

The Finance and Judiciary Committee for the City of Junction City met at 6:30 p.m. on Thursday, September 22, 2016 in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Councilor Bill DiMarco, Councilor Karen Leach, City Administrator Jason Knope, and Finance Director Mike Crocker. Councilor Steven Hitchcock was absent.

I. Changes to the Agenda

There were no changes.

II. Approval of minutes for May 5, 2016.

The minutes were approved as presented.

III. Court Software Maintenance Agreement

Finance Director Crocker presented a new software maintenance and support agreement for the Court software. The City has been using Caselle since it was installed in 2012 and the current maintenance agreement was signed at that time. Caselle contacted staff a few months ago about upgrading the support agreement to a software assurance agreement. The software assurance agreement concept includes the same maintenance support, but adds software upgrades. The City has a similar agreement with Springbrook software for Finance and Utility Billing.

Director Crocker noted that the Caselle software needs to be upgraded to the current version of the software and the upgrade is included in the agreement. He stated that the City has been paying \$125/month with no increase since the agreement was signed in 2012. The cost of the new agreement is \$200/month with a 5% discount if it is paid annually.

The Committee was in favor of the agreement and recommended the maintenance agreement for the Court's Caselle software be forwarded to Council for review.

IV. Fiscal Policy for Property Tax Allocations

Director Crocker reviewed a draft of the fiscal policy for property tax allocations. This fiscal policy was discussed by the Committee at its May 5th meeting and directed staff to draft a policy for Committee review. The following draft policy was presented and reviewed by the Committee.

Potential policy statement:

“Property tax revenue received from the County is allocated to the general government operating departments within the City. Operating departments that receive an allocation of property taxes are the Police, Court, Non-departmental, Building & Planning and Community Services departments. The allocation percentages are reviewed annually by Council and confirmed by motion for the following budget year. It is anticipated that Council review will be completed in November of each year.”

The Committee directed staff to forward the policy as drafted to Council for consideration.

The Committee also discussed other possible fiscal policies to be considered at a future meeting. The Committee recommended discussing additional fiscal policies and fiscal policy updates at a future Committee meeting.

V. Fiscal Policy for Non-Departmental Contingency

Director Crocker reviewed the City’s current fiscal policy for budgeting contingency. The current policy requires a contingency of not less than 2% of budgeted expenditures and only applies to the General Fund. He stated that for FY16/17 the 2% was applied to each department when the department funds were implemented. In addition, the Budget Committee increased the non-department contingency by \$150,000.

Administrator Knope suggested separating the contingency requirement for departments and a general contingency in the General Fund.

The Committee directed staff to create a draft for an update to fiscal policy 12 for contingencies to address a department minimum of 2% and create a draft for a new fiscal policy to address a General Fund general contingency based on 2% of the property tax revenue. Staff will bring initial drafts for these policies to a future Committee meeting.

VI. Computer Replacement Plan

City Administrator presented a computer replacement plan for City Hall departments and Court. The plan includes replacements for computers, servers, the phone system, and diagrams of the networks.

The departments are listed separately. The annual reserve requirements are included in the plans as well as detail for each department. Administration and Finance include these requirements in the overall administrative costs.

The Committee recommended that staff present the plan to Council.

VII. Vacation Policy

Administrator Knope presented a draft vacation policy for non-represented staff. He discussed the current administrator policy created in 2007 which was only approved at the staff level. The current policy gives non-represented staff limited options to use up vacation. This creates a challenge when enforcing accrual limits. The draft policy would give the non-represented staff more tools to keep their vacation accrual within the limits.

He also discussed the need to limit extensions for staff accruing vacations beyond the limits. Legal is currently reviewing the draft vacation policy. Councilor DiMarco asked if this has any effect on the bargaining agreements. Director Knope stated that it would not, but could become a discussion item when the contracts are renewed.

Councilor DiMarco asked if this would be brought to Council as a separate piece. Director Knope responded that it would be a separate item when it is brought to Council. Councilor DiMarco asked if the draft needed to be brought back to Committee. Director Knope did not believe that there would be any substantive changes. Councilor asked if the Committee was in agreement with it going to Council and Councilor Karen Leach agreed.

The Committee was in favor of the vacation policy as it was presented and directed staff to forward it to Council for consideration if there were no substantive changes from the City's legal review. It is expected to be on the November Council agenda.

VIII. Agenda Forecaster Review

The Committee reviewed the forecaster with no changes. Director Crocker pointed out the annual Auditor's discussion with the Committee, expected in November.

IX. Other Business

Director Crocker stated that the standing date for the next Committee Meeting on October 6th is the date of the Budget Committee meeting. He asked if the Committee would prefer to wait until November for their next meeting. The Committee agreed to hold the next Finance and Judiciary Committee meeting on the standing date in November.

Director Crocker reported that Court had its LEDS audit a few months prior and had passed. The audit is done by the state and reviews procedures, facilities, computer processes and records access.

X. ADJOURNMENT

The meeting was adjourned at 7:20 pm.

Respectfully Submitted:

Mike Crocker, Finance Director