

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, August 1, 2019, in City Hall, 680 Greenwood Street, Junction City, Oregon.

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

HR & Administrative Services Manager Stephanie Moran and City Police Chief Morris were in the audience.

### **1. Call to Order**

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

### **2. Changes to the Agenda**

Chairman DiMarco asked to add a few questions about Finance and some discussion about the City complaint process.

### **3. Approval of Minutes for July 11, 2019.**

**Consensus:** By a consensus of the Committee, the July 11, 2019 minutes were approved.

### **4. EJC Banner Program Funding Request**

City Administrator Knope presented the request by Energizing Junction City, LLC (EJC) for the City to fund replacement banners.

On June 25, 2019 the City received a request from Jeff Curran of EJC for the City to fund the replacement of two types of banners in the amount of \$1,793.93 as a grant to EJC. The request and the grant agreement for the original banners in 2009 were included in the Committee packet.

The City has ample funding budgeted to address this request. Staff recommended that the Economic Development Programs line in the Revolving Loan Fund be used. Currently this line has \$121,500 allocated and there are no items that it is scheduled to be spent on in this fiscal year.

Jeff Curran displayed a sample of the current banners and discussed the banners in the City. City Administrator Knope suggested that the request rounded to \$2,000.00.

The Committee directed staff to forward the request to Council and that the Economic Development Programs line be utilized for the request. City Administrator Knope stated that he will prepare the grant document for Council.

**5. City Complaint Policy (item added)**

Chairman DiMarco began the discussion. Council Rowe stated that he believed that Council should be familiar with the complaint process and how a complaint is initiated.

City Administrator gave an outline of the process. He stated that the union contracts define the process for its members. The City personnel manual includes language for a complaint process. The City has a complaint form and he further discussed the disposition of complaints and who complaints about City staff would receive those complaints.

Council Thomas asked if complaints are public record. Administrator Knope answered that the details of a complaint, details of an investigation and the results are generally not public record. Some summary information and results may be public record. There are procedures that determine what items are public record.

Councilor Rowe suggested that the Complaint process be discussed at a Council work session. The personnel manual was also discussed and possible directions for updating the manual.

The Committee directed staff to prepare items for the personnel manual and complaint policy discussion for a Council work session.

**6. Comp Plan Map Update Project**

City Administrator Knope began the discussion to consider establishing a housing subcommittee of the Finance & Judiciary Committee. As part of the Comp Plan Map Update project, the Committee decided that it would like to consider developing a subcommittee to deal with affordable housing. Direction was given to staff to bring back to Committee the necessary information to create the subcommittee.

Provided to the Committee in the packet was the Subcommittee Guidelines that were approved by Council for the Vista Dale Subcommittee. This is intended as a reference for the Committee. Also attached to this document are blank Subcommittee Guidelines with the areas highlighted that the Committee will need to give staff direction as to what they would like to see there.

The Committee directed staff to prepare the subcommittee guidelines document. The Committee will be the Affordable Housing Subcommittee. The subcommittee will have 7 members. The Committee discussed the options of a technical advisory committee and a citizen advisory committee. The sub-committee may have one Council member, agency members, citizen members and technical members. The members are appointed by the mayor. The City Administrator will

bring a draft purpose statement back to the Finance and Judiciary Committee.

## **7. City Records Archive Discussion**

City Administrator Knope began the discussion. An initial presentation of ORMS was made at the June 7, 2018 Finance and Judiciary Committee. The Committee was supportive of this system and asked staff to proceed with the next steps. Staff then had the City Attorney review draft contracts. Staff is bringing back an overview of ORMS, as well as the draft contracts for Committee review and discussion.

