

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

PRESENT WERE: Chair Bill DiMarco, Councilor Dale Rowe, and Finance Director Mike Crocker. Councilor Jack Sumner was excused. Councilor Kara McDaniel attended as well. Mayor Crenshaw came in at 7:05 pm and sat 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

None.

3. Approval of Minutes for September 6, 2018.

Consensus: By a consensus of the Committee, the September 6, 2018 minutes were approved as written.

4. Court Statistics Discussion

This was an item forwarded to the Committee by Council. City Administrator Knope began the discussion. He referred to court cases that involved court cases and that there are some legal restrictions. Chairman DiMarco stated that he may be concerned about information being released that hasn't been properly reviewed. Councilor Rowe expressed concern that departmental statistics could be used to micromanage staff. Councilor McDaniel stated that general department statistics would be more appropriate.

City Administrator suggested that staff would discuss general statistics that may be appropriate. The Committee agreed.

5. Departmental Budget Performance Discussion

City Administrator Knope discussed the Library who may need some contingency this year. Cuts were made and the Library is still in transition. The public workstations will need to be replaced, and the one position is budgeted at .68 FTE, and staff will likely request that the FTE be increased to a full FTE for the next budget.

Councilor DiMarco asked about the pool. City Administrator Knope stated that staff is moving ahead with two RFP's. The liner, mechanical room are projects being looked at. He would anticipate spending \$30,000 to \$40,000 by year end. The mechanical room would likely be a project for next year.

City Administrator Knope stated that there are some challenges with parks. The seasonal staff may not be enough to maintain the parks at the current level. He is working with Public Works to identify some other options. He also reviewed other current challenges with parks. Councilor Rowe asked about the status of a new park at the reserve. This is still an ongoing challenge and City is in discussions with the State Preservation Office and the developer.

The Committee discussed the Building and Planning department and the current status of department IGAs. Clerical staffing was also discussed.

6. Comprehensive Plan Review Discussion

Councilor DiMarco stated the City has a current comp plan approved in 2013 and the review should be every 5 years. This item was forwarded to the Committee by Council. City Administrator stated that there may be two options:

- a. Do an RFP for the project.
- b. Use a consultant to review the process with the City.

He stated that option "B" may be the better option and the Committee agreed.

7. Departmental Fiscal Policy Discussion

City Administrator Knope stated that staff have been discussing a possible policy for setting Community Services revenue allocations. A draft policy was distributed to the Committee. The Committee discussed the frequency for a review of the allocations. The Committee recommended the allocations be reviewed by Council at least every five years. Staff will update the draft and bring it back to the Committee.

8. City Prosecutor RFP Discussion

City Administrator distributed a draft RFP for City Prosecutor services for the Committee's review. The Committee will review the draft and discuss at a future meeting.

9. Other Business

Councilor DiMarco asked staff to reach out to the Judge for a date to attend a committee meeting. It was suggested that the Court Clerk attend also.

10. Adjournment

As there was no further business, the meeting was adjourned at 7:52 p.m.

Respectfully Submitted:

A handwritten signature in black ink that reads "Mike Crocker". The signature is written in a cursive style with a horizontal line underneath it.

Mike Crocker, Finance Director