

The Finance and Judiciary Committee for the City of Junction City met at 6:30 p.m. on Thursday, December 3, 2015 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, City Planner Jordan Cogburn, Finance Director Mike Crocker and Planning Commissioner Stuart Holderby.

I. Changes to the Agenda

Director requested that the Chamber funding request be discussed. He stated that this request is budgeted in FY15/16 and has been budgeted and paid for a number of years at \$4,000 each year. The Committee forwarded the request to Council with the recommendation to grant the request for \$4,000.

II. Approval of minutes for November 5, 2015.

The minutes were approved as presented.

III. Building Department Services

City Planner Cogburn presented the discussion on Building Department Services. This is a continuing discussion regarding the variety of options to consider as part of the Building Department Services review. He stated that he had a meeting with the public works director in Sweet Home to obtain a better understanding of the hybrid option of in-house inspections services and building permit and plan review, and to provide the Committee with a look at the budget structure under this model. In attachment B, he pointed out that Sweet Home's revenues are short of the costs, but they find value in having the services in house.

City Administrator Knope stated that this model may be the most interesting. The issues that may need to be solved are fairly easy ones. He mentioned other advantages including additional revenue that the City would keep, and better customer service.

Planner Cogburn stated that Sweet Home finds value in having better customer service and having control of the service.

Councilor Leach asked if the staff for this option would be able to stay busy. Administrator Knope stated that they would and that Public Works would have enough related work to fill in during any slow times. Planner Cogburn said that Sweet Home inspectors also do code enforcement to fill in during slow times.

City Administrator Knope stated that using this model would require a new RFP. Councilor DiMarco stated that this model would allow the City to choose which services are contracted out.

Councilor DiMarco asked if this model would make the department pay for itself and Administrator Knope confirmed that it would.

Planning Commissioner Stuart Holderby stated his concern with the service received from Claire Company and that the service is not good. He stated that over the years there are revenues not received by the City. He also stated concerns for deficiencies that could affect the insurance costs for City residents.

Planner Cogburn stated that he discussed customer service with Sweet Home and how the code is applied.

Administrator Knope stated that there have been customer service problem with City projects in the past.

The Committee discussed compliance versus enforcement and that the focus should be customer service.

Planner Cogburn has also contacted The Building Department LLC.

Councilor Leach said she would like to see what the costs are and what the improvement would be. Administrator Knope stated that he has those costs and will be bringing them to a Council work session.

IV. Legal & Audit RFP

Administrator Knope provided RFP's for Legal and Audit RFP's. He stated his research indicated that the City attorney agreement should be for general services, if a specific service is needed, then an RFP can be prepared for that service.

Councilor DiMarco stated that the City should have the flexibility to go to another firm for a specific service when needed or get a second opinion. Administrator Knope stated that the City is not bound for obtaining any second opinions from another firm.

The RFP's are structured to have the Council as a whole review the RFP responses.

The Committee recommended that staff move forward on the legal and audit request for proposals.

V. Capital Expenditure Plan

Administrator Knope discussed the Capital Expenditure Plan and asked that the Committee take until next meeting to review. The Committee reviewed the schedules provided by staff and asked questions of staff about certain items.

Councilor Hitchcock asked about various CEP items and the City Hall security upgrades included on the CEP.

No changes were suggested by the Committee and there was no additional discussion.

VI. Budget Calendar

Director Crocker presented the draft budget calendar for FY16/17. He stated that the calendar follows the format from the prior year.

The Committee recommended that the draft calendar be forwarded to Council for review.

VII. AGENDA FORECASTER REVIEW

The forecaster was reviewed and discussed. A new calendar was updated for 2016. No changes were noted.

VIII. Other Business

Councilor Hitchcock asked for an update on the funding for the Police SRO grant. Administrator Knope reviewed the process and funding for the position.

Councilor Hitchcock asked for some clarifications on franchise fees.

Streets funding was also discussed.

IX. ADJOURNMENT

The meeting was adjourned at 8:34 pm.

ATTEST:

Mike Crocker, Finance Director