committee discussed forwarding this information to the full Council. The Committee also discussed monitoring these numbers during the current year.

The Committee recommended that this report be forwarded to Council.

IV. Fiscal Policy for Community Services Funds

Finance Director Crocker reviewed the fund balance challenges with the Community Center Fund last fiscal year. The Fund balance policy previously adopted by Council addressed the General Fund. He further mentioned that the Auditors view the Community Services funds as part of the General Fund. The previous adopted fund balance fiscal policy did not include the Community Services Fund. The information provided includes the current fiscal policies, monthly financials for the Viking Sal Fund and the Community Center Fund, and a draft Community Services Funds fiscal policy. The draft is based on the currently adopted General Fund fiscal policy.

Director Crocker mentioned that 35% of the current year expenditures is \$42,000 for the Community Center Fund. If an amount at this level was adopted it may take a couple years to reach this level in both funds. The Committee discussed the affect a policy would have on the Community Services funds.

Director Crocker suggested that lowering the level to 15%, and keeping the language consistent would be helpful.

Changes to the language of the draft were requested by the Committee. The minimum amount was changed to 15% by the Committee. The Committee recommended that the fiscal policy for the Community Services Funds be forwarded to Council for review and adoption.

V. Legal and Audit Services Request for Proposals

Administrator Knope presented sample RFPs for legal services and auditing services. Administrator Knope stated that if the Committee is satisfied with the audit services template, he would like to fill in the blanks and bring back to Committee.

The Committee discussed the two legal RFP templates. A limit on the number of pages was discussed. The Committee provided direction to staff for features of the two templates to be included in a template Junction City could use.

Administrator Knope stated, to recap, he will use RFP number 1, use the qualification section from template #2, and change appendix A to reflect what we currently do.

Administrator Knope will make the changes noted and bring back to Committee.

VI. Other Business

None

VII. AGENDA FORECASTER REVIEW

The agenda was reviewed. No needed changes were noted.

Administrator Knope stated that he had a request from Claire Company for a discussion with the Committee. He let them know that he would bring this up to the committee. The Committee declined to add the discussion item to the forecaster.

VIII. UPDATES

Finance Director Crocker requested that the meeting for September 3rd be moved to September 10th. The Committee approved the request.

Finance Director Crocker mentioned that the auditors are scheduled for the week of September 14th.

He also brought up the agenda for the October Budget Committee meeting and asked for Committee input. He will bring it to the September meeting. Committee Chair DiMarco mentioned state of the current budget and revenue as potential agenda items.

IX. ADJOURNMENT

The meeting was adjourned at 7:35 pm.

ATTEST:

Mike Crocker, Finance Director