

The Finance and Judiciary Committee for the City of Junction City met at 6:32 p.m. on Thursday, September 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. Court and City Hall Security**

Director Crocker presented the CIS Insurances Services security report for City Hall and Court which was completed in 2012. Many of the issues were corrected during the City Hall remodel. Also included for Committee review is a list of the items from the CIS report. The list was reviewed by staff and is meant to capture the status of the various recommendations included in the CIS report and indicates the items that are complete. He discussed the items on the list and how they were corrected. Councilor Karen Leach discussed concerns for Court office security. Chairman DiMarco mentioned concern for the public bathroom situation at City Hall. City Administrator Knope stated a similar solution that has been proposed at the Community Center could be considered. The Committee discussed the items that were in the Court Room/Council Chambers including the windows and exits. The Committee expressed interest in following up on the 2<sup>nd</sup> reserve option and screening of Court attendees on Court days. A possible bathroom location was discussed and City Administrator Knope indicated that space may be available on the south side of the hall in City Hall. The Committee requested a tour of the Court office area and hall outside of the Court Office.

The Committee discussed possible funding options for bathrooms. Administrator Knope indicated that there may be funds that could be identified for this purpose.

The Committee requested that staff bring back cost information for city hall bathrooms, Court office window upgrades, the availability of a reserve officer and metal detector costs.

**III. Budget Committee October 8, 2015 Meeting Agenda**

Finance Director Crocker presented as part of the packet an initial draft of agenda topics for the Budget Committee meeting on October 8<sup>th</sup>. He stated that staff would appreciate direction on the agenda items and materials to be included.

The Committee requested that Court revenue be included on the agenda and discussion and other potential issues. Chairman DiMarco expressed interest in discussions of sustaining a balanced budget. City Administrator stated that the Budget Committee may be mostly education.

Director Crocker stated that he would like to bring information on the transfers as proposed and as adopted. He also stated that a key report was issued by PERS a few weeks ago that he will discuss at the Budget Committee meeting.

The Committee discussed that having the agenda distributed to Council as an informational item would be good in case they want to comment on any of the agenda items.

**IV. AGENDA FORECASTER REVIEW**

The forecaster was reviewed. The Committee inquired with the City Administrator on the Qhut and the old water tower and franchise fees affected by the water tower removal.

Councilor Karen Leach asked the City Administrator for an update on the progress of the personnel manual. Administrator Knope stated that it will take significant time for the process to complete as it will be reviewed by the unions, legal and others.

**V. Other Business**  
None

**VI. ADJOURNMENT**

The meeting was adjourned at 7:39 pm.

ATTEST:

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Mike Crocker, Finance Director