

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, January 4, 2018, in City Hall, 680 Greenwood Street, Junction City, Oregon.

PRESENT WERE: Chair Bill DiMarco, Councilor Dale Rowe, Councilor Jack Sumner, City Administrator Jason Knope, and Finance Director Mike Crocker.

1. Call to Order

Chair DiMarco called the meeting to order at 6:30 p.m.

2. Approval of Minutes for November 16, 2017

Consensus: By a consensus of the Committee the November 16, 2017 minutes were approved as written.

3. Changes to the Agenda

None.

4. Resource Development Coordinator

City Administrator Knope presented materials for the discussion regarding creating and funding a Resource Development Coordinator. This item was forwarded to this Committee by the Council and Budget Committee to discuss implementing this position in the 18/19 budget, a job description, funding, and a pay scale.

The current compensation schedule for non-represented positions was included in the packet, job description, and FY17/18 budget schedules.

The consensus of the Committee was to recommend funding the position with a one time transfer from State Revenue Sharing in FY18/19 and forwarding to Council. The Committee approved the job description as presented by staff for the Resource Development Coordinator.

5. Building Inspection Services Discussion

City Administrator Knope presented the discussion and materials regarding moving the City's building Inspection Services from a contracted service to an in-house service. The City currently contracts with Clair Company to perform building inspection services. Staff is proposing to bring these services in-house to improve the level of customer service to the Community. A sample job description from another City was provided.

The staff proposal for the Committee was to hire a full time building official as part of the Planning and Building Department under Public Works.

Consensus: The consensus of the Committee was to direct staff to bring a job description and proposal for review back to the Committee.

6. Finance and Utility Billing Software

Finance Director Crocker presented additional question and answer materials for further discussion of the Finance Management Software.

Consensus: The Committee requested that additional materials on the research done to date by staff be brought back to a future Committee meeting.

7. Court and City Hall Security

Finance Director Crocker presented an update on the status of security and safety improvements made at City Hall and in Court based on a Facility Security Inspection Report issued at the request of the City by City County Insurance Services in 2012. The inspection was performed by the CIS Public Safety Manager and CIS' Senior Risk Management Consultant. The original report and the a related checklist were provided for review.

Action: The Committee directed staff to forward a copy of the Court and City Hall Security AIS to Judge Wiese for her review and asked that any comments be directed back to the Committee.

8. Probation Services

Finance Director Crocker provided an update on probation services for the Committee.

Action: The Committee directed staff to forward a copy of the Probation Services Committee AIS to Judge Wiese for her review.

9. Agenda Forecaster Review

The Committee directed staff to schedule a Finance Judiciary Committee meeting for January 16th to continue discussion on Building Inspection Services.

The Committee directed staff to confirm February 8th with Judge Wiese for a discussion with the Committee.

10. Other Business

None

11. Adjournment

As there was no further business, the meeting adjourned at 8:21 p.m.

The next meeting of the Finance/Judiciary Committee will be Thursday, January 16, 2018 at 5:30 p.m.

Respectfully Submitted:



Mike Crocker, Finance Director