

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, June 7, 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 City Recorder Kitty Vodrup.

1. Call to Order

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

2. Changes to the Agenda

None.

3. Approval of Minutes for March 1, 2018.

Consensus: By a consensus of the Committee, the March 1, 2018 minutes were approved as written.

4. JC Comprehensive Plan Review Discussion

City Administrator Jason Knope presented the discussion to update the Junction City Comprehensive Plan. He stated that it is recommended by the state that these plans be updated every 5 years. Staff could begin the RFP process to identify a consultant with the expertise in this area.

Councilor Rowe asked if this contract was included in the current budget. City Administrator responded that it was, under contracted services. Councilor Sumner asked what the cost range may be. City Administrator Knope responded that it could be a wide range, depending on the City needs.

City Administrator Knope recommended that if the Committee wanted to move forward with this that they direct staff to bring back a draft RFP for the Committee to review.

The Committee concurred with the City Administrator Knope.

5. Oregon Records Management System

City Administrator Knope stated that this system provides offsite storage with encryption and tools to deal with older documents that we don't currently have.

City Recorder Vodrup presented information on the Oregon Records Management System. The system was developed by the Oregon State Archives a few years ago. The State Archives have done a few test runs with other Cities and are branching out to more cities. This system would provide a central location for all the City records.

The system would provide better document management, and enhance public transparency for the public. The system has built in parameters for document retention, ability to notify staff when document review is requested, and files can be shared easily between departments, such as Police. Cost savings information is also included in the packet.

City Recorder Vodrup stated that the cost is \$37.02 per user for a minimum of 10 users or \$370.20 per month. An RFP would not be required for this service since the state already has a contract for this service. There is a client list provided and other information.

Councilor Sumner asked what the conversion cost would be. City Administrator Knope responded that we would start with documents that are already digital and there would be no additional conversion costs. Older documents would be converted as time allows. Councilor Rowe asked if the cost is in the budget. Administrator Knope responded that it is in the Administration Budget.

The Committee directed staff to move to the next step for this project. City Administrator Knope summarized: Staff will work on a policy to address the records retention format and keeping responsibility with the City. Staff will bring back information on modernizing our ability to store hard copies.

6. City Auditor Engagement Letter

City Administrator Knope presented the annual engagement letter from the Auditors. The letter contains no significant changes from the letter for last year.

The Committee directed staff to forward the letter to Council.

7. City Prosecutor Contract Discussion

City Administrator Knope presented the City Prosecutor Contract. He stated that the contract has expired, and an RFP would be the next step. The Committee discussed who the Prosecutor should answer to and the process for selecting a person for the position. The Public Defender process and contract was also discussed.

The Committee directed staff to bring back an RFP for the Committee to review and information on possible options for a selection committee. Administrator Knope stated that he would bring back information on the Public Defender selection process and any contract that exists.

8. Agenda Forecaster Review

City Administrator Knope made changes to the format of the forecaster. It now includes the next three meeting agendas. The Committee reviewed the agenda forecaster, no changes were made.

9. Other Business

Councilor Sumner asked to discuss Police Department staffing and an alternative contract model with Lane County. The Committee agreed to request that the item be forwarded to Council to be discussed at a future Council work session.

10. Adjournment

As there was no further business, the meeting adjourned at 7:53 p.m.

Respectfully Submitted:

Handwritten signature of Mike Crocker in black ink, written in a cursive style.

Mike Crocker, Finance Director