The Oregon Secretary of State Archives Division, in conjunction with a consulting and a software company, developed the first statewide electronic records management program called the Oregon Records Management Solution (ORMS). There are many benefits to using this system and some of those include:

- Program is administered by State Archives, the experts on records/retention.
- Records can be more effectively managed, searched, and located.
- Provides better records transparency for the public.
- Management rules, retention, disposition, and tracking are applied to each record.
- Provides a centralized records location and a collaboration tool for all departments where documents can be reviewed and shared. Also, can be used to track projects or update active documents such as City complaints.
- No RFP needed, as state has a master agreement.
- No upfront costs to purchase anything; just a monthly user fee. User fee is \$37.02 per month for a minimum of 10 users = \$370.20 per month.
- There are no major software or hardware to download, house, or maintain. The data is stored in a secure center in Baker City and backed up elsewhere per Department of Defense (DOD) standards.
- Oregon Archives meets with every agency to configure the HPRM (Hewlett Packer Records Management) software according to each agency's information security, retention, and destruction rules.
- Integrates with other software applications.
- Cost savings:
  - Provides a complete information management solution (long term hardware, software, maintenance, software configuration, training, services, and support) for a fraction of what it would cost the City to purchase and implement.
  - Increases an agency's local drive space.
  - Reduces server storage costs.
  - Decreases folder and paper use and costs.
  - Decreases onsite and offsite storage locations and costs.
  - Decrease paper and ink cartridge costs and use of printers.
  - Increases office space by reducing spaced needed for storage.

Councilor Rowe asked if the costs are included in the current budget. City Administrator Knope responded that this item was included in the current budget.

The Committee consensus of the Committee was to forward the agreements to Council.

## **8. Master Fee Schedule Review**

Finance Director Crocker presented the draft Master Fee Schedule update for 2019. The purpose of a Master fee Schedule is to summarize the fees and charges for various City services such as utilities, building permits, court fees, and community services. It is a comprehensive list that the City makes available to the public. A master fee schedule is typically reviewed on a periodic or annual basis as recommended by best practices. The master fee schedule is a compilation of fees only. It serves as a central reference for fees across all departments and does not take the place of any fee-setting procedure or process in any department.

In December 2013, Council included a "Master Fee Schedule" on the list of items in the Long-Range Financial Plan. The last revision of the schedule was in 2017.

The Committee directed staff to forward the 2019 Master Fee Schedule update to Council for review.

## **9. Fund Balance Fiscal Policy Review**

The Committee reviewed a potential fiscal policy update to the fund balance policies. Following the addition of the Accumulated Fund Balance fiscal policy, an updated fund balance policy will be needed. The updated fund balances policy draft would add language for funds not covered by the current policy, apply to the funds by category and update the percentages for all operating funds.

Finance Director Crocker reviewed the draft Operating Funds Balance Policy. The policy would replace the current Fund Balance policies for the General Fund, Community Services Funds, and the Enterprise Funds adopted in 2013 and 2015. He stated that the minimum requirements for the General Fund (35%), Utility Funds (25%), Community Center Fund (15%) and the Viking Sal Senior Center Fund (15%) do not change in the draft as presented. Requirements added in this update include the internal services funds (15%) and the departments in the General Fund (15%). The General Fund departments include Finance, Administration, Pool, Parks, Library, and Police. A worksheet to illustrate the minimum requirements for each fund was distributed to the Committee.

The Committee directed staff to forward the draft Operating Funds Balance Policy to Council for review and possible adoption.

## **10. Current Project Review**

A review of the current projects that are from the Finance and Judiciary Committee was presented by City Administrator Knope.

Projects listed include:

- a. City Prosecutor RFP
- b. Community Records Archive
- c. City Attorney RFP
- d. Community Facilities Financing
- e. Computer/Network Update Project
- f. Street Tree/Sidewalk Funding Program

## **11. Agenda Forecaster Review & Discussion**

An updated Agenda Forecaster was provided by staff in the Committee packet.

City Administrator Knope pointed out the draft Committee agenda for September 5, 2019.

## **12. Adjournment**

As there was no further business, the meeting was adjourned at 8:32 p.m.

Respectfully Submitted:



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Mike Crocker, Finance Director