

The Finance and Judiciary Committee for the City of Junction City met at 6:30 p.m. on Thursday, November 3, 2016 in the Council Chambers of City Hall, 680 Greenwood Street, Junction City, Oregon.

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

I. Changes to the Agenda

There were no changes.

II. Approval of minutes for September 22, 2016.

The minutes were approved as presented.

III. Fiscal Policy for Contingency Appropriations

Finance Director Crocker presented draft language as requested by the Committee, for two contingency fiscal policies. The current fiscal policy language for contingency appropriations was updated to include General Government Departments in the title and the text of the policy.

A general contingency policy was presented as fiscal policy number 13, titled "Contingency – General contingency". Director Crocker stated that based on the FY16/17 budget, the amount would be \$49,000.

Director Crocker stated that the current policy was drafted prior to the departments having their own budgeted fund balances.

The Committee approved the fiscal policies for contingencies as presented and directed staff to forward the policies to Council for review.

IV. Capital Expenditure Plan

City Administrator Knope presented the Capital Expenditure Plan (CEP) drafts for City Hall departments. There are some city-wide projects included that are in the administration section who is responsible for these projects and will enable them to be allocated to the departments along with the other administration costs.

Finance includes administration items such as the Springbrook software. Planning & Building Permits is included. He pointed out the reserve requirements are stated for each department.

Councilor Hitchcock asked about the Court computer equipment. Administrator Knope reviewed the workstations required in the Court department. Administrator Knope pointed out that building items are all in administration. He also pointed out the process and procedures included in a section in each plan for reference.

The Committee reviewed the document presented by staff and recommended approval and it to be forwarded to Council.

V. Leave Policy

Administrator Knope presented the red-line draft of the leave policy as it was received from the City's legal counsel. The Committee had asked that the policy be brought back to them at this meeting if legal counsel had significant changes. Administrator Knope stated that the changes weren't significant, but there were a significant number of changes. He stated that the policy itself has not changed since the last draft. Councilor Leach agreed. He stated that the represented employees have language in their agreements to address leaves and the issues addressed in this draft policy. Councilor Hitchcock asked for clarification on the leaves available currently. Administrator Knope stated that non-represented staff has sick time, vacation and flex time and flex time does not carry over past the end of the month. He stated that in 2008 the City Administrator issued a memo to allow vacation payouts for non-represented staff which never came to Council. This will create a formal process that should be approved by Council, not directed by the City Administrator. Administrator Knope discussed several scenarios where this updated policy will provide more flexibility and provide guidance in additional situations. This policy is tied to what is available in the budget.

The Committee directed Administrator Knope to forward the policy to Council for consideration.

VI. Tri-County Chamber of Commerce Funding Request

Finance Director Crocker presented the Tri-County Chamber of Commerce's request for funding. The letter was included in the packet. He stated that the amount of the request was included in the FY16/17 budget and the Council has approved the request each year for a number of years.

The Committee approved the recommendation and directed staff to forward the request to Council.

VII. Agenda Forecaster Review

The Committee reviewed the forecaster. Councilor Hitchcock asked about the investment policy, and what the item was. Mr. Crocker stated that it was from the Admin Task list approved by Council in 2015.

Councilor Hitchcock asked about the Long Range Financial Plan Status Review. Mr. Crocker stated that he would like to review with the Committee the items that are completed and the items yet to be completed on the Plan.

Needed updates were noted for the forecaster: the "IT Projects" and "City IT/IS Manual" items are to be removed from the forecaster.

VIII. Other Business

Director Crocker asked the Committee if he should invite the Auditors to the December Finance & Judiciary Committee meeting to discuss the audit for FY15/16. The Committee directed Mr. Crocker to invite Gary Iskra for a discussion at the December meeting.

IX. ADJOURNMENT

The meeting was adjourned at 7:20 pm.

Respectfully Submitted:

Mike Crocker, Finance Director