

The Finance/Judiciary Committee for the City of Junction City met at 6:30 P.M. on Thursday, March 5, 2020, in City Hall, 680 Greenwood Street, Junction City, Oregon.

**PRESENT WERE:** Chair Bill DiMarco, Councilor Sandie Thomas, Councilor Dale Rowe (by phone), City Administrator Jason Knope, and Finance Director Mike Crocker. In the audience were City Councilor Rob Stott and City Attorney Carrie Connelly (through item 5a). Mayor Crenshaw arrived at 6:58 pm (during item 4)

**1. Call to Order**

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

**2. Changes to the Agenda**

Public Meetings law and Ex Parte contacts.

**3. Approval of Minutes for February 6, 2020.**

By a consensus of the Committee, the February 6, 2020 minutes were approved.

**4. City Attorney Contract Discussion**

A draft contract for City Attorney Services was provided for the Committee to review. City Administrator Knope presented the item for the Committee. At the February Committee meeting, staff was directed to bring back for Committee review a draft contract for a City Attorney services discussion. The City Attorney, Carrie Connelly was present to review the contract with the Committee and answer questions. A Billing Procedure Memo was provided by Local Government Law Group for Committee review.

City Administrator Knope stated that the Committee asked staff to bring back a draft contract. Staff is looking for comments and direction. Attorney Connelly stated that the draft contract covers the current services that are being provided. She also stated that she acknowledges a conflict of interest. She reviewed the draft contract for clarification a few items starting with item 3A.

Item 3b covers quality control and benchmarks of the services provided. City Administrator asked that the reference to the City Administrator be deleted since the City Attorney is an appointee of the Council. Attorney Connelly stated that she did not know how this item would be applied.

Item 4a regarding the City Administrator's role in directing legal services was discussed.

The Committee directed Attorney Connelly to remove the portion described as “policy direction” out of the language.

Item 5a covering the length of the agreement was discussed. Administrator Knope suggested that a set number of years would be preferred. The timing of future evaluations was discussed. The Committee discussed a 5-year term, with one 5-year renewal and a 60 day termination.

Section 6 covers the evaluation process. The Committee discussed an evaluation or annual review. Attorney Connelly suggested language similar to “the City Council and Attorney will meet yearly to discuss goals and review legal services.”

Item 11c – Disclosures was discussed. The Committee agreed that items 11a, 11b and 11c should be included in the draft.

The appointment of a legal firm does not prohibit the City from using another firm. See item 5c. The ability to get a second opinion and other situations may make this section useful for the City. Attorney Connelly will make updates to this section.

Attorney Connelly will make the changes as directed and bring the updated draft back to the Committee.

## **5. City Prosecutor RFP Discussion**

Provided for the Committee was a draft RFP and contract for City Prosecutor Services. City Administrator Knope began the discussion. The contract for the City Prosecutor has been in place since 2010. The current contract has expired, and staff would like direction from the Committee. The City Prosecutor provides service to the City's Municipal Court.

Staff is asking the Committee to review the attached RFP and Contract and make any changes prior to the RFP moving forward to Council.

Section L in the RFP regarding evaluation of the RFPs was discussed. Attorney Connelly will bring the language from the Judge's contract and the Attorney's contract for annual evaluations. Language in the RFP section L will include “The City will review all responses received”.

The Committee directed Attorney Connelly to make the changes discussed and bring an updated draft back to Committee.

### **5a. Unlawful Public Meetings and Ex Parte Contacts (Added agenda item)**

Attorney Connelly discussed the definition of public meetings and situations that could be a public meeting.

Attorney Connelly discussed ex parte contacts and procedures.

## **6. FY20/21 Budget Review Update**

City Administrator Knope began a review of the upcoming FY20/21 departmental budgets. The various worksheets were provided to the Committee for the departments that report to the Finance & Judiciary Committee. This is the last review prior to the budget going to the Budget Committee in April.

He discussed the need to budget for an upgrade to the Finance software. In the Finance Capital Project Fund there is \$85,100 in the proposed budget. The current overall budget is about 160,000 in total budgeted in the departments. In the Administration Capital Projects Fund there is a one time increase of \$60,000 to fund computer network and building projects. In non-departmental there is an additional \$40,000 in legal fees budgeted. Legal is budgeted in every operating department.

## **7. Network Switch Purchase Discussion**

Administrator Knope began the discussion to request to purchase new network switches for the City's computer systems. The Administrator discussed the current equipment, the age of current equipment and future needs. Two quotes for CDWG and SecureIT Store were provided to the Committee for review.

As part of the review of the City's network and computer systems, a number of network switches have been identified as either out of date or too small for current City uses. Staff has reached out to CDW-G to obtain a quote to replace these switches. The cost for the new switches is \$35,305.00. Staff reached out to several vendors, SecureITStore (quote attached) and Feynman Group. Feynman Group did not respond to the request for quote.

Due to the fact that this is an unplanned expenditure, staff is requesting that this purchase be funded from the General Fund Contingency. Currently, the Contingency has \$117,000 available.

The Committee discussed budget options. The City Administrator stated that he would like to withdraw the item at the present time.

## **8. Current Project Review**

An update on two projects was provided by City Administrator Knope:

Projects:

- a. **Compensation Study:** This project is continuing forward. Due to staffing issues with Portland State University, the project has been delayed by a month. It is anticipated that the City will receive the first draft by March 12, 2020.

- b. **Records Storage Archive:** Staff is continuing work on creating a new records storage center for the City. Most of the construction (building modifications) is complete. The shelving has been ordered. The last major work to complete is the electrical work needed to provide a climate-controlled environment.

**9. Agenda Forecaster Review & Discussion**

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

**10. OTHER BUSINESS**

There was no other business.

**11. Adjournment**

As there was no further business, the meeting was adjourned at 8:28 p.m.

Respectfully Submitted:



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Mike Crocker, Finance Director